

HAYSVILLE USD 261
BOARD OF EDUCATION
HANDBOOK

July 26, 2010

I N D E X

To The

SCHOOL BOARD POLICY CLASSIFICATION SYSTEM

The index includes many terms that do not appear in the policy classification system. These are underlined and cross-referenced to appropriate descriptors. In addition, major descriptors appear in several places. This again is to facilitate the user's search for correct term placement in the system.

The purpose for indexing many terms not appearing in policy is to be able to adapt both the index and the policy classification system to the wide diversity of school districts that are using this KASB contracted service.

A

GBRG	Absence from Duty – Non-School Employment
JBD	Absences, Students - KSA 72-1111, 72-1113
BCBG	Abstaining Vote
GAAD	Abuse – Child (See JCAC)
JF	Academic Achievement
JF	Academic Achievement Reporting
IAA	Academic Freedom
JGFG	Accidents and Illness - KSA 72-8404
MK	Accreditation - KSA 72-1114 to 72-1116
JH	Activity Fund Management (See DK)
JHF-R	Activity Trips
JH, JHC	Activities, Co-curricular
JH, JHC	Activities, Extra-Curricular
JH, JHA	Activities, Fees - KSA 72-5389 to 72-5391
JH	Activities, Students - KSA 72-130 to 72-134, See KSHSAA By-Laws
GBRE (See GBRD)	Additional Duty
CA	Administration Goals and Objectives
CMA	Administrative Rules
CC	Administration Organization Charts
JGFGB	Administration of Medication
CJ	Administrative Consultants
CG	Administrative Intern Program
DJFAB	Administrative Leeway
CG	Administrative Personnel
CG	Assignment
CG	Compensation Guides and Contracts - KSA 72-5412
CGI	Evaluation - KSA 72-9001 <u>et seq.</u>
CD	Line and Staff Relations
CG	Orientation
CG	Part-Time Administrators
CK (See CG)	Professional Development Opportunities
CG	Qualifications and Duties

CG	Recruitment
CEK	Resignation
CGO	Retirement
CG, GBH	Supervision
CG	Time Schedules
CEF	Travel Expenses
CN	Administrative Records
CN	Central Office Records
CN	Building Records
	<u>Administrative Regulations</u> (See "Administrative Rules")
CO	Administrative Reports
CMA	Administrative Rules
CMA	Adoption (See CM)
CMA	Community Involvement (See CM)
CMA	Dissemination (See CM)
CMA	Drafting (See CM)
CMA	Review (See CM)
CMA	Staff Involvement (See CM)
CMA	Student Involvement (See CM)
CGOA	Administrative Sick Leave Bank (See GCRGA)
JBC	Admissions
KI	Advertising in the Schools
BBC, BCBD	Advisory Committees Agenda
HAI	Negotiations
BCBD	School Board Meetings
HAI	<u>Agreement, Procedural</u> (See "Procedural Agreement")
HAI	Agreement, Preliminary
HAL	Agreement Announcement
ING	Animals and Plants in the School
DC	Annual Operating Budget
CO	Annual Reports (See EBI, DJB)
IKE	Assemblies
GACE	Assignment and Transfer
CG	Administrative Personnel
JBE	Students (See "Student Assignment")
	<u>Assistant Principals</u> (See "Administrative Personnel Positions")
	<u>Assistant Superintendents</u> (See "Administrative Personnel Positions")
	<u>Associate Superintendents</u> (See "Administrative Personnel Positions")
IDFA	Athletics - KSA 72-130 to 72-134 - See KSHSAA by-laws
	Attendance - KSA 72-1111; 72-1113; 72-7204
AD	Attendance Areas - KSA 72-8212
JB	Student Attendance - KSA 72-1111; 72-1113;72-7204
	<u>Attendance Officer</u> (See "Administrative Personnel Positions")
	Attorney - KSA 72-8205
BDA	Policy Development, Attorney
BBE	School Board Attorney - KSA 72-8205
	<u>Audiovisual Aids</u> (See "Instructional Materials Centers")
	<u>Audiovisual Personnel</u> (See "Certified Personnel Positions")
JGFF	Automobile, Use by Students - KSA 72-9101

JGCBA Automated External Defibrillators
 JGHB Automated Play Machines
 JN Awards and Scholarships - KSA 72-6810 to 72-6815

B

ID Basic Instructional Program - KSA 72-8205; 72-8212
 JCDA Behavior Code
 DFK Bequests - KSA 12-1252 to 12-1253; 72-8210-8212
 GCRG Bereavement
 DJED Bids and Quotations Requirements - KSA 72-6760; 72-8404; 75-3740a
 GARA Blood Borne Pathogen Exposure Control Plan
 DH Bonded Employees - KSA 72-8202d
Bond Election Campaigns (See "Information Campaigns")
Book Complaints (See "Public Complaints")
Bookkeepers (See "Noncertified Personnel Positions")
 Boycotts (See "Strikes")
 Broadcasting and Taping
 DC (See DB) Annual Operating Budget - KSA 72-7053; 72-8204a
 DC (See DB) Deadlines and Schedules
 DC (See DB) Encumbrances
 DC (See DB) Goals and Objectives
 DC (See DB) Hearings and Reviews - KSA 79-2927; 79-2929; 792933
 DC (See DB) Preliminary Adoption Procedures - KSA 79-2927; 79-2929; 79-2933
 DC (See DB) Priorities
 DC (See DB) Publication of Recommendations - KSA 79-2927
 FB (See FA) Building Committees
 EB Building and Grounds - KSA 58-1301 to 58-1305; 12-1769; 72-8212
 EBA Casualty - KSA 72-8401 et seq.
 EBE Cleaning Program
 EBA Insurance Program - KSA 72-8401 et seq.
 EBA Liability - KSA 72-8401 et seq.
 EBI Long-Range Maintenance Program
 EB Management
 EBJ (See EBI) Records
 EBB Repairs
 EBB Safety
 EBC Security - KSA 72-8222
 KG Buildings, Use of
 JDDC Bullying (See GAAB, JCE, JGEC, JGECA, JDD & EBC)
Bus Drivers (See "Noncertified Personnel Positions")
Buses (See "Student Transportation")
 EDAA Buses, School Owned

C

	<u>Cabinets</u> (See "Councils, Cabinets and Committees")
	<u>Cafeteria Workers</u> (See "Noncertified Personnel Positions")
AEA	Calendar
DJFA	Purchasing Authority - KSA 10-1113; 72-8212, 75-3315 to 75-3322
JQLA	Caseload Review, Special Education Class-size/Limits for Exceptional Students
	<u>Censorship</u> (See "Public Complaints")
ADA	Census - KSA 72-5333d
IKD	Ceremonies and Observances - KSA 72-5308; 72-5308a
IEB	Charter Schools
GBRGA (See GBR)	Consulting
GAD	Development Opportunities
GBU	Ethics
GBRE (See GBRD)	Additional Duty - KSA 72-5412a
HAI	Negotiations - KSA 72-5413 <u>et seq.</u>
GBRG	Non-School Employment
GBO	Resignation
GBN	Separation - KSA 72-5435 <u>et seq.</u>
GBRD (See GBR)	Staff Meetings
GBH	Supervision
GBK	Suspension
GBR	Time Schedules
GBRGB(See GBRG)	Tutoring for Pay
GBR	Working Conditions
GBR	Work Load
GAAD	Child Abuse (See JCAC)
IIBGA	Children's Internet Protection Act
IE	Class Size
JQLA	Class-size/Caseload Limits for Exceptional Students
GCRGA	Classified Personnel Sick Leave Bank
EBE	Cleaning Program - KSA 65-202; 72-8212; 72-1033 <u>Closed Board Meetings</u> (See "Executive Sessions")
EBBD	Closing, Emergency
AG	Closing Schools - KSA 72-8213, 72-8213(a) <u>Coaches</u> (See "Certified Personnel Positions")
JH	Co-curricular Activities - See KSHSAA By-Laws <u>Collective Bargaining</u> (See "Negotiations") <u>College Bound Guidance</u> (See "Educational Guidance") <u>College Preparatory Program</u> (See "Basic Instructional Program")
IDCE	College Classes
MF(See MA)	Colleges and Universities
	Committees
CL	Councils, Cabinets and Committees
BBC	School Board Committees
JGCC	Communicable Diseases - KSA 65-122; 65-118, 72-5208, 72-5210, 72-5211
GAR	Communicable Diseases - Employees
	Community
LB	School-Community Cooperation
LC	School-Community Program

CMA	Administrative Rules, Community Involvement
IFC	Community Resource Persons
KG	Community, Use of School Facilities KSA 72-8212 72-5389-5391
GAH	Community, Staff Relations and District Residency KSA 72-1046; 72-8211
	Compensation
CG	Administrative Personnel Compensation Guides and Contracts - KSA 72-5412
GCA	Noncertified Personnel Compensation Guides and Contracts
CEE	School Superintendent Compensation and Benefits KSA 72-8202b; 72-5412
	Complaints
BCBI	Handling Complaints (See KN)
GAE	Personnel Complaints and Grievances
JCE	Student Complaints and Grievances
IIBG	Computer Assisted Instruction and Computer Materials Conferences
JFAC (See JFAB)	Parent Conferences
JFAB	Student Conferences
KBC	News Conferences and Interviews
GAG, BCBG, GACCA	Conflicts of Interest - KSA 75-4301 <u>et seq.</u>
BCBG	Abstaining Vote - KSA 72-8205a <u>Conservation Education</u> (See "Basic Instructional Program")
	Consultants
CJ, GBRGA	Administrative Consultants
BBG (See CJ)	Consultants
GBRGA	Certified Personnel Consulting
BBG	School Board Consultants (See CJ)
GBRGA	School Superintendent Consulting
JM	Contests for Students - See KSHSAA By-Laws
DJEG	Contracts and Purchasing
KGD	Control, Crowd Disturbances
IKB	Controversial Issues Teaching <u>Cooks</u> (See "Noncertified Personnel Positions") <u>Coordinators</u> (See "Administrative Personnel Positions")
ECH	Copyright
JDA	Corporal Punishment
CL	Councils, Cabinets and Committees
CL	Dissolution
CL	Financial
CL	Liaison
CL	Material
CL	Method of Appointment
CL	Organization
CL	Personnel
CL	Reporting
CL	Resources
CL	Types and Functions <u>Counseling</u> (See "Guidance")
CEB	County Treasurer, Effecting agreement with, on interest from school funds - KSA 12-1678a
IIA	Credits – Performance-Based
EBBF	Crisis Planning (See EBBD)

KGD Crowd Control
Culture-Free Tests (See "Test Selection and Adoption")
Curriculum
ID Adoption - KSA 72-8205
ID Development
ID Development Resources
ID Finances
ICFA Guides and Course Outlines
ID Materials
ID Personnel
ID Pilot Project Evaluation
ID Pilot Projects
ID Planning
ID Research
ID Resources
Curriculum Libraries (See "Curriculum Development Resources")
Custodians (See "Noncertified Personnel Positions")
Custody Record of Student (See "Release of a Student During a School Day")

D

EF Data Collection and Retrieval Methods - KSA 75-4707,
72-8227, 72-7527, 72-7528, 45-215 et seq.
EF Data Dissemination
EF Data Management
AF Day, School - KSA 72-1106
JCEC Demonstrations by Students
Demonstration Schools (See "Pilot Projects")
Department Chairmen (See Administrative Personnel Positions")
JDB Detention
Development Opportunities
CK Administrative Personnel
CEG School Superintendent
GAD Staff
IHF Diplomas - KAR 91-31-12(f)
Directors (See "Administrative Personnel Positions")
GBRIBA Disability Leave
AD District (School) Attendance Areas - KSA 72-72041 72- 8212
DIC District (School) Inventory - KSA 72-126 to 72-129
AC District (School) Organization Plan
KGD Disturbances, At Activities
CAN Document Production, Including Electronic Information
(See BCBK, BE, CN, II, JGGA, JR ex seq. and KBA)
AF Double Sessions (See AEBA)
JCDB Dress Code
IDAB Drug Education - KSA 65-2892a, 21-4109; 72-8205; 72- 8212
GAOB,JDDA,LDD Drug Free Schools and Communities
GAOA Drug Free Workplace
GAOD Drug and Alcohol Testing of bus drivers
JQ Due Process for Special Education Students

KSA 72-977 et seq.; 72-933 et seq.

IDCE Dual Credit (College)
 ECH Duplicating Services
 CEB Duties
 GBRE Duty, Extra - KSA 72-5412a
Dyslexia (See "Physically Handicapped Programs")

E

JFCA Early Graduation
 MK (See MA) Educational Agencies Relations
 GCRG Emergency and Legal Leave
 EBBB Emergency Closing
 EBBE Emergency Drills
 DH Employee Bond - KSA 72-8202d
 GAOC Employee Smoking - KSA 21-4009 et seq.
 GACD Employment Eligibility Verification
 JJ Employment of Students - KSA 38-601 et seq.
 JJ Employment, Outside
 JHC Equal Access - Title VIII
 GAAA (See GAA) Equal Opportunity Employment - KSA 44-1030; 44- 1031
 EC Equipment and Supplies
 EC Equipment Maintenance
 EC Management
 EC Receiving
 DFM (See DFG) Sales - KSA 72-8212
 HAHBB Use by Negotiating Teams - KSA 72-5413 et seq.
 CB Ethics – Administration
Evaluation
 CGI Administrative Personnel - KSA 72-9001 et seq.; 72-
 5451 et seq.
 IJ Instructional Program
 GCI Noncertified Personnel
 CEI School Superintendent - KSA 72-9001 et seq.
 AF Evening Sessions (See AEBA)
 JQ Exceptional Students - KSA 72-933 et seq.; 72-977
 BCBK Executive Sessions (See KB) - KSA 75-4317 et seq.
 JDD Expulsion, Suspension - KSA 72-8901 et seq.
 AEB Extended School Year (See AEBA)
 JH Extracurricular Activities
 Extra Duty (See "Additional Duty")

F

HAHBA	Facilities, Use by Negotiating Teams - KSA 72-8212(d)
KG, KGA	Facilities, Use by Public - KSA 72-8212(d)
FA	Goals and Objectives
FDB	Long-Range Needs Determination
FD (See FA)	Long-Range Planning
	<u>Family Life Education</u> (See "Sex Education")
GARI	Family Medical Leave
LED	Family Night
GAAB	Federal Program Administration
DFG	Fees, Payments and Rentals - KSA 72-5389 to 72-5391
JS	Fees, Fines and Charges - KSA 72-5389 to 72-5391
EBB	Fire Prevention - KSA 31-150 and 31-133
LDDA	Fiscal Management of Federal Grants
EE	Food Service Management - KSA 72-5112 <u>et seq.</u> 72-5213; 72-5113
EE	Records
EE	Sanitation Inspections
	<u>Foreign Countries, Trips to</u> (See "Field Trips and Excursions")
KI	Free Materials Distribution in Schools
	<u>Fringe Benefits</u> (See "Compensation")
DK	Fund Raising
CEB	Funds, Agreement About Interest on Funds With County Treasurer - KSA 23-1678a
DFE	Funds, Investment of - KSA 9-1402 <u>et seq.</u> ; 17-5002

G

JHCAA	Gang Activity – KSA 72-5311
	<u>Gate Receipts</u> (See "Fees, Payments and Rentals")
GAJ, JL, KH	Gifts
DFK (See DFG)	Gifts and Bequests - KSA 12-1252; 72-8210; 72-8212
GAJ	Gifts by Staff Members
GAJ, KH, JL	Gifts to Students
KH	Public Gifts to School - KSA 12-1252; 72-8210; 72-8212
JL	Student Gifts to School - KSA 12-1252; 72-8210; 72-8212
JL	Student Gifts to Staff Members
	Goals and Objectives
CA	Administration
DC	Budget - KSA 72-8156; 72-8204; 72-8204a; 72-7053
EA	Business Management
HAB	Certified Personnel Negotiations KSA 72-5413 <u>et seq.</u>
ABE	District
FA	Facility Expansion
DA	Fiscal Management
LA	Organizational Relations
GAA	Personnel Policies - KSA 72-8205
KA	Public Relations
MA	Relations With Other Education Agencies
BA	School Board

JA Student Policy - KSA 72-8205
Goods and Services
 DJED Bids and Quotations - KSA 72-6760; 72-8404; 75-3740a
 DJEB Cost Control
 DJEE Local Purchasing
 DJEJ Payment Procedure
 DJEG Purchase Orders and Contracts - KSA 10-1113; 60-1111; 72-6760; 75-3317; 75-3322; 72-8212
 DJE Purchasing - KSA 72-8212
 DJEB Quality Control
 DJEB Quality Purchasing - KSA 72-8212, 10-1113
 DJEB Requisitions
 DJEB Specifications
 DJEB Standardization
 JHC Government, Student
 IHA Grading System
 JBD Grades - Reduction
 JFC Graduation - KSA 72-116, KAR 91-31-12(h)
 JFCA Graduation, Early
 IHF (See IHEA) Graduation Requirements - KSA 72-8205, KAR 91-31-12(f), (g), and (h)
 Grievance Procedures
 GAE Personnel Complaints - KSA 72-5424
 JCE Student Grievance Procedures
Grounds Management (See "Buildings and Grounds Management")

H

JQA Handicapped Students - KSA 72-933 et seq.; 72-977
 BCBI, KN Handling Complaints
 GAAC, JGEC Harassment, Sexual
 GAACA, JGECA Harassment, Racial
 EBBA Hazardous Waste Inspection and Disposal
Hazing - KSA 21-3434
 JGC Health Services
 GCRI Noncertified Personnel Paid Holidays
 KGA-R Hold Harmless and Release From Liability
 IDAB Homebound Instruction - KSA 72-933 et seq.
 JBC Homeless Students (Admission Procedures)
 JBCA Homeless Students
 IHB (See IHA) Homework
 IHD (See IHA) Honor Rolls
Hospitalization Insurance (See "Compensation")
Human Relations Education (See "Basic Instructional Program")
 IKCA Human Sexuality and AIDS Education

I

JBC	Identity of Students
GCRG	Illness (Sick Leave)
	<u>Inclement Weather Procedures</u> (See "Dismissal Precautions")
	Incentive Pay System
IEH	Independent Study
KB	Information Program
JGCB (See JGC)	Inoculations - KSA 72-5209
GBRC	In-Service Education (See GAN)
IE	Instructional Arrangements
	Class Size
	Scheduling for Instruction
	Pre-Enrollment
ICAA	Instructional Methods
ICA	Instructional Pilot Projects
	Planning
	Research
	Pilot Project Evaluation (See IJ)
IB	Instructional Program Goals and Objectives
IA	Instructional Program Philosophy
ID	Instructional Program - KSA 72-8205; KSA 72-8212
IF	Instructional Resources
IF	Resource Teachers
IF, IFB	Services
IF	Textbook Selection and Adoption - KSA 72-8205; 72-4107 <u>et seq.</u> ; 10-1113; 79-3606; 72-5386
IF	Use of Textbooks
	Insurance - KSA 72-8401 <u>et seq.</u>
EBA	Buildings and Grounds Insurance Program
	KSA 72-8401 <u>et seq.</u>
EBA	Employees - KSA 12-2616 <u>et seq.</u>
	KSA 72-8401 <u>et seq.</u>
	<u>Life, Hospitalization and Medical Insurance</u>
	(See "Compensation")
JGA	Student Insurance Programs - KSA 72-8401 <u>et seq.</u>
MD (See MA)	Interdistrict Relations
CEB	Interest, From School Funds With County Treasurer
	KSA 12-1678a
CG	Intern Program
JCAC	Interrogation and Investigations in the School
JCAC	By Police
JCAC	By School Officials
	<u>Interviews With Staff</u> (See "News Conferences and Interviews")
IIBGA	Children's Internet Protection Act
DIC	Inventories - KSA 72-126 to 72-129
	Investigations (See "Interrogation and Investigations in the School")
DFE	Investment of Funds - KSA 9-1402 <u>et seq.</u> ; 17-5002

J

K

EC Keys, equipment

L

KG Leasing and Renting (See DFG; ECE)
KSA 52-211 to 55-211a; 12-1765; 72-8225

Leaves and Absences (See Specific Titles in This Index)

GCRG Noncertified Personnel

GCRG Legal (Emergency) Leave

Legal Counsel (See "Attorney")

IKI Lesson Plans

Librarians (See "Certified Personnel Positions")

Library Materials Selection and Adoption (See "School Libraries")

IFBDA Libraries - Professional

Life Insurance (See "Compensation")
KSA 72-8401 et seq.

CD Line and Staff Relations

GBO Liquidated Damages

DJEE Local Purchasing - KSA 75-3317 to 75-3322;
72-8212; 10-1113

JGCA Local Wellness Policy

Locker Searches (See "Searches of Lockers and Students")

Lunch Service (See "Food Service Management")

Lunch Workers (See "Noncertified Personnel Positions")

M

JGHB Machines, Automated Playing and Vending

Maintenance

EBI Buildings and Grounds Long-Range Maintenance

EC Equipment Maintenance

Maintenance Workers (See "Noncertified Personnel Positions")

IHEA (See IHA) Make-Up Opportunities

JGFGB Medication, Supervision of, to Students

Meetings

GBRD Professional Personnel Staff Meetings

BG (See BE) Memberships - KSA 72-5326

GARID, GCRG Military Leave, U.S. Code, PL 94-286, Title 38, Part III
Sec. 2021 et seq.; KSA 48-222; KSA 74-3747;
KAR 1-5-1

BCBH Minutes - KSA 72-8202

Modular Schedules (See "Local Government")

Municipal Government (See "Local Government")

JGFF Motorized Vehicles, Use by Students - KSA 72-9191

N

HAL	Announcement of Agreement
HAE (See HAB)	Board Negotiating Agents
HAA	Legal Status of Negotiations
HAI	Preliminary Agreement
HAK (See HAJ)	Ratification Procedures
HAC (See HAB)	Scope of Negotiations
HAF (See HAB)	Superintendent's Role
HAHBA (See HAB)	Use of School Facilities
HAHBB (See HAB)	Use of School Equipment
HAI	Negotiations Meeting Procedure - KSA 72-5413 <u>et seq.</u>
HAI	Agenda Notification
HAI	Distribution of Information
HAI	Minutes and Records
HAI	Notification
HAI	Quorum
HAI	Reporting to Press and Public
HAI	Reporting to Staff and Board
HAI	Research Assistance
HAI	Rules of Order
HAI	Time and Place
HAI	Time Limits
	<u>Neighborhood Schools</u> (See "Attendance Areas")
GACCA	Nepotism
JBC	New Resident Students - KSA 72-1046
BBBB	New Board Member Orientation
	News Coverage
BCBJ	Board Meetings News Coverage - KSA 75-4317 <u>et seq.</u>
KBC	News Conferences and Interviews
KBC (See KB)	News Media Relations
KBC	News Releases
	Non-certified Personnel
GCA	Compensation Guides and Contracts
GCI	Evaluation
GCRG	Leaves and Absences
GCRF	Non-School Employment
GCRI	Paid Holidays - KSA 72-1106; 35-107
GCK	Suspension
GCRH	Vacations
GAAA	Nondiscrimination
JBC	Nonresident Students - KSA 72-6757; 72-7201 <u>et seq.</u>
	Non-School Employment
GBRG	Administrative Personnel
GCRF	Non-certified Personnel
GBRG	Professional Personnel
IFCB	Non-School Supported Trips

O

	<u>Objectives</u> (See "Goals and Objectives")
	<u>Order of Business</u> (See "Agenda")
LA	Organizational Relations Goals and Objectives
	Organizational Charts
CC	Administration
CG	Administrative Personnel
BBBB	New School Board Members
GCRD	Overtime Pay

P

JFAC (See JFAB)	Parent Conferences
JCDA	Paraprofessionals and Teacher's Aides
BCBG	Abstaining Vote
	<u>Parochial Schools</u> (See "Private School Relations")
CG	Part-Time Administrators
DJEJ (See DJEE)	Payment Procedures (See DFG)
IIA	Performance-Based Credits
GAM	Personal Appearance
CG	Administrative Personnel
GAE	Personnel Complaints and Grievances
	<u>Personnel Director</u> (See "Administrative Personnel Positions")
GA	Personnel Policy Organization
GAK	Personnel Records
DJB	Petty Cash Accounts - KSA 72-8208
	<u>Physical Education</u> (See "Basic Instructional Program")
	<u>Physical Examinations</u> (See "Health Examinations")
JQA	Physically Handicapped Students - KSA 72-933 <u>et seq.</u> 72-977
ICA	Pilot Projects Planning Research Pilot Project Evaluation (See IJ)
IB	Planning for Quality Education
DB	Planning Programming Budgeting System
DB	Program Structure
ING	Plants and Animals in the School
	Policy Development - KSA 72-8205
CMA	Administration in Policy Absence (See DJFAB)
BDA,	Policy Development, Staff Involvement (See CMA)
BDA	Policy Development System Adoption
CM	Policy Implementation
GAHB, GCRK	Political Activities by Staff
KI	Political Campaign Materials Distribution
GACA	Positions Administrative Personnel Noncertified Personnel

	Professional Personnel
JQI	Post Secondary Students
JQE	Pregnant Students
	Press Service
KB	Sports and Special Events - See KSHSAA By-Laws
	<u>Principals</u> (See "Administrative Personnel Positions")
ECH	Printing and Duplicating Services
	Probation
JDC (See JDB)	Students
HAI	Procedural Agreement - KSA 72-5413 <u>et seq.</u>
HAI	Agenda Notification
HAI	Distribution of Information
HAI	Minutes and Records
HAI	Notification
HAI	Quorum
HAI	Reporting to Press and Public
HAI	Reporting to Staff and Board
HAI	Research Assistance
HAI	Rules of Order
HAI	Time and Place
HAI	Time Limits
HAK	Procedures in Ratification - KSA 72-5413 <u>et seq.</u>
	<u>Program Development</u> (See "Curriculum Development")
	<u>Program Development Officer</u> (See "Administrative Personnel Positions")
	Promotion of Staff
JFB	Promotion and Retention of Students
DJEJ	Prompt Payment - KSA 75-6401 <u>et seq.</u>
JBC	Proof of Identity
JS	Property Damage Claims
JGD	Psychological Services - KSA 72-961 <u>et seq.</u>
KN	Public Complaints
KN	About Curriculum
KN	About Instructional Materials
KN	About School Facilities and Services
KN	About School Personnel
KH	Public Gifts - KSA 12-1252; 72-8210, 72-8212
BCAE, DC	Public Hearings
	<u>Public Information Officer</u> (See "Administrative Personnel Positions")
FC, KB	Public Information Program
BCBI	Public Participation at Board Meetings
KK	Public Sale on School Property
JI	Public Service, Student
KG, KGA	Public Use of School Facilities - KSA 72-8205d
KB	Public's Right to Know - KSA 75-4317 <u>et seq.</u>
JDA	Punishment, Corporal
	Purchasing - KSA 75-3317 to 75-3322; 72-8212; 10-1113
DJE (See DJB)	Agent
DJE (See DJB)	Authority
DJEG (See DJEE)	Purchase Orders and Contracts - KSA 10-1113; 60-1111; 72-6760; 75-3317 to 75-3322; 72-8212

Q

DJEB	Quality Control
DJEB	Cost Control
DJEB	Quantity Purchasing
DJEB	Requisitions
DJEB	Specifications
DJEB	Standardization
	Quality Purchasing
DJED 75-3470a	Quotations and Bids Requirements - KSA 72-6760; 72- 8404;

R

	<u>Racial Balance</u> (See "Attendance Areas")
GAACA	Racial Harassment-Employees
JGECA	Racial Harassment-Students
IHC	Ranking of Students
EC	Receiving Equipment and Supplies
	Records
CN	Administrative
EBJ (See EBI)	Buildings and Grounds (See CN)
GAK	Central Office (See CN)
JRC	Disposition (See CN) - KSA 72-5369 to 72-5373
GAK	Personnel
GAK	Public Use (See CN) - KSA 45-215-216
BE	School Board - KSA 10-1117 to 10-1118
JR	Student - KSA 72-5386; 72-6214
EE	Student Lunch Service - KSA 72-5112 <u>et seq.</u> 72-5213
EDAA	Student Transportation - KSA 72-8301 <u>et seq.</u>
GAK	Types
	Recruitment
CG	Administrative Personnel
GACC	Certified Personnel
GACC	Noncertified Personnel
CEC	School Superintendent
GBQA	Reduction of Teaching Staff
	Reemployment
GBO	Certified Personnel
GBO	Release from Contract
JBH	Release of a Student During the School Day
IKD	Religion in the Schools (See IKC)
IKD	Beliefs and Customs
IKD	Holidays - KSA 72-5308
IKD	Religion in the Curriculum
IKD	Dedications and Commencement
IKD (See IKA)	Silent Meditation - KSA 72-5308a
JB	Religious Exemption from Compulsory School Attendance
GCRG	Religious Leave
IKDA	Religious Objections to Activities

EBE	Repairs	
JDDDB	Reporting Crimes to Law Enforcement	
JF	Report Cards	
	Reports	
CO	Administrative Reports	
CO	Dissemination	
BE	School Board Annual Reports	
CO	Types	
DJEF (See DJEE)	Requisitions	
	<u>Research Director</u> (See "Administrative Personnel Positions")	
GAH	Residency for Staff - KSA 72-8211	
JBC	Resident Students - KSA 72-1046	
	Resignations	
GBO	Administrative Personnel	
GBO	Certified Personnel	
CEK	School Superintendent (See GBO)	
IF	Resource Teachers	
	<u>Retarded Students</u> (See "Mentally Handicapped Students")	
JFB	Retention of Students	
EBCA	Rewards, For Information About Vandalism - KSA 12-	1672a
Rules		
CMA	Administrative Rules (See CM)	
CMA	Adoption	
BCBF	Rules of Order - KSA 72-8205	

S

	Safety - KSA 31-133	
EBB	Buildings and Grounds Safety Inspections	
EDAA	Student Transportation Safety - KSA 72-8301 <u>et seq.</u>	
EDAA	Student Transportation Safety Inspections	
	KSA 72-8301 <u>et seq.</u>	
EBB	Warning Systems - KSA 31-133	
DFM	Equipment and Supplies - KSA 72-8212	
KK	Public Sales on School Property	
	<u>Salesman</u> (See "Vendor Relations")	
HAN	Sanctions	
EBE	Sanitation	
	Schedules, Time	
CG	Administrative Personnel	
GBR	Certified Personnel	
	Scheduling	
IE	Scheduling for Instruction	
EDAA	Student Transportation Scheduling and Routing -	
	KSA 72-8301 <u>et seq.</u>	
JBC	School Admissions - KSA 72-6757; 72-53,106	
BE	Annual Reports (See CO)	
BBE	Attorney - KSA 72-8205	
	Budget (See "Budget")	
BBC	Committees	
BBG	Consultants	
BA	Goals and Objectives	

BG	Memberships - KSA 72-5326
HAE (See HAB)	Negotiating Agents - KSA 72-5413 <u>et seq.</u>
HAB	Negotiation Rights and Duties - KSA 72-5413 <u>et seq.</u>
BE	Records - KSA 10-1117 to 10-1118; 45-216 <u>et seq.</u> ; 72-5369 <u>et seq.</u>
	School Board Meetings - KSA 72-8205
BCBG	Abstaining Vote - KSA 72-8205a
BCBD	Agenda - KSA 75-4317 <u>et seq.</u>
BCBJ	Broadcasting and Taping - KSA 75-4317 <u>et seq.</u>
BCBK	Executive Sessions (See KB) - KSA 75-4317 <u>et seq.</u>
BCBH	Minutes - KSA 72-8202
BCBJ	News Coverage - KSA 75-4317 <u>et seq.</u>
BCAE	Public Hearings
BCBI	Public Participation
BCBJ	Regular Meetings - KSA 72-8205
BCBF	Rules of Order - KSA 72-8205
BCAC	Special
BCBG	Voting Method - KSA 72-8205
	School Board Members
BBBF	Reimbursement
BBBB (See BA)	Orientation
BK	Self-evaluation
	School Boards Associations
BG	State School Boards Association and National School Boards Association - KSA 72-5326
EDAA	School Bus Driver Licensing
EDDA	School Buses – Special Use <u>School Bus Program</u> (See "Student Transportation")
AEA	School Calendar
ADA	School Census - KSA 72-5333d
IKD	School Ceremonies and Observances
AG	School Closings - KSA 72-8213, 72-8213(a)
LB (See LA)	<u>School-Community Coordinators</u> (See "Certified Personnel Positions")
LC (See LA)	School-Community Programs
AF	School Day - KSA 72-1106 <u>School Directories</u> (See "School-Sponsored Information Media")
AD	School District Attendance Areas - KSA 72-8212; 72-7204
JJ	School District Employment
HAHBA	School District Facilities, Use of - KSA 72-8212d
DIC	School District Inventory - KSA 72-126 to 72-129
A	<u>School District Organization</u>
AC	School District Organization Plan
KG	School Facilities, Use of - KSA 72-8212d
LA	School, General Government Relations
JGH	<u>School Lunch Service</u> (See "Food Service Management") "Certified Personnel Positions")
IB	School Site Councils
KB	School-Sponsored Information Media <u>School Social Workers</u> (See "Certified Personnel Positions")
CED (See CEC)	Appointment - KSA 72-8202b; 72-5412

