Employee Handbook of

School District Safety and Security Policies and Procedures

2008-09
# Safety and Security Policies and Procedures

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EMERGENCY TELEPHONE NUMBERS

Ambulance ................................................. 911
BPU Electricity/Water ........................................ 245-2515
(Evenings/weekends) ....................................... 245-2554

Emergency Cell Phone Numbers

See building administrator for information.

EPA Region 7 (KC) ........................................... 1-800-223-0425
or 913-551-7003
Emergency Management Office - McPherson .... 245-1260
Epidemiology Hotline ........................................ 1-877-427-7317
Federal Bureau of Investigation ....................... 1-816-512-8200
Fire - McPherson ........................................... 911 245-2505
Health Department - McPherson ....................... 241-1753
Highway Patrol ............................................... 1-620-744-0451
Kansas Bureau of Investigation
Report Crime .................................................. 1-800-572-7463
Kansas Bureau of Investigation
Administration .............................................. 1-785-296-8200
Kansas Department of Health and Environment
Wichita ......................................................... 1-316-337-6020
Kansas School Safety Hotline ............................ 1-877-626-8203
KPL Gas Service .............................................. 1-800-794-4780
Memorial Hospital ........................................... 241-2250
Poison Control Center ..................................... 1-800-332-6633
Police - McPherson ...................................... 911 245-1200
Prairie View (24 Hour Emergency) .................... 245-5050
Sheriff – McPherson ...................................... 911 245-1225
Social and Rehabilitation Services
McPherson ....................................................... 241-3802
Southwestern Bell (Bomb Threat) ....................... 1-800-894-5704

SCHOOL DISTRICT TELEPHONE NUMBERS

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<tr>
<th>Building</th>
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<tr>
<td>Washington Elementary .......</td>
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RESOURCES ON THE WEB

Keep Schools Safe ......................... http://www.keepschoolssafe.org/
US Department of Education Office of Safe and Drug Free Schools
.............................. http://www.ed.gov/about/offices/list/osdfs/index.html
US Department of Homeland Security
.............................. http://www.dhs.gov/dhspublic/index.jsp
ANTHRAX AND BIOLOGICAL AGENTS

How to Identify Suspicious Packages and Letters

Some characteristics of suspicious packages and letters include the following:

- Excessive postage
- Handwritten or poorly typed addresses
- Incorrect titles
- Title, but no name
- Misspellings of common words
- Oily stains, discolorations or odor
- No return address
- Excessive weight
- Lopsided or uneven envelope
- Protruding wires or aluminum foil
- Excessive security material such as masking tape, string, etc.
- Visual distractions
- Ticking sound
- Marked with restrictive endorsements, such as “Personal” or “Confidential”
- Shows a city or state in the postmark that does not match the return address

Suspicious Unopened Letter or Package Marked with Threatening Message such as “Anthrax”:

1. Do not shake or empty the contents of any suspicious envelope or package.
2. PLACE the envelope or package in a plastic bag or some other type of container to prevent leakage of contents.
3. If you do not have any container, then COVER the envelope or package with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover.
4. Then LEAVE the room and CLOSE the door, or section off the area to prevent others from entering (i.e., keep others away).
5. WASH your hands with soap and water to prevent spreading any powder to your face.
6. What to do next …
   - If you are at HOME, then report the incident to local police.
   - If you are at WORK, then report the incident to local police, and notify your building security official or an available supervisor.
7. LIST all people who were in the room or area when this suspicious letter or package was recognized.

Give this list to both the local public health authorities and law enforcement officials for follow-up investigations and advice.

BLOODBORNE PATHOGENS, GARA

The board shall adopt an exposure control plan which conforms with current Occupational Safety and Health Administration (OSHA) standards and regulations of the Kansas Department of Human Resources (KDHR).

The plan shall be accessible to all employees and shall be reviewed and updated at least annually. All staff shall receive the training and equipment necessary to implement the plan.

Adopted: August 23, 1993

See building administrator for information.
See building administrator for information.
See building administrator for information.

CHILD ABUSE, JGEB-R

Employees should advise their supervisor of the suspected abuse and work cooperatively with the supervisor in complying with the statute on reporting of abuse and neglect. The employee and supervisor may consult with other district personnel to determine whether or not abuse is suspected.

No employer or employee may prevent or interfere with another employee whose intent it is to make a report of suspected child abuse or neglect.

Reports should be made to the State Department of Social and Rehabilitation Services (SRS) local office. When the department is not open for business, the reports should be made to the appropriate law enforcement agency.

The report shall be made orally and will be followed by a written report to the SRS office.

Information that may be requested in the written report may include, if known, the names and addresses of the child and the child’s parents or other persons responsible for the child’s care, the child’s age, the nature and extent of the child’s injury (including any evidence of previous injuries) and any other information that the maker of the report might be helpful in establishing the cause of the injuries and the identity of the persons responsible for the injuries.

Building administrators shall provide to employees of the State Department of Social and Rehabilitation Services and law enforcement agencies, access to a child in a setting on school premises determined by school personnel for the purpose of the investigation of a report of suspected abuse or neglect.

Adopted: February 26, 1991

CHILD ABUSE - REPORTING SUSPECTED ABUSE AND PROCEDURE

Make reports of suspected child abuse by calling the Protection Report Center at 1-800-922-5330. The Protection Report Center will have trained staff to receive calls from the public regarding abuse and neglect concerns 24 hours a day, 365 days a year. The Protection Report Center will also accept reports of adult abuse.

The Protection Report Center determines if the report of suspected neglect or abuse meets the conditions of possible neglect and abuse thereby giving the agency legal authority to investigate. The caller will be asked a number of questions so the person taking the call has the needed information to investigate. The caller should be prepared to give information such as:

1) age of the child(ren) about whom you are concerned.
2) where the child(ren) can be located
3) the parents names
4) why you are concerned about this family
5) how you became aware of this incident
6) the reason you were prompted to call the Prevention Report Center

The Protection Report Center will determine if the report should be looked into by the local area, SRS office, local law enforcement, or both.

Adopted: February 26, 1991

CHILD ABUSE, JGEB

Kansas Statute 38-1521 provides for the protection of children by requiring teachers, school administrators or other persons employed by a school to report suspected abuse or neglect. Any employee of the school district who has reason to suspect that a child has been injured as a result of physical, mental or emotional abuse or neglect, or sexual abuse, shall report the matter promptly to the local Social Rehabilitation Services (SRS) office.

School employees will not contact the child’s family or any other person to determine the cause of the suspected abuse or neglect. It is not the responsibility of school employees to prove that the child has been abused or neglected.

Regulations and reporting forms shall be prepared and made available to employees as needed.

Adopted: February 26, 1991
**CIVILITY, KP**

McPherson USD 418 employees will treat parents and other members of the public with respect and expect the same in return. The district is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/district grounds.

This policy promotes mutual respect, civility and orderly conduct among district employees, parents and the public. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. In the interest of presenting district employees as positive role models to children of this district, as well as the community, McPherson USD 418 encourages positive communication, and discourages volatile, hostile or aggressive actions. The district seeks public cooperation with this endeavor.

**Disruptions**

Any individual who disrupts or threatens to disrupt school classroom/office activity operations; threatens the health or safety of students or staff; willfully causes property damage; uses loud and/or offensive language which could provoke a violent reaction; or who has otherwise established a continued pattern of unauthorized entry on school district property, will be directed to leave school or school district property promptly by the school principal or designee.