CEE (See CEC)	Compensation and Benefits - KSA 72-8202b
CEB	Duties
CEI	Evaluation (See GBI, GBI-R) - KSA 72-9001 <u>et seq.</u>
CEG (See CEE)	Growth Development Opportunities
HAF	Negotiations Role
CEA (See CEC)	Qualifications
CEC	Recruitment
CEK	Resignation
CEK	School Board Relations
CEJ	Separation - KSA 72-5412
CEF (See CEE)	Travel Expenses
HAI	School Time Use in Negotiations
IFC	School Volunteers (See KFD)
AE	School Year
AEB	School Year Extended
HAC (See HAB)	Scope of Certified Negotiations
JCAB	Searches of Lockers and Students
JCABB	Searches of Students
EBC	Security of Building and Grounds - KSA 72-8222
	Selection and Adoption of Instructional Resources KSA 72-8205; 72-8212
IFAB	Supplementary Materials (See IFA) - KSA 72-8205; 72-8212
II	Tests
IF	Textbooks (See IFA) - KSA 72-8205; 72-8212; 72-4107 <u>et seq.</u>
GBN	Administrative Personnel - KSA 72-5412
GBN	Certified Personnel - KSA 72-5436 <u>et seq.</u>
CEJ	School Superintendent - KSA 72-5412
GAAC	Sexual Harassment-Employees
JGEC	Sexual Harassment-Students
	Shared Services
GCRGA	Sick Leave Bank for Classified/Administrative Prsnl.
GCRG	Sick Leave, Illness
IB	Site Councils
GAOC	Smoking - Staff
JCDA	Smoking - KSA 21-4009 <u>et seq.</u> ; 72-53,107
KG, GAOC	Smoking, Building and Grounds
	Snow Days (See "Dismissal Procedures")
JHC	Social Events, Students
	Solicitations
GAI, KDC, KI	By Staff
JK	By Students
GAI, KDC, KI	Of Staff
JK	Of Students
IFBH	Speakers, Resource
KI	Special Interest Materials Distribution
JQ	Special Education Due Process - KSA 72-972 <u>et seq.</u> 72-977; 72-933
IECA, JQLA	Special Education, Class-size/Caseload Limits for Exceptional Students
	Specialists (See "Professional Personnel Positions")
IDDA	Special Programs
	Specifications

DJEB Goods and Services Specifications
KB Sports and Special Events Broadcasting and Taping
See KSHSAA By-Laws
GAH Staff-Community Relations
Staff Involvement
CMA Administrative Rules (See CM)
IFBC Staff Libraries
GBRD Staff Meetings
GAH Staff Participation in Community Activities
GAHB Staff Political Activities
GAO Staff Protection
GBQA Staff Reduction
GAH Staff Residency - KSA 72-8211
GAF Staff-Student Relations
Standardization
DJEB Goods and Services
MA State Education Agency Relations - KSA 72-7501 et seq.
Statistical Research (See "Data Management")
Strikes
JCEC Demonstrations, Strikes and Walkouts by Students
HAN Strikes by Professional Personnel - KSA 72-5413;
72-5413j
DK Student Activities Funds Management - (See JH)
JH, JS Student Fees, Fines and Charges - KSA 72-5389 to 72- 5391
JHC Student Equal Access
JBD Student Grades - Reduction
JFC, IHF Student Graduation (See IHA)
JFCA Student Graduation, Early
JHC Student Government
JGC Student Health Services - See KSA Chapter 65;
72-5201 et seq.
JGA Student Insurance Program - KSA 72-8401 et seq.
Student Involvement
CMA Administrative Rules (See CM)
JCB Policy Development (See BDA, BDBD)
JGH Student Lunch Services - KSA 72-5112 et seq.
EE Management - KSA 72-5112 et seq.; 72-5113
EE Records - KSA 72-5112 et seq.
JA Student Policy Goals and Objectives
JHCA Student Publications
JGD Student Psychological Services - KSA 72-961 et seq.
JR Student Records - KSA 72-6214; 72-5386; 45-216 et seq.
JRA Types
JRB Public Use - KSA 45-216 et seq.
JRC Disposition - KSA 72-5369 to 72-5373
JCAB Student Searches
JGG Student Transportation Services - KSA 72-8301 et seq.
EDAA Liability - KSA 72-8401 et seq.
EDAA Records and Types - 72-8301 et seq.
EDAA Safety
EDAA Scheduling and Routing
EDAA School-Owned Vehicles - KSA 72-6761
JGG Student Conduct - KSA 72-8305
JI Student Volunteers

JBD	Absences and Excuses - KSA 72-1111; 72-1113
JGFG	Accidents
JH, IDA	Activities and Activity Eligibility Guidelines
JCDA	Alcohol Use - KSA 41-719; 41-715; 41-805; 41-710
JBC	Assignment: To Classes, To Schools
JB	Attendance - KSA 72-1111; 72-1113
JGFF	Automobile Use
JN (See JM)	Awards - See KSHSAA By-Laws
JCDA	Behavior Code - KSA 72-8901 <u>et seq.</u>
IHC	Class Rankings
JHC	Clubs - KSA 72-5311
JM	Contests
JFAB	Conferences
JFAB (See JFAC)	Parent Conferences
JDA	Corporal Punishment
JBH	Custody Record of a Student
JCEC	Demonstrations
JCDB	Dress Code
IDAB	Dropout Prevention Program
JQE	Dropouts
IDA	Drug Use - KSA 65-2892a
JJ	Employment
IFCB	Excursions, Field Trips and
JDD	Expulsion - KSA 72-8901 <u>et seq.</u>
JH, JS	Fees, Fines and Charges - KSA 72-5389 to 72-5391; 72-130 to 72-134
IFCB	Field Trips and Excursions
DK	Fund Raising
JQL	Gifted
JL	Gifts to School - KSA 72-8212
JL	Gifts to Staff Members
JFC, IHF	Graduation
JFCA	Graduation, Early
JCE	Grievances by Students
JRD	Hearing Request
IHB	Homework
IHD	Honor Rolls
JBC	Identity
JGCB (See JGC)	Inoculations
JCAC	Interrogations
IHEA	Make-Up Opportunities
JQE	Married Students
JGFF	Motorized Vehicles, Student Use - KSA 72-9101
JBC	Nonresident - KSA 72-6757; 72-7201 <u>et seq.</u>
JHC	Organizations
JI	Performances
JGGA	Physical Examinations
JQA	Physically Handicapped - KSA 72-933 <u>et seq.</u>
JQI (See JQE)	Post-Secondary Vocational Ed.- KSA 72-4408 <u>et seq.</u>
JQE	Pregnant Students
JDC (See JDB)	Probation
JFB	Promotion and Retention
JGD	Psychological Services - KSA 72-961 <u>et seq.</u>

JHC	Publications
JI	Public Service
JDA	Punishment, Corporal
JBH	Release, During the School Day
JCAB	Searches
IDA	Sex Education
JGEC	Sexual Harassment
JCDAA	Smoking - KSA 21-4009 <u>et seq.</u> ; 72-53,107
JHC	Social Events
JCEC	Strikes - KSA 72-8901 <u>et seq.</u>
JDD	Suspension - KSA 72-8901 <u>et seq.</u>
JBC	Transfers and Withdrawals
ED, JGG	Transportation - KSA 72-8301 <u>et seq.</u>
IFCB	Trips
JBE	Truancy - KSA 72-1113
JBC	Tuition (See JS); KSA 72-7204
KB	Use of Student in Information Program
JQE	Unwed Mothers
JGGA	Video cameras on buses and in buildings
JJ	Work Permits
	<u>Substitutes</u>
GBRJ	Arrangements for Substitutes
CE	Superintendent of Schools
	<u>Supervision</u>
CG, GBH	Administrative Personnel - KSA 72-1111
GBH	Certified Personnel
JGFGB	Medication
	<u>Supervisors</u> (See "Administrative Personnel Positions")
*IFAB	Supplementary Materials Selection and Adoption
	<u>Supplies</u> (See "Equipment and Supplies")
	<u>Suspension</u>
GBK	Certified Personnel
GCK	Noncertified Personnel
JDD	Students - KSA 72-8901 <u>et seq.</u>

T

IKI	Teacher Lesson Plans Teacher Observations (See "Certified Personnel Supervision") Teachers (See "Certified Personnel Positions") <u>Teaching</u>
IKB	Controversial Issues
ICAA	Teaching Methods
IKD	Teaching About Religion <u>Tenure</u> Testing
II	Test Administration
II	Test Selection and Adoption
II	Testing Program
II	Reporting test results to the board- KSA 72-8231
II	Use and Dissemination of Test Results
IF	Textbook Selection and Adoption - KSA 72-8205; 72-4107 <u>et seq.</u> ; 79-3606; 10-1113; 72-5389
IF	Textbook Rental - KSA 72-5390
IDAD	Title I Programs
GAOC	Tobacco, use of Tornado Warnings (See "Warning Systems") Track System (See "Grouping for Instruction") Traffic Guards (See "Noncertified Personnel Positions") Transfer (See "Assignment and Transfer")
JBC	Students <u>Transportation</u> (See "Student Transportation")
CEF	School Superintendent Trimester Schedules (See "Scheduling for Instruction") Trips (See "Field Trips and Excursions")
JBE	Truancy - KSA 72-1113
GBRGB	Tutoring for Pay

U

JCDAA, GAOC	Use of Tobacco Products
JGFF	Use of Motorized Vehicles - KSA 72-9101
KG	Use of School Facilities
KGA (See KG)	Personal Property and Equipment
KGA-R	Equipment – Hold Harmless/Release from Liability

V

Vacations

GBRK	Certified Personnel
GCRH	Noncertified Personnel
EBCA	Vandalism Protection
EBCA	Vandalism: Restitution for Damages - KSA 72-5386
EBCA	Offering a Reward - KSA 12-1672a
JGHB	Vending Machines
JGGA	Videotaping Students Visiting Teachers (See "Resource Teachers")

Visitors

KM Visitors to the Schools - KSA 21-3721

Volunteers

IFC, KFD Adult Volunteers

JI Student Volunteers

BCBG Voting Method

BCBG Abstaining Vote

W

EBB Warning Systems - KSA 31-133

JCDBB Weapons in School

KBA Web Sites – District or School (See IIBG and ECH)

JS Withholding Student Records - KSA 72-5386

Working Conditions

GBR Administrative Personnel

GBR Certified Personnel

GCR Noncertified Personnel

GAOE, EBBA Worker's Compensation

Work Load

GBR Administrative Personnel

GBR Certified Personnel

IDAA Work-Study Programs

X

Y

Yearbooks (See "Student Publications")

Z

Please note: Whenever the word “superintendent” appears in Board Policy, the words “or designated representative” shall be assumed to follow.

TABLE OF CONTENTS (TC)

A--SCHOOL DISTRICT ORGANIZATION

A	District Authority
ABE	District Goals and Objectives
AC	School District Organization Plan - KSA 72-8212
AD	School District Attendance Areas - KSA 72-8212; 72-7204
ADA	School Census - KSA 72-5333d
AE	School Year - KSA 72-1106
AEA	School Calendar
AEB	Extended School Year
AF	School Day - KSA 72-1106
	Double Sessions
	Evening Sessions
AG	Closing School Buildings - KSA 72-8213; 72-8213a

A District Authority

A

The governance of the district shall be vested in the board.

Home Rule

The board shall have authority to conduct district business without specific statutory delegation.

The board may transact all school district business and adopt policies the board deems appropriate to perform its constitutional duty to maintain, develop and operate local public schools.

BOE Approved: July 7, 2003; BOE Approved KASB Recommendation July 21, 2003; BOE Reviewed and Approved: February 4, 2008

ABE District Goals and Objectives (See BK)

ABE

The board shall annually establish and review long-range goals and objectives to guide district operations. All district personnel shall direct their efforts toward achieving district goals and objectives. The superintendent shall give the board periodic reports on progress made towards achieving district goals.

The board shall participate in long-range planning through an annual meeting with the superintendent and designated staff to review progress on the implementation of board priorities, initiatives, and long-range plans. The board also shall consider and act upon objectives and major activities proposed by the superintendent to achieve district goals.

The superintendent shall develop necessary procedures to implement this policy.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: February 4, 2008

AC School District Organization Plan

AC

The public schools of Haysville Unified School District are to be organized on the 5-3-4 plan for classification as follows:

Early Childhood, Kindergarten and Grades 1-5

Middle School - Grades 6, 7, and 8

Senior High School - Grades 9, 10, 11 and 12

Special School Units - Adult Education and Summer School, Alternative High School Program, GED tutorial, and Learning By Design outside the regular school day tutorials.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: February 4, 2008

AD District Attendance Areas (See AG)

AD

The board shall review school attendance areas as needed and make changes as warranted.

The superintendent shall, annually, or as needed, prepare a written report for the board concerning changes recommended for school attendance areas for the next school year and the reasons for the recommendations. The board shall consider the recommendations following receipt of the report. The recommended changes shall be made available to district patrons. The board may schedule a public hearing to seek input on the proposed changes.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: February 4, 2008

ADA School Census

ADA

The board may direct the superintendent to conduct a census of the following:

- The number of potential students living in the district under the age of 5 years;
- The number of potential students and patrons residing in the district between the ages of 5 and 21;
- The number between the ages of 17 and 21.

The census shall also obtain information related to the planning of transportation services and other information the superintendent considers necessary.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: February 4, 2008

AE School Year

AE

The board shall provide a school year consisting of not less than:

(1) The minimum number of statutorily required school days for students K-12, consisting of not less than 2 1/2 hours for kindergarten students and 6 hours for students in grades 1-12; or

(2) The minimum number of statutorily required school hours for students in grades K-12.

Virtual Schools

If the board sponsors a virtual school, it shall comply with all current regulations of the Kansas State Department of Education, the school district and applicable state laws.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: February 19, 2008; BOE reviewed and adopted KASB Recommendation August 18, 2008.

AEA School Calendar

AEA

The board shall establish a calendar for each school year. On or before March 1 of each year, the superintendent shall present a recommended school calendar for the next school year. District customs, community interest, legal holidays, staff recommendations and other relevant matters shall be considered. A copy of the current calendar shall be on file in the clerk's office.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: February 19, 2008

AEB Extended School Year

AEB

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

BOE Approved: July 7, 2003; BOE Reviewed and Approved: February 19, 2008

AF School Day

AF

The board shall establish the time of beginning and ending the school day and other time schedules.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: February 19, 2008

AG Closing School Buildings (See AD)

AG

Upon request of the board, the superintendent shall present to the board plans for efficient use of all school attendance centers. The board reserves the right to close school buildings as provided for in current law.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: February 19, 2008

B – School Board Operations

TABLE OF CONTENTS (TC)

B--SCHOOL BOARD OPERATIONS

BA	Goals and Objectives
BBBB	New Member Orientation
BBBF	Reimbursement for Expenses
BBC	Board Committees
BBE	Attorney - KSA 72-8205
BBG	Consultants (See CJ)
BCAC	Special Meetings - KSA 72-8205 (See BCBF)
BCAE	Public Hearings (See BCBI)
BCBD	Agenda - KSA 75-4318
BCBF	Rules of Order - KSA 72-8205
BCBG	Voting Method - KSA 75-4301 <u>et seq.</u> Abstaining Vote - KSA 72-8205(a)
BCBH	Minutes - KSA 72-8202
BCBI	Public Participation at Board Meetings
BCBJ	News Coverage - KSA 75-4317 <u>et seq.</u> Press Services Broadcasting and Taping – KSA 72/80205; 75-4318 Cameras Recording Devices
BCBK	Executive Sessions (See KB) - KSA 75-4317 <u>et seq.</u>
BDA	Developing and Adopting Policy
BE	School Board Records (See CN) - KSA 72-5369 <u>et seq.</u> ; 10-1117; 10-1118 Annual Reports (See CO) Academic Reports
BG	Memberships - KSA 72-5326 State School Boards Association National School Boards Association
BK	Board Self-Evaluation

BA Goals and Objectives

BA

Goals and Objectives shall be updated annually or as necessary.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: November 5, 2007

BBBB New Member Orientation

BBBB

The board president, superintendent and selected central office administrators shall conduct an orientation program to acquaint new members with board policies, district operations, and procedures. The orientation shall also describe the duties and responsibilities of board members, the superintendent, the clerk, the treasurer and selected central office administrators. Newly elected and newly appointed board members shall be encouraged to attend workshops for new board members.

Prior to the time they officially take office, newly elected board members shall be invited to attend all board meetings, except when the board is in executive session. (See BCBK) They shall receive copies of all agendas, reports and other communications received by current board members except information or material of a confidential nature.

BOE Approved: July 7, 2003; BOE Revised and Approved: November 5, 2007

BBBF Reimbursement for Expenses

BBBF

No board member shall be reimbursed for expenses incurred for any travel unless the travel has been approved by the board. Board members who provide their own transportation shall be reimbursed for each mile actually traveled out of district in the performance of district business. Any payments to board members must be in the form of a reimbursement for amounts previously paid by the board member, and receipts shall be provided by the board member in accordance with the provisions of GAN.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: November 5, 2007

BBC **Board Committees** (See CF)

BBC

The board shall operate at all times as a committee of the whole.

There shall be no standing or temporary board committees except as provided for in this policy. Board members may serve on committees, which advise the board.

Sub-committees of the board may be assigned on a temporary basis and shall consist of no more than two board members. Board subcommittees are subject to the open meetings law.

Advisory Committees

After considering administrative recommendations, the board may establish advisory committees. The type and function of each advisory committee shall be dictated by district needs. After considering recommendations of the superintendent and other members of the administrative staff, the board shall appoint all members of board advisory committees.

No financial assistance shall be furnished any committee without prior board approval. The superintendent shall monitor each committee's progress and relay information to the board. As requested, each committee shall report in writing to the superintendent and/or the board.

The board may dissolve any advisory committee at any time. No committee shall exist longer than one year unless reappointed by board action.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: November 5, 2007

BBE Attorney

BBE

The board shall appoint an attorney to handle legal matters referred by the board.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: November 5, 2007

BBG Consultants (See CJ)

BBG

The board may use consultants to advise the board. Neither the superintendent nor any staff member is authorized to engage a consultant for pay without prior board approval. A consultant is defined as someone who gives expert or professional advice.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: November 19, 2007

BCAC Special Meetings (See BCBF)

BCAC

Special meetings may be called at any time by the president of the board or by joint action of any three board members. Written notice, stating the time and place of any special meeting and the purpose for which the meeting has been called shall, unless waived, be given to each board member at least two clear days in advance of the special meeting. No business other than that stated in the notice may be transacted at the special meeting.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: November 19, 2007

The board may hold public hearings on matters, which the board deems appropriate.

Public hearings will be held at a convenient time and a suitable place.

The board president or vice-president shall preside at public hearings and shall request every participant to state name, residence and purpose for speaking. After a hearing is called to order the board may delegate another individual to run the actual hearing.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: November 19, 2007

BCBD Agenda

BCBD

The board shall adopt an agenda at the beginning of each meeting. The superintendent shall distribute background material concerning agenda items to all board members prior to each meeting, which then shall be referred to as the annotated agenda.

The board agenda shall be compiled by the superintendent in cooperation with the board president. Other board members may request items to be placed on the agenda. The agenda may include a period of time when the public may speak to the board.

The annotated agenda shall be sent to all board members at least {three} calendar days prior to any regular board meeting.

The agenda format may include:

- monthly reports to the board;
- a consent agenda containing routine business and information items;
- financial reports including monthly listing of bills ready for payment ;
- important correspondence;
- bids, specifications;
- attendance center reports; and
- requests for hearings and other such information

Other items and reports may be added to the agenda.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: November 19, 2007

The board shall be governed by laws and rules adopted by the board. Robert's Rules of Order shall not be adopted by the board.

The president (or vice president in the absence of the president) shall preside at all meetings. The president shall present each agenda item for discussion or designate the superintendent or other staff member to present the agenda item. If both president and vice President are absent, the members present shall elect a president *pro tempore* who shall serve only for that meeting or for that part of the meeting in which the president and vice president are absent.

Any board member who wishes to make a motion, second a motion, or discuss pending business shall first secure recognition of the board president.

All formal board actions shall be taken by ordinary motions unless a formal resolution is required by law.

It shall not be necessary for a motion to be before the board to discuss an agenda item which has been presented by the board president for consideration. In the ordinary course of events, the board shall discuss all matters other than routine procedural questions prior to the making of a motion so reaching of consensus may be facilitated.

The following motions shall be in order:

To recess;

To take action;

To amend a motion to take action, but the amending motion shall be disposed of before any other motion to amend the main motion shall be in order;

To defer action, either finally or to a specific time, date, and place;

To go into executive session; and

To adjourn, either finally or to a specific time, date, and place

The president may call a meeting to order or, without objection from a majority of the board, call for a break or adjourn the meeting without a motion.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: November 19, 2007

The board shall take action by way of motions. No motion may be acted upon until it has been seconded by a board member. The vote on all motions shall be by "yes" and "no" and will be taken by a show of hands or other public voting method. Following each vote, the president shall announce the motion carried or failed by a vote of ___ affirmative votes to ___ negative votes. The minutes shall indicate whether a motion passed or failed. Each board member shall have the privilege of explaining any vote.

Any abstaining vote shall be counted as a "no" vote. (See KSA 72-8205)

Any member may declare a conflict of interest in a particular issue and shall leave the meeting room until discussion and voting on the matter is concluded. The minutes shall note that a particular member has declared a conflict of interest and left. The minutes shall also record the time the member left the meeting and when the member returned to the board meeting.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: December 3, 2007

BCBH Minutes**BCBH**

Accurate minutes of each board meeting shall be taken and transcribed. The clerk shall be responsible for taking and transcribing minutes of each board meeting. The board shall designate an acting clerk if the clerk is absent. Neither the superintendent nor a board member may serve as acting clerk. Unofficial minutes shall be sent to the board as soon as possible after each meeting. The board shall review minutes of each meeting as soon as practicable, shall make any corrections or changes required to make the minutes accurately reflect board actions taken, and then approve the minutes as presented or changed.

The minutes shall clearly reflect all motions voted on by the board, including board actions taken on motions, which did not pass. The minutes will not contain a summary of each statement, either written or oral, made by a board member, a guest or a member of the staff unless the board chooses to have written remarks made part of the minutes. If a request is made, the board may direct the clerk to attach a copy of the written remarks to the original minutes.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: December 3, 2007

Open Forum

The president or presiding officer may ask USD 261 District patrons attending if they would like to speak during the open forum. Rules for the public forum will be available from the clerk prior to the board meeting and at the meeting itself. Generally five minutes will be allowed to individuals under “Hearing of Scheduled USD 261 District Patrons;” two minutes will be allowed for speaker under “Remarks / Comments from District Visitors.” The board president may impose a limit on the time a visitor may address the board. The board president may ask groups with the same interest to appoint a spokesperson to deliver the group’s message. Except to ask clarifying questions, board members shall not interact with speakers at the open forum.

Patron-Requested Agenda Items

Any USD 261 District patron may request addition of a specific agenda item and shall notify the superintendent seven days prior to the meeting and state the reason(s) for the request. The superintendent shall determine whether the request can be solved by staff without the patron’s appearance before the board. If not, the superintendent shall consult with the board president, and the patron’s request may be placed on the next regular board meeting agenda.

Handling Complaints (See KN)

The superintendent may refer complaints to the board only if a satisfactory adjustment cannot be made by a principal, the superintendent, or other appropriate staff members.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: December 3, 2007

BCBJ News Coverage

BCBJ

At the beginning of each school year, all news media shall be invited and encouraged to attend all board meetings, except executive sessions.

Broadcasting and Taping

All meetings for the conduct of the affairs of, and the transaction of business by, the school board shall be open to the public. Broadcasting and taping of the public board meeting shall be subject to rules adopted by the board. At each meeting of the board, the board may provide seating for all members of the news media present and shall give all such persons full cooperation in explaining any action or consideration taken by the board. The superintendent may provide copies of the board agenda to all news media prior to each meeting of the board upon request or as required by law.

Broadcasting and Taping

The use of cameras, photographic lights and recording devices at any meeting of said board shall be subject to the following rules, which are designed to ensure the orderly conduct of the proceedings.

Cameras

The use of cameras at any said board meeting shall be permitted only when, in the judgment of the board, the use or proposed use of any camera will not be a disruptive influence upon the proceedings, genuinely annoying or harassing to the board or any member thereof or operated to attract undue attention to the camera or the proposed user thereof.

Recording Devices

Use of recording devices at any said board meeting shall be permitted when, in the judgment of the board, the use or proposed use of any recording device will not be a

disruptive influence upon the proceedings, genuinely annoying or harassing to the board or any member thereof or operated to attract undue attention to the recording device or the proposed user thereof. All recording devices together with all appurtenances and paraphernalia, including microphones, shall be kept in the area designated for the media; and recording devices, microphones or other appurtenances shall be allowed on, under or in the immediate vicinity of the board conference table only with board permission.

No cameras or recording devices shall be allowed at executive sessions of the board.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: December 3, 2007

The board shall conduct executive sessions only as provided by law.

Sample Motion

I move that the board go into executive session for the purpose of discussing _(1-7)_ (a statutorily approved reason and justification) and that the board return to the open meeting at _____ o'clock in this room.

- 1) Personnel matters for nonelected personnel;

*Justification: To protect the privacy interests of an identifiable individual

- 2) Consultation with an attorney which would be deemed privileged in attorney-client relationship;

*Justification: To protect attorney-client privilege and the public interest.

- 3) Matters relating to employer-employee negotiations whether or not in consultation with the representative or representatives of the body or agency.

*Justification: To protect the district's right to the confidentiality of its negotiating position and the public interest.

- 4) Confidential data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships;

*Justification: To protect the privacy rights of a corporation, partnership, trust, etc. with regard to their financial affairs.

- 5) Matters relating to actions adversely or favorably affecting a person as a student, except that any such person shall have the right to a public hearing if requested by that person;

*Justification: To protect the privacy rights of a student who is identifiable.

BCBK Executive Session

BCBK-2

6) Preliminary discussion relating to the acquisition of real property;

*Justification: To protect the district's financial interest and bargaining position.

7) Matters relating to the security of the board, the school, school buildings or facilities, or the information system of the school.

*Justification: To ensure the security of the school, school buildings or facilities and/or the information system of the school are not jeopardized.

*Explanation of reason for executive session.

NO BINDING ACTION SHALL BE TAKEN DURING CLOSED OR EXECUTIVE SESSIONS

When a motion is made to go into executive session, all blanks in the sample motion must be filled in.

The purpose for the executive session will be one of the seven reasons stated in BCBK.

The time the board will return to the open meeting will be specifically stated. If necessary, the executive session may be extended with another motion made after the board returns to open session.

The motion will explain why one of the seven statutorily acceptable reasons was chosen.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: December 3, 2007

BDA Developing and Adopting Policy (See CM, CMA, GAA and JA) BDA

The board shall adopt all new policies and delete or modify existing policies. Board policies, rules and regulations may be amended at any board meeting by a majority vote of the board. All handbooks shall be approved by the board and adopted, by reference, as a part of these policies and rules.

Drafting Policy

The superintendent shall draft all recommended policy changes, including new policy recommendations. The superintendent may involve appropriate staff members, patrons or students when revising or drafting new policy.

Attorney Involvement

Board policies and rules may be submitted to the legal counsel to determine their legality before they are submitted to the board.

Policy Dissemination

Changes in board policy shall be disseminated as appropriate. The superintendent shall develop a procedure to ensure appropriate dissemination and the destruction or removal of obsolete policies. One hard copy policy book shall be kept in the central business office. If appropriate, the superintendent may also designate additional staff members who shall be furnished a policy book. Current board-approved policies shall be posted on the district website, or other website designated by the board. Board members, district staff, patrons and others will be encouraged to use the web site to access current board policy.

This material may be reproduced for use in the district. It may not be reproduced, either in whole or in part, in any form whatsoever, to be given, sold or transmitted to any person or entity including but not limited to another school district, organization, company or corporation without written permission from KASB.

Historical Policy Files

The clerk shall keep an historical set of board policies, which will reflect all revisions, amendments or other actions pertaining to every policy.

Public Input on Policy

Individuals or groups may submit proposed changes in board policy.

BOE Approved: July 7, 2003; BOE Revised and Approved: January 7, 2008; BOE Approved
KASB Recommendation: August 16, 2010

BE **School Board Records**
(See BCBK, CN, II, and KBA)

BE

The board shall keep records necessary to document board actions.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: October 15, 2007;
BOE Reviewed and Approved: January 7, 2008

BG Memberships

BG

The board may maintain membership in the Kansas Association of School Boards and, if a member of KASB, may join and participate in the activities of the National School Boards Association.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: January 7, 2008

BK Board Self-Evaluation

BK

The board shall conduct an annual self-evaluation. Each board member shall use a self-evaluation instrument to appraise individual performance or the performance of the board as a whole. Results of these evaluations shall be discussed at least annually, and revised standards and priorities shall be developed to guide the board's development in the coming year.

The board considers the following conditions crucial to self-evaluation:

1. Board members should be involved in developing the standards and process to be used.

The standards may include, but not be limited to:

- educational leadership;
 - policy development;
 - board member development and performance;
 - relationships with the superintendent and other staff members;
 - communications with the public;
 - fiscal management;
 - board meeting organization and committee performance;
 - relations with cooperating agencies and other governmental organizations.
2. Evaluation shall be at a scheduled time and place with all {at least 6} board members present.
3. The evaluation shall be a composite of the individual board members' opinion.
4. The evaluation shall discuss strengths as well as areas needing improvement.

BK Board Self-Evaluation

BK-2

The evaluation results shall be discussed in detail, and the board shall formulate a series of objectives for the coming year. These objectives shall be stated in the form of behavioral change or productivity gains.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: January 7, 2008

TABLE OF CONTENTS (TC)

C--GENERAL SCHOOL ADMINISTRATION

CA	Goals and Objectives
CB	Ethics <u>SN An information category since ethics are determined by a profession and not imposed upon it.</u>
CC	Organization Charts
CD & R (See CC)	Line and Staff Relations
CE	Superintendent of Schools
CEA	Qualifications
CEB	Duties - KSA 12-1678a
CEC	Recruitment
CED & R	Appointment - KSA 72-8202b
CEE	Compensation and Benefits - KSA 72-5412; 72-8202b
CEF (See CEE)	Expenses Reimbursement
CEG (See CEE)	Staff Development Opportunities
CEI & R	Evaluation - KSA 72-9001 <u>et seq.</u> ;
CEJ	Separation - KSA 72-5412
CEK	Resignation
CG & R	Administrative Personnel <u>SN For school management and supervisory personnel below district superintendent level.</u> Qualifications and Duties Recruitment Assignment Orientation Supervision (See GBH) - KSA 72-1111 Time Schedules Compensation Guides and Contracts - KSA 72-5412 Administrative Intern Program Personnel Travel Expense <u>SN Job descriptions listed and coded (CGBAA, CGBAB, etc.) job-by-job</u>
CGI (See CEI)	Evaluation - KSA 72-9001 <u>et seq.</u>
CGO & R	Early Retirement Program for Administrative Personnel
CGOA	Administrative Sick Leave Bank (See GCRGA)
CJ	Consultants (See BBG)
CK (See CG)	Professional Development Opportunities
CL & R	Councils, Cabinets and Committees Types and Functions Method of Appointment Organization Reporting Resources Personnel Material Financial Liaison Reporting Dissolution
CM	Policy Implementation
CMA & R	Administrative Rules Rules Drafting

Staff Involvement (See GAC)
Community Involvement
Student Involvement (See JCB)
Rules Adoption
Rules Dissemination
Rules Review (Also BDF)
Administration in Policy Absence
CN Records (See JR) - KSA 72-5369 to 72-5373
Types
Central Office Records - KSA 45-216 et seq.
Building Records
Public Use (See JRB) - KSA 45-215 et seq.
Disposition (See JRC) - KSA 72-5369 to 72-5373
CO & R Reports - KSA 72-7801 et seq.
Types
Dissemination - KSA 45-215 et seq.

CA Goals and Objectives

CA

The goal of school administration is to create an environment in which students can learn more effectively. All administrative duties and functions should be evaluated relative to the contributions made to improve instruction, increase student learning, and develop worthwhile citizens. The administration should select staff who will develop student abilities.

The superintendent should possess leadership qualities, which motivate all staff members to improve the educational program and attain the board's goals and objectives. The superintendent, with the board's direction, shall mobilize and coordinate all available resources to develop an educational program designed to stimulate the best effort in all students.

BOE Approved: July 7, 2003; BOE Reviewed and Approved March 3, 2008

CB Ethics**CB**

An administrator's professional behavior must conform to an ethical code. The code must be both idealistic and practical, so that it can apply to all administrators. The administrator acknowledges that schools belong to the public and that they must provide educational opportunities to all. An administrator's actions will be viewed and appraised by the community, his professional associates, and the students. Therefore, the administrator subscribes to the following standards:

The administrator: makes the well-being of students the basis for decision making and action;

Fulfills professional responsibilities with honesty and integrity;

Supports the principle of due process as required by law and protects the civil and human rights of all individuals;

Obeys local, state and national laws;

Implements the board's policies, rules and regulations;

Pursues appropriate measures to correct those laws, policies and regulations that are not consistent with sound educational goals;

Avoids using a position for personal gain;

Accepts academic degrees or professional certificates only from duly accredited institutions;

Seeks to improve the profession through research and continuing professional development; and

Honors employment contracts until fulfillment or release.

BOE Approved: July 7, 2003; BOE Reviewed and Approved March 3, 2008

CD Line and Staff Relations

CD

Line and staff administrators are those employees responsible for discharging various functions at the building level, (See CC Organizational Charts), and who are concerned with the management of auxiliary activities and who serve as an advisory or consulting capacity to the superintendent.

Both line and staff administrators are ultimately responsible to the board for the conduct of their official duties. Line administrators have direct supervisory responsibilities over subordinate staff members. Staff administrators shall act as advisors and resource persons to all line administrators but may, at the discretion of the superintendent or board, exert direct administrative control over line administrators.

BOE Approved: July 7, 2003; BOE Reviewed and Approved March 3, 2008

CD-R Line and Staff Relations

CD-R

The superintendent's administrative subordinates have authority to administer district programs assigned to them by the superintendent. These responsibilities may include direct supervision of line administrators; line administrators may be required to report directly to the superintendent's designated representative.

Appropriate job descriptions shall be developed by the administration for each line and staff position and filed with the clerk.

BOE Approved: July 7, 2003; BOE Reviewed and Approved March 3, 2008

CE Superintendent of Schools

CE

The superintendent shall be the chief administrative head of the school system and shall have, under the direction of the board, general supervision of all the schools. The superintendent is responsible for management of the schools under board policies and is accountable to the board.

The superintendent may delegate to other school personnel the exercise of any powers and the discharge of any duties imposed upon the superintendent by these policies or by the board. The delegation of power or duty, however, shall not relieve the superintendent of responsibility for the action taken under such delegation.

BOE Approved: July 7, 2003; BOE Reviewed and Approved March 3, 2008

CEA Qualifications

CEA

The superintendent shall have or be eligible for a Kansas District School Administrator License.

BOE Approved: July 7, 2003; BOE Revised and Approved: March 24, 2008.

CEB Duties

CEB

The responsibility of the superintendent shall be:

To serve as administrative head of the district;

To keep the board informed on the progress and condition of the schools;

To administer the development and maintenance of an educational program designed to meet the community's needs, to study recent educational developments and to recommend changes in programs;

To carry out the board's policies and rules;

To monitor educational policies and to recommend needed changes to the board;

To recommend positions required to provide adequate personnel for the operation of education programs;

To nominate for appointment, assignment, transfer or termination and to define the duties

of all personnel, subject to approval of the board;

To supervise the preparation of the annual budget and to recommend it to the board for consideration;

To advise and recommend in business administration matters;

To study the schools' needs and to keep the public informed concerning these needs;

To assure that the district finances are properly managed.

BOE Approved: July 7, 2003; BOE Revised and Approved: March 24, 2008.

The superintendent search presents the board with an opportunity to recruit individuals who will implement the board's goals. The board shall recruit candidates who can best accomplish this objective. The board shall consider only candidates who meet both state and local qualifications and who display the ability to successfully carry out the superintendent's duties.

The board may solicit applications from qualified members of the staff and may list the vacancy with placement offices.

Applications for the superintendency shall be screened by a professional committee selected by the board. Finalists' districts should be visited by persons designated by the board. Selected candidates shall be interviewed by the board.

BOE Approved: July 7, 2003; BOE Revised and Approved: March 24, 2008

CED Appointment

CED

The board may offer a contract not to exceed three years in length.

BOE Approved: July 7, 2003; BOE Revised and Approved: March 24, 2008

CED-R Appointment

CED-R

The superintendent's contract shall be considered for renewal on or before the statutory date for nonrenewal.

BOE Approved: July 7, 2003; BOE Revised and Approved: March 24, 2008

CEE Compensation and Benefits

CEE

Compensation and benefits of the superintendent shall be determined annually by the board and shall be based on performance and the ability to carry out the board's policies.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: April 14, 2008

CEF Expense Reimbursement (See CEE)

CEF

The superintendent's use of a district motor vehicle and a district purchasing card shall be confined to necessary school business. The board shall annually prescribe limits and restrictions on the use of purchasing cards and shall monitor receipts and reimbursement expenses. The superintendent's purchasing card report shall be included with the board meeting packet materials. Expenses for district travel in personal vehicles or extended travel incurred in the performance of official duties shall be reimbursed in accordance with the provisions of GAN.

BOE Approved: July 7, 2003; Revised July 19, 2004

BOE Reviewed and Approved: April 14, 2008

CEG Staff Development Opportunities (CEE)

CEG

The superintendent shall keep updated on new educational practices by: study, visiting other districts, attending educational conferences and other means approved by the board.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: April 14, 2008

CEI Evaluation

CEI

The board and the superintendent shall develop an evaluation form that will provide the basis for formal evaluations and any informal discussions of the superintendent's performance. The board shall evaluate the superintendent using the appraisal instrument in accordance with the minimum statutory requirements for the first four years of employment and annually thereafter by February 15th. The appraisal instrument may be used by the superintendent as a self-evaluation instrument prior to this evaluation by the board.

Each individual board member shall complete and submit appraisal forms to the board president. The president shall allow time for necessary discussion then formulate a summary of the individual responses. The summary shall use the same format as the individual board member's appraisal form. The board president shall sign the summary. The board shall review the summary with the superintendent in an executive session.

After the evaluation is complete, the individual appraisal forms shall be destroyed. The summary and any written response from the superintendent shall be maintained in the superintendent's personnel file.

The superintendent's evaluation shall be confidential and be made available only to the board, the superintendent and others as provided by law.

The evaluation instrument shall be on file with the clerk at the district office. Current evaluation procedures and policies shall be filed with the Kansas State Department of Education.

BOE Approved: July 7, 2003 BOE Revised and Approved: April 14, 2008

CEI-R Evaluation

CEI-R

Purpose

1. Provide an opportunity for the board and superintendent to meet and discuss the superintendent's performance and the district's management.
2. Review, clarify and discuss the immediate and long-term goals for the district and the superintendent.
3. Establish, clarify and discuss the major functions, responsibilities and roles of the superintendent and the board.
4. Facilitate a good working relationship between the board and the superintendent.
5. Encourage and recognize good administrative performance.
6. Improve the superintendent's leadership performance and management of the district by suggesting areas of responsibility and operating techniques that may be strengthened.
7. Set reasonable standards for continued employment of the superintendent.

Procedures

1. The superintendent shall be evaluated as per state statute; at a minimum.
2. The board president shall provide all board members with the Superintendent Evaluation Form at the second board meeting in December.
3. The board members shall review the procedures and the document for clarity and understanding.
4. Board members shall have one week to complete the evaluation document and return it to the board president.

CEI-R Evaluation

CEI-R-2

5. The board president and vice president shall meet to compile the results from the individual board members.
6. The board president and vice president shall meet with the superintendent prior to the first meeting in January to share the compiled evaluation with him/her.
7. The board of education and the superintendent shall meet in executive session at a special meeting held just prior to the first meeting in January to discuss the evaluation.
8. The board and the superintendent will cooperatively create job targets for the superintendent for the coming year.
9. The board and superintendent will meet twice per year in executive session to informally discuss progress on job targets.
10. The clerk of the board will randomly select two-thirds of the superintendent's direct reports to participate in providing feedback on the superintendent's job performance. Those selected will receive a copy of the superintendent's evaluation form. Once the form is completed these forms will be sent directly to the board president to be compiled. The compiled feedback will be provided to the superintendent in executive session at the first meeting in January. This feedback will not be construed as the superintendent's evaluation.

BOE Approved: July 7, 2003; BOE Revised and Approved: April 14, 2008

CEJ Separation

CEJ

The board may elect not to renew the superintendent's contract.

BOE Approved: July 7, 2003; BOE Revised and Approved: April 21, 2008

CEK Resignation

CEK

The superintendent may submit a resignation to the board president at a regular or special meeting. The board will consider the acceptance of the resignation in light of the needs of the district.

BOE Approved: July 7, 2003; BOE Revised and Approved: April 21, 2008

CG Administrative Personnel

CG

The board will employ administrative personnel as needed.

Compensation Guides and Contracts

All administrative personnel shall be compensated for their services with a salary determined by the board.

Qualifications and Duties

The superintendent shall develop appropriate job descriptions for each administrative position. When adopted by the board, such documents shall be filed in the central office and published in the appropriate handbook.

Recruitment

The board delegates to the superintendent the authority to identify and recommend the appointment of individuals to fill vacant administrative positions.

Assignment

Assignment of administrative personnel shall be recommended to the board by the superintendent.

Orientation

The superintendent will conduct an appropriate administrative orientation program designed to acquaint administrators with the district.

Supervision

The superintendent shall be responsible for supervising all administrative personnel.

Administrative time schedules and work loads shall be dictated by the terms of the employment contract.

Administrative Intern Program

The board may cooperate with an approved administrator training institution in establishing an administrative intern program.

Personnel

The administrative staff shall recommend candidates only for those positions authorized by the board.

Travel Expense

Travel expense for administrative staff shall be provided in accordance with CEF.

BOE Approved: July 7, 2003; BOE Revised and Approved: April 21, 2008

CG-R Administrative Personnel

CG-R

The board will solicit the recommendations of the superintendent in appointment, assignment, transfer, demotion, termination, or non-renewal of any administrative personnel.

Recruitment

All applicants shall be screened by the superintendent, who may use other staff members

to assist, before recommendations are made to the board.

Expenses incurred by candidates interviewed for an administrative position may be paid by the district.

Compensation Guides and Contracts

Central staff administrative contracts shall be reviewed annually. The term of each administrative contract shall be determined by the board. Contract forms for administrators shall

be drawn by the board's attorney.

Qualifications and Duties

Referenced to the appropriate job description and handbook.

BOE Approved: July 7, 2003; BOE Revised and Approved: April 21, 2008

CGI Evaluation (See CEI)

CGI

Administrative personnel shall be evaluated in writing by the superintendent in accordance with the minimum statutory requirements for the first four years of employment and at least annually thereafter. Administrative personnel files and evaluations shall be available only to the board, the appropriate administrator, the superintendent and others authorized by law.

The board's procedures concerning evaluation of district administrators shall be on file in the central office with the clerk and may be published in the appropriate handbook.

BOE Approved: July 7, 2003; BOE Revised and Approved: April 21, 2008

CGO Early Retirement Program for Administrative Personnel

CGO

The Board of Education may offer to administrative personnel an early retirement incentive program. Administrative personnel are defined as those individuals that are required to maintain KSDE administrative certification to function in their job titles. Supervisors, divisional directors, coordinators, and specialists are grouped under Board policy **GCRJ**. The superintendent of schools is specifically excluded from participation in this policy.

BOE Approved: July 7, 2003; Revised and Approved: December 19, 2005

BOE Reviewed and Approved: May 5, 2008

CGO-R Early Retirement Program for Administrative Personnel

CGO-R

Eligibility

To be eligible for the USD 261 administrative early retirement program an administrator:

1. Must have completed 8 years of employment in the district.
2. All employment during this time must have been at least 1/2 time or more to qualify as employment.
3. Must be currently employed by USD 261 and
4. Must qualify for early retirement under the KPERS plan of 85 and Out. No minimum age requirement must be achieved or met.

Program Requirements

The Board of Education may alter the program at any time with notification to terminate, suspend, or amend the program given to staff with a 30 day written notice of intent. Staff members already retired and participating in the program will not be affected by any alteration of the program they originally opted to activate.

Should a retired administrative employee reapply for a position with USD 261 and be

offered such, they become ineligible for any future involvement in any form of district-sponsored retirement.

Administrators electing to participate in the district program that do so the first year they are eligible under the state KPERS plan of 85 and Out will receive full district program benefits at the level they qualify. The level of benefits qualified for the first year becomes the base early retirement amount or figure to be used in all calculations of retirement benefits. Those administrators electing to take advantage of the early retirement program at the date on or beyond when they are first eligible do so under the following scale:

First Year Eligible	Full Benefits
Second Year Eligible	90% of Base Early Retirement
Third Year Eligible	30% of Base Early Retirement
Fourth Year Eligible	10% of Base Early Retirement

If an employee does not choose to participate in the early retirement program within the above four year span, no early retirement program will be available to said employee.

Activation of Program

For an administrative employee to activate early retirement benefits, such notice must be put in writing and filed with the superintendent no later than May 20 one year prior to retirement. If requested by the administrator, this information will be held in strict confidentiality by the superintendent until the administrator submits a formal resignation on or about the middle of April in the coming school year.

Benefits

Retirees shall be entitled to the following:

- a 1) Thirty percent of the retiree's final yearly salary.

a2) Supplemental salary amounts are excluded from the final salary figure used to calculate the retirement benefit.

CGO-R Early Retirement Program for Administrative Personnel

CGO – R - 3

a3) One percent of the final calculated base benefit for each year of service with the district in excess of 8 years.

a4) An amount equal to 1 day of sick leave for every 3 days that have been accumulated at the time of retirement at the employee's current daily rate of pay.

a5) Retirees may remain enrolled in the district sponsored health insurance program if they so desire with billing and scheduled payment premiums established by the business department. Should the district not sponsor a group health insurance plan, the Board of Education is under no obligation to create such for retirees.

a6) The total above amount shall be paid in a single payment on the date of the employee's last pay period unless otherwise arranged for by the employee with the business division and approved by the superintendent.

a7) The total early retirement amount to any administrative personnel shall not exceed 75 percent of the first step of the salary schedule for certified teacher personnel.

Other Considerations

Those employees that feel they have unusual or unique circumstances may refer such to the superintendent for research, review, and consideration.

BOE Approved: July 7, 2003; Revised and Approved: December 19, 2005

BOE Reviewed and Approved: May 5, 2008

CGOA Administrative Sick Leave Bank

CGOA

(See GCRGA)

BOE Approved: July 7, 2003; BOE Reviewed and Approved: May 5, 2008

CJ Consultants (See BBG)

CJ

The administration may use professional consultants. Consultants shall be approved by the board and/or Superintendent in advance.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: May 5, 2008

CK Professional Development Opportunities

CK

The board may require administrators to attend summer sessions, conferences, workshops or other activities, which will directly benefit the schools. Expenses may be paid by the district to attend meetings approved by the superintendent.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: May 5, 2008

CL Councils, Cabinets and Committees

CL

The board advocates the administrative team concept of school administration and hereby establishes an administrative council.

Method of Appointment

All administrators are automatically members of the administrative council.

Organization

The superintendent shall serve as the chair of the administrative council and, with the recommendations of the council, will determine the council's organization.

Resources

The administrative council shall have at its disposal all of the personnel resources of the district normally used by the professional staff. With board approval, the council may utilize outside consultants and resources to implement the council's activities.

Material

The administrative council may utilize material purchased by the district to implement the council's activities.

Financial

The superintendent may recommend a budget to the board for the administrative council.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: May 5, 2008

CL-R Councils, Cabinets and Committees

CL-R

Administrative council meetings shall be held at times deemed appropriate by the chair. All members of the council shall attend regular board meetings of the board unless excused by the superintendent.

Financial

Funds for the administrative council's budget shall be included in the district's general fund.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: May 5, 2008

CM Policy Implementation

CM

Failure of any administrative employee to implement board policies may result in suspension, demotion, probation, nonrenewal or termination of employment in accordance with procedures set forth in these policies and rules.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: May 19, 2008

The board delegates to the superintendent the responsibility for developing recommendations, and for designing any necessary arrangements to carry out board policy and to operate the district's schools. These rules and arrangements shall constitute the administrative regulations governing the schools and shall be considered for approval, modification or disapproval by the board.

Staff Involvement

In developing rules, regulations and arrangements for the district's operation, the superintendent shall include at the planning stage representatives of those employees who will be affected.

The superintendent shall develop procedures utilizing certified and noncertified employees for the exchange of ideas and feelings regarding the district's operation. The advice given by employees, especially that given by groups designated to represent large segments of the staff, shall be considered. The board shall be informed of such counsel when reports and recommendations are made to the board. (See also GAC)

Community Involvement

The superintendent may involve district patrons on committees or study groups whenever necessary.

Student Involvement

The superintendent is encouraged to consider students' opinions concerning the rules which affect them. (See also JCB)

BOE Approved: July 7, 2003; BOE Reviewed and Approved: May 19, 2008

Rules Adoption

The superintendent shall review all proposed rules before they are submitted to the board. All administrative rules recommended by the superintendent shall be reviewed by the administrative staff before being submitted to the board for their consideration.

Rules Dissemination

Copies of administrative rules shall be given to all employees who play a role in enforcing the rules or who will be affected by any rule changes.

Rules Review

Administrative rules adopted by the board shall be subject to frequent review by the board and the administrative staff.

Administration in Policy Absence

In an emergency when action must be taken where the board has provided no guides for administrative action, the superintendent shall have the power to act, but any decision shall be subject to board review at the next meeting. The superintendent should recommend any policy needs the incident has created.

BOE Approved: July 7, 2003

No administrative rule shall be in conflict with board policy.

Rules Drafting

All proposed rules shall be submitted to the board attorney or a KASB attorney before being submitted to the board for final approval.

Staff Involvement

The superintendent and principals may appoint committees for functions not being

performed by existing groups or persons.

Each staff or community committee shall act in an advisory capacity to the administrative officer responsible for the committee's area. All committees shall terminate no later than one year after their establishment unless re-established by the board. (See GAC)

Student Involvement

The use of student input in the formation of policies and rules shall normally be restricted to areas pertaining to attendance center administration.

Administration in Policy Absence

If the superintendent is forced to act in the absence of regular board policy or guidelines and feels that policy is needed, a proposed board policy may be drafted, together with appropriate rules, to be presented at the next board meeting.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: May 19, 2008

CN Public Records

CN

(See BE, CAN, II, HAI, JGGA, and JR et seq.)

The board shall designate a Freedom of Information Officer with the authority to establish and maintain a system of records in accordance with the Kansas Open Records Act other applicable laws and may assign another district employee (Board Clerk) to handle requests for records and to serve as the custodian of the records. The custodian shall prominently display and distribute or otherwise make available to the public a brochure in the form prescribed by the local Freedom of Information Officer.

Types of Records

A public record means any recorded information, regardless of form or characteristics which is made, maintained or kept by or is in the possession of the district, including those exhibited at public board meetings.

Central Office Records

Records maintained by the superintendent shall include, but not be limited to, the following: financial, personnel, property (both real and personal) owned by the district.

Building Records

Records maintained by the building principals shall include, but not be limited to, the following: activity funds, student records, and personnel records.. (See JR et seq.)

Public Access

All records except those subject to exception by the Kansas Open Records Act shall be open to inspection by the general public during regular office hours of any school or the district office. The superintendent will establish procedures for making records available on normal business days when district offices are closed. Copies of open records shall be available on written request.

Requests for access to open records shall be made in writing to an official custodian of district records. The official custodian shall examine each request to determine whether the record requested is an open record or is subject to an exception by the Kansas Open Records Act. The custodian shall either grant or deny the request.

If the custodian does not grant the request, the person requesting the record shall receive a written explanation of the reason for the denial within three days of the request, if an explanation is requested. If the requester disagrees with the explanation, the freedom of information officer shall settle the dispute.

To the extent possible, requests for access to records shall be acted on immediately. If the request is not acted on immediately, the custodian shall inform the requester of when and where the open record will be made available. The record shall be made available within three business days of the request. Each custodian shall file all requests and their dispositions in the appropriate office and make reports as requested by the superintendent or the board.

The board shall annually set a fee for copies of records. Advance payment of the expense of copying open records shall be borne by the individual requesting the copy. Under no circumstances shall the documents be allowed out of their usual building location without approval of the official custodian.

Revenue from copying open records will be deposited in the district's general fund.

Disposition

All district office records shall be kept for at least the minimum length of time required by law.

The clerk is designated as the official custodian of all board records maintained by the district. Superintendent is designated as official custodian of all district office records maintained by the district. Each building principal is designated as official custodian of all records established and maintained at the building level. In addition to those records required by law, the clerk shall be responsible for preparing and keeping other records necessary for the district's efficient operation.

District employees shall follow the guidelines found in the student records policies.

(See JR and JRB)

Retention of Documents in Certain Circumstances (See CAN)

BOE Approved: KASB Recommendation -- August 20, 2007; BOE Reviewed and Approved July 21, 2008

CNA Document Production, Including Electronic Information *
(See BCBK, BE, CN, II, JGGA, JR et seq. and KBA)

CNA

Destroying Documents

After the district receives knowledge of legal action against the district or its employees, no documents or electronic information pertaining to the subject of the action, maintained in any form, may be destroyed.

BOE Approved: KASB Recommendation – August 20, 2007

*For detailed information, see Federal Rules of Civil Procedure 34 Production of Documents, Electronically Stored Information

CO Reports

CO

The board may require reports from the staff.

Types

The superintendent shall submit to the board an annual report summarizing the district's operations for the preceding school year. The superintendent shall present a monthly budget report to the board. The board delegates to the superintendent the authority to request reports from any staff member.

Dissemination (See JR et seq.)

The board, upon request, shall receive copies of all reports submitted to the superintendent. Copies of staff reports may be sent to staff members for their confidential use if the superintendent approves. Staff reports shall be made public only with board approval.

BOE Approved: July 7, 200, BOE Reviewed and Approved: July 21, 2008

CO-R Reports

CO-R

Types

The superintendent's annual report shall be submitted to the board on or before October 1 of the next school year. If the superintendent resigns or leaves the district, the annual report shall be submitted to the board prior to final payment of compensation under the employment contract.

The superintendent's monthly budget report shall be included in the board's agenda and shall include each account, the original appropriation, the amount expended to date, the amount encumbered to date, and the remaining balance in each account.

BOE Approved: July 7, 2003 ; Revised October 18, 2004;

BOE Reviewed and Approved: July 21, 2008

TABLE OF CONTENTS (TC)

D--FISCAL MANAGEMENT

DA	Goals and Objectives
DB	Budget Planning
DC & R (See DB)	Annual Operating Budget - KSA 72-8156; 72-8204; 72-7053; 72-8204a Priorities Deadlines and Schedules Encumbrances Preliminary Adoption Procedures - KSA 79-2927; 79-2929; 79-2933 Publication of Recommendations - KSA 79-2927 Hearings and Reviews (See BCAE) - KSA 79-2927; 79-2929; 79-2933 Investment of Funds - KSA 9-1402 <i>et seq.</i> ; 17-5002
DFE & R	Fees, Payments and Rentals - KSA 72-5389; 72-5391
DFG (See KG)	Gifts and Bequests (See DFG) - KSA 12-1252; 72-1253; 72-8210; 72-8212
DFK	Equipment and Supplies Sales (See DFG) - KSA 72-8212
DFM	
DH & R	Bonded Employees - KSA 72-8202d
DIC & R	Inventories - KSA 72-126 to 72-129
DJB & R	Petty Cash Accounts - KSA 72-8208
DJE (See DJB)	Purchasing of Goods and Services - KSA 72-8212 Purchasing Authority
DJEB	Quality Control Specifications Standardization Quantity Purchasing - KSA 72-8212; 10-1113 Cost Control Requisitions
DJED & R	Bids and Quotations Requirements - KSA 72-6760; 72-8404; 75-3740a
DJEE	Local Purchasing - KSA 75-3317 to 75-3322; 72-8212; 10-1113
DJEF & R	Requisition Form
DJEG (See DJEE)	Purchase Orders and Contracts - KSA 10-1113; 60-1111; 72-6760; 75- 3317 to 75-3322; 72-8212
DJEJ (See DJEE)	Payment Procedures - KSA 75-6401
DJFA	Purchasing Authority (See DJED) - KSA 10-1113; 72-8212; 75-3315 to 75-3322
DJFAB	Administrative Leeway (See CMB)
DK	Student Activity Fund Management

DA Goals and Objectives

DA

The board shall adhere to strict fiscal accounting procedures as outlined in board policies and rules. The board shall make an effort to secure goods and services from responsible merchants and vendors at a price and quality that will enable the staff to fulfill the district's educational goals.

BOE Approved: July 7, 2003; Reviewed and Approved: October 20, 2008

DB Budget Planning

DB

A planned, systematically prepared budget is essential in the management of the district. The board delegates to the superintendent the authority to develop a budget for the board's consideration.

BOE Approved: July 7, 2003; Reviewed and Approved: October 20, 2008

DC Annual Operating Budget

DC

The district budget shall be prepared by the superintendent in cooperation with selected district employees and shall reflect the district's educational goals.

The superintendent shall follow the adopted budget.

The district shall fund the operating budget according to approved fiscal and budgetary procedures required by the State of Kansas.

Budget Forms

Budget forms used shall be those prepared and recommended by the Kansas State Department of Education. Budget summary documents shall be prepared on forms provided by the Kansas State Department of Education.

Priorities

The board will establish priorities for the district on a short-term, intermediate and long range basis.

Deadlines and Schedules

Deadlines and time schedules shall be established by the board.

Encumbrances

An encumbrance shall be made when a purchase is made or when an approved purchase order is processed. All encumbrances shall be charged to a specific fund.

All necessary encumbrances shall be made by the superintendent.

Recommendations

Recommendations of the superintendent and professional staff concerning the district's educational program and related budget figures will be presented to the board prior to submission of the tentative draft budget. All superintendent and staff recommendations will be presented to the board no later than the regular board meeting in August.

Preliminary Adoption Procedures

The superintendent will be responsible for developing the budget cover letter. It is recommended that the letter include a restatement of the goals and objectives of the district and a list of budget priorities. An explanation of line item expenditures will be included in the letter. Fund expenditures and line categories will also be explained in terms of how the budget meets the goals and objectives of the district and enhances completion of priority programs. A preliminary draft of the district's budget will be submitted by the superintendent to the board on or before August each year.

Hearings and Reviews

The board shall conduct budget hearings according to state law.

Management of District Assets / Accounts

The superintendent shall establish and maintain accurate, efficient financial management systems to meet the district's fiscal obligations, produce useful information for financial reports, and safeguard district resources. The superintendent shall ensure the district's accounting system provides ongoing internal controls. The superintendent shall review the accounting system with the board.

All employees, board members, consultants, vendors, contractors and other parties maintaining a business relationship with the district shall act with integrity and due diligence in duties involving the district's fiscal resources.

The superintendent shall develop internal controls that aid in the prevention and detection of fraud, financial impropriety or irregularity. Each member of the management team shall be alert for any indication of fraud, financial impropriety or irregularity within his/her area of responsibility.

Reporting Fraud

An employee who suspects fraud, impropriety or irregularity shall promptly report those suspicions to the immediate supervisor and / or the superintendent. The superintendent shall have primary responsibility for any investigations, in coordination with legal counsel and other internal or external departments and agencies as appropriate.

BOE Approved: July 7, 2003; Reviewed and adopted September 4, 2007; Reviewed and

Approved: October 20, 2008

DFE Investment of Funds

DFE

The investment of school district monies shall be the responsibility of the superintendent, business manager and/or the district treasurer.

Any monies not immediately required for the purposes for which the monies were collected or received, shall be invested as provided by current statute.

Posting Securities

All investments of district monies shall be secured by F.D.I.C. coverage, a pledge of direct federal obligations or direct guaranteed federal agency deposits in accordance with requirements of state law. Exceptions to the required posting of securities shall be only as provided by law and approval of the board.

BOE Approved: July 7, 2003

DFE-R Investment of Funds

DFE-R

All offerings of monies for investment shall state the amount to be invested and the maturity date of each investment.

All banks and savings and loan associations with offices located within the district shall be given an opportunity to bid on all monies offered for investment. All bids shall be specified on the basis of simple interest.

Distribution of monies for investment shall be as follows:

The treasurer or other person designated by the board shall inform each eligible bank and savings and loan association of the total amount of

money to be invested on a specified date and the maturity date of the investment. Each bank or savings and loan association bidding shall submit a single bid of the rate of interest it would pay on all or part of the funds to be invested.

Monies shall be invested with the highest bidder in such amount as the bidder will accept, and any remaining amounts shall be invested with the next highest bidders in order of interest rate offered. No bidder shall be eligible to receive any funds in the same offering at a rate lower than its single bid.

No bid less than the most recently determined investment rate as determined by the state treasurer shall be accepted. No funds will be invested for maturities of more than two years.

Any monies not otherwise invested in eligible banks and savings and loans located in the district due to their inability, for whatever reason, to accept the funds, shall be invested in secured deposits in banks or savings and loans which have offices located in counties in which a part of the school district is located.

Any monies not invested in banks and savings and loans in the district or located in counties in which a part of the school district is located may be invested in the municipal investment pool fund or United States Treasury bills or notes as authorized by Kansas law.

Monies available for reinvestment as a result of maturities may be reinvested with the bank or association holding such monies provided the

bank or savings and loan association agrees to pay the same or higher rate as that offered by the highest bidder at the time of re-offer.

In the event of identical high bids, the allocation of monies to be invested between the high bidders shall be at the discretion of the superintendent.

The treasurer shall record the following information: the date of each offering; the name of each bank or savings and loan association notified; the name of the officer notified; the bid, carried to five decimal places (.11111); the amount of monies the bank or savings and loan association is willing to accept at the rate bid.

To be eligible to receive invested funds or deposits from the district, any otherwise eligible bank or savings and loan association shall have on file in the office of the district treasurer a letter requesting its inclusion in the bidding process and providing proper assurance of compliance with requirements of applicable laws and board policy relating to maintenance of proper security and assurance of its membership in good standing consistent with current federal regulations. The superintendent shall report monthly to the board on the district's investments.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: October 20, 2008

DFG Fees, Payments and Rentals (See KG)

DFG

Proceeds from fees for building or equipment use or rental will be credited to the capital outlay fund.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: October 20, 2008

DFK **Gifts and Bequests**

DFK

Income derived from gifts and bequests will be credited, if possible, to the fund requested by the donor. If the request of the donor cannot be fulfilled, said gift or bequest will be deposited in the capital outlay funds of the district or any other fund specified by the board.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: October 20, 2008

DFM Equipment and Supplies Sales

DFM

Excess or unusable district-owned equipment and supplies will be disposed of at the discretion of the board.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: November 3, 2008

DH Bonded Employees

DH

The board shall purchase a blanket or surety bond for school employees. The amount of the bond shall be determined by the board.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: November 3, 2008

DH-R Bonded Employees

DH-R

A surety bond in the amount of \$50,000 is required for the treasurer, clerk and superintendent. A blanket bond shall be purchased by the board for district employees as follows: Senior High Building principal \$20,000 Other employees \$10,000.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: November 3, 2008

DIC Inventories

DIC

An accounting will be made annually for all district-owned property, real and personal.
BOE Approved: July 7, 2003; BOE Reviewed and Approved: November 3, 2008

DIC-R Inventories

DIC-R

An inventory record system shall be developed by the superintendent. All inventory records shall be annually updated showing deletions and additions, the estimated value, original cost (where available), date of purchase, serial numbers (where available) and location and condition of each piece of district-owned property.

Each building principal shall take an annual inventory of district-owned property under the direction of the superintendent. Inventory forms shall be developed by the superintendent. One copy of each inventory taken in an attendance center shall be filed in that building, and one copy shall be filed in the central office with the clerk.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: November 3, 2008

DJB Petty Cash Accounts

DJB

Per KSA 72-8208, the board of education may authorize by resolution the establishment of petty cash funds from which to make needed expenditures for school district purposes in emergencies.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: November 3, 2008

DJB-R Petty Cash Accounts

DJB-R

The board of education shall authorize by resolution annually the general purpose for which petty cash funds are to be established, where they are to be established, the employee(s) authorized to administer the petty cash fund and designate an amount of moneys, not to exceed \$1,500.00, to be maintained in the petty cash funds.

The employee(s) authorized to administer any petty cash fund established by any resolution shall keep a record of all receipts and expenditures from the fund, and shall monthly have those funds replenished by payment from the appropriate funds of the school district to the petty cash fund.

The fund shall be kept separate from all other funds and be used only for authorized expenditures and itemized receipts shall be taken for each expenditure. No part of the fund may be loaned or advanced against the salary of any employee. Expenditures from the petty cash fund shall not be made for purchases or services, which exceed \$50 unless authorized by the Assistant Superintendent of Business/Finance. All employees entrusted with the administration of petty cash funds under authority of the above statute shall be bonded by the school district.

Approved: May 17, 1982 / Reviewed & Approved: November 16, 1987 / Revised and Approved:

BOE Approved: July 7, 2003; BOE Reviewed and Approved: November 3, 2008

DJE Purchasing

DJE

The purchasing, receiving, storing and distribution of supplies, equipment and services for use in the district shall be managed efficiently and economically.

Purchasing Authority

The board shall appoint the superintendent or designated representative as the purchasing agent for the district.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: November 3, 2008

DJEB Quality Control

DJEB

The board reserves the right to establish the specifications for and quality of goods or services purchased by the district.

Specifications

It is the responsibility of the originator of a purchase request to see that all specifications requested are complete.

Standardization

Whenever possible, standard lists of supplies and equipment shall be developed in all budget areas.

Quantity Purchasing

Quantity purchasing is encouraged.

Cost Control

The board reserves the right to maintain cost control authority over any goods or services.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: November 3, 2008

DJED Bids and Quotations Requirements

DJED

All purchases requiring competitive bids shall be made in accordance with current statutes.

The purchasing agent shall develop and maintain lists of potential suppliers. Bid lists shall be used to notify potential bidders.

Any supplier may be included in the list upon request. All bid lists shall be reviewed annually by the purchasing agent.

A copy of this policy shall be given to all bidders upon request.

All bids and supporting documentation shall be retained in the district office with the clerk for a period of three years after bids have been opened.