If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely request that the speaker communicate civilly. If corrective action is not taken by the abusing party, the district employee will verbally notify the abusing party that the meeting, conference or telephone conversation is terminated, and, if the meeting or conference is on district premises, the offending person will be directed to leave promptly.

When an individual is directed to leave as requested above, and the individual fails to comply, the principal or designee shall inform the person that a complaint will be made with law enforcement. If an individual refuses to leave upon request or returns before the matter is properly resolved, the chief administrative officer or designee may notify law enforcement officials.

Adopted: January 22, 2001

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**CRISIS INTERVENTION PROCEDURES, JGEEA-R**

**Introduction**

The following process was designed to ensure the maximum effectiveness of staff and the maximum consideration for students. All areas that are marked with an asterisk (*) are very critical areas. A staff who is properly trained prior to any crisis situation must be present at all these times.

**Definition**

Crisis is defined as any of the following:

- Death of a student (in the case of suicide, special effort should be placed on working with the media, parents or spouse).
- Death of a staff member (refer also to above statement if death is a suicide).
- Injury of student or staff
- Natural disaster, i.e. fire, tornado
- Terrorism

**Determination of a Crisis**

The determination of a crisis will be made by the superintendent or designee together with the building principal or designee. The superintendent and the building principal shall call a crisis planning task force together when needed.

**Crisis Planning Task Force**

The task force should consist of building administrator(s), building counselor(s), school psychologist, school social worker, and others as deemed necessary by the administration (e.g. Learning to Live staff, mental health representatives).

The planning task force will determine the extent of a crisis by using the following questions:

- Will it affect the whole student body or a portion of the student body?
- Will it affect the staff?
- Can the staff within the building cope with the crisis?
- What additional staff may be needed to cope with this crisis?

The task force will determine the strategy for the day, determine the method for getting the staff together, and assign staff to the proper locations and identify the tasks they are to perform.

**Implementation of the Strategy**

Staff will be informed of the incident and the intervention plan through a staff meeting, which may be with the entire body of staff or small groups of staff. Staff will be given directions on how to handle upset students.

- A staff member who has been properly trained to handle crisis situations must be present at all times when students are informed of the incident and the intervention plan. The preferred method of informing students is in a regular classroom setting by their regularly assigned teacher. However, when time does not permit, students may be informed of the incident and intervention in small class groups.

**Suggested options for immediate intervention for students and staff**

- Allow 15 - 30 minutes of unstructured time to allow students the opportunity to interact with one another. A staff member who has been properly trained to handle crisis situations must be present during this time.
- Return to the normal daily routine immediately after the interaction time.
- Allow individuals the opportunity for small group or individual counseling, especially those individuals who are most closely involved. A staff member who has been properly trained to handle crisis situations must be present during this time.

Team members shall be at assigned locations for the duration of students needs.

Other team members shall circulate the building monitoring isolated students.

Parents should be permitted to be with their children if they so desire, whether at home or at school.

**Follow-up on the intervention plan**

- Option for the students and staff to be dismissed for the school day.
- Staff should meet for feedback and discussion at the end of the school day.
The crisis team must meet to discuss the students and initiate plans for monitoring high-risk students and/or to make appropriate referrals.

A group parent meeting should be held as soon as it is feasible to report what is happening at school.

Items of importance to the overall intervention process are the following:

Outside agencies and personnel shall not be allowed in the building unless the crisis team approves their involvement. If parents request consultation with sources other than those provided by the school, such as religious counseling, the student may be dismissed.

* Media releases must be made only by the superintendent or designee. Any other releases are discouraged.

Students under 18 shall be released only after receiving consent of a parent. Students who are over 18 and living at home shall have their parents notified when they leave the building.

Services of any kind shall not be held at the school, during the school day, when a suicide occurs.

Mass dismissal of the student body shall not occur unless the crisis team determines that it is appropriate. This includes funeral services.

Adopted: July 1, 1992

**CRISIS PLANNING, JGEEA**

The board directs the superintendent to develop and implement an organized plan to deal with any crisis which may arise in an attendance center. The administration and staff must have a plan on file in each building and a copy of the plan shall be filed with the superintendent. Staff will be trained in the implementation of the building crisis plan. As necessary, students and parents will be informed about the details of any approved crisis plan.

Approved crisis plans shall be subject to regular review by the administration. If the plan is implemented at any time, the board shall receive a report at the next meeting which outlines how well the plan worked. The report shall include administrative recommendations to improve the plan.

Adopted: November 26, 1990

**CROWD CONTROL AT SPONSORED ACTIVITIES, KGDF**

Disorder and disruption of school activities will not be tolerated, and persons attempting to endanger the safety of students, school personnel or other adults; to damage school property; to interfere with school activities or the educational process; will be asked to leave the premises.

The school administration and staff are ordinarily responsible for handling any problems caused by adults or students. The final decision for determining if law enforcement assistance is needed is the responsibility of the school principal. In the absence of the principal, the determination shall be made by the assistant principal or person designated to be in charge of the building or activity. The superintendent shall be notified of any serious problem at the school.

Criminal Possession of a Firearm
It shall be illegal for any person, other than a law enforcement officer, to possess a firearm in or on any school property, school grounds, or any district building or structure used for student instruction, or attendance or extracurricular activities of pupils, or at any regularly scheduled school sponsored activity or event. This prohibition includes concealed weapons even if the person has a legal permit.

Refusal to surrender or immediately remove from school property or grounds, or any regularly scheduled school sponsored activity or event, any firearm in the possession of any person, when so requested or directed by an authorized school employee or any law enforcement officer shall be reported to law enforcement.

Approved: March 26, 2007

**DISMISSAL PRECAUTIONS, JGF**

In the event of an emergency, such as a blizzard or any other event during the school day which interferes with the normal conduct of school affairs, school will be dismissed only upon action of the superintendent of schools or designated representative. The superintendent of schools shall formulate plans and procedures to instruct all students and their parents of the rules and regulations pertaining to emergency school dismissal.

Adopted: August 1, 1980

**DISMISSAL PRECAUTIONS, JGFC-R**

School will not be dismissed because of storms that arise during the school day as long as it is feasible for students and staff to remain at school in safety.

Parents are urged not to send their children to school when in their judgment storm conditions exist or road conditions are such as to create a definite hazard.

If adverse weather conditions develop during the school day, the building principal will consult with the superintendent or designated representative concerning dismissal of school.

If the superintendent decides the weather to be of such a nature that the safety of students and staff is threatened, a decision may be made to dismiss school. The media will be notified of the school dismissal.

Publication of information relating to communicating school dismissals will be made at the beginning of each school year.

In the event of a safety or security threat the principal or director will call the law enforcement center and report the threat. Decisions about student and staff movement, dismissal, evacuation, or continuation of the school day will be made between school administration and law enforcement per the joint standard operating guidelines. School may be resumed if no threat is found to the safety of the students and staff and there is sufficient time remaining in the school day to warrant continuation of classes.

Following the joint standard operation guidelines, the media will be notified as to the nature of the threat and action taken to ensure the safety of the students.

Decision making procedures will be formulated by the superintendent and administrative staff covering situations where the building administrator or staff has been isolated or incapacitated during a weather, safety, security, or other situation. Such plans are to be held in strict confidence by each staff member having a direct responsibility in the implementation of the plan.