Bid Specifications

All bid specifications shall be written by the district's purchasing agent. Specifications shall include, when necessary: required performance, surety, bid and statutory bond information; compliance with preferential bid law; financial statements; the board's right to reject any or all bids; compliance with all federal, state and local laws, ordinances and regulations; the date, time and place for the opening of bids; and other items as the board directs.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: November 17, 2008

Procedure

All bids must be submitted to the Business Office in sealed envelopes with the name of the bidder and the date of the bid opening plainly marked in the lower left-hand corner of the envelope. All bids shall be opened publicly on the stated day and time. All bidders and other interested persons may be present when the bids are opened.

Bids may be opened by the purchasing agent or other person designated by the board and such opening shall be witnessed by one other district employee. The bids shall then be arranged in order from low to high before they are presented to the board for action.

Responsible Bidder

All bids shall be awarded to the lowest responsible bidder. The board remains the sole judge of whether or not a bidder is “responsible.” Criteria that may be used to judge “responsible”, by way of illustration and not limitation, are: financial standing, reputation, experience, resources, facilities, judgment and efficiency.

The board may investigate the “responsibleness” of any bidder by using information at hand to form an intelligent judgment, such as the district’s architect, previous clients of the bidder, their own investigation, or an outside investigation agency.

Bid Specifications

The board shall avoid negotiation of bid specifications after bids have been accepted and shall correct specifications if they are inadequately written and request new bids. If an error is discovered in the bid specifications all bids shall be returned unopened and the project shall be rebid using corrected and/or amended specifications.

Withdrawal of Bids

Any bid may be withdrawn and/or corrected prior to the scheduled time for opening of bids and no later than two days after the bids have been opened if a non-judgmental error has been made. Any bid received after the publicized date and time shall not be considered by the board.

Rejection of Bids

The board reserves the right to reject any and all bids and to ask for new bids. This reservation shall be specified in the publication or notification of bid letting.

The board reserves the right to waive any informalities in, or reject any parts of a bid.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: November 17, 2008

DJEE Local Purchasing

DJEE

The purchasing agent shall make purchases from local vendors when the price, availability of the product and service are competitive with outside vendors for purchases not subject to the bidding law. The board shall not grant preferential bid percentages to local contractors or businesses except as provided by statute.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: November 17, 2008

DJEF Requisitions

DJEF

The purchasing agent shall develop a requisition form to be used by staff members requesting that certain goods be purchased for the district.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: November 17, 2008

DJEF-R Requisitions

DJEF-R

All requisitions shall be submitted to the purchasing agent at a time so designated. After a purchase order has been issued, the number of the purchase order shall be recorded on the requisition, and the number of the requisition shall be recorded on the purchase order. After processing, the original copy of the requisition shall be filed in the office of the purchasing agent in numerical sequence.

School letterhead paper shall not be used in ordering supplies and equipment for the personal use or purchase by employees.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: November 17, 2008

DJEG Purchase Orders and Contracts

DJEG

The purchasing agent shall develop an order form compatible with the requisition form to be used in purchasing goods, and shall be authorized to sign all purchase orders.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: November 17, 2008

DJEG-R Purchase Orders and Contracts

DJEG-R

Each purchase order shall include:

A specification of the item which adequately describes the characteristics and the quality standards; a quoted, firm, net, delivered price, whenever possible, and prices shown both per unit and as extended; clear delivery instructions which include time and place; a signature of the purchasing agent and budget account code number; and the appropriate address and telephone number.

All purchase orders shall be numbered in sequence; sufficient copies will be made to meet distribution requirements.

A verbal order, subject to subsequent confirmation by a written purchase order, may be issued only in cases where a bona fide emergency exists. Whenever possible, a purchase order number should be given to the supplier. A confirming requisition/purchase order shall be issued immediately thereafter and clearly marked as such.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: November 17, 2008

DJEJ Payment Procedures

DJEJ

The superintendent shall recommend payment to vendors and suppliers for goods and services upon satisfactory receipt of all goods or completion of all services and for which there is a district purchase order number issued as provided for in board policy. (See DJEG)

The board shall consider payment of bills recommended for payment at regular board meetings except as provided for in policy. (See DJFAB)

The board may designate one or more employees to pay bills in advance of any board meeting in order to avoid a penalty for late payment or to take advantage of any early payment discount, or to reimburse employees for expenses in excess of \$100.

BOE Approved: July 7, 2003; Revised January 10, 2005; BOE Reviewed and

Approved: December 1, 2008.

DJFA Purchasing Authority

DJFA

The superintendent is authorized to execute contracts on behalf of the district for the purchase of goods and services if the amount is less than \$20, 000. The board shall receive reports on any contracts.

BOE Approved: July 7, 2003; BOE Revised and Approved: July 21, 2003; BOE Reviewed and Approved: December 1, 2008.

DJFAB Administrative Leeway (See CMA)

DJFAB

In an emergency, the superintendent shall have the authority to make expenditures necessary to prevent additional damage to district property, to keep the schools open or to reopen schools. Emergency purchases shall be ratified by the board at the next regular or special board meeting.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: December 1, 2008

DK Student Activity Fund Management (See JH)

DK

Any activity which involves the expenditure of activity funds shall be subject to prior approval of the principal.

Activity Fund Management

The building principals shall maintain an accurate record of all student activity funds in the respective attendance centers. No funds shall be expended from these accounts except in support of the student activity program. No activity account shall have a negative balance.

The board shall receive a monthly report on all activity accounts.

All student activity funds will be audited annually at the same time as the general fund budget.

Activity Fund Deposits

Activity funds from gate receipts or other sources may be deposited directly into a bank account maintained for this purpose.

Inactive Activity Funds (See JH)

The board will assume control of all inactive activity funds and disburse those funds to other activity accounts or expend the funds as directed by the board.

Each student activity fund shall have an employee in charge of the fund. The employee shall be responsible for making a monthly report to the superintendent and the board.

The monthly student activity report shall show opening and closing balances of each fund. The report shall also show the total amount of deposits and an itemized list of expenditures.

Activity Fund Management

All payments from student activity funds shall be made from purchase orders signed by the employee responsible for the fund.

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

BOE Approved: July 7, 2003; BOE Reviewed and Approved: December 1, 2008

TABLE OF CONTENTS (TC)

E--BUSINESS MANAGEMENT

SN Excludes fiscal management.

EA	Goals and Objectives
EB & R	Buildings and Grounds Management - KSA 58-1301 to 58-1305; 12-1769; 72-8212
EBA & R	Insurance Program - KSA 72-8401 <u>et seq.</u> Casualty - KSA 72-8401 <u>et seq.</u> Liability - KSA 72-8401 <u>et seq.</u>
EBAA & R	Workers' Compensation
EBB	Safety Fire Prevention - KSA 31-150; 31-133 Warning Systems - KSA 31-133 Safety Inspections (See JGF) Heating and Lighting
EBBA & R	Hazardous Waste Inspection and Disposal
EBBD & R	Emergency Closings (Also AFC; See JGFC)
EBBE & R	Emergency Drills (Also JGFA)
EBBF & R	Crisis Planning (See EBBD)
EBC	Security - KSA 72-8222
EBCA	Vandalism Vandalism Protection (See EBC) Vandalism: Restitution for Damage - KSA 72-5386 Offering a Reward - KSA 12-1672a Return of School Property
EBE & R	Cleaning Program - KSA 65-202; 72-8212; 72-1033 Sanitation
EBI & R	Long-Range Maintenance Program
EBJ (See EBI)	Records
EC & R	Equipment and Supplies Management Receiving Equipment Maintenance
ECH	Printing and Duplicating Services
ED	Student Transportation Management (See JGG) - KSA 72-8301 <u>et seq.</u>
EDAA	School Vehicles (Buses) - KSA 72-8301 <u>et seq.</u> Liability Safety - KSA 72-8301 <u>et seq.</u> Safety Inspection Scheduling and Routing Records Licensing of Drivers
EDDA	Special Use of School Buses
EE	Food Service Management - KSA 72-5112 <u>et seq.</u> ; 72-5213; 72-5113 Sanitation Inspections (See EBE) Records
EF	Data Management - KSA 75-4707; 72-8227; 72-7527; 72-7528; 45-215 <u>et seq.</u> <u>SN For policies of a general nature on the generation and control of statistical and other information as desired by the district and/or required by state and federal regulations. See also "Records" and "Report" in Index.</u> Data Dissemination To Education Agencies (See MI)

EA Goals and Objectives

EA

The district's business affairs shall be managed in the most economical and efficient manner possible.

The superintendent has authority to manage the district's business affairs.

BOE Approved: July 7, 2003; Reviewed and Approved: December 15, 2008.

EB Buildings and Grounds Management

EB

All district buildings and property shall be maintained and inspected on a regular basis.

BOE Approved: July 7, 2003; Reviewed and Approved: December 15, 2008

EB-R Buildings and Grounds Management

EB-R

The superintendent shall develop a comprehensive program, which will ensure proper maintenance of all district-owned property.

BOE Approved: July 7, 2003; Reviewed and Approved: December 15, 2008

EBA Insurance Program

EBA

All district-owned property, real and personal, will be insured to cover losses from natural causes, fire, vandalism and other casualties. Insurance shall also cover theft of district monies.

Liability Other Than For Vehicles to the extent permitted by law, the board may insure all employees against legal action arising out of the performance of any authorized duties. The board may authorize the district to join a group-funded pool to provide insurance coverage for the district.

BOE Approved: July 7, 2003; Reviewed and Approved: December 15, 2008

EBA-R Insurance Program

EBA-R

The district may designate one or more insurance agents of record. The superintendent may work with the insurance agent of record or group-funded pool to develop adequate insurance programs and/or proposals covering the district's employees and property.

BOE Approved: July 7, 2003; Reviewed and Approved: December 15, 2008

EBAA Workers Compensation

EBAA

The district will participate in workers compensation as required by current statute. The combined workers' compensation benefits and salary received under allowed sick leave, or other available leave, shall not exceed one full day's pay.

BOE Approved: July 7, 2003; Reviewed and Approved: December 15, 2008

EBAA-R Workers Compensation

EBAA-R

All employees of the district shall be covered by workers compensation. Workers compensation coverage is provided for all employees regardless of assignment, length of assignment, and/or hours worked per day. Benefits are for personal injury from accident or industrial diseases arising out of and in the course of employment in the district.

The workers compensation plan will provide coverage for medical expenses and wages to the extent required by statute to those employees who qualify; however, the amount of workers compensation benefits and sick leave benefits shall not exceed a regular daily rate of pay. An employee using sick leave, or other available leave, in combination with workers compensation will be charged for one full or partial day of sick leave, as provided for in the sick leave policy or the negotiated agreement, for each day of absence until the employee's sick leave is exhausted.

Any employee who is off work and drawing workers compensation shall be required to provide the clerk of the board with a written doctor's release before the employee is allowed to return to work. In addition, should the employee be released to return to work by a doctor and fail to do so, all benefits under sick leave shall be ended and those benefits under workers compensation shall be restricted as provided by current statute.

Choice of Physician

The board shall have the right to choose a designated health care provider to provide medical assistance to any employee who suffers an injury while performing their job.

BOE Approved: July 7, 2003; Reviewed and Approved: December 15, 2008

EBB Safety

EBB

The district shall make reasonable efforts to provide a safe environment for students and employees.

Safety Rules

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

Safety Unit

Teachers who instruct in hazardous curriculum areas will teach a unit each year or semester dedicated to safety rules inherent in the particular subject matter.

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

No student will be permitted to participate in the class until satisfactory knowledge of the safety rules are demonstrated to the teacher. Teachers will conduct periodic reviews of safety rules during the school year.

Warning System

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

Safety Inspections

The superintendent, building principals and/or maintenance personnel will regularly inspect each attendance center, playground and playground equipment, boilers, bleachers and other appropriate areas to see that they are adequately maintained. Written records of these inspections shall be maintained.

If repairs are necessary, the individual conducting the investigation shall immediately inform the building principal, superintendent or immediate supervisor in writing. Necessary steps either to repair or to remove the defect will be taken as soon as possible. Defects requiring expenditure of money in excess of \$20,000.00 will be reported to the board. 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 will be inspected annually to ensure safety for students, district employees and patrons. These devices shall meet minimum state and federal standards.

BOE Approved: July 7, 2003; BOE Reviewed and adopted the KASB Recommendation:

August 18, 2008; BOE Reviewed and approved February 16, 2009

EBBA Hazardous Waste Inspection and Disposal

EBBA

Inspection

Regular inspection of district facilities for hazardous waste shall be conducted by the Director of Facilities/Maintenance. Written records of these inspections shall be maintained.

Disposal

When hazardous waste material is produced in a class, or otherwise located in the district, its disposal shall be in accordance with state and federal rules and regulations, or current law.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: February 16, 2009

EBBA-R Hazardous Waste Inspection and Disposal

EBBA-R

Inspection and Disposal

The superintendent shall develop written rules and procedures for notifying district administrators that hazardous waste has been discovered and/or produced and rules for reporting the proper disposal of waste. These rules and regulations shall be distributed to all staff members in classified and certified handbooks.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: February 16, 2009

EBBD **Evacuations and Emergencies**

EBBD

If an emergency interferes with the normal conduct of school affairs, students may be dismissed from school only by the superintendent. A plan for emergency dismissal of students during the school day shall be developed by the superintendent and approved by the board. A copy shall be filed with the clerk and procedures for dismissal shall be given to parents and students at the beginning of each school year.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: February 16, 2009

EBBD-R **Evacuations and Emergencies**

EBBD-R

School will not be dismissed early because of an emergency when the safety of students and teachers is better served by remaining at school.

During an emergency period when there is insufficient warning time, the district will keep all students under school jurisdiction and supervision. The staff shall remain on duty to supervise students during this time. Parents may come to school and pick up their children. Students shall be released according to board policy for release of students during the school day. (See JBH)

School-Closing Announcements

When the superintendent believes the safety of students is threatened by severe weather or other circumstances, parents and students shall be notified of school closings or cancellations by announcements made over radio/TV station(s), in the Wichita area.

Bomb Threats

If there is a bomb threat or similar emergency, the principal shall see that students are escorted to a safe place. The principal shall notify law enforcement agencies of the threat and request a thorough inspection of the buildings and grounds. Other contingencies as noted in the crisis plan shall be followed.

If it is determined that no danger exists to the students' safety and if there is time remaining in the school day, school shall be resumed.

Planning for Emergencies

Each building principal shall develop appropriate emergency procedures, which shall be included in the district's crisis, plans. (See EBBF) As appropriate, portions of the crisis plan developed shall be held in strict confidence by staff members having direct responsibility for implementing the plan.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: February 16, 2009

EBBE **Emergency Drills**

EBBE

Building principals shall be responsible for scheduling and conducting emergency drills as required by law and for ensuring students are instructed in the procedures to follow during the emergency drill and in an actual emergency.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: March 23, 2009

EBBE-R **Emergency Drills**

EBBE-R

Each building principal shall develop a written plan for specific emergency drills required by law. The plan shall include specific arrangements for the evacuation of mobility impaired and other individuals who may need assistance from staff members to safely exit the building.

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

Each teacher shall explain the plan to students under their jurisdiction prior to a date established by the principal. Within one-week thereafter, the building principal shall conduct a surprise drill. Other drills shall be held at times determined by the building principal.

However, at least one of the three tornado drills required by law shall be held prior to the tornado season beginning each April.

Building principals shall provide parents with a copy of the emergency plans at the beginning of each school year. Each emergency drill plan shall be reviewed by the superintendent and filed with the clerk.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: March 23, 2009

EBBF **Crisis Planning** (See EBBD)

EBBF

The superintendent, in cooperation with each building principal, shall develop a plan to deal with crises in an attendance center. Each plan shall be approved by the board before it is implemented.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: March 23, 2009

EBBF-R **Crisis Planning**

EBBF-R

A copy of the plan shall be on file in each building and with the clerk.

Building principals shall train staff to implement the building plan. As necessary, students and parents will be informed about details of the plan.

Crisis plans shall be subject to regular review by the administration. If a plan is implemented, the board shall receive a report on how well the plan worked. If necessary, the report shall include recommended changes.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: March 23, 2009

Security devices may be installed at district attendance centers. Other measures may be taken to prevent intrusions 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 felonies and misdemeanors 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 this policy may be made available upon request to parents, patrons, students, and employees and others who request the information.

Staff Immunity

No board of education, board 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.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: March 23, 2009

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.

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 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 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. 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.

Return of School Property

School property must be returned by students. If a student does not return district property, the superintendent may take action allowed by law.

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 up to a \$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 1745 W. Grand, Haysville, KS 67060, telephone 316-554-2200. The board reserves the right to determine the deserving recipients of the reward in the event of corroborating and supplementary information.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: April 20, 2009

EBE Cleaning and Maintenance Programs

EBE

The superintendent shall develop building and grounds cleaning and maintenance programs for board approval. After approval the plans shall be shared with the appropriate administrators and classified staff.

Sanitation

The superintendent shall develop cleaning schedules to see that all attendance centers and grounds are free from litter and refuse.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: April 20, 2009

EBE-R Cleaning and Maintenance Programs

EBE-R

Cleaning, sanitation and routine maintenance plans shall be developed by the superintendent and may be published in the appropriate handbook(s) or job descriptions and/or employment contracts after board approval.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: April 20, 2009

EBI Long-Range Maintenance Program

EBI

The superintendent shall develop annually priority lists outlining long-range maintenance of school property, buildings and grounds.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: April 20, 2009

EBI-R Long-Range Maintenance Program

EBI-R

The superintendent shall present a report to the board annually concerning the district's maintenance priorities. A cost analysis report shall be attached to the report.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: April 20, 2009

EBJ Records

EBJ

All records pertaining to district-wide maintenance costs shall be filed in the central office. When practical, a cost analysis of existing and proposed maintenance programs shall be developed by the superintendent.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: April 20, 2009

EC Equipment and Supplies Management

EC

The superintendent shall keep up-to-date inventory records on all equipment and supplies.

Receiving

All packing lists will be checked against all invoices for accuracy by the superintendent or person responsible for receiving supplies.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: May 18, 2009

EC-R Equipment and Supplies Management

EC-R

A quantity control system is needed in order to prevent shortages or mismanagement of district-owned equipment or supplies. The system shall be kept up-to-date and be accurate enough to provide information for budget preparation each year.

Receiving

Upon verification by the purchasing agent that receivables are in order, the merchandise shall be sent to the appropriate location as soon as possible. Each building principal shall be responsible for the allocation or storage of all supplies and equipment. If the items cannot be delivered to the proper destination, they will be stored in an appropriate storage area.

Back orders shall be filed with the invoice and attached to the purchase order. Periodic checks shall be made to determine whether back orders have been filled and delivered.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: May 18, 2009

ECH Printing and Duplicating Services

ECH

The copyright laws of the United States make it illegal for anyone to duplicate copyrighted materials without permission. Severe penalties are provided for unauthorized copying of all materials covered by the act unless the copying falls within the bounds of the "fair use" doctrine.

Any duplication of copyrighted materials by district employees must be done with permission of the copyright holder or within the bounds of "fair use." The legal or insurance protection of the district shall not be extended to school employees who violate any provisions of the copyright laws.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: May 18, 2009

ED Student Transportation Management (See EDDA and JGG)

ED

Use of buses by the district shall conform to current state law. At times it may be expedient to pay mileage to parents who transport their child to a specified point to meet the bus, or to provide private transportation in lieu of providing bus service. Mileage payments to parents may be made only with board approval.

Except as may be permitted elsewhere in policy, district buses shall not be available for use by outside groups.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: May 18, 2009; BOE Approved

KASB Recommendation: August 16, 2010

EDAA School Vehicles (District-Owned Buses) (See ED, JBCA, and JGG) EDAA

School buses and other school vehicles will not be loaned, leased or subcontracted to any person, groups of persons or organizations except as allowed by law subject to board approval.

Liability

All school vehicles will be adequately insured.

Safety

Every school vehicle driver shall have authority and responsibility for the passengers riding in school vehicles.

Students or other persons riding school buses who violate district bus passenger rules will be reported to the proper administrative official. Violations of these rules may result in disciplinary action by school officials.

Speed Limits

The board may set speed limits for district buses, which may be lower than state-allowed maximum speed limits.

Safety Inspection

The superintendent shall be responsible for bus and other transportation inspections.

Defects found in school vehicles shall be repaired as soon as possible. The director of transportation shall be responsible for keeping school vehicles in good operating condition.

Scheduling and Routing

Scheduling and routing shall be the responsibility of the superintendent.

Bus and transportation schedules and routing maps will be updated annually prior to the opening of school.

Records

Every bus or other driver of school vehicles will keep accurate records pertaining to each assigned vehicle. The types of records shall be developed by the superintendent.

Any record developed by the district for the purpose of monitoring vehicle use will include but will not be limited to the following information: miles driven each trip, gas and oil usage, purpose of the trip, destination, time of departure and time of return. Such records will be signed by each driver at the conclusion of each trip and submitted to the person responsible for collection of these records. An annual summary report will be used in the compilation of the district's budget. A copy of the annual report may be given to the board on or before the regular board meeting in June or upon request.

Licensing of Drivers

It shall be the responsibility of all school bus drivers to register with the superintendent annually the validity of license certification by the Kansas Department of Revenue. If a school bus driver's license is suspended or revoked at any time, the suspension or revocation shall be reported to the superintendent and the employee shall immediately cease driving a school bus. School bus drivers shall receive a copy of this policy annually on registering their driving certification with the superintendent.

Housing of School Vehicles

All school vehicles shall be housed in areas designated by the superintendent. Buses may be housed in the district's central storage area or assigned to a designated driver who may then house the bus as directed.

If district cars or vans are assigned to designated employees, the employee shall be responsible for the proper care, maintenance and housing of the vehicle either at a district-owned site or at the employee's residence.

EDAA School Vehicles

EDAA-3

BOE Approved: July 7, 2003; BOE Reviewed and Approved: May 18, 2009; BOE Approved

KASB Recommendation: August 16, 2010

The board may allow for special uses of district buses using guidelines established in this policy. Transportation fees may be charged to offset totally or in part the cost of approved special trips. Revenues received by the board under the provisions of this policy shall not be considered a reduction of operating expenses of the school district. Groups allowed use of buses under this policy are responsible for the care and cleaning of the buses, and for the supervision of passengers. The types of groups allowed, and the restrictions placed on the activities these groups may sponsor while using district transportation, shall be approved by the board and filed with the clerk. Groups allowed use of district buses may not travel outside Kansas.

Special uses will not be approved without insurance coverage.

The board may allow the following special uses for district owned buses:

- Parents and/or other adults when traveling to or from school-related functions or activities;
 - Students traveling to or from functions or activities sponsored by organizations, the membership of which is principally composed of children of school age;
 - Persons engaged in field trips related to an adult education program maintained by the district;
 - Governing bodies of townships, city or county who transport individuals, groups or organizations;
 - Nonpublic school students when traveling to or from interschool or intraschool functions or activities;
 - Community college students enrolled in the community college to or from attendance at class at the community college or to and from functions or activities of the community college.
- COKASB. This material may be reproduced for use in the district. It may not be reproduced, either in whole or in part, in any form whatsoever, to be given, sold or transmitted to any person or entity including but not limited to another school district, organization, company or corporation without written permission from KASB.
- A four-year college or university, area vocational school, or area vocational-technical school for transportation of students to or from attendance at class at the four-year college or university, area vocational school or area vocational-technical school, or for transportation of students, alumni and other members of the public to or from functions or activities of these organizations and other uses as approved by the superintendent;

- Public recreation commissions, if travel is to or from an activity related to the operation of the commission;
- Another school district if there is a cooperative and shared-cost arrangement with that district.

BOE Approved KASB Recommendation: August 16, 2010

EE **Food Services Management**

EE

A supervisor may be hired by the board to oversee the district's food service program.

Sanitation Inspections

The building principal shall inspect each lunchroom to ensure that proper sanitation procedures are being followed.

Records

The supervisor shall be responsible for keeping food service records required by state and federal laws and regulations.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: June 15, 2009

EE-R **Food Service Management**

EE-R

The supervisor shall be under the direct supervision of the assistant superintendent of Business and Finance and shall have control over all aspects of the district's food service programs subject to board policy, rules and state and federal regulations.

Any changes in meal prices shall be determined by the board.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: June 15, 2009

EF **Data Management**

EF

Data Dissemination

Data collected by the district may be disseminated with board approval in accordance with current law.

To Education Agencies

Data collected in the district may be provided to authorized state or federal government education agencies upon proper request, subject to the approval of the board or provisions of law.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: June 15, 2009

TABLE OF CONTENTS

(F--FACILITY EXPANSION PROGRAM)

SN Includes new construction as well as related activities such as acquiring sites, plant remodeling or modernizing and leasing or renting property to meet expansion needs.

FA	Goals and Objectives
FB	Building Committees <u>SN Applicable where such committees function by law.</u>
FC	Public Information Program (See KB)
FD & R	Capital Outlay Long Range Planning
FDB	Long-Range Needs Determination

FA **Goals and Objectives**

FA

Facility planning programs shall provide for new developments in instruction, population shifts, and changes in the condition of existing facilities.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: June 15, 2009

FB **Building Committees**

FB

Building committees may be appointed by the board to assess general or specific facility needs and to advise the board.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: June 15, 2009

FC Public Information Program

FC

The public will be kept informed of facility planning programs, according to Policy KB and its rules and regulations.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: July 20, 2009

FD **Capital Outlay Long Range Planning**

FD

The board directs the administration to develop long-range plans and reliable methods to project capital outlay needs. The long-range planning process may include recommendations from patrons, consultants, architects, the board attorney, the district staff and representatives from local, state and federal governmental agencies.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: July 20, 2009

FD-R **Capital Outlay Long Range Planning**

FD-R

The superintendent shall report recommendations concerning the district's capital outlay needs to the board on or before the regular board meeting each March.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: July 20, 2009

FDB Long Range Needs Determination

FDB

The board and administration may periodically conduct district-wide assessments to evaluate facility use, to project future building needs, or to recommend that facilities be closed. A task force may be appointed to assist with the study.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: July 20, 2009

TABLE OF CONTENTS (TC)

G—PERSONNEL

GA	General Section – Personnel Policy Organization <u>SN Policies applicable to all school employees.</u>
GAA	Goals and Objectives - KSA 72-8205
GAAA	Non-discrimination and Equal Opportunity
GAAB	Federal Program Administration
GAAC	Sexual Harassment
GAACA	Racial Harassment
GAAD & R	Child Abuse (See JCAC)
GACA	Positions
GACB	Qualifications and Duties
GACC	Recruitment and Hiring
GACCA	Nepotism
GACD & R	Employment Eligibility Verification
GACE	Assignment and Transfer
GAD	Development Opportunities
GAE	Grievances - KSA 72-5424
GAF	Staff-Student Relations
GAG	Conflict of Interest
GAH	Participation in Community Activities
GAHB	Political Activities
GAI	Solicitations Solicitations by Staff Members Solicitations of Staff Members
GAJ	Gifts Gifts by Staff Members Gifts to Staff Members (See KH, JL)
GAK	Personnel Records (See JR <u>et seq.</u>) - KSA 72-7801 <u>et seq.</u> Types (See JR <u>et seq.</u>) Public Use (See JR <u>et seq.</u>) Disposition (See JR <u>et seq.</u>)
GAM	Personal Appearance
GAN	Travel Expenses - KSA 75-3201 <u>et seq.</u> ; 72-3202 to 72-3204
GAO	Staff Protection
GAOA & R	Drug Free Workplace
GAOB & R	Drug Free Schools
GAOC	Tobacco Products in Schools Prohibited
GAOD	Drug and Alcohol Testing of bus drivers
GAOE	Workers Compensation and Disability Benefits
GAR	Communicable Diseases
GARA	Bloodborne Pathogen Exposure Control Plan
GARI	Family Medical Leave
GARID	Military Leave
GBH	Supervision
GBK	Suspension
GBN	Separation - KSA 72-5435 <u>et seq.</u>
GBO & R	Resignation Liquidated Damages Release From Contract
GBQA	Reduction in Teaching Staff
GBR	Working Conditions - KSA 72-1106 Work Load Time Schedules

GBRC	In-Service Education (See GBRH and GAN)
GBRD	Staff Meetings
GBRE (See GBRD)	Additional Duty - KSA 72-5412a
GBRG	Non-School Employment
GBRGA (See GBRG)	Consulting
GBRGB	Tutoring for Pay
GBRIBA	Disability
GBRJ & R	Arrangement for Substitutes
GBRK	Political Activities (See GAHB)
GBU	Ethics (See GAG)
	<u>SN An information category since ethics are usually determined by a profession and not not imposed upon it.</u>
GCA	Compensation Guides and Contracts
GCI	Classified Employee Evaluation
GCK	Suspension
GCRD	Overtime Pay
GCRF	Non-School Employment
GCRG	Leaves and Absences
	Emergency and Legal
	Illness (Sick Leave)
	Disability (See GBRIBA)
	Military
	Religious
GCRGA	Sick Leave Bank for Classified and Administrative Personnel
GCRH	Vacation Days - KSA 72-1106
GCRI	Paid Holidays - KSA 72-1106; 35-107
GCRJ	Early Retirement
GCRK	Political Activities (See GAHB)

GA Personnel Policy Organization

GA

These policies are arranged in the following manner:

GA policies apply to all employees.

GB policies apply to teachers and other certified staff covered by the negotiated agreement.

GC policies apply to classified/non-certified staff.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: August 17, 2009

GAA Goals and Objectives

GAA

All employees shall follow all applicable board policies, rules and regulations.

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

BOE Approved: July 7, 2003; BOE Reviewed and Approved: August 17, 2009

GAAA Equal Employment Opportunity and Nondiscrimination

GAAA

The board shall hire all employees on the basis of ability and the district's needs.

The district is an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to hiring, compensation, terms, conditions, or privileges of employment because of an individual's race, color, religion, sex, age, disability or national origin.

Inquiries regarding compliance may be directed to the superintendent of schools,

1745 W. Grand Ave., Haysville, KS 67060, 316-554-2200 or to:

Equal Employment Opportunity Commission
400 State Ave., 9th Floor
Kansas City, KS 66101 (913) 551-5655
or

Kansas Human Rights Commission
900 SW Jackson, 8th Floor
Topeka, KS 66603 (785) 296-3206
or

United States Department of Education
Office for Civil Rights
10220 North Executive Hills Boulevard, 8th Floor
Kansas City, Missouri 64153-1367 (816) 880-4247

BOE Approved: July 7, 2003; BOE Reviewed and Approved: August 17, 2009

GAAB Complaints of Discrimination

GAAB

The district is committed to maintaining a working and learning environment free from discrimination, insult, intimidation or harassment due to race, color, religion, sex, age, national origin or disability. Any incident of discrimination in any form shall promptly be reported to an employee's immediate supervisor, the building principal or the district compliance coordinator for investigation and corrective action by the building or district compliance officer. Any employee who engages in discriminatory conduct shall be subject to disciplinary action, up to and including termination.

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. The superintendent of schools, 1745 W. Grand Ave., Haysville, KS 67060, 316-554-2200 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990.

Complaints of discrimination should be addressed to an employee's supervisor or to the building principal or the compliance coordinator. Complaints against the superintendent should be addressed to the board of education.

Complaints of discrimination will be resolved using the district's discrimination complaint procedures. (See KN)

BOE Approved: July 7, 2003; BOE Reviewed and Approved: August 17, 2009

The board of education is committed to providing a positive and productive working and learning environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment will not be tolerated in the school district. Sexual harassment of employees 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 or another employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Violation of this policy by any employee shall result in disciplinary action, up to and including termination.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is

used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working 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 an employee's job status.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual harassment will be promptly investigated and resolved.

Employees who believe they have been subjected to sexual harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building principal or the district compliance coordinator. Employees who do not believe the matter is appropriately resolved through this meeting may file a formal complaint under the district's discrimination complaint procedure. (See KN)

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

Any employee who witnesses an act of sexual harassment or receives a complaint of harassment from another employee or a student shall report the complaint to the building principal. Employees who fail to report complaints or incidents of 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.

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

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

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

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

BOE Approved: July 7, 2003; BOE Reviewed and Approved: August 17, 2009

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

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. 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 or another employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Violations of this policy by any employee shall result in disciplinary action, up to and including termination.

Racial Harassment is racially motivated conduct which:

1. Affords an employee different treatment, solely on the basis of race, color or national origin, in a manner which interferes with or limits the ability of the employee to participate in or benefit from the services, activities or programs of the school;

2. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile working environment;
3. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with an individual's work performance or employment opportunities.

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

The district encourages all victims of racial harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of racial harassment will be promptly investigated and resolved.

Employees who believe they have been subjected to racial harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building principal or the district compliance coordinator. Employees who do not believe the matter is appropriately resolved through this meeting may file a formal complaint under the district's discrimination complaint procedure. (See KN)

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 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 also result in employee discipline.

Any employee who witnesses an act of racial harassment or receives a complaint of harassment or receives a complaint of harassment from another employee or a student shall report the complaint to the building principal. Employees who fail to report complaints or incidents of racial 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.

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

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

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

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

BOE Approved: July 7, 2003; BOE Reviewed and Approved: September 21, 2009

GAAD Child Abuse (See JCAC and JGEC)

GAAD

Any district employee who has reason to know or suspect a child has been injured as a result of physical, mental or emotional abuse or neglect or sexual abuse, shall promptly report the matter to the local Social Rehabilitation Services (SRS) office or to the local law enforcement agency if the SRS office is not open.

The employee making the report will not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect.

SRS Access to Students on School Premises

The building principal shall allow a student to be interviewed by SRS or law enforcement representatives on school premises and shall act as appropriate to protect the student's interests during the interview.