Adopted: August 9, 2004
**Emergency Closings, AFC**

The board, by regulations, shall prescribe the emergency situations for which the school may be closed.

**Adopted: February 25, 1985**

**Emergency Closings, AFC-R**

The board hereby delegates to the superintendent the authority to close any school whenever any condition exists which, in the opinion of the superintendent, warrants the closing of one or more of all schools. In the event of unavailability the board delegates such authority to the administrator in the following chain of command: assistant superintendent, high school principal, middle school principal, Roosevelt, Washington, Lincoln and Eisenhower principals.

Closing of school by such an administrator shall be effective until he reopens the school or until the superintendent or the board of education reviews and takes action on the situation. In any case of extreme emergency the principal of any school may close their school. All emergency school closings shall be immediately reported to the superintendent and the president of the board.

Emergency closing situations are by way of illustration and not by limitation, i.e. weather conditions, equipment failure in the building and health reasons.

**Adopted: August 1, 1980**

**Emergency Drills, JGFA**

Each building principal on a periodic basis will conduct emergency drills which instruct students in the proper procedures to follow in such contingencies as a tornado alert, civil defense disaster, fire or any such other emergencies.

Since many parents may not be at home during an actual emergency period where there is less than one hour of warning time, the school district will keep all children under school jurisdiction and supervision. The faculty will remain on duty with the children during such emergency periods. Parents may come to the designated premises to pick up their children if they so desire under procedures as outlined in the rules and regulations which pertain to this policy or to a specific publication designed to implement civil defense procedures pertaining to emergency situations.

**Adopted: August 1, 1980**

**Emergency Drills, JGFA-R**

Each building principal will develop a written plan for emergency drills.

Each plan for emergency drills will be forwarded to the superintendent of schools.

Each principal shall conduct briefings with faculty concerning the emergency plan.

Each teacher will explain the emergency plan to every student under his or her jurisdiction at a time to be determined by the building principal.

Parents of students enrolled in the school district will be notified of the emergency plans at the beginning of the school year.

In the fall of each year, the principal will conduct a practice drill following the explanation of the emergency plan to each student.

Within one week thereafter, each building principal will conduct a surprise drill. Other such drills will be made as deemed appropriate by the building principal. However, at least one drill must be made prior to the tornado season beginning in April of each year.

Each emergency plan developed for individual buildings will include a "student pick-up" procedure through which parents may come to school and pick up their children during an emergency as defined by these rules and regulations.

**Adopted: August 1, 1980**

**Employee Substance Abuse, GAOD**

The unlawful possession, use or distribution of illicit drugs and alcohol by school employees on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

**Adopted: August 13, 1990**

**Employee Substance Abuse, GAOD-R**

As a condition of continued employment in the district, all employees shall abide by the terms of this policy.

Employees shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances, or alcoholic beverages on district property or at any school activity. Compliance with the terms of this policy is mandatory.

The superintendent or designee may, upon reasonable suspicion of employee violation of this policy, request that any employee submit to an immediate drug or alcohol test. The test shall be scheduled and paid for by the district.

Employees who are found violating the terms of this policy shall be reported to the appropriate law enforcement officials. Additionally, an employee who violates the terms of this policy, including a refusal to submit to the drug or alcohol test specified above, will be subject to any of the following sanctions:

1. Short-term suspension with pay;
2. Short-term suspension without pay;
3. Long-term suspension without pay;
4. Required participation in a drug and alcohol education, treatment, counseling, or rehabilitation program;
5. Termination or dismissal from employment.

Prior to applying sanctions under this policy, employees will be afforded all due process rights to which they are entitled under their contracts or the provisions of Kansas law. Nothing in this policy is intended to diminish the right of the district to take any other disciplinary action which is provided for in district policies or the negotiated agreement.
If it is agreed that an employee should enter into and complete a drug education or rehabilitation program, the cost of such program will be the responsibility of the employee. A list of acceptable drug and alcohol counseling and treatment and rehabilitation programs available for employees of the district is on file with the clerk of the board. Employees are responsible for contacting the directors of the programs to determine the cost and length of the programs and for enrolling in the programs. Employees participating in programs pursuant to this policy shall authorize release of information regarding completion of the program to the superintendent or designee.

A copy of this policy, along with a list of acceptable drug and alcohol counseling and treatment and rehabilitation programs shall be provided to all employees.

Adopted: July 22, 1996

Epidemiology

West Nile Virus

Preventing mosquito bites will prevent West Nile Virus (WNV) Infection

Mosquitoes that carry WNV are most common in the late, warm summer months. They are mainly active in the early morning hours and after nightfall. Limit outdoor activity during these times of the day.

- When outdoors, apply insect repellent containing DEET (N,N-diethyl-meta-toluamide). The more DEET the repellent contains the longer, not better, it will protect you. However, the use of products containing more than 33 percent DEET is not recommended. Pay close attention to the product label, especially regarding the use for children. There are many products on the market, but some provide little protection (see table below).
- Wear long-sleeved shirts and long pants treated with repellents containing DEET or permethrin. Keep in mind mosquitoes can bit through thin clothing. Do not apply permethrin directly on your skin.
- Avoid being outdoors at dusk and dawn, which are the periods when mosquitoes are most active.
- When outdoors, place netting over infant carriers.
- Make sure that screens on doors and windows are tight and without holes.

Influenza

Influenza (commonly called “the flu”) is a contagious respiratory illness caused by influenza viruses. Infection with influenza viruses can result in severe illness and life-threatening complications. An estimated 10% to 20% of U.S. residents get the flu each year: an average of 114,000 people are hospitalized for flu-related complications and 36,000 Americans die each year from complications of flu.

Symptoms of Flu

Symptoms of flu include fever (usually high), headache, extreme tiredness, dry cough, sore throat, runny or stuffy nose, and muscle aches. Gastro-intestinal symptoms, such as nausea, vomiting, and diarrhea, are much more common among children than adults.

Influenza viruses are spread when a person who has the flu coughs, sneezes, or speaks and spreads virus into the air, and other people inhale the virus. When these viruses enter the nose, throat, or lungs of a person, they begin to multiply, causing symptoms of the flu. The viruses can also be spread when a person touches a surface with flu viruses on it (for example, a door handle) and then touches his or her nose or mouth.

A person who is sick with the flu can spread viruses – that means they are contagious. Adults may be contagious from 1 day before developing symptoms to up to 7 days after getting sick. Children can be contagious for longer than 7 days.

Vaccination: The single best way to prevent the flu is to get vaccinated each fall. In the absence of vaccine, however, there are other ways to protect against flu.

Antiviral Medications: Three antiviral drugs (amantadine, rimantadine, and oseltamivir) are approved and commercially available for use in preventing flu. All of these medications are prescription drugs, and a doctor should be consulted before the drugs are used for preventing the flu.

Other Habits for Good Health

The following steps may help prevent the spread of respiratory illnesses like flu:

- Avoid close contact
  Avoid close contact with people who are sick. When you are sick, keep your distance from others to protect them from getting sick too.

- Stay home when you are sick
  If possible, stay home from work, school, and errands when you are sick. You will help prevent others from catching your illness.

- Cover your mouth and nose
  Cover your mouth and nose with a tissue when coughing or sneezing. It may prevent those around you from getting sick.

- Clean your hands
  Washing your hands often will help protect you from germs.

- Avoid touching your eyes, nose or mouth
  Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.

Tests are available that can determine if you have the flu as long as you are tested within the first 2 or 3 days after your symptoms begin. In addition, a doctor’s examination may be needed to determine whether a person has another infection that is a complication of the flu.

At Special Risk of Complications From Flu

Certain people are at increased risk for serious complications from the flu. This group includes people age 65 years and older and people of any age with chronic medical conditions. Pregnant women and children between 6 months and 23 months of age also are at increased risk from flu complications.

Complications From Flu

Some of the complications caused by flu include bacterial pneumonia, dehydration, and worsening of chronic medical conditions, such as congestive heart failure, asthma, or diabetes. Children may get sinus problems and ear infections.

Antiviral Medications: Four antiviral drugs (amantadine, rimantadine, zanamavir and oseltamivir) have been approved for treatment of the flu. All of these must be prescribed by a doctor. Antiviral treatment lasts for 5 days and must be started within the first 2 days of illness.

What to Do If You Get Sick This Flu Season

If you develop the flu, it is advisable to get plenty of rest, drink a lot of liquids, and avoid using alcohol and tobacco. Also, you can take medications to relieve the symptoms of flu (but never give aspirin to children or teenagers who have flu-like symptoms – and particularly...
fever – without first speaking to your doctor.)

If, however, your flu symptoms are unusually severe (for example, if you are having trouble breathing), you should consult your health-care provider right away.

If you are at special risk from complications of flu, you should consult your health-care provider when your flu symptoms begin. This includes people 65 years or older, people with chronic medical conditions, pregnant women, or children. Your doctor may choose to use certain antiviral drugs to treat the flu.

January 2004

FIRST AID, JGFGA

First aid may be administered to students only by those school employees qualified by training approved by the district and then only in case of emergency. School employees shall not attempt to treat any student injury after the initial treatment of emergency first aid. The district will not assume liability for employees acting outside the scope of their authority under these policies.

Adopted: June 24, 2002

FIRST AID, JGFGA-R

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

Neither diagnosis or treatment, except under emergency conditions, are within the responsibilities of the school, since school personnel are not trained to make what are essentially medical decisions.

At least two persons in every school building in the district will be qualified to administer CPR and first aid.

Adopted: June 24, 2002

HAZARDOUS MATERIALS

Your Right To Know

The lack of knowledge when working with hazardous materials can prove fatal. Employees are encouraged to take the time to find about the chemicals on premises.

Right-To-Know is a common phrase used to describe several laws and many regulations, both state and federal. The Office of Safety and Health Administration (OSHA) enforces the Hazard Communication Standard and other regulations in private industry, to protect the workers. Public employees are covered by state and local laws, some of which exceed the OSHA standards. Right-to-know covers the potential hazards to persons or the environment as a result of the use, abuse, storage or disposal of many materials and chemical-based products.

Under the present regulations, any material which is potentially hazardous must be properly inventoried and labeled, have detailed information provided concerning hazards, cautious, and emergency first aid treatments. Every chemical product used and/or stored by USD 418 has been inventoried, labeled, verified, and a Material Safety Data Sheet (MSDS) obtained by the program director, supervisors, or department heads/designees. This written program has been developed and will be updated periodically stating compliance measures the McPherson USD intends to follow. The written program and the MSDS file are placed in several locations: the building and/or department office, central offices, and the program director's office. These files are available for employee referral at anytime.

Your rights are:

- access to the list of hazardous chemicals used or stored on the premises.
- access to the files containing Material Safety Data Sheets
- training about chemicals you use or are used in your work place, including:
  - safe handling, storage and disposal
  - potential health and physical hazards
  - how to read and use the information manufacturers supply on labels and MSDS
  - an awareness of chemicals used or stored anywhere on the premises.

Material Safety Data Sheets (MSDS)

Material safety data sheets must be maintained for each hazardous material used or stored in the workplace. Employees who have questions about specific materials and the related MSDS should contact their immediate supervisor. The MSDSs are to be kept in a location that is readily accessible.

The MSDS must include:

- Identity (should be the same as on the label and the inventory list)
- Chemical and common names
- Hazardous ingredients
- Physical and chemical characteristics
- Physical hazards
- Health hazards
- Primary routes of entry
- OSHA PEL and ACGIH TLV and any manufacturer recommended limits
- Carcinogen status (according to IARC, NTP and OSHA)
- Safe handling precautions
- Protective measures
- Personal protective equipment
- Emergency and first aid procedures
- Date the MSDS was prepared or revised
- Name, address and phone number of manufacturer

HAZARDOUS WASTE INSPECTION AND DISPOSAL, EBBA

Inspection of district facilities for hazardous waste shall be conducted as provided for and in the same manner as specified in policy EBB, Safety Inspections.

Disposal

When hazardous waste material is produced in a class, or otherwise located in the district, its disposal shall be in accordance with the rules and regulations of the Kansas Department of Health and Environment.

Adopted: November 8, 1993

HAZARDOUS WASTE INSPECTION AND DISPOSAL, EBBA-R

Should hazardous waste be discovered during the periodic inspection as required in policy EBB, Safety Inspection and/or hazardous waste is produced during the instruction of a class, the waste material shall be disposed of in accordance with current law and guidelines published by the Kansas Department of Health and Environment.

The superintendent shall develop rules and procedures for notification of district administrators that hazardous waste has been discovered and/or produced and for reporting the proper disposal of waste. These rules and regulations shall be produced in written form and copies distributed to all staff members as part of the classified and certified handbooks.
The district shall maintain written documents in an attempt to inform staff members about hazardous products. The availability of material safety data sheets (MSDS) will be made known to staff through in-service sessions and other written documents.

Adopted: November 8, 1993

HAZING, JDAB

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

For purposes of this policy, hazing is defined as any activity that recklessly, intentionally, or unintentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in, or affiliation with, any organization or activity recognized by the board.

The school district does not condone any form of initiation or harassment, known as hazing, as part of any school-sponsored student activity. No student, district employee, coach, sponsor, or a volunteer shall plan, direct, encourage, assist or engage in any hazing activity.

The Board encourages students who believe they have been subjected to hazing to report promptly such incidents to the building principal or staff person. Any staff person receiving such reports shall communicate the information to the building principal.

Administrators will investigate all complaints of hazing and will assign appropriate discipline to any individual who violates this policy.

The district shall annually inform students, parents, coaches, sponsors, and district employees that hazing of district students is prohibited. This information will be published in handbooks for students and staff.

Adopted: November 10, 2003

HOMELAND SECURITY

Understanding the Homeland Security Advisory System

The world has changed since September 11, 2001. We remain a nation at risk to terrorist attacks and will remain at risk for the foreseeable future. At all Threat Conditions, we must remain vigilant, prepared, and ready to deter terrorist attacks. The following Threat Conditions each represent an increasing risk of terrorist attacks. Below each Threat Condition are some suggested Protective Measures, recognizing that the heads of Federal departments and agencies are responsible for developing and implementing appropriate agency-specific Protective Measures:

1. Low Condition (Green). This condition is declared when there is a low risk of terrorist attacks. Federal departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures they develop and implement:
   - Refining and exercising as appropriate preplanned Protective Measures;
   - Ensuring personnel receive proper training on the Homeland Security Advisory System and specific preplanned department or agency Protective Measures;
   - Institutionalizing a process to assure that all facilities and regulated sectors are regularly assessed for vulnerabilities to terrorist attacks, and all reasonable measures are taken to mitigate these vulnerabilities.