Cooperation Between School and Agencies

Principals shall work with SRS and law enforcement agencies to develop a plan of cooperation for investigating reports of suspected child abuse or neglect. To the extent that safety is not compromised, law enforcement officers investigating complaints of suspected child abuse or neglect on school property shall not be in uniform.

Reporting Procedure

The employee shall promptly report to the local SRS office or law enforcement if SRS is closed. It is recommended the building administrator also be notified after the report is made. If the building principal has been notified, the principal shall immediately notify the superintendent that the initial report to SRS has been made.

If appropriate, the principal may confer with the school's social worker, guidance counselor or psychologist. At no time shall the principal or any other staff member prevent or interfere with the making of a report of suspected child abuse.

If available, the following information shall be given by the person making the initial report: name, address and age of the student; name and address of the parents or guardians; nature and extent of injuries or description of neglect or abuse; and any other information that might help establish the cause of the child's condition.

Any personal interview or physical inspection of the child by any school employee shall be conducted in an appropriate manner with an adult witness present.

State law provides that anyone making a report in accordance with state law and without malice shall be immune from any civil liability that might otherwise be incurred or imposed.

BOE Approved: July 7, 2003; Reviewed and Adopted: September 4, 2007; BOE Reviewed and Approved: September 21, 2009

GAAE

Bullying by Staff (See EBC, GAAB, JDD, and JDDC)

GAAE

The board of education prohibits bullying in any form, including electronic means, on or while using school property, in a school vehicle or at a school-sponsored activity or event. The administration shall propose, and the board shall review and approve a plan to address bullying on school property, in a school vehicle or at a school-sponsored activity or event.

The plan shall include provisions for the training and education of staff members. Staff members who bully others in violation of this policy may be subject to disciplinary action, up to and including suspension pending a hearing and/or termination. If appropriate, staff members who violate the bullying prohibition shall be reported to local law enforcement.

BOE Adopted KASB Recommendation: August 18, 2008; BOE Reviewed and Approved:
September 21, 2009

GACA Positions

GACA

Employment positions shall be authorized by the board. The superintendent shall prepare for board approval a comprehensive list of all positions, together with the qualifications, duties and responsibilities. (See GACB)

BOE Approved: July 7, 2003; BOE Reviewed and Approved: September 21, 2009

GACB Job Descriptions

GACB

The superintendent shall develop a job description for each category of employee. Job descriptions shall be filed with the clerk and may be published in handbooks.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: September 21, 2009

Recruitment

The board delegates recruiting authority to the superintendent. In carrying out this responsibility, the superintendent may involve administrators and other employees.

Hiring

The board shall approve the hiring of all employees. No staff member's employment is official until the contract or other document is signed by the candidate and approved by the board.

Hiring sequence

- Conditional offer of employment to the candidate;
- Acceptance by the candidate;
- Contract or other appropriate document sent to the candidate and candidate's acceptance signified by a signed document returned to the superintendent; and
- Approval of the contract or other documents by the board.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: October 19, 2009

GACCA Nepotism

GACCA

At no time will an employee be placed under the direct supervision of an employee who is related to them.

BOE Approved: July 7, 2003; BOE Revised and Approved: August 20, 2007;

BOE Reviewed and Approved: October 19, 2009

GACD Employment Eligibility Verification (Form I-9)

GACD

All district employees, at the time of employment, shall provide verification of identity and employment status to the superintendent.

The superintendent shall maintain a file on all of the district's employees hired after November 6, 1986, proving that each employee has verified their identity, employment status, U.S. citizenship, or legal alien status.

For additional information see:

<http://www.uscis.gov/files/nativedocuments/m-274.pdf>

BOE Approved: July 7, 2003; BOE reviewed and adopted KASB recommendation: August 18, 2008; BOE Reviewed and Approved: October 19, 2009

GACE Assignment and Transfer

GACE

The board reserves the right to assign, reassign or transfer all employees. Where appropriate, refer to the negotiated agreement.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: October 19, 2009

GAD Employee Development Opportunities

GAD

All plans for self-improvement involving expenditure of district funds, or which require time away from the employee's assigned responsibilities shall be approved in advance by the superintendent.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: October 19, 2009

GAE Complaints

GAE

Any employee may file a complaint with their supervisor concerning a school rule, regulation, policy or decision that affects the employee. The complaint shall be in writing, filed within ten (10) days following the event complained of and shall specify the basis of the complaint. The supervisor shall meet with the employee and provide a written response within ten (10) days. If the employee disagrees with the decision, employee may appeal to the superintendent. The superintendent's decision shall be final. Employees covered by the negotiated agreement shall follow procedures outlined in that document.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: October 19, 2009

GAF Staff-Student Relations
(See GAAC, GAACA, JGEC, JGECA and KN)

GAF

Staff members shall maintain professional relationships with students, which are conducive to an effective educational environment. Staff members shall not submit students to sexual harassment or racial harassment. Staff members shall not have any interaction of a sexual nature with any student at any time regardless of the student's age or status or consent.

BOE Reviewed and Approved: November 16, 2009; BOE Approved KASB Recommendation:
August 16, 2010

GAG Conflict of Interest

GAG

District employees are prohibited from engaging in any activity, which may conflict with or detract from the effective performance of their duties. No employee will attempt, during the school day or on school property, to sell or endeavor to influence any student or school employee to buy any product, article, instrument, service or other items, which may directly or indirectly benefit the school employee. No school employee will enter into a contract for remuneration with the district other than a contract for employment unless the contract is awarded on the basis of competitive bidding.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: November 16, 2009

GAH Participation in Community Activities

GAH

Prior permission must be obtained from the superintendent for participation in any non-school community activity, which takes place during duty hours.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: November 16, 2009

GAHB Political Activities (See GBRK and GCRK)

GAHB

Staff members elected or appointed to a public office which restricts the employee's ability to complete contractual obligations may be required to take unpaid leave for a period of time determined by the board or may be terminated.

Staff members holding a public office, which in the judgment of the board is less than full-time, shall request unpaid leave from the superintendent at least one week in advance.

An employee who must be absent from school to carry out the duties of a public office must take a leave of absence without pay for the duration of the public office.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: November 16, 2009

GAI Solicitations (See KDC)

GAI

All solicitations of and by staff members during duty hours are prohibited without prior approval of the appropriate supervisor.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: November 16, 2009

GAJ Gifts (See JL, KH)

GAJ

The giving of gifts between students and staff members is discouraged.

Unless approved by the principal, staff members shall not give gifts to any student or class of students when the gifts arise out of a school situation, class or school-sponsored activity.

Gifts to Staff Members

Staff members are prohibited from receiving gifts from vendors, salesmen or other such representatives. Premiums resulting from sales projects sponsored by the school shall become the property of the school

BOE Approved: July 7, 2003

GAK Personnel Records (See GACD, GBI, CEI, CGI and GCI)

GAK

Personnel files required by the district shall be confidential and in the custody of the records custodian and/or the superintendent. Employees have the right to inspect their files upon proper notice under the supervision of an administrator.

A request by a third party for release of any personnel record shall require the written consent of the employee, and shall be submitted to the records custodian who shall respond to the request as the law allows.

All records and files maintained by the district should be screened periodically by the custodian of records.

All personnel files and evaluation documents, including those stored by electronic means, shall be adequately secured.

BOE Approved: July 7, 2003

GAM Personal Appearance

GAM

Appropriate dress and personal appearance is essential for all district employees.

BOE Approved: July 7, 2003

GAN Travel Expenses

GAN

The board shall provide reimbursement for expenses incurred in travel related to the duties of the district's employees when approved in advance by the superintendent. Mode of travel will be based on, but not limited to, the availability of transportation, distance and number of persons traveling together. A first class airfare will be reimbursed only when coach space is not available.

Requests for reimbursement shall have the following attached: receipts for transportation, parking, hotels or motels, meals and other expenses for which receipts are ordinarily available. These claims must be submitted on a district approved travel expense claim for reimbursement.

Claims for reimbursement may be made up to, but should not exceed, the following amounts: The daily in-state allowance is \$30.00 (\$7.00 for breakfast, \$8.50 for lunch and \$14.50 for dinner). The daily out-of-state allowance for meals during out-of-state conferences shall be \$40.00 (\$8.00 for breakfast, \$12.00 for lunch, and \$20.00 for dinner). In addition, tips up to 15 percent of the meal cost are allowable for satisfactory service. The district will not reimburse any claims for alcoholic beverages.

Transportation will be by district vehicle when available. Individuals who decline available district transportation will provide their own transportation. If district transportation is not available, the employee will be reimbursed at the mileage rate established by the State of Kansas. Required in-district travel between buildings or in the district in conjunction with official assignments will be reimbursed at the mileage rate established by the State of Kansas. Reimbursement requests must be submitted by June 30th for the year in which travel occurred on a district approved mileage requisition form.

BOE Approved: July 7, 2003; Revised and Approved May 16, 2005

GAN-R Travel expenses

GAN-R

Due to the tax implications of IRS regulations and the record keeping burden required, the district will not reimburse employees for meals at workshops or meetings that do not require an overnight stay unless the meals are included in the registration fees. In addition, meals for meetings not requiring an overnight stay may not be charged on a district purchasing card.

There may be exceptions for legitimate, documented meetings where business is conducted during the meal. These meetings should have the prior approval of district administration if you wish to submit meals for reimbursement or wish to charge them on a district purchasing card.

This policy does not affect meetings/activities where staff is required to supervise students during a meal, in which case the meal is reimbursable.

BOE Approved: May 16, 2005

GAO Maintaining Proper Control

GAO

Each employee is responsible for maintaining proper control in the school. An employee may use reasonable force necessary to ward off an attack, to protect a student or another person, or to quell a disturbance, which threatens physical injury to others.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: February 22, 2010

GAOA Drug Free Workplace

GAOA

Maintaining a drug free work place is important in establishing an appropriate learning environment for the students of the district. The unlawful manufacture, distribution, sale, dispensing, possession or use of a controlled substance is prohibited in the district.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: February 22, 2010

GAOA-R Drug Free Workplace

GAOA-R

Alternative I

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

Employees shall not unlawfully manufacture, distribute, dispense, possess or use controlled substances in the workplace.

Any employee who is convicted under a criminal drug statute for a violation occurring at the workplace must notify the superintendent of the conviction within five days after the conviction.

Within 30 days after the notice of conviction is received, the school district will take appropriate action with the employee. Such action may include, suspension, placement on probationary status, or other disciplinary action including termination. Alternatively, or in addition to any action short of termination, the employee may be required to participate satisfactorily in an approved drug abuse assistance or rehabilitation program as a

condition of continued employment. The employee shall bear the cost of participation in such program. Each employee in the district shall be given a copy of this policy.

This policy is intended to implement the requirements of the federal regulations promulgated under the Drug Free Workplace Act of 1988, 34 CFR Part 85, Subpart F. It is not intended to supplant or otherwise diminish disciplinary actions, which may be taken under board policies or the negotiated agreement.

Maintaining a drug free workplace is important in establishing an appropriate learning environment for the students of the district. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the district.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: February 22, 2010

The unlawful possession, use, sale or distribution of illicit drugs and alcohol by school employees on school premises or as a part of any school activity is prohibited.

Employee Conduct

As a condition of continued employment III 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. Employees who are found violating the terms of this policy will be reported to the appropriate law enforcement officers. Additionally, an employee who violates the terms of this policy may be subject to any or all 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 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. This policy is not intended to change any right, duty or responsibilities in the current negotiated agreement.

If it is agreed that an employee shall enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the employee.

Drug and alcohol counseling and rehabilitation programs are available for employees of the district. A list of available programs along with names and addresses of contact persons for the program is on file with the board clerk.

Employees are responsible for contacting the directors of the programs to determine the cost and length of the program, and for enrolling in the programs.

A copy of this policy shall be provided to all employees.

BOE Approved: July 7, 2003; BOE Reviewed and Adopted KASB Recommendation:

August 18, 2008; BOE Reviewed and Approved: February 22, 2010

GAOC Use of Tobacco Products

GAOC

The use of any form of tobacco products is prohibited at all times in or on district owned or leased property, including district vehicles.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: February 22, 2010

All district employees performing job functions, which require the employee to maintain a commercial driver's license, shall be tested for alcohol and drugs as required by current federal law. Board approved rules and regulations necessary to implement the testing program shall be on file with the clerk.

Each new employee who is required to undergo alcohol and drug testing shall be given a copy of the appropriate district regulations.

Each new employee shall be informed that compliance with the required elements of the testing program is a condition of employment as a driver in the district. All employees shall be informed of this policy on an annual basis.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: March 22, 2010

Whenever an employee is absent from work and is receiving workers compensation benefits due to a work-related injury or is receiving district paid disability insurance, the employee may use available paid sick leave to supplement the workers compensation or district paid disability insurance payments only if the benefit amount received by the employee does not equal the normal take-home pay of the employee. In no event shall the employee be entitled to a combination of workers compensation benefits, district paid disability insurance, and salary in excess of his/her full take-home salary. Available paid sick leave may be used as stated above until 1) available sick leave benefits are exhausted; 2) the employee returns to work; or 3) employment is terminated. Sick leave shall be deducted on a prorated amount equal to the percentage of salary paid by the district.

This policy shall not apply to those employees covered under the negotiated agreement.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: March 22, 2010

GAR Communicable Diseases

GAR

Whenever an employee has been diagnosed by a physician as having a communicable disease as defined in current regulation, the employee 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 current law.

An employee afflicted with a communicable disease dangerous to the public health shall be suspended from duty for the duration of the contagiousness in order to give maximum health protection to other district employees and to students.

The employee shall be allowed to return to duty upon recovery from the illness, or when the employee is no longer contagious as authorized by the employee's physician.

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

If a district employee has been diagnosed as having a communicable disease and the superintendent has been notified by the employee, as provided in policy, the superintendent shall determine whether a release shall be obtained from the employee's physician before the employee returns to duty.

Decisions regarding the type of employment setting for an employee with a communicable disease shall be made by the superintendent based upon consideration of the physical condition of the employee and the following factors:

GAR Communicable Diseases

GAR - 2

- the nature of the risk;
- the duration of the risk;
- the severity of the risk; and
- the probability that the disease will be transmitted or cause harm to the employee or to others who will share the same setting.

No information regarding employees with communicable diseases shall be released by district personnel without the employee's consent except to comply with state or federal statutes.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: March 22, 2010

GARA Bloodborne Pathogen Exposure Control Plan

GARA

The board shall adopt an exposure control plan, which conforms with current 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.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: March 22, 2010

GARI Family and Medical Leave

GARI

District employees shall be provided family and medical leave as provided by a plan approved by the board. The plan for providing leave under this policy shall be filed with the clerk of the board and made available to all staff at the beginning of each school year.

BOE Approved: July 7, 2003; Reviewed and Approved: September 8, 2008; BOE Reviewed and Approved: March 22, 2010

Employees are entitled to military leave under the Uniformed Services Employment and Reemployment Act of 1994. The Act applies to military service that began on or after December 12, 1994 or military service that began before December 12, 1994 if the employee was a reservist or National Guard member who provided notice to the employer before leaving work.

Reemployment rights extend to persons who have been absent from work because of “service in the uniformed services.” The uniformed services consist of the following military branches:

- Army, Navy, Marine Corps, Air Force or Coast Guard.
- Army Reserve, Navy Reserve, Marine Corps Reserve, Air Force Reserve or Coast Guard Reserve.
- Army National Guard or Air National Guard.
- Commissioned corps of the Public Health Service.
- Any other category of persons designated by the President in time of war or emergency.

“Service” in the uniformed services means duty on a voluntary or involuntary basis in a uniformed service, including:

- Active duty.
- Active duty for training.
- Initial active duty for training.
- Inactive duty training.
- Full-time National Guard duty.
- Absence from work for an examination to determine a person’s fitness for any of the above types of duty.

The employee may be absent for up to five (5) years for military duty and retain reemployment rights. There are, however, exceptions, which can exceed the five (5) years limit. Reemployment protection does not depend on the timing, frequency, duration or nature of an individual's service. The law enhances protections for disabled veterans including a requirement to provide reasonable accommodations and up to two (2) years to return to work if convalescing from injuries received during service or training.

The returning employee is entitled to be reemployed in the job that they would have attained had they not been absent for military service, with the same seniority, status and pay, as well as other rights and benefits determined by law. If necessary, the employer must provide training or retraining that enables the employee to refresh or upgrade their skills so they can qualify for reemployment. While the individual is performing military service, he or she is deemed to be on a furlough or leave of absence and is entitled to the non-seniority rights accorded other individuals on non-military leaves of absence. Individuals performing military duty of more than 30 days may elect to continue employer sponsored health care for up to 18 months at a cost of up to 102 percent of the full premium. For military service of less than 31 days, health care coverage is provided as if the individual had never left. All pensions, which are a reward for length of service, are protected.

Individuals must provide advance written or verbal notice to their employers for all military duty. Notice may be provided by the employee or by the branch of the military in which the individual will be serving.

Notice is not required if military necessity prevents the giving of notice; or, the giving of notice is otherwise impossible or unreasonable.

Accrued vacation or annual leave may be used (but is not required) while performing military duty. The individual's timeframe for returning to work is based upon the time spent on military duty.

TIME SPENT ON MILITARY DUTY**RETURN TO WORK OR APPLICATION FOR REEMPLOYMENT**

Less than 31 days:

Must return at the beginning of the next regularly scheduled work period on the first full day after release from service, taking into account safe travel home plus an eight (8) hour rest period.

More than 30 but less than 181 days:

Must submit an application for reemployment within 14 days of release from service.

More than 180 days:

Must submit an application for reemployment within 90 days of release from service.

The individual's separation from service must be under honorable conditions in order for the person to be entitled to reemployment rights. Documentation showing eligibility for reemployment can be required. The employer has the right to request that an individual who is absent for a period of service of 31 days or more provide documentation showing:

- a. the application for reemployment is timely;
- b. the five-year service limitation has not been exceeded; and,
- c. separation from service was under honorable conditions.

If documentation is not readily available or it does not exist, the individual must be reemployed. However, if after reemploying the individual, documentation becomes available that shows one or more reemployment requirements were not met, the employer may terminate the individual, effective immediately. The termination does not operate retroactively.

Questions should be directed to Veterans' Employment and Training Service, U.S. Department of Labor.

Kansas law also requires reemployment if an individual is called to active duty by the state.

BOE Approved: July 7, 2003; Reviewed and Approved: September 8, 2008; Reviewed and Approved: April 19, 2010; BOE Approved KASB Recommendation: August 16, 2010.

GBH Supervision

GBH

The superintendent and other administrators designated by the superintendent have the right to supervise certified staff. The responsibility for the immediate supervision of certified staff rests with each building principal.

BOE Approved: July 7, 2003; Reviewed and Approved: April 19, 2010.

GBK Suspension

GBK

The superintendent shall have the authority to suspend licensed employees with pay pending further board action.

The superintendent may suspend licensed employees with pay for any reason, including, but not limited to, one or more of the following: alleged violation of board policy, rule or regulation; refusal or failure to follow a reasonable directive of an administrator; the filing of a complaint against the employee with any civil or criminal authority; the alleged commission of an offense involving moral turpitude; or other good cause.

If a suspension without pay is imposed on an employee, the employee is entitled to pay until the employee has been advised of the basis for suspension and has been given an opportunity to respond.

BOE Approved: July 7, 2003; BOE Reviewed and Adopted KASB Recommendation: September 8, 2008; Reviewed and Approved: April 19, 2010.

GBN Nonrenewal and Termination

GBN

Nonrenewal or termination shall be in accordance with Kansas law.

BOE Approved: July 7, 2003; Reviewed and Approved: April 19, 2010.

GBO Resignation

GBO

The board shall consider any certified employee's resignation which is submitted to the board in writing. The board may accept resignations from employees under contract when the resignation will be in the best interests of the district.

A certified employee who has signed a contract and accepted a teaching position in the district for the coming year or who has not resigned by the continuing contract notice deadline shall not be released from that contract to accept another position until a suitable replacement has been employed.

If the certified employee terminates employment in the district without complying with board policy, the board may petition the State Board of Education to have the teacher's certificate or license suspended.

Exit Interviews

Exit interviews shall be conducted after an employee resigns.

BOE Approved: July 7, 2003; Revised: August 28, 2006

GBQA Reduction of Teaching Staff

GBQA

If the board decides that the size of the teaching staff must be reduced, guidelines in the negotiated agreement shall be followed. Insofar as possible reduction of staff shall be accomplished by attrition due to resignations and retirement.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: May 17, 2010

GBR Work Schedule (See JGFB)

GBR

Certified personnel must be at their assigned area during each duty day. Any teacher who finds it necessary to leave while supervising students shall first secure approval from the principal. The principal shall make Building and playground assignments.

Attendance Required

Regular attendance is required of all employees subject to leave provisions in district policy or the negotiated agreement, as appropriate. Excessive absences or tardiness, unauthorized leave or unexcused absences may result in disciplinary action including termination of employment.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: May 17, 2010

GBRC In-Service Education (See GBRH and GAN)

GBRC

There shall be a program of in-service education for employees, which meets minimum statutory and state board of education requirements. The program shall promote continuous professional development, diversification in academic foundations or subject knowledge, improved job effectiveness and enhanced skills. When appropriate, the superintendent shall consult with the staff about inservices.

All appropriate employees shall attend in-service education sessions unless excused by the superintendent. Inservice programs may utilize all or a portion of the workday.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: May 17, 2010

GBRD **Staff Meetings**

GBRD

Staff meetings for certified personnel shall be called by the administration.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: May 17, 2010

GBRE **Additional Duty**

GBRE

The board may establish other educational assignments that may extend beyond the school day or time class is in session.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: May 17, 2010

GBRG Non-School Employment

GBRG

The board reserves the right of exclusive access to the professional services of certified employees in accordance with the terms of the contract.

Certified employees shall not engage in outside employment, which interferes with their duties.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: May 17, 2010

GBRGA Consulting

GBRGA

Certified employees may request to be excused from regular duty by the board to serve as paid or unpaid consultants to other districts, government agencies or private industry. If the employee takes paid leave to perform consulting services, any fee and/or honorarium paid to the employee shall be returned to the district.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: May 17, 2010

GBRGB **Tutoring for Pay**

GBRGB

Teachers shall not receive pay for tutoring or private instruction at school unless approved in advance by the board.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: May 17, 2010

GBRIBA Disability Leave

GBRIBA

The board may grant leave of absence for disability with or without pay.

BOE Approved: July 7, 2003

GBRJ **Substitute Teaching**

GBRJ

Qualified substitute teachers shall be secured for the district.

The superintendent may meet with potential substitutes before the start of each school year.

The superintendent and principals shall compile a list of available substitute teachers, and each principal shall have a current copy.

Principals shall be responsible for obtaining substitute teachers from the list and employing them as needed.

The superintendent shall be responsible for developing a substitute's handbook.

The board shall establish the rate of pay for substitute teachers each July.

BOE Approved: July 7, 2003

GBRJ-R **Substitute Teaching**

GBRJ-R

Candidates will receive a substitute's handbook, an explanation of the substitute program, application forms, and necessary tax forms and other records to be completed.

The handbook shall include information on when and how candidates should apply to be substitutes, the rates of pay, the time of the morning or day that substitutes can expect to be called for duty, instructions on where to report for all district attendance centers, maps of the school district and of each attendance center, a current copy of the school calendar, a copy of the board's educational philosophy (see IA), suggestions for working with students, a statement of expectations the district has for substitutes, a list of tasks the substitute must complete before leaving for the day and a sample report form for reporting incidents that may take place during the day.

Substitutes are encouraged to prepare, in advance, for the subjects in which they are most likely to substitute in case lesson plans are not available.

Each principal shall file a report with the superintendent listing the substitutes used in the building during each pay period.

The superintendent shall meet with principals and review the performance of substitutes.

BOE Approved: July 7, 2003

GBRK **Political Activities** (See GAHB)

GBRK

Certified staff members shall not use school time, school property or school equipment for the purpose of furthering the interests of any political party, the campaign of any political candidate or the advocacy of any political issue.

BOE Approved: July 7, 2003

An educator in the performance of assigned duties shall:

- actively support and pursue the district's educational mission. (see IA);
- recognize the basic dignity of all individuals;
- maintain professional integrity;
- avoid accepting anything of substantial value offered by another which is known to be or which may appear to influence judgment or the performance of duties;
- accurately represent professional qualifications; and
- be responsible to present any subject matter in a fair and accurate manner (IAA and IKB).

BOE Approved: July 7, 2003

GCA Compensation and Work Assignments

GCA

Classified employees shall be paid according to pay rates established by the board. Payment shall be made at the established pay date following the end of each pay period.

Work Assignments

Subject to board approval, the superintendent shall develop time schedules for all classified employees. Work assignments for classified employees shall be made by the superintendent.

Attendance Required

Regular attendance is required of all employees subject to leave provisions in district policy, employee handbooks or other documents approved by the board. Excessive absences or tardiness, unauthorized leave or unexcused absences may result in disciplinary action including termination of employment.

Overtime

The employee shall not work more than 40 hours per week without the prior permission of the appropriate supervisor.

Compensation for Out-of-Town/Overnight Trips (See GAN)

When classified personnel are required to be out of town on district business, they shall be compensated in the following manner:

Regular or overtime pay as appropriate for time away from Sedgwick County MINUS:

1. Eight hours for sleep when overnight;
2. Reasonable time for meals (normally one hour per meal); and
3. Time used exclusively for pleasure or personal business.

BOE Approved: July 7, 2003

GCI Classified Employee Evaluation
(Follow Educational Support Personnel Handbook.)

GCI

BOE Approved: July 7, 2003

GCK Suspension

GCK

The superintendent shall have the authority to suspend classified employees with or without pay. If a suspension without pay is imposed on a classified employee, the employee is entitled to pay until the employee has been advised of the basis for suspension and has been given an opportunity to respond.

BOE Approved: July 7, 2003; BOE Reviewed and Approved KASB Recommendation:
September 8, 2008

Classified Employees

The district will pay overtime pay when appropriate to classified employees. Overtime will be paid on all hours worked in excess of forty (40) hours per week at the rate of one and one-half times the regular hourly rate.

Sick leave time, paid holidays, annual leave, weather-related absences, jury duty, compensatory time, etc. are not considered hours worked according to the Fair Labor Standards Act. As such, overtime is not paid when those hours are part of the excess of forty (40) in a week. The FLSA requirement to pay overtime for hours worked over forty (40) in a week applies only to time the employee actually spends working. Entry into overtime work will be voluntary by the employee and must be at the request of district supervisory personnel, with the approval of the associate superintendent.

Certified Employees

Certified employees are exempt from the Fair Labor Standards Act.

Compensatory Time

If an employee works more than forty (40) hours during a specific work week, that person may receive compensatory time rather than overtime pay. The rate of compensatory time shall be one and one-half hours for each hour of overtime worked. Compensatory time as a compensation method shall be mutually agreed on between the employee and the supervisor before the work is performed.

An employee with accrued compensatory time may elect to use such time in the event of an emergency school closing for the time he/she would otherwise be expected to work.

An employee shall be permitted to accrue up to eighty (80) hours of compensatory time during a school fiscal year. All compensatory time must be accumulated and utilized within the school fiscal year of July 1 through June 30.

GCRD OVERTIME PAY GCRD-2

Payment for accrued compensatory time upon termination of employment shall be calculated at the average rate of pay for the final three years of employment, or the final regular rate received by the employee, whichever is higher.

Regular Work Week

The regular work week for employees under the Fair Labor Standards Act shall be from 12 a.m. on Sunday through 11 :59 p.m. on Saturday.

BOE Approved: September 21, 2009

GCRF Non-School Employment

GCRF

Classified employees shall not be excused during their regularly assigned time schedule to perform outside employment. Classified employees shall not engage in outside employment, which interferes with their duties.

BOE Approved: July 7, 2003

General Provisions have been made by the Board of Education for absence from duty in the following categories by support personnel:

- a. Emergency and Legal Leaves
- b. Illness and Personal Business Leave
- c. Professional Development Leave
- d. Military Leave

Attendance

a. All employees are expected to be regular in attendance and to be at their assigned workstations through the duty day. When it is necessary for an employee to be absent, the employee is expected to notify his/her supervisor before the start of the scheduled work shift.

b. Absences, which are without pre-approved leave, and absences, which extend beyond the leave balance for the specified reason are subject to review by the immediate Supervisor and/or Personnel Division.

Accumulated Sick Leave

Sick leave is a benefit granted to employees who must be absent from their employment duties due to personal injury or illness.

All support personnel who work a minimum of three and one-half (3 ½) hours per day on a regular basis shall be credited with sick leave. All full-time employees, seven (7) hours or more per day shall be credited with ten (10) days sick leave at the beginning of each school year and shall have added to that annual amount any accumulated, unused days of

sick leave from previous years to a maximum of (130) days. Employees working three and one-half (3 ½) to seven (7) hours per day shall be credited with leave in proportion to their work schedule. Sick leave may accumulate from year to year for consecutive service only. If an employee is off the payroll at any time during the normal working year, his/her sick leave accumulation is lost.

- a. Termination Pay: Upon termination with the district, an employee will be paid one third (1/3) of up to the amount of 100 accumulation days of sick leave.
- b. Use of Sick Leave: Sick leave days must be used for personal illness or injury and/or illness, injury, or death in the immediate family. Medical disability due to pregnancy shall be treated the same as any other medical disability. A certificate signed by a licensed physician verifying illness or injury may be required by the Board and/or Superintendent. The Board may require an independent medical opinion, at the Board's expense, from another licensed physician. Sick leave will be used only on days the employee is assigned to work.
- c. Personal Business Leave: Employees will be permitted to use three (3) of the ten (10) days of sick leave each year for personal business leave. Personal business leave may be used to transact business, which cannot normally be transacted outside of the workday. Personal business leave may not be used immediately prior to or following any school vacation or holiday. Personal business leave will be used only on days the employee

is assigned to work. May be waived at the discretion of the immediate supervisor.

No salary will be allowed under the provision of this policy for days missed in excess of those accumulated or for reasons other than those specified. In case of termination during the fiscal year (July 1 - June 30), the total accumulated sick leave shall be computed at the rate of one (1) day per month worked to a maximum of the ten (10) days during that year. Any days missed and paid for in excess of the total accumulated temporary leave will be deducted from the final salary check, or, if the final check is not of an amount sufficient to cover same, the terminating employee will be expected to reimburse the school district for the difference.

Employees shall notify their principal or immediate supervisor as soon as prudently possible when sick leave or personal leave is to be taken.

The daily rate of pay granted for sick leave or personal leave will be based on the number of hours the employee works during a normal day.

BOE Approved: July 7, 2003

GCRGA Sick Leave Bank for Classified and Administrative Personnel GCRGA

There shall be a sick leave bank jointly established for classified and administrative personnel not covered under the negotiated agreement. The bank shall have the following qualifications:

- (a) To participate the employee must contribute a day of their sick leave annually. That qualifies the employee for use of the bank, if needed, for the entire plan year, September 1 through August 31.
- (b) Unused days at the end of a plan year will be carried over to the succeeding year.
- (c) When the balance of days in the bank drops below 120 in a given plan year, a new donation of days will be necessary.
- (d) The classified or administrative employee must have used all of his/her accumulated sick/personal leave (not including vacation leave) to be able to apply for use of the sick leave bank.
- (e) An application requesting withdrawal of days from the sick leave bank must be filed with a governing committee. That committee will be appointed annually by the superintendent to include representatives of both classified and administrative personnel.
- (f) The days drawn from the bank shall be used for the personal prolonged illness of the employee or the extended illness of a member of the immediate family*.
- (g) The maximum number of days that an employee may draw from the bank will be determined by the governing committee. In no case will that number of days overlap the beginning date of KPERS disability benefits for the employee.

Denial of the application to withdraw days from the sick leave bank may be appealed to an appeal committee. The appeal committee shall consist of one person appointed by the governing committee of the bank and one person appointed by the board of education, and one person appointed by the two members of the appeal committee. It is understood that the board of education may appoint one of themselves as its committee member or may appoint a classified or administrative employee. The decision of the appeal committee will be final.

*Immediate family is defined in the negotiated agreement as employee's spouse, children, sibling, spouse's sibling, grandchildren, parents, spouse's parents, grandparents, or other person whose residence has been or is the home of the employee.

BOE Approved: July 7, 2003

GCRH Vacation

GCRH

Vacation allowance is provided only for full-time, twelve (12) month employees. Employees serving terms of less than twelve months are not granted vacations with pay.

Vacation allowance is determined on the basis of two weeks (10 workdays) per year for the first five (5) years of continuous service. After five years of continuous service, an employee shall be granted one additional day of vacation per year for each year above five until a total of three weeks (15 work days) of vacation is allowed. Beginning in their 16th year of continuous service the employee shall be granted one additional day of vacation per year for each year above fifteen until a total of four weeks (20 work days) of vacation is allowed.

Support personnel vacation allowance is determined on the basis of one day per month of service completed or two weeks after a period of one-year service. However, an employee must work at least six (6) months before he/she is entitled to any accumulative vacation allowance on the schedule. After the sixth month waiting period, the employee is entitled to vacation from the first day of employment.

Vacations must be approved by the employee's immediate supervisor. Disruptions in the services to the school district should be considered before approving vacation schedules.

Unused vacation days must be down to 20 days by January 1st each year. Any days above 20 will be lost.

All hourly employee time records, referencing vacation days, must be initialed by the immediate supervisor or his/her designee. Payment for vacation time will be based on the regular earnings of the employee.