2. Guarded Condition (Blue). This condition is declared when there is a general risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Condition, Federal departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:
   - Checking communications with designated emergency response or command locations;
   - Reviewing and updating emergency response procedures; and
   - Providing the public with any information that would strengthen its ability to act appropriately.

3. Elevated Condition (Yellow). An Elevated Condition is declared when there is a significant risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Conditions, Federal departments and agencies should consider the following general measures in addition to the Protective Measures that they will develop and implement:
   - Increasing surveillance of critical locations;
   - Coordinating emergency plans as appropriate with nearby jurisdictions;
   - Assessing whether the precise characteristics of the threat require the further refinement of preplanned Protective Measures; and
   - Implementing, as appropriate, contingency and emergency response plans.

4. High Condition (Orange). A High Condition is declared when there is a high risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Conditions, Federal departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:
   - Coordinating necessary security efforts with Federal, State, and local law enforcement agencies or any National Guard or other appropriate armed forces organizations;
   - Taking additional precautions at public events and possibly considering alternative venues or even cancellation;
   - Preparing to execute contingency procedures, such as moving to an alternate site or dispersing their workforce; and
   - Restricting threatened facility access to essential personnel only.

5. Severe Condition (Red). A Severe Condition reflects a severe risk of terrorist attacks. Under most circumstances, the Protective Measures for a Severe Condition are not intended to be sustained for substantial periods of time. In addition to the Protective Measures in the previous Threat Conditions, Federal departments and agencies also should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:
   - Increasing or redirecting personnel to address critical emergency needs;
   - Assigning emergency response personnel and pre-positioning and mobilizing specially trained teams or resources;
   - Monitoring, redirecting, or constraining transportation systems; and
   - Closing public and government facilities.

January 2004

IDENTIFICATION BADGES, GDA

Purpose

To provide a friendly and inviting atmosphere for school visitors.
To assist with the maintenance of a safe and secure environment for students and staff.

To establish guidelines and procedures governing the issuance and display of identification badges by designated employees and the use of a visitor-pass system in all school district facilities.

Employee Badges

Designated Employees: Every person hired and paid by the district will receive an identification badge from the district. An employee who works in or regularly visits schools is required to wear an assigned identification badge.

Issuance of Identification Badges: The superintendent or designee is responsible for preparing and issuing badges to all new employees.

Badges are considered to be a key and shall not be loaned to anyone. Any lost badges shall be reported immediately to the administrator or director so measures may be taken to maintain safety and security and to protect district property. This employee will be responsible to pay a maximum of $10.00 for each badge that is lost. Notification shall be immediately reported so that the identification badge can be removed from the access system to the building.

When an employee resigns, retires, or otherwise terminates employment with the school system, the employee is responsible for surrendering the identification badge to the department head of the office or to the principal of the school to which he or she was assigned. Upon receipt of a surrendered badge, the department head or principal shall forward the badge to the superintendent or designee for destruction. The department head or principal shall pursue collection of the identification badge in cases where an employee terminates without surrendering the identification badge. The department head or principal shall provide the superintendent or designee with the names of employees who have failed to surrender their identification badges. Notification shall be immediately reported so that the employee who is terminated can be removed from the access system to the building. If a badge is lost, the employee to whom it is assigned shall report the loss as soon as possible to the superintendent’s office, in order to receive a replacement badge.

Display of Badges and Badge Security: While at a school facility employees shall wear their identification badges so they are readily visible to others. Exceptions must be agreed to between the employee and administrative supervisor. Such placement should be safe for the employee and non-offensive to the viewer. For the safety of the employee, the badge should be worn in such a manner that if it is grabbed and pulled on it will “break away” from the employee.

Visitor Badges

Employee Responsibility

An employee who visits a school facility shall comply with the visitor-badge procedure by identifying him or herself and wearing his or her own photo-identification badge or a visitor badge during visits to the school.

Volunteer and Other Visitor Responsibility

Volunteers and other visitors who enter a school shall comply with the school visitor-badge procedure by identifying themselves and wearing the school’s visitor badges during the time they are present in the school.

Substitute Responsibility

Identification badges will be issued to each substitute employee. In the case of lost substitute badges, the superintendent or designee will reissue a badge at the request of the substitute for the cost to replace the badge. Substitute employees are responsible for wearing badges in accordance with the terms described above.

School Responsibility

Each school and work site shall have a procedure to inform the staff of the visitor-badge requirement. Each school will determine if staff badges are to be returned at the end of the school year and will establish procedures for their return and storage, if applicable.

Adopted: July 11, 2005

IN-PLACE SHELTERING

PROCEDURES DUE TO RELEASE OF TOXIC CHEMICALS

During an accidental release of toxic chemicals or other emergencies where air quality is threatened, In-Place Sheltering keeps you inside a building and out of danger.

In-Place Sheltering simply means staying inside the building you are in, whether it is your home, business or other facility, or seeking shelter in the nearest available building.

In some instances, In-Place Sheltering is your best defense against accidental release of toxic chemicals. This procedure will explain steps you should take in the event you are directed to seek In-Place Sheltering during an emergency.

It is the responsibility of local authorities to issue orders for In-Place Sheltering during chemical emergencies. You may receive these orders directly from police or fire officials, or through a media source such as the radio or television.

As soon as you are aware that an emergency situation exists in your area, immediately turn on your television or radio for further information. (Local emergency broadcasting stations are KNGL Radio AM 1540, KBBE Radio FM 96.7, and Cable Television Systems serving the Lindsborg and McPherson communities.) Local officials will relay emergency action steps to the media on a continual basis until the crisis is over.

Once the order for In-Place Sheltering has been issued, do not leave your shelter until you receive official notification that the danger has passed. Again, this information will be released to the media, and you may also receive this information directly from the police or fire departments.

Procedures

- Close and lock all the doors and windows to the outside. (Windows often seal better when locked.)
- Turn off all heating systems
- Turn off all air conditioners and switch inlets to the “closed” position. Seal any gaps around window-type air conditioners with tape and plastic sheeting, wax paper, aluminum wrap or any other suitable materials.
- Turn off all exhaust fans in kitchens, bathrooms and any other spaces.
- Close all fireplace dampers and seal all openings with tape and plastic sheeting, paper, aluminum wrap or other suitable material.
- Close as many internal doors as possible.
- Use tape and plastic food wrapping, wax paper or aluminum wrap to cover and seal bathroom exhaust and grilles, range vents, dryer vents, and other openings to the outdoors to the extent possible. Make sure you seal any obvious gaps around

Adopted: July 11, 2005
reasonable attempt shall be made to contact the student’s parents, witnesses of such alleged criminal behavior during school hours. A conduct an investigation and question students who are potential

The building principal may request that law enforcement officers to be notified to conduct an investigation of alleged criminal conduct on

The building principal shall determine when the necessity exists for law enforcement officials to the school to take a student into custody.

When an emergency exists, the principal may summon law enforce

Adopted: March 25, 1991

INTERROGATION AND
INVESTIGATIONS CONDUCTED IN SCHOOL, JCAC

It shall be the policy of the district that a reasonable cooperative effort be maintained between the school administration and law enforcement agencies. Law enforcement officials may be summoned in order to conduct an investigation of alleged criminal conduct on the school premises or during a school-sponsored activity. They may also be summoned for the purpose of maintaining or restoring order when the presence of such officers is necessary to prevent injury to persons or property. Administrators have the responsibility and the authority to determine when the presence and assistance of law enforcement officers is necessary within their respective jurisdictions. The district’s administrators shall at all times act in a manner which protects the rights of students and parents and shall cooperate with law enforcement officials.

School staff members shall be reminded annually of the contents of this policy and rules.

INTERROGATION AND
INVESTIGATIONS CONDUCTED IN SCHOOL, JCAC-R

A student who has attained the age of 18 enjoys the responsibility of speaking for self without the agreement of parent, guardian, or representative as to submitting to questioning.

Initiated and Conducted by School Administrators

Building principals shall have the authority and duty to conduct investigations and to question students pertaining to infractions of school rules, whether or not the alleged conduct is a violation of criminal law. Any investigation shall be conducted in a manner which minimizes interference with regular education or school activities.

Initiated by School Administrators and Conducted by Law Enforcement Officers

The building principal shall determine when the necessity exists for law enforcement officers to be notified to conduct an investigation of alleged criminal behavior.

The building principal may request that law enforcement officers conduct an investigation and question students who are potential witnesses of such alleged criminal behavior during school hours. A reasonable attempt shall be made to contact the student’s parents, guardian or representative prior to questioning by law enforcement officers. Reasonable requests of the parents, guardian or representative shall be observed. Such notifications or attempted notifications to parents, guardian or representative shall be documented by the administrator involved. In the absence of a student’s parents, the principal or certified school staff person shall be present.

If the investigation has centered on any particular student suspected of any alleged criminal activity, the procedure for taking students into custody shall not interfere with reasonable law enforcement procedures.

Initiated and Conducted by Law Enforcement Officers

Only in demonstrated emergency situations shall law enforcement officers be voluntarily permitted to conduct such an investigation during school hours.

The building principal shall require proper identification of law enforcement officials and the probable cause for the interrogation or investigation of a student. If the principal is not satisfied with either the identification or the probable cause, he shall not grant the request of such persons and shall attempt to so notify the superintendent and the officer’s superior, documenting such action.

The law enforcement officers shall be required to obtain prior approval of the principal before beginning such an interrogation or investigation on school premises. The administrator shall document the circumstances as soon as practicable.

Interrogation of Student During Investigation of Violation School Rules

In instances where school rules have allegedly been violated, the principal may notify the suspected rule violator(s). When suspension may be a consideration, the suspect student shall be advised orally or in writing of the nature of the alleged offense and of the evidence.

Probable witnesses should be told the nature of the alleged misconduct and the reason to believe that they were witnesses. The principal may have another adult present during questioning of students.

Violation of Criminal Law

During an investigation of violation of school rules, the principal shall attempt to ascertain whether there is sufficient justification to believe that a criminal offense was committed that warrants notification to law enforcement officials.

Information of criminal conduct not related to the schools shall be turned over to law enforcement officials, without additional investigation by school officials. School officials shall request that law enforcement officers advise a student of his rights.

Taking A Student Into Custody

Following either interrogation or investigation, students shall not be released to law enforcement authorities voluntarily by school officials unless the student has been placed under arrest.

When students are removed from school for any reason by law enforcement authorities, every reasonable effort will be made to notify the student’s parents, guardian or representative immediately. Such effort shall be documented.

The building principal shall make reasonable efforts to persuade law enforcement officers not to make arrests or to take students into custody on school premises.

When an emergency exists, the principal may summon law enforcement officials to the school to take a student into custody.

When a student has been taken into custody or arrested on school premises without prior notification to the building principal, the

- Close the drapes, curtains or shades over windows to protect against any possible explosion from the outside. Stay away from external windows to prevent possible injury from flying glass.

- If the vapors begin to bother you, hold a wet cloth or handkerchief over your nose and mouth. For a higher degree of protection, go into the bathroom, close the door, and turn on the shower, if available, in a strong spray to "wash" the air. Seal any opening to the outside of the bathroom as well as you can. Do not worry about running out of air to breathe, as this is very unlikely in normal homes and buildings.

- Ensure that all ventilation systems are set to 100 percent recirculation so that no outside air is drawn into the structure. Where this is not possible, ventilation systems should be turned off.

- Minimize the use of elevators. Elevators tend to "pump" outdoor air in and out of a building as they travel up and down.

Seal any opening to the outside of the bathroom as well as the shower, if available, in a strong spray to "wash" the air. Probable witnesses should be told the nature of the alleged misconduct and the reason to believe that they were witnesses. The principal may have another adult present during questioning of students.

Taking A Student Into Custody

Following either interrogation or investigation, students shall not be released to law enforcement authorities voluntarily by school officials unless the student has been placed under arrest.

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When an emergency exists, the principal may summon law enforcement officials to the school to take a student into custody.

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

**Disturbances of School Environment**
Law enforcement officers may be requested to assist in controlling disturbances of the school environment.

**Coordination of Policies by Enforcement Officials**
School administrators shall meet at least annually with local law enforcement officials to discuss the district’s policy and rules regarding law enforcement contacts with the district. Law enforcement officials will be asked to instruct their staff as to the terms of the school’s policies and rules.

Adopted: March 25, 1991

**RECORDS (EXCERN--FROM STUDENT ACCIDENTS) JGFGR**
An annual information card signed by the parents or guardian, for each student, containing the following information shall be on file and/or sheet in the building principal’s office:

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

A copy of the student accident report shall be completed as required by the State Health and Environment Board.

Adopted: April 22, 1985

**SAFETY, EBB**
The safety of students and employees is an important responsibility of the board. The board and its administrative staff will make every effort to provide a safe environment for students to study and play and for all employees to fulfill their employment duties and responsibilities.

**Fire Prevention**
The district’s employees shall be constantly on the alert for potential fire hazards.

**Warning Systems**
The board will seek to cooperate with local government officials, emergency preparedness authorities and other related state agencies to ensure that adequate warning systems in the event of disasters are available for use in the district.

**Safety Inspections**
The superintendent, building principals and maintenance personnel will periodically inspect each attendance center, playgrounds and playground equipment, boilers, bleachers and other such areas to determine whether said facilities or play areas are in adequate repair and free of harmful defects.

Adopted: November 8, 1993

**SAFETY, EBB-R**

**Safety Inspections**
If, upon proper investigation, defects are found to exist, the individual conducting the investigation will immediately inform the building principal, superintendent or immediate supervisor in writing. Such steps that are necessary either to repair or to remove the defect will be taken as soon as possible. Defects which will require expenditure of money will be reported to the board in compliance with rules regulating such circumstances. Any defects not immediately removed, repaired or otherwise eliminated shall be blocked off with fences or other restraining devices.

**Heating and Lighting**
All furnaces, boilers and lighting fixtures shall be periodically inspected to ensure maximum safety for students, district employees and patrons. All such devices will meet minimum standards as regulated by state and federal agencies governing such items.

Adopted: November 8, 1993

**SEARCHES OF LOCKERS AND STUDENTS, JCAB**
Searches of lockers and students shall be conducted in accordance with the rules approved by the board. No law enforcement officer may search any locker without a search warrant unless he has the consent of the building principal and is accompanied by the principal.