BOE Approved: July 7, 2003

GCRI Paid Holidays

GCRI

The following schedule represents the allowable paid holidays for support personnel. Any time missed in addition to these days, authorized leave day, and/or scheduled vacation time will be without pay:

- a. Clerical Employees Who Work Less Than A Twelve Month Year: All holidays designated on the school calendar which fall during the employee’s assigned work schedule.
- b. Clerical Employees Who Work Twelve Months: All holidays designated on school calendar, which fall during the calendar year.
- c. Para educator Employees Who Work Less Than a Twelve Month Year: All holidays designated on the school calendar which fall during the employee’s assigned work schedule.
- d. Transportation, Operations Supervisors, Secretary, Mechanics, Custodial, Maintenance and Food Service Employees: Employees of this group shall be entitled to the following paid holidays when school is not in session.

July 4 -----	1 day
Labor Day -----	1 day
Thanksgiving -----	2 days
Winter Break -----	3 days
New Years -----	1 day
President’s Day -----	1 day
Between Mid March & Mid Apr. -	2 days
Memorial Day -----	1 day

GCRI Paid Holidays

GCRI - 2

Food Service is not in service on the July 4 holiday. The number of paid holidays for food service employees will be eleven. Employees Who Work At Least Three and One-Half Hours Per Day consistently will receive paid holidays on a prorated basis.

BOE Approved: July 7, 2003

The Board of Education may offer to classified employees an early retirement incentive program.

Eligibility

To be eligible for the USD 261 early retirement program an employee

- a. must have completed not less than 10 years of continuous employment in the district;
- b. must be currently employed by USD 261; and
- c. must qualify under the KPERS rules for early retirement.

There is no minimum age requirement.

Program Requirements

The Board of Education may alter the program at any time with notification to terminate, suspend, or amend the program given to staff with a 30 day written notice of intent.

Staff members already retired and participating in the program will not be affected by any alternation

of the program they originally opted to activate. Should a retired classified employee reapply for a position with USD 261 and be offered such, they become ineligible for any future involvement in any form of district sponsored retirement.

Classified employees electing to participate in the district program must do so within the first 90 days that they

- a. must qualify under the KPERS rules for early retirement.
- b. meet the KPERS eligibility requirement of retirement at age 62 with 10 years of KPERS service whichever occurs first. If an employee does not choose to participate in the district's early retirement program within their first 90 days of

eligibility, no early retirement program will be available to said employee.

Activation of Program

For a classified employee to activate early retirement benefits, forms for such as provided by the district office must be completed and filed with the superintendent no later than 90 days prior to retirement.

Benefits

Retirees shall be entitled to the following:

- a. Thirty percent of the retiree's final yearly hourly salary.
- b. Overtime payments made during the final year and all supplemental salaries are excluded from the final salary figure used to calculate the retirement benefit.
- c. One percent of the final calculated base benefit for each year of service with the district in excess of 10 years.
- d. An amount equal to 1 day of sick leave for every 3 that have been accumulated at the time of retirement at the employee's current daily rate of pay.
- e. Retirees may remain enrolled in the district-sponsored health insurance program if they so desire with billing and scheduled payment premiums established by the business department. Should the district not sponsor a group health insurance plan, the Board of

Education is under no obligation to create such for retirees.

- f. The total above amount shall be paid in a single payment on the date of the employee's last pay period unless otherwise arranged for by the employee with the business division and approved by the superintendent.
- g. The total early retirement amount to any classified employee shall not exceed 75 percent of the first step of the salary schedule for certified teacher personnel.

Other Considerations

Those employees that feel that they have unusual or unique circumstances may refer such to the superintendent for research, review, and consideration.

BOE Approved: July 7, 2003

GCRK Political Activities (See GAHB)

GCRK

Classified staff members shall not use school time, school property or school equipment for the purpose of furthering the interests of any political party, the campaign of any political candidate or the advocacy of any political issue.

BOE Approved: July 7, 2003

TABLE OF CONTENTS (TC)

H--NEGOTIATIONS

(This section on negotiations is confined to professional employees negotiating under the professional employees negotiations law, KSA 72-5413 et seq.)

HAA	Legal Status
HAB	Goals and Objectives - KSA 72-5413 <u>et seq.</u>
HAC (See HAB)	Scope of Negotiations (See HAI)
HAE & R (See HAB)	Board Negotiating Agents
HAF (See HAB)	Superintendent's Role
HAHBA & R (See HAB)	Use of School Facilities - KSA 72-8212(d)
HAHBB (See HAB)	Use of School Equipment
HAI & R	Negotiations Procedures - KSA 72-5413
	Time and Place
	Time Limits
	Notification
	Agenda Determination (See HAC)
	Distribution of Information
	Research Assistance
	Quorum
	Rules of Order
	Minutes and Records
	Progress Reporting
	To Staff and Board
	To Press and Public
HAJ	Preliminary Agreement Disposition
HAK & R (See HAJ)	Ratification Procedures
HAL	Announcement of Agreement
HAN & R	Sanctions and Slowdowns

HAA Legal Status

HAA

The board shall negotiate with its professional employees as provided by law.

BOE Approved: July 7, 2003

HAB Goals and Objectives

HAB

Professional negotiations are for the purpose of determining the terms and conditions of employment as defined by law.

BOE Approved: July 7, 2003

HAC Scope of Negotiations (See HAI)

HAC

Negotiations shall cover only topics that are mandatorily negotiable under current law.

The board shall reserve the right to negotiate any topic the board deems in the best interest of the district.

BOE Approved: July 7, 2003

HAE Board Negotiating Agents

HAE

The board shall select as its agents those persons the board feels will best represent the interests of the district.

BOE Approved: July 7, 2003

HAE-R Board Negotiating Agents

HAE-R

Each year the board shall designate its agents for the purpose of negotiating during the current school year. The superintendent and the board president shall make recommendations to the board in regard to who shall be the chief negotiator for the board and other members of the negotiation team.

BOE Approved: July 7, 2003

HAF Superintendent's Role

HAF

The superintendent shall not be the chief negotiator for the board. The superintendent shall only act in an advisory capacity.

BOE Approved: July 7, 2003

HAHBA Use of School Facilities

HAHBA

School facilities shall be made available for negotiating sessions.

BOE Approved: July 7, 2003

HAHBA-R Use of School Facilities

HAHBA-R

School facilities for negotiating sessions shall be made available without cost to the teachers' organization. If the representatives of the teachers wish to negotiate in facilities not furnished by the board, none of the costs of any other facilities shall be paid for by the board.

BOE Approved: July 7, 2003

HAHBB Use of School Equipment

HAHBB

The board may make school equipment available for negotiating sessions.

BOE Approved: July 7, 2003

HAI Negotiations Procedures

HAI

The time, place, duration, notification, agenda and rules of order shall be as agreed by the board team and teachers' team.

Distribution of Information

Board distribution of information concerning negotiating sessions shall be discretionary with the board.

Research Assistance

Upon request, the board shall furnish to the association any information, which is public record. The board may agree to furnish other information in a form determined by the board.

Minutes and Records

The board's team shall keep reasonably detailed minutes and records of all negotiating sessions.

Reporting to Staff and Board

The board's team shall keep the board fully advised at all times as to the status of negotiations. The board shall report to the staff such information, as the board deems advisable.

Reporting to the Media and Public

The board reserves the right to release to the media and public information regarding negotiations.

BOE Approved: July 7, 2003

HAI-R Negotiations Procedures

HAI-R

Minutes and Records

One member of the board's team shall be designated to keep reasonably detailed minutes and records of all negotiating sessions. Following each session, a person shall transcribe the minutes and notes and distribute the minutes to the board.

Reporting to the Staff and Board

The board shall, through the superintendent, be fully advised as to the status of the negotiating sessions. The board shall be furnished copies of the minutes and records of each session. The board shall, through the superintendent, report to the staff information as the board deems advisable.

Reporting to the Media and Public

Before any school board news release or statement on negotiations to the press and public is made, the release shall be prepared by the chief negotiator and the superintendent and approved by the president of the board. If the president of the board is unavailable, the vice-president of the board shall make the determination, and if he is also unavailable, the superintendent shall make the determination. No other person is authorized to release to the public or press, on behalf of the board, any information in regard to negotiations.

Research Assistance

Information not currently available in the form requested by the association, at the discretion of the board, may be supplied if the association reimburses the board for any additional expenses. (See CN)

BOE Approved: July 7, 2003

HAI Preliminary Agreement Disposition

HAI

All tentative agreements shall be reported to the board.

BOE Approved: July 7, 2003

HAK Ratification Procedures

HAK

The board will not engage in piecemeal ratification of agreements. The board will not take action on the total "package of agreements" until after the teachers' association has acted upon the same package of agreements. If after the completion of impasse procedures, the board and teachers' association have not reached agreement, the board shall take action to conclude the matter as provided by law.

BOE Approved: July 7, 2003

HAK-R Ratification Procedures

HAK-R

All tentative or preliminary agreements shall be placed in one package and presented to the board for its consideration.

BOE Approved: July 7, 2003

HAL Announcement of Agreement

HAL

The board may announce its ratification of the agreement.

BOE Approved: July 7, 2003

HAN Slowdowns

HAN

The board opposes work slowdowns by school district employees.

BOE Approved: July 7, 2003

HAN-R Slowdowns

HAN-R

If any school district employees engage in a practice commonly known as a "slowdown," the board shall immediately direct the superintendent and other administrators to investigate the situation and report back to the board instances in which a school district employee is not performing in accordance with the terms of the contract. The board shall take whatever action may be deemed appropriate, including termination of the school district employee.

BOE Approved: July 7, 2003

TABLE OF CONTENTS (TC)

I--INSTRUCTIONAL PROGRAM

IA	Philosophy - Mission Statement Goals and Objectives	
IAA	Academic Freedom	
IB & R	School Site Councils	
IC	Educational Program - KSA 72-8205; 72-8212 Partnerships Curriculum Handbooks Educational Goals and Objectives Other Educational Programs (See IDAA, IDAB and IDAC)	
ICA	Pilot Projects Planning Research Pilot Project Evaluation (See IJ)	
ICAA	Teaching Methods	
ICFA & R	Curriculum Guides and Course Outlines	
ID	Instructional Program - KSA 72-8205; KSA 72-8212 Modifications Resources Personnel Financial Evaluation Curriculum Adoption & Modification- KSA 72-8205	
IDAA & R	Special Programs Work-Study Programs <u>SN Includes the programs designed to meet the individual needs of students</u>	
IDAB	Support Programs	
IDAD & R	Title I Programs	
IDCE	College Classes (Dual Credit)	
IDFA	Athletics	
IE	Instructional Arrangements Class Size Scheduling for Instruction Pre-enrollment	
IEB	Charter Schools	
IECA	Special Education Class Size/Caseload	
IEH	Independent Study	
IF	Textbooks, Instructional Materials & Media Centers - KSA 72-8205; 72- 8212 Textbook Selection and Adoption; 10-1113; 79-3606; 72-5389 Media Center Materials Selection Criteria Challenges to textbooks, instructional materials & media materials Textbook Rental - KSA 72-5390; 72-4107 Use of Textbooks; 72-4107 <u>et seq.</u>	
IFAB	Supplementary Materials Selection and Adoption - KSA 72-8205; 72- 8212; 72-5389	
IFB	Instructional Services	
IFBC	Instructional Materials Centers	
IFBDA	Professional Libraries	
IFBH & R	Outside Speakers	
IFC & R	Community Resources School Volunteers (See KFD)	
IFCB & R	Field Trips	
IHA	Grading Systems	
IHB	Homework	
IHC	Class Rankings (See JR <u>et seq.</u>	

IHD	Honor Rolls (See JR <u>et seq.</u>)	
IHEA	Make-Up Opportunities (See JBD, JDD)	
IHF	Graduation Requirements (See JFC) - KSA 72-8205; KSA 72-1101, 72-	1103
II	Educational Testing Programs	
	Teacher Tests	
	Group Achievement Tests	
	State Required Tests	
IIA	Performance-Based Credits	
IIBG	Computer Use (See GAA and JCDA)	
IIBGA	Children's Internet Protection Act (CIPA)	
IJ & R	Evaluation of Instructional Program (See MK, II)	
IKB	Controversial Issues	
	Teaching About Religion (See IKD)	
IKCA & R	Human Sexuality and AIDS Education	
IKD & R	Religion in curricular or School Sponsored Activities	
	Teaching About Religion	
	Religion in the Curriculum	
	Use of religious symbols	
	Holidays - KSA 72-5308 (See AEA)	
	Graduation and Ceremonies	
	Silent Meditation - KSA 72-5308a	
IKDA & R	Religious Objections to Activities	
IKE & R	Assemblies	
IKI	Lesson Plans	
ING	Animals and Plants in the School - KSA 21-4310	

IA Philosophy

IA

The mission of the Haysville School District as a caring, responsive, innovative organization, is to prepare all students to excel as life-long learners who are responsible, contributing members of society by utilizing all available resources to challenge each student with learning opportunities through quality instruction supported by advanced technology.

All students shall have an equal opportunity to pursue and acquire knowledge and to master the curriculum's objectives. The program shall provide for student mastery of basic skills, higher order thinking skills, the ability to work in groups and individually, individual physical and mental well-being and other varied needs and interests of students. The curriculum shall be outcomes-oriented and the instructional program research-based.

The educational process shall be a comprehensive program undertaken in cooperation with parents, institutions and community programs.

BOE Approved: July 7, 2003

IAA Academic Freedom

IAA

Academic Freedom

No arbitrary limitations shall be placed by teachers upon study, investigation, presentation and interpretation of facts and ideas when pursued in accordance with the approved curriculum.

BOE Approved: July 7, 2003

IB **School Site Councils**

IB

A site council shall be established in each building in the district.

Each council shall be responsible for providing advice and counsel for evaluating state, school district, and school site performance goals and objectives and in recommending methods, which may be employed at the school site to meet these goals and objectives.

The membership of each council shall include, at a minimum, the building principal, and representatives of: teachers and other school personnel, parents of pupils attending the school, the business community, and community leaders.

BOE Approved: July 7, 2003

IB-R **School Site Councils**

IB-R

Each principal shall submit, for the board's consideration, names of individuals to be considered for appointment to the site council. The board shall appoint site council members.

Each site council shall establish meeting schedules, which shall be subject to board approval. Each council shall report to the board at least 2 times a year. As required, the superintendent shall submit reports to the State Board of Education evaluating the effectiveness of each school site council. Reports shall be reviewed by the board of education before submission to the state.

BOE Approved: July 7, 2003

IC Educational Program (See ID, IDAA, IDAB, IDAC and IJ)

IC

The educational academic program shall assist students to grow intellectually, to master the curriculum objectives, and to prepare for further education or training.

Specifics of the educational program will be clearly described and kept available for public inspection. The board shall consider the district's basic educational program each year. And, when approved, the program shall constitute the district's basic curriculum.

Curriculum Handbooks

Curriculum handbooks shall contain an outline of each basic course and the learning objectives to be mastered. Each handbook, when approved by the board, shall become by reference a part of these policies and rules by reference.

Educational Goals and Objectives

District educational goals and curriculum objectives for the basic educational program shall be on file in the district office, and available for inspection upon request. (See CN)

Additional Educational Programs

Additional educational programs shall be in one of the following categories:

Special Programs (IDAA), Support Programs (IDAB) and Exceptional Programs (IDAC).

Approved KASB Recommendation – 9/20/10

ICA Pilot Projects

ICA

The use of pilot projects is encouraged by the board before any new instructional technique is implemented on a district-wide basis.

For the purpose of this policy, pilot project means any research or experimentation program or project designed to explore or develop new, unproven teaching methods or techniques. All instructional materials, including teachers' manuals, films, tapes or any other supplementary instructional material which will be used in connection with a pilot project shall be available for inspection by parents or guardians of the students engaged in the program or project.

Pilot Project Evaluation

Before any pilot project proposal is submitted to the board for approval, an evaluation format shall be developed and included with the pilot project. (See IJ; JR et seq.)

BOE Approved: July 7, 2003

ICAA Teaching Methods (GRBC, ICA, IDAE, II, and IJ)

ICAA

Use of current research findings to improve instruction is required as a part of the district's school improvement efforts. The teaching staff is required to keep abreast of current research-based teaching methods. Staff development programs will be designed to help teachers learn research-based instructional skills and to apply them in daily instruction.

Approved KASB Recommendation: 9/20/10

ICFA Curriculum Guides and Course Outlines

ICFA

The instructional program shall be organized through the use of curriculum guides and course outlines.

BOE Approved: July 7, 2003

ICFA-R Curriculum Guides and Course Outlines

ICFA-R

The superintendent together with appropriate staff committees will develop curriculum guides and course outlines consistent with these policies and in sufficient detail to enhance the standardization of the district's curriculum in each of the attendance centers maintained by the district.

BOE Approved: July 7, 2003

ID Instructional Program (See BBG, CJ, CL, IC and IJ)

ID

All certified staff shall cooperatively develop an integrated, comprehensive, performance-oriented preK-12 Instructional Program, which will be composed of the specific courses and programs offered that allow students to meet the goals and objectives set forth in the educational program. The district instructional program is to include district instructional goals and learning objectives and be based on valid educational research and current State Board of Education approval requirements. After board of education approval, district instructional goals and learning objectives shall be used by the staff as the basis for developing and implementing specific curricula. The superintendent shall develop a schedule for periodic curriculum reviews.

Modification

Additions, deletions or alterations to the Instructional Program shall be approved by the board.

Personnel

Outside resources and district personnel may be used in curriculum development.

Financial Resources

The board encourages the superintendent to secure federal, state and private grants, or other alternative funding sources for use in curriculum development. The certified staff is encouraged to use available commercial, public domain and community resources to assist in developing the instructional program and extending it beyond the traditional classroom setting.

Evaluation (See IJ)

Approved KASB Recommendation – 9/20/10

IDAA Special Programs**IDAA**

In addition to the basic educational program, the district shall provide programs to meet special needs. These programs shall be outlined in the appropriate handbooks or other documents following review and approval by the board.

Partnerships

The board may approve partnership programs with business and/or educational institutions for the purpose of improving and/or expanding the quality of curricular offerings, and may approve opportunities for partnership organizations to assist with specified programs.

Work-Study Programs

The certified staff and administration shall cooperate to develop objectives for a work-study program when requested by a student and a member of the business community.

BOE Approved: July 7, 2003

IDAA-R Special Programs**IDAA-R****Partnerships**

When a partnership is created, a committee shall be formed with the minimum membership composed of the building principal, one teaching staff member, and a representative of the business and/or the educational institution. The committee shall be responsible for developing the partnership's goals and objectives, scheduling meeting times, deciding appropriate activities, and identifying available resources to help meet the partnership's goals and objectives subject to board approval.

An annual review of the partnership's goals and objectives shall be conducted by the committee and submitted in writing to the board.

Partnerships shall not exceed one year. However, continuation on a year-to-year basis

may be granted by the board if requested by the committee in their annual report.

Work-Study Programs

Student participation in a work-study program shall be on an individual basis and shall be the responsibility of the principal. The superintendent shall develop guidelines for use when considering work-study applications from students or the business community for participation in a work-study program.

BOE Approved: July 7, 2003

IDAB Support Programs

IDAB

In addition to the basic programs approved by the board, the district shall provide student support programs. Support program information approved by the board shall be filed with the clerk and made available to staff as needed.

Drug Education

All students shall be made aware of the legal, social and health consequences of drug and alcohol use. Students shall be instructed on effective techniques for resisting peer pressure to use illicit drugs or alcohol. Students shall be informed that the use of illicit drugs and the unlawful possession and use of alcohol is both wrong and harmful.

The board's comprehensive drug and alcohol abuse and prevention program shall be included as part of the district's curriculum. The curriculum at each grade level shall be age-appropriate and developmentally based.

A student who voluntarily seeks assistance, advice or counseling from school personnel regarding drugs or drug abuse shall not be disciplined by school authorities solely on the basis of seeking assistance.

Student Mental Health

Appropriate mental health awareness and suicide prevention programs shall be initiated and continued in the district.

The superintendent shall develop and implement a student mental health awareness program. If professionals necessary to carry out this program are not available within the school system, the superintendent shall identify community or area mental health agencies able to provide the necessary assistance and seek to establish a continuing cooperative relationship with the appropriate agencies.

Dropout Prevention

The programs to prevent students from dropping out of school, or to encourage dropouts to return to school shall be: Alternative High School Program, IDEA Room at HMS, Night School and PASS Program.

The staff shall incorporate the philosophy and goals of this policy into the schools' programs.

At-Risk Students

The superintendent shall be responsible for developing a program for identifying and working with at-risk students.

Guidance

The guidance program shall be organized to meet the needs, interests and abilities of all students.

Counselor(s) shall perform guidance services consistent with district philosophy, job descriptions and board policies.

Homebound Instruction

If a child is unable to attend school because of lengthy illness or injury, homebound instruction may be provided if:

The parent makes the request for homebound instruction; and

The family physician recommends homebound instruction in writing.

The principal shall be responsible for obtaining a teacher for the student. When appropriate, the director of special education is responsible for filing the necessary papers with the Division of Special Education, State Board of Education.

BOE Approved: July 7, 2003

IDAD Title I Programs

IDAD

The board shall ensure that the district's Title I programs operate in accordance with federal laws and conditions. The superintendent is responsible for administering the district's Title I programs, assessing the educational needs of all students, particularly the needs of educationally deprived children, developing appropriate communication channels between all parties, developing inservice training for parents and staff, and developing appropriate evaluation procedures.

BOE Approved: July 7, 2003

IDAD-R Title I Programs

IDAD-R

The board shall designate annually one meeting date for the purpose of providing parents of Title I students an opportunity to meet with the administration in order to participate in the design and implementation of the Title I program. All parents of Title I students shall be invited to this meeting.

The board shall strongly encourage parental involvement in the district's Title I program. The board shall design a program to encourage parental participation that may include but not be limited to the following activities: providing parents with access to meeting space and materials; providing parents with information concerning current Title I law, regulations, and instructional programs; and training programs to instruct parents how to become involved in their child's Title I program.

In order to fully meet the federal guidelines established for Title I programs, the board shall: provide timely notification to parents about their child's Title I selection, instructional suggestions, educational materials, and training programs; help promote parental participation

in school activities; designating parent coordinators in the district; and establish parent advisory councils in order to consult with parents about how the district can work with parents to achieve Title I program objectives, and solicit parent's suggestions in the planning, development, and operation of the program.

BOE Approved: July 7, 2003

IDCE College Classes (See JBE and JQ)

IDCE

With parental permission, eligible students who can complete graduation requirements as prescribed by the board are eligible to be released from school during the regular school day to attend classes at a Regent's university, community college, technical college, vocational educational school or Washburn University.

Concurrent Enrollment

A student enrolled in grades 10, 11 or 12, or a gifted child in grades 9 through 12 who has demonstrated the ability to benefit from participation in the regular curricula of eligible postsecondary education institutions, may apply to the principal for permission to enroll at an eligible postsecondary education institution.

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

BOE Approved: July 7, 2003; Revised and Approved September 5, 2006; BOE Reviewed and Approved KASB Recommendation: September 8, 2008

IDFA Athletics

IDFA

Any district elementary or middle school that includes any of the grades six through eight may conduct athletic practice during the school day only at times when one or more elective academic courses or a study period is offered to students.

District high school/s shall not conduct athletic practice during the school day, and practice shall not be counted for credit or as a part of the school term.

District schools shall neither offer credit for athletic practice nor count athletic practice as a physical education course.

BOE Approved: July 7, 2003

IE **Instructional Arrangements**

IE

Each building principal shall organize the instructional program in a manner compatible with these policies.

Class Size

Class size shall be determined by: class enrollment, teacher availability, budget and facility limitations.

Pupil-teacher ratios in the district will be determined by class enrollment, teacher availability, budget limitations and facility utilization and shall not be subject to the meet and confer process.

BOE Approved: July 7, 2003

The board will attempt to keep the class size of the district's classrooms as follows:

Kindergarten - Grade 3	Maximum of 23 students
Grades 4-5	Maximum of 27 students

Scheduling for Instruction

Class schedules shall be developed to meet district instructional goals and learning objectives.

Pre-enrollment

The administration shall develop and coordinate pre-enrollment activities each spring.

BOE Approved: July 7, 2003

IEB **Charter Schools**

IEB

The board may consider a petition for the creation of a charter school if the petition meets all requirements of current law and regulations.

BOE Approved: July 7, 2003

IECA Special Education Class-Size / Caseload

IECA

The superintendent shall develop and annually review class-size/caseload limits for students with exceptionalities to ensure a free appropriate public education and to meet the individualized needs of all such students.

BOE Approved: July 7, 2003

IEH Independent Study

IEH

The board advocates a program of independent study.

The superintendent together with a faculty committee shall develop guidelines, which outline an independent study program. The superintendent and faculty committee shall also develop criteria to be used in the selection of students to participate in an independent study program.

BOE Approved: July 7, 2003

IF Textbooks, Instructional Materials and Media Centers

IF

All textbooks, instructional materials and the selection criteria for media center materials used in the district shall be subject to board approval.

Textbooks and instructional materials shall support the district's instructional goals and learning objectives. Media center materials shall support and supplement the curriculum, promote wise use of leisure time, develop literary discrimination and appreciation, and encourage students to become productive citizens.

Textbook selection criteria shall be established by the board.

Challenges to textbooks, instructional materials or media center materials shall be considered in a manner prescribed by board policy.

BOE Approved: July 7, 2003

IF-R Textbooks, Instructional Materials and Media Centers

IF-R

Selection Criteria: Textbooks and Instructional Materials

Textbooks and instructional materials shall provide:

An effective education for all students;

Factual knowledge, literary appreciation, aesthetic values and ethical standards;

Practice for students to develop abilities in critical thinking, communication, mathematics and science skills.

Information which helps students develop an appreciation of American cultural, ethnic and racial diversity and balanced views concerning international, national, state and local issues and problems; and

Sufficient flexibility for meeting the special needs of individuals and groups.

IF-R Textbooks, Instructional Materials and Media Centers

IF-R-2

The superintendent shall develop selection procedures, which meet the above criteria, which shall include a review of available material by instructional staff members.

Selection Criteria: Media Center Materials

Materials shall be chosen for accuracy, artistic quality, format and authoritativeness. Materials shall be chosen on various reading levels presenting different points of view, including current issues.

Books and other media materials shall be evaluated before purchase, either through direct examination or by using reputable, unbiased, professionally prepared selection tools.

The media center(s) shall obtain, process and circulate materials and equipment and provide references and other services to students and faculty. Media specialists shall work toward providing resources so that students have an opportunity to achieve high levels of performance.

Videotapes, DVDs, and/or other Movie Instructional Materials will be selected and assigned to give support directly to instructional learning outcomes, goals, and/or objectives as established by the various district departments and disciplines, the District Curriculum Coordinators, the Division of Curriculum and Instruction, and the Board of Education.

In general, copyright guidelines permit in-classroom performance of a copyrighted videotape when it is used for instructional purposes in a teaching situation, is a lawfully made copy, and does not contain an FBI warning prohibiting its use for any reason other than personal viewing. (Video materials purchased through an educational vendor or videos purchased with a license will not contain the FBI warning.)

IF-R Textbooks, Instructional Materials and Media Centers

IF-R-3

No videotapes, DVDs, or other movie instructional material shall be shown for entertainment purposes.

Additional Criteria:

Video materials must be reviewed by the classroom teacher for a fair and objective presentation of sensitive subjects as the maturity level of its viewers. In this connection, the ratings adopted by the Motion Picture Association of America will be applied.

G Family audience

PG Parental guidance

PG-13 Special parental guidance for children 13 and under

R Children under 17 and under admitted only with parents

1. In grades Pre-School through grade 5, no videotapes other than G may be shown.
2. In grades 6 and 7, no videotapes other than G may be shown.

PG videos require administrative approval and custodial notification prior to a viewing by students.

3. In grade 8, no videotapes other than G, PG, or PG-13 may be shown. PG videos require custodial notification prior to a viewing by students. PG-13 tapes require both administrative approval and prior written lawful custodial permission. Students not in possession or presenting a lawful custodial permission form shall be afforded the opportunity to complete an alternative assignment that is fair and equitable to the assignment opted.

4. In grades 9 through 12, no videotapes other than G, PG, or PG-13 may be shown. PG videos require custodial notification prior to viewing by students. PG-13 tapes require administrative approval and custodial notification.

IF-R Textbooks, Instructional Materials and Media Centers

IF-R-4

5. R rated films or videos or any portion of such will not be shown or utilized in classroom presentations in USD 261.

Collection Development

The media collection shall be developed systematically, be well balanced in coverage of subjects, include various types of materials and a variety of content in various formats.

The collection shall reflect, enrich and complement the broad interests represented in the curriculum. The collection should be large enough to allow materials to be placed in classrooms for extended periods of time.

Challenges of Materials (See IKD, KN)

Any person having a complaint about textbooks, media center or other instructional materials shall meet with the principal. If the matter cannot be resolved the principal shall notify the superintendent and ask the complainant to use a request for review form, which is available through building principals or at the district office. After receiving the completed form, the superintendent shall meet with the complainant to discuss the complaint.

If the complaint is not resolved at the meeting with the superintendent, the complainant may request that the board consider the complaint. If the board chooses to consider the complaint, it shall forward all appropriate written materials to a review committee.

Review Committee

When a review committee is established by the board to handle complaints concerning textbooks, media center or instructional materials, the review committee shall be composed of: The building principal, media specialist, two subject area specialists and two community members.

The committee's charge shall be:

To review the material and prepare a written report containing conclusions and recommendations within 30 days;

To direct a written report to the board; and

To send the complainant a copy of the report.

The Review Committee Shall:

Examine and evaluate the material as a whole; consider the district's policy, procedure and philosophy for selection of textbook, instructional materials and media center materials; and

Weigh strengths and weaknesses and form opinions based upon the selection criteria.

If the complainant is dissatisfied with the committee's recommendation, an appeal of the decision may be made to the board for a hearing and final decision. If an appeal is requested by the complainant, the superintendent shall request that the board schedule an appeal and shall prepare in advance of the appeal all appropriate documentation for the board's study.

Removing Challenged Materials

Challenged materials shall not be removed from use during the review period.

BOE Approved: July 7, 2003

IFAB Supplementary Materials Selection and Adoption (Cf. IF)

IFAB

The responsibility for the business procedures governing procurement, storage, issuance, and delivery of all supplies and materials required in the operation of the school will be delegated by the superintendent of schools.

Basic textbooks shall be supplemented by the board of education with other books and instructional materials as determined by the budget allocations made each year.

Certain materials such as workbooks, notebooks, laboratory and shop materials and other special course materials are not included in the textbook rental fee.

The curriculum division responsible for developing criteria for the selection of educational supplies and instructional materials. The selection shall be made in consultation with classroom teachers and principals.

Standardized lists of instructional materials suitable to variable teaching situations shall be developed in consultation with representative classroom teachers who are best able to judge instructional materials on the basis of its performance in the classroom.

The principal may request supplies and instructional materials within his budget limitations providing the materials so listed will meet the classroom needs and such purchases can be justified educationally and cost wise.

The instructional materials, except those needed for special experiments shall be selected yearly based on a per pupil allocation from a source suggested by the director of curriculum and certified personnel.

BOE Approved: July 7, 2003

IFB Instructional Services

IFB

The board recommends the use of all instructional services available to the school district.

BOE Approved: July 7, 2003

IFBC Instructional Materials Centers

IFBC

The school district will endeavor to maintain instructional materials centers in each school.

The superintendent shall explore the possibilities of utilizing funds from outside the district to be used to develop and maintain instructional materials center.

Recommendations: Recommendations received from the certified staff, students and patrons will be placed in a consideration file and will be reviewed to ascertain whether they meet selection criteria as set forth by the board.

Teachers' professional advice will be solicited in making selections of materials. Person(s) in charge of media centers or the building principal, as the case may be, may order for that level or department from standard selection tools.

Evaluation: The collection will be evaluated, from time to time, in relation to changing curriculum, new instructional methods and current needs of teachers and students.

Service: Materials will be purchased throughout the school year as needed. Areas of emphasis will be determined by needs of each media center as adjudged by the person in charge of the media center or the building principal, as the case may be, within budgetary limits.

Authority: The board authorizes the district's trained personnel to make selections for the media centers subject to board policies and rules.

Gifts: All gift materials must meet qualitative standards of selection as stated above. Gift materials will be acknowledged and credit given in the media center records.

Procedures for Evaluating Challenged Materials (Cf. **IKC, IKD, K**)

In the case of a complaint, procedures to be followed are: Present the complainant with the request for reconsideration form and invite the complainant to file objections in writing. At the same time, notify the building principal, the school library media specialist and the Director of Instruction that complaint has been registered.

When the form has been completed, the review committee composed of the Director of Instruction, building principal, media specialist, two subject area specialists and two community members will be asked to evaluate the material in question. Challenged materials shall not be removed from the classroom during the evaluation periods.

The following guidelines shall apply to the evaluation process:

Examine and evaluate the material as a whole, not on the basis of passages pulled out of context;

Check appropriate selection aids for evaluation of the material;

Weigh strengths and weaknesses and form opinions based upon the selection criteria, the appropriateness of material to the reading ability and maturity level of the student, the nature of its use in the educational program, relevance to the curriculum and educational goals of the school; (Cf. **IKD**)

Meet to discuss the material and prepare a written report containing conclusions and recommendations within 30 days;

Direct report to the board for a final decision; and

Send the complainant copy of the written report.