In order to protect the health, safety or welfare of students under school jurisdiction, building principals are authorized to search students. No strip searches shall be conducted by school authorities. All searches shall be carried out in the presence of an adult witness.

Students are entitled to the guarantees of the Fourth Amendment, and they are subject to reasonable searches and seizures. The superintendent is authorized and empowered to establish procedures for the investigation, detection, and search of a particular student and/or school property where there is reasonable cause to believe that a student or students may be in possession of drugs, weapons, alcohol, or other materials in violation of school policy or state law.

Adopted: September 14, 1992

**SEARCHES OF LOCKERS AND STUDENTS, JCAB-R**

**Search of Lockers**
The lockers in the schools of the district shall be under supervision of the building principal and assigned to the student for the storage of school materials and clothing necessary to school attendance. Student lockers, desks, and other such property are owned by the district. The school exercises exclusive control over the school property and a student should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. (Whenever the principal is mentioned in this regulation, it shall be construed so as to include “or designated representative.”)

The building principal shall have sole custody of the combination or key to all locker locks in a storage place designed to guard against unauthorized access or use. He may search any locker at any time he believes that the locker contains matter prohibited by law or school regulations (Cf. JCDAR) from being on school property. Such search may be made without notice to the student to whom such locker has been assigned. Students are prohibited from placing locks, other than the regularly issued school lock, on their lockers.

Any person other than the building principal who wishes to search a student’s locker shall report to the building principal before proceeding to the locker, and in no event shall such person be permitted to
search the student’s locker without the principal’s consent unless such person has a valid search warrant authorizing him to make such search.

If a law enforcement officer desiring to search a student’s locker has a warrant for such search, the principal shall immediately take such person to the student’s locker and permit him to search the locker. The search shall be made in the presence of the principal.

If a law enforcement officer desires to search the student’s locker without a warrant, the building principal shall ask what facts lead the officer to believe that evidence of a crime will be lost, destroyed or moved if the search and seizure did not take place immediately, before a warrant is obtained. If the building principal is not of the same opinion, he shall not allow the law enforcement officer to proceed on his own responsibility. The principal shall report the incident to the superintendent, and they may notify the officer’s superior of the incident.

Prohibited items recovered from a student’s locker shall remain in the custody of either the building principal or the law enforcement officer. If such items are turned over to law enforcement officials the principal shall receive a receipt for the items.

Search of the Person
No search of an individual shall be authorized unless there are reasonable grounds that the search will produce evidence that the individual has violated either the law or the policies of the district.

When it has been determined by the building principal that there is reason to believe that he/she is in possession of an object which can jeopardize the health, welfare or safety of the student or other students, that student shall be ordered to report to the building principal’s office. This determination may be based on any information received by the building principal, designated representative, or by a member of the faculty or staff, or may be based on knowledge of the student’s disciplinary problems, the student’s association with known drug offenders, the student’s exhibiting objects associated with drug use, or the student’s exhibiting such objects as bullets or a knife sheath which could be associated with dangerous weapons.

Once in the principal’s office, the student shall be advised the reason why he has been ordered to report to the principal’s office. The student shall then be requested to empty items such as, but not limited to, pockets, purses, shoulder bags and briefcases. Items which the building principal believes may be connected with illegal activity may remain in the custody of the building principal, unless such items are turned over to law enforcement officials; and if this is done, the principal shall receive a receipt for such item so delivered.

If the student refuses to comply with this request, the building principal shall notify the student’s parents and request that they come to the school at once. The building principal shall advise the parents of the immediate situation. If the parents of the student are unable to persuade the student to comply, the parents and the student shall be advised that law enforcement officials will be notified, and the matter turned over to them. If the parents refuse to come to the school or are unable to be notified and the student continues to refuse to cooperate, the building principal shall notify law enforcement officials and inform them of the facts. Any further search of the student shall be at the discretion and under the control of the law enforcement officials with a valid warrant.

Once the building principal has relinquished control of the student to the law enforcement officials, the building principal shall remain with the student and be present during any search of the student made by law enforcement officials on school property. A written report of each search shall be made by the building principal and submitted to the superintendent. The written report shall contain the name of the student; the time, date and place of the search; the reason or reasons for the search; the fact that law enforcement officials were called; the name of the person who conducted the actual search; the names of the persons present while the student was being searched; the result of the search; and the objects confiscated. The superintendent shall keep a copy of the written report on file.

Search of Vehicles
Vehicles on school district property are subject to search by school personnel or drug detection dogs.

Use of Drug Detection Dogs
The principal and/or designee shall receive in-service instruction pertaining to the use of drug detection dogs prior to the dogs being used in that school. The principal is encouraged to educate the staff on the use of drug detection dogs.

Generally, the drug detection dogs shall be used for demonstration and educational purposes. Additionally, they may be used for administrative purposes to check lockers, vehicles on school property, and other suspected locations.

The drug detection dogs may be used in other specific situations with the authorization of the superintendent or designee.

In the event that drugs are discovered, the principal or designee shall follow board policy Jcab, Searches of Lockers and Students; Policy JCDAB, Alcohol and Controlled Substance Abuse; and Policy JCDAD, Substance Abuse Prevention and Intervention Team Plan.

The use of drug detection dogs to search individuals is not permitted.

Vehicles on school property are subject to search by drug detection dogs or personally.

Adopted: September 14, 1992

Security, EBC

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

Reporting Crimes at School to Law Enforcement
Any district employee who knows or has reason to believe any of the following has occurred at school, on school property or at a school-sponsored activity shall immediately report this information to local law enforcement: an act which constitutes the commission of a felony or a misdemeanor; or an act which involves the possession, use or disposal of explosives, firearms or other weapons as defined in current law.

It is recommended the building administrator also be notified.

Reporting Certain Students to Administrators and Staff
Administrative, professional or paraprofessional employees of a school who have information that a pupil has engaged in the following shall report the information and the identity of the pupil to the superintendent. The superintendent shall investigate the matter and if it is determined the student has been involved in the following, the superintendent shall provide information and the identity of the student to all employees who are involved or likely to be directly involved in teaching or providing related services to pupil:

- Any pupil who has been expelled for conduct which endangers the safety of others;
• Any student who has been expelled for commission of felony type offenses;
• Any student who has been expelled for possession of a weapon;
• Any student who has been adjudged to be a juvenile offender and whose offense, if committed by an adult, would constitute a felony, except a felony theft offense involving no direct threat to human life;
• Any student who has been tried and convicted as an adult of any felony, except theft involving no direct threat to human life.

Annual Reports
The principal of each building shall prepare all reports required by law and present them to the board and the state board of education annually. Reports shall not include any personally identifiable information about students. These reports and his policy shall be made available upon request to parents, patrons, students, and employees and others who request the information.

Staff Immunity
No board of education member, superintendent of schools or school employee shall be liable for damages in a civil action resulting from a person's good faith acts or omission in complying with the requirements or provisions of the Kansas School Safety and Security Act.

Adopted: August 9, 1999

Staff Protection, GAO
Each employee is responsible for maintaining proper control and discipline in the school. An employee may use reasonable force necessary to ward off an attack, to protect another person, or to quell a disturbance which threatens physical injury to others. The board and administration shall support employees' efforts to maintain control and discipline in the schools.