If the complainant is dissatisfied with the decision of the media review committee, an appeal of the decision may be made through the superintendent to the

board for a hearing and final decision. The facts shall be presented to the board by the media review committee.

The parent/guardian of any student in the district shall have the right to register a complaint about controversial reading materials or media for that student. Supplemental material shall be substituted for completing the requirements of the course for that student.

The parent shall notify the teacher in writing using the request for consideration form supplied by the district and schedule a meeting with the teacher and/or principal to set forth the part or parts of the assigned material, which the parent finds to be objectionable.

Should the parent exercise the above right, the student shall not be penalized in any way in academic endeavors because of having registered a complaint.

A Bill of Rights for Instructional and Library Materials

Schools are concerned with generating understanding of American constitutionally provided rights and with the preservation of these rights through the development of informed and responsible citizens. To this end, the board asserts that its responsibility for instructional materials and school library materials is as follows:

To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served;

To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards;

To provide a background of information which will enable students to make intelligent judgments in their daily life; and

To provide materials on opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical reading and thinking.

BOE Approved: July 7, 2003

IFBDA Professional Libraries

IFBDA

A professional library will be maintained in each school's library. A professional library may also be maintained in the district offices.

BOE Approved: July 7, 2003

IFBH Outside Speakers (See IKB)

IFBH

With administrative approval, outside speakers may be invited to meet with groups of students as part of the educational process.

The board shall establish rules governing the selection and behavior of outside speakers.

BOE Approved: July 7, 2003

IFBH-R Outside Speakers

IFBH-R

Outside speakers should be selected so that various points of view are presented.

Speakers shall be informed of this policy and its rules when they are invited to make a presentation.

Language cannot be used that calls for students to be disruptive.

The teacher/sponsor or any member of the school administration may interrupt or suspend any proceedings if the speaker is not abiding by these regulations.

With prior board approval an honorarium may be paid to outside speakers.

BOE Approved: July 7, 2003

IFC Community Resources

IFC

The use of community resources is encouraged where legitimate educational objectives may be advanced.

School Volunteers (See KFD)

BOE Approved: July 7, 2003

IFC-R Community Resources

IFC-R

The certified staff shall maintain a list of suitable community resources, which may be utilized for field trips and other excursions.

BOE Approved: July 7, 2003

IFCB Field Trips

IFCB

Field trips may be approved by the principal when reasonable educational objectives can be established.

BOE Approved: July 7, 2003

IFCB-R Field Trips

IFCB-R

Advance requests for field trips including transportation and other resource needs shall be submitted by the teacher to the principal. Each building principal shall develop a form to notify parents of a forthcoming field trip. The form shall include the nature of the trip, departure time, expected return time, name of sponsor(s), and mode of travel. The form shall also include a space where a parent may ask that a child be excused and the reasons for the excuse.

BOE Approved: July 7, 2003

IHA Grading Systems

IHA

The administrative council shall develop a grading system to be utilized for the district. Such system shall provide form conformity throughout the various grade levels within the district. The grading system and changes thereto shall be approved by the board of education.

BOE Approved: July 7, 2003

IHB Homework

IHB

Homework shall not be used as a means to discipline students. Homework shall be assigned as needed to reinforce lessons introduced in the classroom.

BOE Approved: July 7, 2003

IHC Class Rankings (Cf. JR et seq.)

IHC

Class ranking may be computed for seniors.

When class rankings are computed on all credit courses for pupils who have completed seven semesters of high school enrollment and at the completion of the high school program, a uniform method of computing such rankings shall be used by all principals. The point standard shall be:

A- 4; B-3; C-2; D-1; F-0

BOE Approved: July 7, 2003

IHD Honor Rolls (Cf. JR et seq.)

IHD

Honor rolls will be maintained for grades 7-12.

When honor rolls are published for each grade-reporting period, a uniform method of compiling such records shall be used by all principals. Each student shall be enrolled in a minimum of 5 credits and performance in all credit courses shall be considered.

BOE Approved: July 7, 2003

IHEA Make-Up Opportunities (See JBD, JDD)

IHEA

Within time limits established by the administration, all teachers shall supply make-up work assignments when requested. The time limits shall be included in the staff and student handbooks each year.

BOE Approved: July 7, 2003

IHF Graduation Requirements

IHF

The board may adopt graduation requirements exceeding the minimums set forth by state regulations.

BOE Approved: July 7, 2003

II Educational Testing Program (See JR et seq.)

II

The district educational testing program shall consist of multiple assessments. These assessments shall include, as a minimum, individual teacher subject matter tests, district group achievement tests, and state required tests.

Test Integrity

The board requires all licensed staff members to protect the integrity of the student assessment process. Honest administration of the test and accurate reporting of student achievement to the board, the community and the state of Kansas is necessary to maintain accountability measures. All students and staff are required to maintain a high level of integrity in the administration and completion of student assessments.

Reporting Test Results

The superintendent shall report annually in writing to the board the results of the district's academic achievement testing program. State required test results shall be disaggregated as required by current regulation and shall be reported annually to the board, district patrons and the State Board of Education.

BOE Approved: July 7, 2003; Reviewed and Approved: August 28, 2006

IIA Performance-Based Credits

IIA

A student may earn credits towards high school graduation by demonstrating mastery of the course outcomes through a performance instrument. The standards for designing and passing the performance instrument shall be set sufficiently high to ensure credits earned by such means shall be equivalent to those offered in the framework of the Carnegie unit.

A written request to “test out” of a class must be submitted prior to the beginning of each semester/year. A student may not request to “test out” of a class in which he or she is currently enrolled or has been enrolled.

The request is to be evaluated within 30 school days by a review committee composed of: a building administrator, a school counselor, a faculty member appointed by the principal and the students’ parent(s) or guardian(s).

If the request is approved, the course instructor will have 30 school days to design a performance instrument that reflects mastery of all course outcomes. Commercially available instruments may be used if they adequately cover course objectives.

The student has 10 school days in which those designated tasks developed by the teacher and approved by the administration must be performed. The principal, in consultation with the instructor, will determine the setting and the timelines for the administration of the instrument, as well as the criteria for successful completion of those tasks.

Credit for such classes shall be awarded only on a pass/fail basis. Students will be allowed only one opportunity to “test out” of any particular class. It will not be the responsibility of the school or the instructor to provide instructional and/or review time for the student. However, the outcomes, as noted in the district curriculum guide, and class syllabus will be made available.

BOE Approved: July 7, 2003

Use of District Computers/Privacy Rights

Computer systems are for educational and professional use. All information created by staff shall be considered district property and shall be subject to unannounced monitoring by district administrators. The district retains the right to discipline any student, up to and including expulsion, and any employee, up to and including termination, for violations of this policy.

Copyright

Software acquired by staff using either district or personal funds, and installed on district computers, must comply with copyright laws. Proof of purchase (copy or original) must be filed in the district office.

Installation

No software, including freeware or shareware, may be installed on any district computer until cleared by the network administrator. The administrator will verify the compatibility of the software with existing software and hardware, and prescribe installation and de-installation procedures. Program files must have the superintendent's approval to be installed on any district server or computer.

Hardware

Staff shall not install unapproved hardware on district computers, or make changes to software settings that support district hardware.

Audits

The administration may conduct periodic audits of software installed on district equipment to verify legitimate use.

E-mail Privacy Rights

Employees and/or students shall have no expectation of privacy when using district e-mail or other official communication systems. Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the administration.

Unless otherwise noted all of the following policies were re-adopted July 2, 2007.

IIBG Computer Use

IIBG-2

Ownership of Employee Computer Materials

Computer materials or devices created as part of any assigned district responsibility or classroom activity undertaken on school time shall be the property of the board.

Staff Handbook

Employees shall have no expectation of privacy when using district e-mail or other official communication systems. E-mail messages shall be used to conduct approved and official district business. All employees must use appropriate language in all messages. Employees are expected to conduct themselves in a professional manner and to use the system according to these guidelines or other guidelines published by the administration.

Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the administration. The district retains the right to duplicate any information in the system or on any hard drive. Employees who violate district computer policies are subject to disciplinary action up to and including termination.

Student Handbook

Students shall have no expectation of privacy when using district e-mail or computer systems. E-mail messages shall be used for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration.

Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules, or any other classroom rules relating to computer use are subject to disciplinary action up to and including suspension from school.

Adopted: July 7, 2003; Revised and BOE Approved: April 5, 2004; Reviewed and Approved

KASB Recommendation: September 22, 2008

IIBGA Children's Internet Protection Act

IIBGA

The district shall implement the Children's Internet Protection Act (CIPA). The superintendent shall develop a plan to implement the Children's Internet Protection Act. This plan shall be on file with the board clerk and in each school office with Internet access, and copies shall be available. The superintendent shall ensure compliance with CIPA by completing Federal Communication Commission forms as required.

BOE Approved: July 7, 2003

IJ Evaluation of Instructional Program (See IC, ICA, II & MK) IJ

The superintendent shall develop guidelines to evaluate a portion of the instructional program each year. This evaluation shall be part of the district's school improvement efforts as required by current regulation.

BOE Approved: July 7, 2003

IJ-R Evaluation of Instructional Program (See IC, ICA, II & MK) IJ-R

The superintendent shall establish special curriculum committees to study the district's instructional program on a regular schedule. The superintendent shall require reports from these committees, which shall include the committee's recommendations for improvement, modification or elimination of any part of the instructional program. The superintendent shall submit a comprehensive report from the committees to the board.

BOE Approved: July 7, 2003

IKB Controversial Issues (See IAA)

IKB

When a controversial subject arises in the classroom, teachers may use the opportunity to teach about the controversy.

Teachers shall ensure that various positions concerning any controversial subject are presented and that students have the opportunity to freely discuss the topic.

In determining appropriate methods for specifying controversial issues, the following ideas should be considered:

- a. Included in the area of controversial subjects are ideas, words, movies still pictures, religions, books, socio-economic aspects of life and political policies, theories and platforms, which may be reasonably expected to generate strong and diverse opinions. Teachers should be aware, therefore, that controversy may spring from the most innocuous beginnings and be prepared for it to the best of their ability.
- b. The topic should be geared to grade level and within the emotional, intellectual and social abilities of the class.
- c. Materials should be available to the student, which present all sides of the issue.
- d. Students should feel the topic is of importance and interest to them.
- e. The teacher should feel qualified to lead the discussion both personally and academically.
- f. The issue should evolve naturally from classes being taught and agree with the general aims and objectives of the schools.

The use of new instructional materials and classroom presentations that may involve controversial issues should be planned by the individual teacher and discussed with the department chairman and the building principal before they are initiated in the classroom.

The individual teacher shall exercise his/her professional judgment in his implementation and selection of supplementary materials within the guidelines established by the administration and the curriculum committee for the subject area.

BOE Approved: July 7, 2003

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 board of education office, 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, 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.

Notice of Availability

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

BOE Approved: July 7, 2003; Revised: August 28, 2006

IKD Religion in Curricular or School Sponsored Activities

IKD

No religious belief or non-belief shall be promoted or disparaged by the district or its employees. Students and staff should be tolerant of each other's religious views. Students and staff members may be excused from participating in practices contrary to their religious beliefs unless there are clear issues of overriding concern, which prevent it.

Teaching About Religion

Teachers may teach about religion, religious literature and history but are prohibited from promoting, expounding, criticizing or ridiculing a religion. Religious texts may be used to teach about religion, but the use of religious texts is prohibited if used to promote a particular religious doctrine.

Religion in the Curriculum and School Activities

In compliance with these rules, religious themes may be presented in the curriculum and as part of school activities.

Religious Symbols in the Classroom

Temporary display of religious symbols is permitted as part of the curriculum.

Religious Holidays (See AEA)

Holidays, which have a religious and a secular basis, may be observed.

Graduation and Other Ceremonies

School ceremonies shall be secular in nature.

BOE Approved: July 7, 2003

IKD-R Religion in Curricular or School Sponsored Activities

IKD-R

Religion in the Curriculum and School Activities

Music, art, literature and drama having a religious theme or basis are permitted as part of the curriculum or as part of a school activity if they are presented in a balanced and objective manner and are a traditional part of the cultural and religious tradition of a particular holiday or field of study. The emphasis on religious themes in the arts, literature and history should be only as extensive as necessary for a balanced and thorough study of these areas. These studies should never foster any particular religious tenets or demean any religious beliefs or non-beliefs.

Religious Symbols in the Classroom

The temporary use of religious symbols such as a cross, menorah, crescent, Star of David, crèche, symbols of native American religions or other symbols that are a part of a religious holiday are permitted as a teaching aid if they are displayed as an example of a holiday's cultural and religious heritage.

Religious Holidays (See AEA)

School vacations shall have secular designations, e.g., Winter Vacation, Spring Break.

Graduation and Other Ceremonies

The district seeks to maintain traditions significant to the community. While recognizing the significance of tradition, the board requires that graduation exercises and dedication ceremonies be secular in nature. Inspirational addresses, which do not promote religion, may be permitted at these ceremonies.

BOE Approved: July 7, 2003

IKDA Religious Objections to Activities

IKDA

A parent or guardian (or a student eighteen years of age or older) may request that the student be excused from participating in activities for religious reasons. The parent, guardian, or adult student must complete the district opt-out form for religious objections, stating the specific activity, the portion of the curriculum in which the activity exists, and the reasons for the request. The request may be granted, or denied, or partially granted and partially denied.

This policy shall not be interpreted to allow parents to prevent the dissemination of information which parents find religiously objectionable. Rather, this policy only extends to actual participation by their child in an activity, the performance of which is contrary to the child's religious teachings.

BOE Approved: July 7, 2003

IKDA-R Religious Objections to Activities

IKDA-R

A parent or guardian seeking to opt-out their child from activities contrary to the child's religious teachings must complete the district's Activity Participation Opt-Out Form regarding religious objections, which is available in the board office. Parents desiring to opt-out their children from activities due to religious reasons must return the completed and signed form to the principal. The form must be submitted within a reasonable amount of time prior to the scheduled activity in order to allow time for the principal to consider the request. The completed form shall be kept on file with the clerk and the superintendent shall receive a copy.

The principal shall review the request and determine whether the request should be granted or denied. The principal shall notify the parents of the decision within a reasonable amount of time after the request is submitted. If the parents are dissatisfied with the principal's decision, they may appeal, in writing, to the superintendent.

If the opt-out request is granted, students who opt-out of activities for religious reasons may still be required to view the activity, to learn the subject matter of the activity, or to discuss the activity. The student may be reassigned during the activity or given alternative class assignments.

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

BOE Approved: July 7, 2003

IKE Assemblies

IKE

Each building principal may schedule assemblies as needed.

BOE Approved: July 7, 2003

IKE-R Assemblies

IKE-R

Each building principal shall develop a behavior code for students attending school assemblies.

BOE Approved: July 7, 2003

IKI Lesson Plans

IKI

Each teacher shall develop, maintain and follow lesson plans, which conform to the approved curriculum, the district's educational goals and the expected student learning outcomes. Principals shall establish methods to regularly review teacher lesson plans.

BOE Approved: July 7, 2003

ING Animals and Plants in the School

ING

With the prior approval of the principal, animals or plants may be brought to school for instructional purposes.

If someone is injured by an animal or comes into contact with a toxic plant, the incident shall be immediately reported to the administration by the supervising teacher. The principal shall notify the appropriate persons.

BOE Approved: July 7, 2003

TABLE OF CONTENTS (TC)

J—STUDENTS

JA	Goals and Objectives - KSA 72-8205
JB	Attendance - KSA 72-1111-1113; 72-7204 Compulsory Attendance Ages
JBC	School Admissions - KSA 72-53,106 Proof of Identity - KSA 72-53,106 Resident Students - KSA 72-1046 New Resident Students - KSA 72-1046 Homeless Students Nonresident Students - KSA 72-6757; 72-7201 <u>et seq.</u> Tuition (See JS) - KSA 72-7204 Assignment To Schools To Classes Transfers and Withdrawals
JBCA	Homeless Students
JBD	Absences and Excuses (See IHEA, JDD) (See JBE) - KSA 72-1111; 72-1113 Grade Reduction
JBE	Truancy - KSA 72-1113
JBH & R	Release of a Student During the School Day
JCAB & R	Searches of Property <u>SN For policy statement regarding searches by school officials.</u>
JCABB & R	Searches of Students
JCAC & R	Interrogation and Investigations Conducted in the Schools
JCB	Policies and Rules Development Involvement (See CMA)
JCDA & R	Student Conduct - KSA 72-8901 <u>et seq.</u>
JCDA	Tobacco Use (See GAOC) - KSA 21-4009 <u>et seq.</u> ; 72-53,107
JCDB	Dress Code
JCDBB	Weapons in School
JCE	Complaints and Grievances
JCEC	Demonstrations and Strikes - KSA 72-8901 <u>et seq.</u>
JDA	Corporal Punishment
JDB	Detention
JDC & R	Probation (See JDB)
JDD & R	Suspension and Expulsion (See IHEA, JBD) - KSA 72-8901 <u>et seq.</u>
JDDA & R	Drug Free Schools
JDDB	Reporting Crimes to Law Enforcement
JDDC	Bullying (See GAAB, JCE, JGEC, JGECA, JDD & EBC)
JF	Academic Achievement Reporting - (See JR <u>et seq.</u>) Report Cards
JFAB	Student Conferences
JFAC	Parent Conferences (See JFAB)
JFB & R	Promotion and Retention (See IHE)
JFC	Graduation - KSA 72-116 (See IHF)
JFCA	Early Graduation
JGA	Student Insurance Programs - KSA 72-8401 <u>et seq.</u>
JGC & R	Health Assessments and Physicals - See Chapter KSA 65; 72-5201 <u>et seq.</u>
JGCB	Inoculations - KSA 72-5209 (See JGC)
JGCBA	Automated External Defibrillators
JGCC	Communicable Diseases - KSA 65-122; 65-118; 72-5208; 72-5210; 72-5211
JGD	Student Psychological Services - KSA 72-961 <u>et seq.</u>
JGEC	Sexual Harassment
JGECA	Racial Harassment
JGFF	Use of Motorized Vehicles - KSA 72-9101

JGFG & R	Student Accidents and Illness - KSA 72-8404
JGFGB & R	Supervision of Medications
JGG & R	Transportation
JGGA	Use of Video Cameras
JGH	School Food Service Programs
JGHB	Vending Machines and Other Automated Play Machines
JH	Student Activities (See DK)
JHA	Activity Fees
JHC	Student Organizations
JHCA	Student Publications
JHCAA	Gang Activity - KSA 72-5311
JHF-R	Activity Trips
JI	Community Activities
JJ	Employment of Students
JK	Solicitations
	Solicitations of Students
	Solicitations by Students
JL & R	Gifts - KSA 72-8212 (See GAJ, KH)
	Student Gifts to Staff Members
	Student Gifts to School - KSA 12-1252; 72-8210; 72-8212
	Faculty Gifts to Students (See GAJ, KH)
JM & R	Contests for Students
JN	Awards and Scholarships - KSA 72-6810-6815 (See JM)
JQ	Exceptional Students
JQA & R	Physically Disabled Students
JQE	Alternative Arrangements
JQI	Adult Students (Vocational Ed.) - KSA 72-4408
JQL	Hearing Procedures for Exceptional Students
JQLA	Class-size/Caseload Limits for Exceptional Students
JR & R	Student Records - KSA 72-5386; 45-216; 72-6214
JRA	Types of Records
JRB & R	Release of Student Records - KSA 45-216 <u>et seq.</u>
JRC	Disposition of Records - KSA 72-5369-5373
JRD	Hearing Request
JS & R	Student Fees, Fines and Charges (See JBCBA) - KSA 72-5389-5391

The goal set forth in this policy and rule section is to create the best possible educational climate. These student policies are designed to prevent misunderstanding by students about their responsibilities and privileges. 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 approved by the board and adopted, by reference, as a part of these policies and rules. (See BDC)

BOE Approved: July 7, 2003

JB Attendance Records

JB

Daily attendance records shall be maintained for each student in each school. The primary responsibility for recording attendance shall be assigned to teachers using forms prescribed by the superintendent. A cumulative attendance record for each student shall be kept in the principal's office.

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

BOE Approved: July 7, 2003

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 who is a resident of the district. Children who are homeless as defined by Kansas law and who are located in the district will be admitted as resident students. For purposes of this policy, parent means the natural parents, adoptive parents, stepparents 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 or 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.

New Resident Students

New resident students are urged to contact the district office as soon as possible after establishing residence in the school district.

The superintendent of schools shall cause public announcements to be made from time to time, with greater frequency during the summer months, as to the procedures which new residents of the district are expected to follow in enrolling in the schools of the district.

(Kansas Law Statute # 72-8907: Refusal to admit suspended or expelled pupil authorized. A pupil who has been suspended or expelled from school by any school district may be refused

admission to school in any other school district, regardless of residency, until such time as the period of suspension or expulsion has expired.)

Non-Resident Students

Since the schools of the district are maintained for the primary benefit of the residents of the district, non-resident students as of August 1, 1997 will no longer be admitted. Non-resident students that have been attending USD 261 schools prior to August 1, 1997 will continue to be admitted under a `grandfather' clause at the discretion of the superintendent. Siblings of such students living in the immediate households of the attending student(s) may also apply to enroll. Should a grand fathered non-resident student leave the school system at any time, the district is under no obligation to readmit that student at a future date.

Should any non-resident student provide incomplete, inaccurate, or erroneous information said student may be suspended for the remainder of the school year at the discretion of the superintendent.

Parents planning immediate residence in U.S.D. #261 may be permitted to enroll their children in the public schools, without tuition, unless otherwise prohibited by the policy rules and regulations of the board of education, upon the written approval of the superintendent of schools. Such approval shall be contingent upon the completion of a residence presently under construction, the closing of a purchase transaction presently in process, or some similar situation. In all cases the family must be a bona fide resident of the school district no later than sixty (60) days after such approval for enrollment is granted. Tuition will be computed and charged on a daily basis for each day over the sixty (60) days that is allowed for the establishment of

residential status. Failure to establish residential status during the semester of such approval will result in the necessity of payment of the full tuition rates for each semester until such status is obtained.

Because the Board of Education wishes to allow out-of-district students the opportunity to avail themselves of a quality alternative education, provisions to admit out-of-district students are as follows:

1. In district students will have priority over out-of-district students. The number of slots available for out-of-district students will be based on the out-of-district count established on the official count date.
2. The student must have had at least one year of attendance at an accredited high school.
3. The student must have approval of admission from the Alternative High School Program Administrator.
4. Admittance to the Alternative High School Program of a non-resident student does not grant the student the right to transition into the traditional program of Campus High School.

Non-Resident Employees

The children of non-resident employees may attend the USD 261 schools at the discretion of the superintendent of schools.

Tuition

The tuition on any student, which is to be paid by another district, shall be paid on the date provided in the agreement with that district.

Enrollment Procedures

The superintendent shall establish orderly procedures for enrolling all students, including pre-enrollment, changes in enrollment, normal enrollment times and communication to parents and to the public.

Part-Time Enrollment

Part-time students may enroll with the administration's permission if they complete all paperwork in a timely fashion and are in attendance no later than the 8th day of a class. Part-time students may be admitted only to the extent that staff, facilities, equipment and supplies are available.

Identification of Students

All students enrolling in the district for the first time shall provide required proof of identity. Students enrolling in kindergarten or first grade shall provide a certified copy of their birth certificate or other documentation, which the board determines to be satisfactory. Students enrolling in grades 2-12 shall provide a certified transcript or similar pupil records.

Enrollment Information

The enrollment documentation shall include a student's permanent record card with a student's legal name as it appears on the birth certificate, or as changed by a court order and the name, address, telephone number of the lawful custodian. The records shall also provide the

identity of the student as evidenced by a certified birth certificate, copy of a court order placing the student in the custody of Kansas Social and Rehabilitation Services, a certified transcript of the student, a baptismal certificate or other documentation the board considers satisfactory. If proper proof of identity is not provided within 30 days of enrolling, the superintendent shall notify local law enforcement officials as required by law and shall not notify any person claiming custody of the child.

Assignment to a School Building, Grade Level or Classes

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

Transferring Credit

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

Transfers from Non-Accredited Schools

Students transferring from non-accredited schools will be placed by the principal. Initial placement will be made by the principal after

consultation with parents or guardians and guidance personnel. Final placement shall be made by the principal based on the student's documented past educational experiences and performance on tests administered to determine grade level placement.

BOE Approved: July 7, 2003

JBCA Homeless Students (See EDAA and JBC)

JBCA

The district, in accordance with state and federal law and the Kansas state plan, will ensure that homeless children in the school district have access to a free and appropriate public education. Homeless students are individuals who lack a fixed, regular and adequate nighttime residence.

Coordinator

The board shall designate a homeless coordinator for the district.

Approved: KASB Recommendation – 7/03; 4/07; BOE Approved: June 15, 2009

Note: The reader is encouraged to review regulations and forms for related information.

Homeless Student Regulations Required by Federal and State Law

NOTE: This document MUST be approved by board action to become policy. File with clerk, distribute to principals and duplicate as necessary in district newsletters and other documents.

Homeless students shall, by definition, include the following:

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

Enrollment/Placement (See JBC)

The administration shall consider the best interest of the child, with parental involvement, in determining whether the child should be enrolled in the school of origin or the school that nonhomeless students who live in the attendance area in which the homeless child or youth is actually living are eligible to attend. To the extent feasible, and in accordance with the child or youth's best interest, the child or youth should continue his or her education in the school of origin, except when

contrary to the wishes of the parent or guardian. If the youth is unaccompanied by a parent or guardian, the homeless coordinator will consider the views of the youth in deciding where the youth will be educated. The choice regarding placement shall be made regardless of whether the child or youth lives with the homeless parents or has been temporarily placed elsewhere.

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

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

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

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

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

Services

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

students will not be segregated in a separate school or in a separate program within a school based on the students' status as homeless.

Transportation (See EDAA, JBC and JGG)

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

Records (See JR and JGCB)

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

Coordinator

The Board designates the following individual to act as the district's homeless coordinator: (Name of Office) (Business Address) (Phone-Fax) The district shall inform school personnel, service providers and advocates working with homeless families of the duties of the district homeless coordinator. The homeless coordinator will ensure that:

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

Approved: KASB Recommended Regulation – 7/03; 4/07; BOE Approved: June 15, 2009

Complaint Form

PROGRAMS FOR HOMELESS STUDENTS

(Assignment to a School Other than School of Origin/School Requested by the Parent)

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

Explanation of decision: _____

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

You may verbally and informally state your complaint to the district's homeless coordinator. If the complaint is not promptly resolved, you may complain in writing to the homeless coordinator. You must include the following information: date of filing, description of the complaint, the name of the person or persons involved and an explanation of the action taken during the informal charge stage. Within five (5) working days after receiving the complaint, the coordinator will provide you a written decision, with supporting evidence and reasons. In addition, the coordinator will inform the superintendent of the formal complaint and the result.

Approved: KASB Recommended Regulation – 7/03; 4/07:

BOE Approved: June 15, 2009

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

JBD

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.

BOE Approved: July 7, 2003

Each building principal shall establish specific rules governing absences and excuses that are consistent with board policies. These rules shall be approved annually by the board and shall be included in student and parent handbooks developed by principals, which govern the day-to-day operation of the schools.

BOE Approved: July 7, 2003

JBE Truancy (See AEB, IDCE, JBD, JBE and JQ)

JBE

The building principal 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.

Concurrent Enrollment Students (See IDCE and JQ)

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 other postsecondary institutions approved by the board.

BOE Approved: July 7, 2003; Revised and Approved: September 5, 2006

JBH Release of a Student During the School Day

JBH

In recognition of the responsibility of the school district to parents for the health, welfare and safety of students, building principals will not release a student during the school day except to a student's lawful custodian as defined by Kansas law and whose identification is verified to the satisfaction of the principal or upon written or verbal request of a lawful custodian, which request shall be verified to the satisfaction of the principal. The name, address and telephone number of the lawful custodian shall be entered on the permanent record of the student in accordance with Board Policy *JBC* and *JBH-R*.

BOE Approved: July 7, 2003

JBH-R Release of a Student During the School Day

JBH-R

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

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

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

BOE Approved: July 7, 2003

JCAB Searches of Property

JCAB

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

BOE Approved: July 7, 2003

JCAB-R Searches of Property

JCAB-R

Search of Lockers

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

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

Searches of Property

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

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

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

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

BOE Approved: July 7, 2003

JCABB Searches of Students

JCABB

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.

BOE Approved: July 7, 2003

JCABB-R Searches of Students

JCABB-R

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 or designee will make an attempt to contact the student's parents/guardians and may call law enforcement. Items, which the principal or designee believes may be connected with illegal activity, shall remain in the custody of the principal or designee unless the items are turned over to law enforcement officials. If the student refuses to cooperate, the principal or designee may take disciplinary action and/or seek assistance from law enforcement. (See JDD and JCAC)

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

If the principal or designee 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

JCABB-R Searches of Students

JCABB-R-2

to a safe location. This determination may be based on any information received by the principal or any member of the faculty or staff.

A written report of each search shall be made by the principal or designee and submitted to the superintendent. The superintendent shall keep a copy of the written report on file.

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

BOE Approved: March 5, 2007

JCAC Interrogation and Investigation

JCAC

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

If there is reason to believe a violation of a criminal law has been committed, the principal shall notify the appropriate law enforcement agency and may request further investigation of the alleged violation.

Coordination with Law Enforcement

School administrators shall/may meet periodically with local law enforcement officials to discuss the district's policies and rules regarding law enforcement contacts with the district.

Investigations Initiated by School Administrators and Conducted by Law Enforcement Officers

When law enforcement officers conduct an investigation and/or question a student(s) during school hours, the building principal shall make reasonable attempts to contact a parent, guardian or representative of the student(s) prior to questioning. Notification or attempted notification of parents, guardian or representative shall be documented by the administrator involved. If a student's parents, guardian or representative is not present during questioning of a student, the principal may be present.

Investigations Initiated and Conducted by Law Enforcement Officers

The administration shall cooperate with law enforcement officers who are conducting investigations of suspected child abuse. (See GAAD) Law enforcement officers shall not be permitted to conduct investigations during school hours except in demonstrated emergency

situations. If a demonstrated emergency is found, the principal shall require identification of law enforcement officials and reasons for the interrogation or investigation of a student. If the principal is not satisfied with either the identification or the reason, the request shall not be granted. The principal shall attempt to notify the superintendent and the officer's superiors of the reasons for the refusal.

Violations of Criminal Law

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

Taking Students into Custody

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

If a student is taken into custody by a campus police officer, school administrators shall also make a good-faith effort to contact parents.

Notification efforts shall be documented. Parents shall not be notified by school officials when their child is taken into custody by SRS and/or law enforcement as a result of allegations of abuse or neglect.

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

Disturbance of School Environment

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

BOE Approved: July 7, 2003; Reviewed and Adopted September 4, 2007

JCB Policies and Rules Development Involvement

JCB

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

BOE Approved: July 7, 2003

JCB-R Policies and Rules Development Involvement

JCB-R

Each building principal shall develop a plan whereby students may make suggestions and present their ideas in regard to rules and regulations governing their conduct, which have been or might be adopted by the board of education. At the end of each semester while school is in session, principals shall reduce all such ideas and suggestions to writing and submit them to the superintendent of schools for consideration by the board.

BOE Approved: July 7, 2003

JCDA Student Conduct

JCDA

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

BOE Approved: July 7, 2003

JCDA-R Student Conduct

JCDA-R

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

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

BOE Approved: July 7, 2003

Smoking by students and/or the possession and use of any other tobacco product is prohibited in any attendance center, at school-sponsored events or on school property.

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

BOE Approved: July 7, 2003

JCDB Dress Code

JCDB

Neatness, decency and good taste are guidelines of the district dress code. Dress codes shall be published in the appropriate student handbooks.

BOE Approved: July 7, 2003

JCDBB Weapons (see JDD, and EBC)

JCDBB

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.

Weapons and Destructive Devices

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

- Any item being used as a weapon or destructive device;
- Any facsimile of a weapon;
- Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- The frame or receiver of any weapon described in the preceding example;
- Any firearm muffler or firearm 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 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 the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement.
- Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

Penalties for Possession

Possession of a firearm or other weapon 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 (see JDC). Possession of a facsimile of a weapon may result in suspension or expulsion. Expulsion hearings for possession of a weapon shall be conducted by the superintendent or the superintendent's designee. Students violating this policy shall be reported as having a felony or misdemeanor and also referred to the appropriate law enforcement agency(ies) and if a juvenile to SRS or the Commissioner of Juvenile Justice.

BOE Approved: July 7, 2003

Complaints About Discrimination

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

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

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the district's programs and activities is prohibited. The superintendent of schools, 1745 W. Grand Ave., Haysville, KS 67060, 316-554-2200 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990.

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

JCE Complaints

JCE-2

coordinator. Any student complaint of discrimination shall be resolved under the district's discrimination complaint procedures. (See KN)

Complaints About School Rules

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

BOE Approved: July 7, 2003

JCEC Demonstrations

JCEC

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

BOE Approved: July 7, 2003

JDA Corporal Punishment

JDA

Corporal punishment shall not be permitted in the school district.

BOE Approved: July 7, 2003

JDB Detention

JDB

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

BOE Approved: July 7, 2003

JDC Probation (See JCDBB and JDD)

JDC

Any punishment, suspension or expulsion, may be deferred by the principal. 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.

BOE Approved: July 7, 2003

JDC-R Probation

JDC-R

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 reinstate the original punishment.