Adopted: September 21, 1992

Staff Protection, GAO-R

Personal Injury Benefits
Whenever an employee is absent from school because of personal injury resulting from an assault on school property or at a school-sponsored event, the employee will be paid full salary less the amount of any temporary compensation paid by worker’s compensation or district disability insurance until the employee returns to work or the termination of the employment contract. No part of the absence shall be chargeable to annual sick leave except as provided for in the negotiated agreement.

The board shall have the right to have the employee examined by a physician designated by the board for the purpose of establishing the length of time the employee may be absent, and the board shall base its decision on the physician's professional opinion.

Adopted: September 21, 1992

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

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

Adopted: April 22, 1985

Student Accidents, JGFG-R
Generally, school employees are not trained to administer medical treatment to students.

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

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

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

Primarily first aid procedures to be followed include visually determining, if possible, the extent of the injury and having the school's secretary or a certified staff member call the parents.

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

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

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

Adopted: April 22, 1985

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

Each building principal shall coordinate and assign personnel to supervise students engaged in school-related activities. For the safety of each student, no activity sponsored by the school will be allowed to commence without appropriate supervision.

Supervision of Students, JGBF-R
Every building principal will make a duty roster comprised of school personnel and other administrative staff to supervise students before school, during the lunch hour, after school and as the need arises.

Every elementary principal shall make a duty roster comprised of school personnel for the supervision of students on the playground before, during and after school.

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

The school has general authority to supervise students in the normal coming and going from home. Teachers who observe students in a potentially dangerous situation should attempt either to halt or prevent injury to students or property as they are reasonably able to do so.
VANDALISM, EBCA

Adopted: August 1, 1980

Vandalism Protection
All school personnel shall report any vandalism to their immediate supervisor. School personnel are expected to lock or otherwise secure any files, records, safes or similar compartments at the close of each school day.

In the event of vandalism, the board may offer a reward according to law.

Major incidents of vandalism should be reported to the police department, sheriff’s office, and/or the city or county attorney, as appropriate.

Restitution for Damages
The board shall seek restitution according to law for loss and damage sustained by the district.

The principal shall notify the superintendent of any loss of, or damage to, district property. The superintendent or designee shall investigate the incident. The cost involved in repairing the damage and/or replacing equipment will be determined after consultation with appropriate personnel.

When a juvenile is involved, the superintendent or designee shall contact the parents and explain their legal responsibility. The parents shall be notified in writing of the dollar amount of loss or damage. Routine procedures will be followed for any necessary follow-up to secure restitution from the responsible party.

Restitution payments shall be made by juveniles or their parents to the business office, and accounts shall be kept. In appropriate cases, restitution may be arranged through either municipal or district court. Persons of legal age shall be held responsible for their own payments. If necessary, provisions may be made for installment payments.

Accounts not paid in full within the specified time may be processed for legal action.

Disciplinary Measures and Liability
The district shall not be financially responsible for property vandalism, damages or losses experienced by employees or students. Exception to this may be made when an employee experiences property loss or damage when the use of said property was initially requested for school purposes by a school administrator.

The district shall support administration disciplinary actions with students when there is reasonable suspicion to believe that a student or employee has vandalized the property of a student or school employee. This authority for disciplinary action shall apply to both on and away from school premises. School disciplinary measures affecting students are not considered double jeopardy even if civil court charges have been made.

Return of School Property
All school property in the possession of any student transferring to another school district must be returned by the student or paid for by such student. If a student does not return district property, the district may refuse to forward student records. Any school authority withholding any student records shall, upon receipt of any request for such records, advise the requesting party that the same are being withheld and shall provide with such advice a fully itemized statement of the school property and its value for which such student is charged. In the event that such school authority receives an affidavit stating that the student’s parents are unable to pay for or return the school property which is lost or missing, such school authority shall forward the student’s records as requested and note in the school records that the student has complied with the provisions of this policy and Kansas Law (72-5386).

Offering A Reward
The board may offer a reward for information leading to the discovery, arrest and conviction of persons committing acts of vandalism. The offer will conform to state law and the policy adopted by the board.

When the board decides to offer a reward, the notice to be published by the superintendent shall conform to the following:

The board of education, as authorized by K.S.A. 12-1672a, hereby offers a $_______ (up to $500.00) reward to any person who first provides information leading to the discovery, arrest and conviction of the person or persons responsible for acts of vandalism on property, real or personal, owned by the school district or rightfully located on school district premises by its employees or students.

Persons having any knowledge are urged to contact the superintendent of schools at 514 N. Main, McPherson, Kansas, 620-241-9400. The board reserves the right to determine the deserving recipients of the reward in the event of corroborating and supplementary information.

Adopted: March 25, 1991

WEAPONS, JCDAC

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 (including a starter gun) of a weapon.

Definition of Weapons and Destructive Devices
As used in this policy, the term “weapon” and/or destructive device means:

• 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 1/4 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 1/2 inch in diameter; any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;

• any bludgeon, sand club, metal knuckles or throwing star;

• any knife, 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 that the handle of the knife, or any knife having a blade that opens or falls or is ejecting into position by the force of gravity or by an outward, downward or centrifugal thrust or movement;

• any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.
Penalties for Possession

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

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

Reporting Criminal Possession of a Firearm by a Student

It is a crime for any person to possess a firearm at school or on school property. A student who possesses a firearm shall be reported to law enforcement for criminal prosecution.

Adopted: July 23, 2001

WORKERS COMPENSATION, ebaa

The district shall provide workers compensation benefits to all employees as required by current statute, K.S.A. 44-501 et seq.

Adopted: June 24, 1996

WORKERS COMPENSATION, ebaa-r

All employees of the board shall be entitled to workers compensation benefits as provided by current statute. The board shall provide the workers compensation benefits by an insurance carrier authorized to do business in the state of Kansas, a workers compensation pool or as a recognized self-insurer, all at the board’s decision and to be paid by the board. Workers compensation benefits shall be provided to all employees regardless of job assignment, length of assignment, and/or hours worked per day. Benefits shall be paid for personal injury or occupational disease arising out of and in the course of the employment and incurred by accident or occupational disease.

Workers compensation coverage will provide payment for medical expenses related to the injury or occupational disease and temporary and permanent compensation as provided by statute. The employee shall be entitled to receive temporary total compensation from the workers compensation plan to the maximum weekly rate as established by the director of workers compensation. The employee shall be entitled to those benefits available under applicable workers compensation laws, but shall not be able to utilize sick leave or other district-provided leave benefits. However, in the event that the amount received by the employee does not equal the normal take-home pay of the employee, the board shall pay to the employee on regularly scheduled paydays an amount, charged to the employee’s sick leave or the district’s sick leave bank, necessary to result in no loss of take-home pay.

Any employee who is restricted from work and receiving workers compensation benefits shall not be allowed to return to work without a written doctor’s release provided to the clerk of the board. Further, in the event that the employee is released to return to work by the physician but fails to do so, the board shall terminate all sick leave benefits and other benefits as provided by current statute or board policy.

The board shall have the right to fill the injured employee’s job position for the balance of the school year or until such time as the employee is released to return to work by the physician. If the employee is not released to return to work prior to the issuance of contracts for the subsequent school year, the board shall have the right to fill the position on a permanent basis, but will accept an application from the previously injured employee for any other job positions that are available.

Choice of Physician
The board shall have the right to designate a health-care provider to provide medical services to any employee injured in the course of employment.

Adopted: June 26, 1996