BOE Approved: July 7, 2003

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

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.

BOE Approved: July 7, 2003

JDD-R Suspension and Expulsion Procedures

JDD-R

Reasons for Suspension or Expulsion

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

- Willful violation of any published, adopted student conduct regulation;
- Conduct which substantially disrupts, impedes, or interferes with school operation;
- Conduct which endangers the safety or substantially impinges on or invades the rights of others;
- Conduct which constitutes the commission of a felony;
- Conduct which constitutes 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.

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 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), a hearing shall be conducted by a hearing officer who has authority to suspend or expel. The superintendent shall designate a hearing officer 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 board.

JDD-R Suspension and Expulsion Procedures

JDD-R-3

- 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.

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. (See JDC)
- If the expulsion is related to a weapons violation the superintendent may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation if the student is allowed to return. (See EBC, JCDBB and JDC)
- The days a student is suspended or expelled are not subject to the compulsory attendance law.

During the time a student is suspended or expelled from school, the student may not:

- 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.

JDD-R Suspension and Expulsion Procedures

JDD-R-4

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 the hearing.

JDD-R Suspension and Expulsion Procedures

JDD-R-5

- 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 within 5 calendar days after the conclusion of the appeal hearing.

BOE Approved: July 7, 2003

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

Student Conduct

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

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

Appropriate disciplinary measures up to and including expulsion from school for a period not to exceed 186 school days.

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

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

JDDA-R Drug Free Schools

JDDA-R

A copy of this policy will be provided to all students, and the parents of all students.

Parents of all students will be notified that compliance with this policy is mandatory.

BOE Approved: July 7, 2003; BOE Reviewed and Adopted KASB Recommendation: August 18, 2008.

JDDB Reporting Crimes to Law Enforcement (See JDD and EBC)

JDDB

Whenever a student engages in conduct which constitutes the commission of any misdemeanor or felony, at school, on school property, or at a school supervised activity and/or has been found:

- possession of a weapon,
- in possession of controlled substance or 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/superintendent} shall report such act to the appropriate law enforcement agency if any of the behaviors noted above occur.

BOE Approved: July 7, 2003; Revised: October 15, 2007; BOE Reviewed and Approved

KASB Recommendation: September 22, 2008

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

JDDC

The board of education prohibits bullying in any form, including electronic means, on or while using school property, in a school vehicle or at a school-sponsored activity or event. The administration shall propose, and the board shall review and approve a plan to address bullying on school property, in a school vehicle or at a school-sponsored activity or event.

The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the board. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

BOE Adopted KASB's Recommendation: October 15, 2007; BOE Reviewed and Adopted KASB Recommendation: August 18, 2008

JF Academic Achievement

JF

Staff shall establish high expectations for all students. These expectation shall be based on individual student ability to meet the board approved learning objectives for each subject.

Reporting (See JR et seq.)

Periodic reports on each student's mastery of the approved learning objectives shall be issued to the parents.

Report Cards (See JR et seq.)

Report cards shall be issued to each student at the end of each specific grading period for each subject taken. Reasons for deficiencies and/or failures shall be given. The superintendent shall develop standard reporting forms for each grade level.

BOE Approved: July 7, 2003

JFAB Student Conferences

JFAB

Teachers shall be available for student conferences at mutually convenient times.

BOE Approved: July 7, 2003

JFAC **Parent Conferences**

JFAC

Teachers shall be available for parent conferences at mutually convenient times. The principal may schedule individual or building-wide parent- teacher conferences as necessary.

BOE Approved: July 7, 2003

JFB **Promotion and Retention**

JFB

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

BOE Approved: July 7, 2003

JFB-R **Promotion and Retention**

JFB-R

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.

BOE Approved: July 7, 2003

JFC Graduation Exercises

JFC

Students who have completed the requirements for graduation may be allowed to participate in graduation exercises unless participation is denied for appropriate reasons. Graduation exercises shall be under the control and direction of the building principal.

BOE Approved: July 7, 2003

JFCA Early Graduation (See IHF)

JFCA

Students will be allowed to graduate upon completion of 25 credits and Campus High School graduation requirements.

BOE Approved: July 7, 2003; BOE Revised and Approved: February 7, 2005

JGA Student Insurance Program

JGA

Parents or guardians shall be notified annually in writing of student insurance provided by the district, and that medical expenses not covered by such policies are the responsibility of the parents.

Principals shall keep a record of the students who enroll in the group insurance program.

BOE Approved: July 7, 2003

JGC Health Assessments and Physicals (See JGCB)

JGC

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

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

BOE Approved: July 7, 2003

JGC-R Health Assessments and Physicals

JGC-R

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

BOE Approved: July 7, 2003

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

- Include goals for nutrition education, physical activity and other school-based activities designed to promote student wellness in a manner that the board determines is appropriate.
- Include nutrition guidelines for all foods available in each school during the school day; the objectives of the guidelines shall be to promote student health and to reduce childhood obesity;
- Assure that guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture, as those regulations and guidance apply to schools;
- Establish a plan for measuring implementation of the local wellness policy, including designation of one or more district employees who shall be charged with operational responsibility for ensuring the wellness policy is effectively enforced; and
- Involve parents, students, representatives of the school food authority, the school board, administrators and the public in the development of the school wellness policy.

BOE Adopted: April 4, 2006

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

A copy of this policy and the applicable state law shall be distributed to students, prospective students or their parents 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. If the parent is not reasonably available, and the authority to consent has not been denied as provided in law, individuals other than the parent may consent to the immunizations as provided for in current law. At the beginning of a school year, school boards shall provide information on immunizations applicable to school age children to parents and guardians of students in grades 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 centers for disease control and prevention.

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

JGCB Inoculations (See JGC)

JGCB-2

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

BOE Approved: July 7, 2003; Reviewed and Approved: KASB Recommendation:
September 22, 2008

JGCBA Automated External Defibrillators

JGCBA

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

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

Approved KASB Recommendation: October 6, 2008

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 from 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. These decisions will be made 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.

BOE Approved: July 7, 2003

JGD

Student Psychological Services

JGD

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

BOE Approved: July 7, 2003

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

JGEC Sexual Harassment

JGEC-2

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. (See KN)

JGEC Sexual Harassment

JGEC-3

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.

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 SRS authorities. (See GAAD)

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

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary

action, up to and including expulsion for a student or termination of employment for an employee.

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

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

BOE Approved: July 7, 2003

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color or national origin. Discrimination or harassment on the basis of race, color or national origin (“racial harassment”) shall not be tolerated in the school district. Racial harassment of employees or students of the district by board members, administrators, certificated and support personnel, 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 (see KN).

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.

(See GAAD)

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

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

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

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

BOE Approved: July 7, 2003

JGFF Use of Vehicles

JGFF

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

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

BOE Approved: July 7, 2003

JGFG Student Accidents

JGFG

When a staff member sees a student who has been involved in an accident at school, on school property or at a school-sponsored event, the staff member shall follow the rules for the care of an injured student and report the accident to the building principal. If a student has an accident, which appears to require medical treatment, no action shall be taken by an employee except to send for medical help and to make the student as comfortable as possible while waiting for medical assistance to arrive. If an employee is qualified to administer first aid, that aid may be given. Qualified employees, for the purpose of this policy, are those employees who have successfully completed an approved Red Cross first aid program or the school health clerk.

Appropriate records shall be kept in case a student accident occurs.

BOE Approved: July 7, 2003

JGFG-R Student Accidents

JGFG-R

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

Records

Appropriate records documenting student accidents shall be kept on file in the principal's office.

BOE Approved: July 7, 2003

JGFGB Supervision of Medications

JGFGB

The supervision of oral medications shall be in strict compliance with the rules and regulations of the board as carried out by district personnel.

BOE Approved: July 7, 2003

JGFGB-R Supervision of Medications

JGFGB-R

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.

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 nonprescription medication when requested in writing by the parents.

The medication shall be examined by the school employee administering the medication to determine that it appears to be in the original container, to be properly labeled and to be properly authorized by the written order of licensed medical person. Two containers, one for home and one for school, should be requested from the pharmacist.

Any changes in type of drugs, dosage and/or time of administration should be accompanied by new physician and parent 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 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.

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.

BOE Approved: July 7, 2003, Revised and Approved: June 19, 2006

The self-administration of medication is allowed for eligible students in grades K–12. As used in this policy medication means a medicine for the treatment of anaphylaxis or asthma including, but not limited to, any medicine defined in current federal regulation as an inhaled bronchodilator or auto-injectible epinephrine. Self-administration is the student’s discretionary use of an approved medication for which the student has a prescription or written direction from a health care provider.

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

Student Eligibility

An eligible student shall meet all the following requirements:

1. A written statement from the student’s health care provider stating the name and purpose of the medication/s;
2. The prescribed dosage;
3. The time the medication is to be regularly administered;
4. Any additional special circumstances under which the medication is to be administered;
5. The length of time for which the medication is prescribed;
6. The student shall also demonstrate to the health care provider or the provider’s designee and the school nurse or the nurse’s designee the skill level necessary to use the medication and any device that is necessary to administer the medication as prescribed. In the absence of a school nurse, the school shall designate a person who is trained to witness the demonstration.

Authorization Required

The health care provider shall prepare a written treatment plan for managing the student's asthma or anaphylaxis episodes and for medication use by the student during school hours. The student's parent or guardian shall **annually** complete and submit to the school any written documentation required by the school, including the treatment plan prepared by the student's health care provider. Permission forms shall be updated during enrollment.

Employee Immunity

All teachers responsible for the student's supervision shall be notified that permission to carry medications and self-administer has been granted. The school district shall provide written notification to the parent or guardian of a student that the school district and its officers, employees and agents are not liable for damage, injury or death resulting directly or indirectly from the self-administration of medication.

Waiver of Liability

The student's parent or guardian shall sign a statement acknowledging that the school districts and its officers, employees or agents incur no liability for damage, injury or death resulting directly or indirectly from the self-administration of medication and agreeing to release, indemnify and hold the schools and its officers, employees and agents, harmless from and against any claims relating to the self administration of medication allowed by this policy.

The parent or guardian of the student shall sign a statement acknowledging that the school incurs no liability for any injury resulting from the self-administration of medication and agreeing to indemnify and hold the school, and its employees and agents, harmless against any claims relating to the self-administration of such medication.

Additional Requirements

- The school district shall require that any back-up medication provided by the student's parent or guardian be kept at the student's school in a location to which the student has immediate access if there is an asthma or anaphylaxis emergency;
- The school district shall require that all necessary and pertinent information be kept on file at the student's school in a location easily accessible if there is an asthma or anaphylaxis emergency;
- Eligible students shall be allowed to possess and use approved medications at any place where the student is subject to the jurisdiction or supervision of the school district, its officers, employees or agents;
- The board may adopt policy or handbook language which imposes additional requirements relating to the self-administration of medication allowed for in this policy and may establish a procedure for, and the conditions under which, the authorization for student self-administration of medication may be revoked.

BOE Approved: August 14, 2006

JGG Transportation

JGG

Bus transportation shall be provided to and from school for those students who qualify. Transportation may be provided by the district for all school activities. Transportation may be denied to students who are detained after school for disciplinary reasons.

All rules shall be published in the student handbook.

BOE Approved: July 7, 2003

JGG-R Transportation

JGG-R

Students who use school-provided transportation shall be under the jurisdiction of the vehicle driver while in the vehicle. Students shall be subject to the district's student behavior code and other regulations developed by the superintendent and approved by the board.

Bus drivers shall report violations of the rules to the building principal who may discipline students. The principal may suspend or revoke the transportation privilege of a student who violates any rule or regulation.

When the district provides transportation to an activity, participating students are prohibited from driving personal automobiles to and from district-sponsored activities held during or after the school day.

Exceptions approved by the building principal.

BOE Approved: July 7, 2003

JGGA Use of Video Cameras (See JR and JRB)

JGGA

The district may use video cameras to monitor student activity.

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

Videotapes that are records of student behavior shall be secured in a locked file until the tapes are either reused or erased. The videotape shall be considered a student record and shall be subject to current law for the release of student record information.

BOE Approved: July 7, 2003

JGH School Food Service Programs

JGH

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

Free or Reduced Price Meals

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

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

Contracts With Nonpublic Schools or Child-Care Institutions

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

BOE Approved: July 7, 2003

JGH-R School Lunches

JGH-R

Students will remain at the school through the lunch period. Lunch will be eaten in the designated area according to the schedule established by each building principal. Lunch may be purchased at the lunch program, or lunch may be brought from home. Milk may be purchased to supplement lunches brought from home.

Exception from the above regulation will not be made for students having study hall during the lunch period.

An emergency exception from the above regulations will be made only for specific instances in the same manner in which a student may be excused from a class.

BOE Approved: July 7, 2003

JGHB Vending Machines and Other Automated Play Machines

JGHB

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

BOE Approved: July 7, 2003

JGHB-R Vending Machines and Other Automated Play Machines

JGHB-R

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

BOE Approved: July 7, 2003

JH Student Activities (See DK)

JH

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

Eligibility for Activities

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

all applicable KSHSAA regulations;

academic eligibility requirements noted in handbooks; and

other requirements requested by the administration and approved by the board.

Adding or Eliminating Activities

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

Activity Fund Management (See DK)

BOE Approved: July 7, 2003

JHA Activity Fees

JHA

Fees for various student activities shall be established by the building principal, with the approval of the board of education. A yearly activity fee may be established by each building principal, with the approval of the board of education, which will admit each student to all activities in their respective attendance center.

BOE Approved: July 7, 2003

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 facilities then, during non-instructional time, non-school sponsored student clubs may also meet in school facilities.

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 may/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.

BOE Approved: July 7, 2003

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 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.

JHCA Student Publications

JHCA-2

(See KI) Distribution of any non-school-sponsored publication may be halted if the material is obscene or libelous, or creates a material or substantial disruption of normal school activity or interferes with the operation of the school. Distribution in violation of this policy may result in suspension, expulsion or other discipline of the students involved.

Advertisements

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

BOE Approved: July 7, 2003

JHCAA Gang Activity

JHCAA

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

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

BOE Approved: July 7, 2003

JHF-R Activity Trips

JHF-R

Three areas of student activity sanctioned by the board and requiring the presence of a teacher-sponsor shall be funded by the board according to the following guidelines:

1. KSHSAA Sanctioned Contest (Such as athletic, debate and music competition) shall be funded wholly by the board if they take place during the regular school year. Students participating in in-state summer activities such as cheerleaders and pon pons clinic but excluding athletic and music camps or clinics shall be furnished transportation.
2. Vocational trips (such as OEA, DECA, VICA and FHA) and other trips (such as Drama, Music Performances, etc)
 - A. In-state
 - a. The board shall pay registration and/or fees not to exceed \$100.00 per person.
 - b. The board shall furnish transportation.
 - c. The above shall be limited to those who are competing/ performing or who are state or national office holders.
 - B. Out-of-State
 - a. The board shall pay registration and/or participation fees not to exceed \$100 per person.
 - b. Transportation assistance may be furnished not to exceed \$150 per student.
 - c. Lodging and meal assistance may be furnished at the discretion of the Board.
 - d. The cumulative total for out-of-state student trip expenditures shall not exceed \$5,000 per academic year.

- e. The above shall be limited to those students who are competing/performing or who are state or national office holders. Students must place or be ranked 1st, 2nd, or 3rd in competition or performance rating results to receive Board funding or assistance.
 - f. Students and sponsors applying to the Board for out-of-state travel expenses shall make arrangements to address the Board concerning the proposed expenditures of district funds.
 - g. Students and sponsors receiving financial assistance as per this regulation are encouraged to report to the Board within a reasonable time of their return on their activities during the trip.
3. In-State Special Olympic events shall be funded in the same manner as KSHSAA events.

BOE Approved: July 7, 2003

JI Community Activities

JI

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

BOE Approved: July 7, 2003

JJ Employment of Students

JJ

In-School Employment

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

Outside Employment

A student who needs to work on a regular basis during the school day shall file a written request with the principal. If the request is approved, the student shall file a work schedule with the principal. Changes in the schedule shall be reported by the student to the principal. The student shall not begin the new schedule unless the change is approved by the principal.

Vocational or Other Work Experience (See IDAA)

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

BOE Approved: July 7, 2003

JK Solicitations

JK

Commercial firms shall not be permitted to solicit students during school hours or on school property without prior approval of the administration.

Solicitations by students of students during school hours and on school property shall be done only when they are related to school sponsored activities. All student sales projects shall require the principal's prior approval.

Representatives from commercial schools, colleges, or other agencies shall be permitted to meet with students only by permission of the principal. Student contact by these organizations shall be arranged for and supervised by the guidance office. (See KI)

BOE Approved: July 7, 2003

JL **Gifts** (See GAJ, KH)

JL

The giving of gifts between students and staff members is discouraged.

BOE Approved: July 7, 2003

JL-R **Gifts** (See GAJ, KH) (See DK)

JL-R

Student Gifts to Staff Members

Students shall be allowed to collect money or purchase gifts for faculty members with the principal's approval.

Faculty Gifts to Students

A gift by a faculty member to an individual student or to classes of students during school hours or on school property shall require prior approval of the principal.

Student Organization Gifts to the School

Student organizations, with prior approval of the organization sponsor and building principal, may donate a portion of the organization's funds to the district. These donations shall require prior board approval.

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

Any student organization gift to the district shall become district property when accepted by the board.

BOE Approved: July 7, 2003

JM Contests for Students

JM

No student shall enter any contest as a school representative unless the contest is approved by the KSHSAA or by the administration. (See JH)

BOE Approved: July 7, 2003

JN Awards

JN

Awards for participation in interscholastic activities shall be limited to those approved by the KSHSAA.

BOE Approved: July 7, 2003

JQ Exceptional Students (See IDCE and JBE)

JQ

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

BOE Approved: July 7, 2003; Reviewed: September 5, 2006

JQA Physically Disabled Students

JQA

Physically disabled students, including those temporarily disabled by illness, operation or accident authenticated by a physician's order, may be eligible for alternative educational services or accommodations in their regular program which allow for meaningful participation in the program.

BOE Approved: July 7, 2003

JQA-R Physically Disabled Students

JQA-R

Students with injuries, which prohibit participation in physical education or other classes, shall present to the building principal a physician's statement prohibiting such activity.

Teachers shall follow medical instructions relating to limitations on the student's participation, and shall either provide alternative methods for the student to earn a credit/grade in the class during the period of the disability or contact the district 504 coordinator for consideration of appropriate accommodation for the student.

BOE Approved: July 7, 2003

JQE Alternative Arrangements

JQE

Married students, pregnant students and students who are parents shall have access to the same educational opportunities, special services and extracurricular activity considerations provided to other students.

A pregnant student may be required to provide a physician's release statement to be allowed to participate in school activities.

If there is a delay in obtaining a physician's release statement, in the student's best interest, the administration may deny activity participation until the permission slip is made available.

BOE Approved: July 7, 2003

JQI Adult Students

JQI

Adult students who have not graduated from high school are encouraged to attend high school classes.

BOE Approved: July 7, 2003

JQL Hearing Procedures for Exceptional Students

JQL

A hearing procedure shall be available to parents or guardians of exceptional students according to state board of education regulations, the state special education plan, locally adopted procedures and applicable laws. A hearing shall be held for the purpose of ascertaining whether a staffing/placement committee's recommendations for assignment, reassignment, exclusion, transfer or withdrawal of a student are warranted.

BOE Approved: July 7, 2003

JQLA Class-size/Caseload Limits for Exceptional Students

JQLA

The superintendent shall develop and review annually class-size/caseload limits for students with exceptionalities.

BOE Approved: July 7, 2003

JR Student Records

JR

All student records shall be treated as confidential and primarily for local school use unless otherwise stipulated.

BOE Approved: July 7, 2003

JR-R Student Records

JR-R

When records include information on more than one student, the parents/guardians of any student shall have access to copies of that part of the record that pertains to their child. Each school shall establish procedures for the granting of a request by parents/guardians for access to their child's school records within a reasonable period of time, but in no case more than 45 days after the request has been made.

In situations where the parents of a student are divorced or separated, each parent, custodial and/or non-custodial, shall have equal rights to their child's records unless a court order specifies otherwise. Private agreements between the student's parents shall not be recognized by the district's personnel.

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

Any eligible parent/guardian or student may inspect the personal records of the student during regular school office hours. The district reserves the right to interpret selected records to students and/or parent/guardians at the time of the inspection.

JR-R Student Records

JR-R-2

When a student attains 18 years of age, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student.

The parents/guardians of students, or the students if they are 18 years of age or older shall be informed annually by the superintendent of the rights accorded them by this section and by the Family Educational Rights and Privacy Act. In addition, the public shall be informed annually by the superintendent of the categories of information the institution has determined to be directory information.

BOE Approved: July 7, 2003

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

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

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

Tentative records: useful information that has not been verified or is not clearly needed beyond the immediate present. It includes unevaluated re-ports of teachers or counselors that may be needed in ongoing counseling or disciplinary actions.

BOE Approved: July 7, 2003

JRB Release of Student Records

JRB

The general public shall not be allowed to inspect a student's personal record files. 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. The appropriate forms for said notices shall be on file in the office of the custodian of the educational records.

The custodian of records may make directory information available without parental or eligible student's consent if public notice of the categories of information designated as directory information has been given and the parents or eligible students have had the right to object to the release of the information without their consent.

BOE Approved: July 7, 2003

JRB-R Release of Student Records

JRB-R

For the purposes of this policy, school official means teacher, administrator, other certified employee or board of education. Legitimate educational interest means the school official must participate in discussions involving an identifiable student leading to educational intervention, disciplinary action, discussions of eligibility for athletics or other activities, or honors or awards involving a student.

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

- 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;
- Authorized persons to whom a student has applied for or from whom a student has received financial aid;
- State and local officials or authorities to whom such information is specifically required to be reported or disclosed pursuant to state statutes;
- Organizations conducting studies for educational agencies for the purpose of developing, validating or administering student tests or programs;
- Accrediting organizations;
- Parents of a student 18 years of age if parents claim the student as a dependent for income tax purposes; and
- Appropriate persons if knowledge of any information is necessary to protect the health or safety of the student or other persons in an emergency.

Permission for access will be granted to a third party if requested in writing to the official custodian of the student's records by the student, parent or guardian.

No personally identifiable information contained in personal school records shall be furnished to any person other than those listed herein and only under the following conditions: when there is written instruction from the student's parents, guardian or the eligible student

JRB-R Release of Student Records

JRB-R-3

specifying the records, the reasons and the person(s) to whom the release is to be made, with a copy of the records to be released made available to the student, parents or guardian when requested; or when information is requested in compliance with a judicial order, or pursuant to any lawfully issued subpoena, upon condition that parents, guardian and the student are notified of the orders or subpoenas in advance of the compliance.

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, provided that, except as the collection of personally identifiable data is specifically authorized by federal law, 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 students or their parents or guardian on the data collected and provided.

With respect to the above, 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, student or a school official responsible for record maintenance, indicating specifically the legitimate educational or other interest of each person, agency or organization has in seeking this information.

Such forms shall be available to parents and to the school official responsible for record maintenance as a means of auditing the system's operation.

JRB-R Release of Student Records

JRB-R-4

Personal information shall be transferred to a third party only on the condition that such party shall not permit any other party to have access to such information without the written consent of the student's parents or the student if age 18 or older. 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 reason.

BOE Approved: July 7, 2003

JRC Disposition of Records

(See BCBK, CN, CNA, ECA, IDAE, JGGA, JR et seq. and KBA)

JRC

All student records will be maintained and screened periodically. Administrative records shall be permanent records and maintained by the school for an indefinite period of time. When the student graduates, supplementary records shall be destroyed or shall be transferred to the administrative records if they have permanent usefulness. Tentative records shall be destroyed when the use for which they were collected is ended. However, tentative records may be placed in the supplementary classification if the continuing usefulness of the information is demonstrated and its validity verified. The official custodian shall review a student's records when the student moves from elementary to a middle school or junior high, from a middle school or junior high to high school and upon high school graduation. During each review obsolete or unnecessary information shall be removed and destroyed. Following a reasonable amount of time after a student has graduated or ceases to attend school in the district, the records of the student that are determined to be appropriate for retention may be placed on microfilm retained in a format designated by the administration.

BOE Approved KASB Recommendation–9/20/10

JRD Hearing Request

JRD

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

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

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

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

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

BOE Approved: July 7, 2003

JS Student Fees and Charges

JS

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

Credit Card Payments

Credit and debit cards may be accepted to pay fees, fines, and charges due the district. A fee may be collected to cover costs of accepting credit or debit cards.

Fee Schedules

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

A list of all items for which a charge is to be collected;

The amount of each charge;

The date due;

Classifications of students exempt from the fee or charge;

A system for accounting for and disposing of fees; and

An appeal procedure to be used by students or parents to claim exemption from paying the fees or charges.

Debt Collection

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

JS Student Fees and Charges

JS - 2

Forwarding Pupil Records

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

BOE Approved: July 7, 2003

JS-R Student Fees, Fines and Charges

JS-R

Fees and Charges

At the time of enrollment of classes at the beginning of each school year, the superintendent will distribute a fee schedule approved by the board to all building principals and other school personnel designated by him as being authorized to charge and collect certain fees.

Such fee schedule shall include:

- A detailed list of all items for which a charge is to be collected;
- The amount of such charges;
- The date due;
- Classification of students exempt from the fee or charge;
- A system for accounting for and disposing of such fees.

Fines

Building principals shall attempt to collect the justifiable value of school property lost, damaged or destroyed by a student. If, after the attempt to collect, such amount remains unpaid, the principal shall report the matter to the superintendent who will consult the school board's attorney, and they shall jointly recommend a course of action to the board.

BOE Approved: July 7, 2003

TABLE OF CONTENTS (TC)

K--GENERAL PUBLIC RELATIONS

KA	Goals and Objectives
KB	Public Information Program - KSA 75-4317 <u>et seq.</u> Public's Right to Know (See BCBI) School-Sponsored Information Media
KBA	District or School Web Sites (See IIBG and ECH)
KBC (See KB)	News Media Relations - KSA 72-8205; 75-4318 News Releases News Conferences and Interviews
KDC & R	Solicitations Solicitations by Staff (Also GAI) (See KDC, KI) Solicitations of Staff (Also GAI) (See KDC, KI)
KFD	School Volunteers (Also IFC)
KG	Use of School Facilities (See EBH, DFG) - KSA 72-8212(d); 72-5389 to 72-5391
KGA	Use of District Personal Property and Equipment
KGA-R	Hold Harmless and Release From Liability
KGD	Crowd Control at School Sponsored Activities
KH & R	Gifts to Schools - KSA 12-1252; 72-8210; 72-8212
KI	Free Materials Distribution in Schools Political Campaign Materials Teaching About Religion and the Bible Special Interest Materials Advertising in the Schools <u>SN Includes advertising in school publications, on school property and sponsored advertising of school events.</u> Use of Religious Materials Distribution of Religious Materials
KK	Sale of District Property
KM	Visitors to the Schools - KSA 21-3721
KN & R	Complaints About School Policies About Curriculum About Instructional Materials About School Facilities and Services About School Personnel

KA Goals and Objectives (See IB)

KA

The goal of educational public relations is to facilitate a process of communication between the district and its internal and external publics. The public relations program is intended to develop better public understanding of the district's goals, objectives, accomplishments, and needs.

The community shall be informed about school functions and activities, the accreditation status of each school, and the progress of school improvement efforts. Patron involvement is encouraged.

BOE Approved: July 7, 2003

KB Public Information Programs (See CEE, CEF, CG and KBA)

KB

The board may keep the public informed about the school system's functions and operations.

Newsletters and other Media

The board shall issue a patron newsletter. The superintendent shall be responsible for the content of the district newsletter and other district-sponsored media or publications.

The superintendent shall direct the dissemination of district information and report to the board as requested.

When approved by the principal, attendance center announcements or school-related information may be sent home with students.

BOE Approved: July 7, 2003; Revised: October 15, 2007

KBA District or School Web Sites (See IIBG and ECH)

KBA

The board may establish a district web site and may allow creation of web sites for individual schools. A district web site shall be under the control of the Director of Information Services and school web sites shall be supervised by the principal.

Web Site Rules

Detailed rules relating to web sites are found in appropriate handbooks or in documents approved by the board and filed with the clerk.

School rules shall include the following areas:

- data privacy and FERPA regulations; (See JRB)
- copyright rules, relating to access and use of materials and the property rights of the district, students or employees who create material; (See ECH and IIBG)
- board and administration shall determine web site content and monitor use by employees and students.

District and school web sites are maintained to support the public relations and educational programs of the district and/or the schools. Web sites may be modified or terminated at any time by board action.

BOE Approved: July 7, 2003

SAMPLE HANDBOOK LANGUAGE / FORMS FOR DISTRICT USE AFTER BOARD APPROVAL

General Information

Student Privacy Rights (See JRB)

Identifiable student images shall not be posted on district or school websites without prior written permission from the student and, if under 18, the student's parent or guardian. The mailing address, telephone number or other personally identifiable information about any student shall not be posted on district or school web sites. All applicable requirements of the Family Educational Rights and Privacy Act (FERPA) shall be followed.

Copyrighted Material Posted On Websites (See KBA)

Any original materials created by students are owned by those students. Original materials will not be posted on district or school web sites without prior written permission of the student who created the work. Director of information services / principal shall be in charge of monitoring permission to post copyrighted materials.

Software Copyright (See ECH)

Software acquired by staff using district or school web sites, and installed on district computers, must comply with copyright laws. Proof of purchase (copy or original) must be filed in the district office. Oversight of copyright is under the Director of Information Services.

Downloading Copyrighted Materials (ECH)

Students and staff shall not download copyrighted materials without prior, written permission being obtained from the author or creator of the material in question. See ECH for “fair use exceptions” which may allow for limited use of copyrighted materials.

KBC Media Relations

KBC

Upon presentation of proper credentials, media members on assignment will be admitted free of charge to all school extra curricular activities. To the extent possible, space will be provided at sporting and special events for members of the working media to cover extra curricular activities.

Broadcasting and Taping

The superintendent is authorized to establish rules and regulations for broadcasting and taping district activities.

The appropriate building principal shall be responsible for determining eligibility and issuing passes to press members on assignment to cover school events. Members of the broadcast media shall notify the superintendent/designee prior to the event they wish to cover so arrangements may be made for their equipment.

News Releases

News and information concerning building events and programs may be released to the media with the approval of the principal. District news releases prepared for public distribution by district employees or students shall have the approval of the superintendent/designee prior to release. The superintendent/designee shall, upon request, prepare official district news releases for the board.

Conferences and Interviews

News conferences and interviews shall be scheduled so they do not disrupt regular educational activities. Representatives of the news media seeking to interview a student during school hours must first have the principal's approval and permission from the student's parent or guardian.

BOE Approved: July 7, 2003

KDC Solicitations

KDC

The board shall discourage all solicitations of and by staff members during regular school hours and at school-sponsored activities.

BOE Approved: July 7, 2003

KDC-R Solicitations

KDC-R

Agents, solicitors and salesmen shall not be permitted to take time of teachers or students from educational activities. The students and faculty of the district shall not promote commercial or private financial interests, either through direct sales or through promotion of competitive goods or services.

This rule applies to those activities, promotions and sales originating outside the school. Exception to this rule may be made as outlined below.

Materials and projects submitted for consideration under this rule must be made in writing to the superintendent. Requests will be considered in light of the proposal's direct contribution to the educational values in the school. Consideration shall be on the basis of unreasonably added work for staff members.

Any individuals or organizations violating the policy on solicitations shall be reported to the board by the superintendent. Violators may be denied further access to school premises by board action.

BOE Approved: July 7, 2003

KFD **School Volunteers** (See EBAA and IFC)

KFD

School volunteers work under the school staff's direction with the principal's approval.

School volunteers are bound by the policies, rules and regulations of the district, serve without financial compensation and are not covered by workers' compensation.

BOE Approved: July 7, 2003

KG Use of District Facilities

KG

The public schools and their facilities are the property of the citizens. USD 261 Board of Education recognizes the concept that learning is a lifelong process and that resources and facilities should be available to all the citizens of the community. Therefore, the use of school facilities as community centers is permitted and encouraged as set out in the guidelines below. All laws and statutes of a prohibitive nature pertaining to school districts shall also apply to those groups using USD 261's facilities. Those include the prohibition of the use of tobacco, alcohol, or illegal drug products in school facilities and on school property. It would also include the prohibition of weapons of any kind on school property.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: February 22, 2010

KG –R Use of District Facilities

KG-R

Any person, persons, or outside organization desiring to use the buildings or grounds shall complete a rental agreement and acquire the approval of the superintendent or designee. This agreement shall be completed and approved no less than seven days (one week) in advance of the intended use. A certificate of insurance may be required by the BOE to provide adequate proof of liability insurance. Guidelines for the use of facilities will be provided at the time a facilities use form is requested.

Regular Use of Facilities by Non-School Sports/Activity Groups

For regular use of a facility during a sports/activity season, such groups shall meet with designees of Haysville USD 261 to draw up an agreement that will outline the rights and responsibilities of such groups during that season. This document will also set forth any fees that will be associated with the use. The agreement will then be presented to the USD 261 Board of Education for approval. These agreements will be reviewed annually in the process set forth above before being presented to the Board of Education for approval.

Priority Usage

The use of school facilities is subject to the following priorities outlined by the Board of Education. USD 261 school related activities will have the priority over all others on the priority list.

- Priority One:* Haysville Activity Center activities.
- Priority Two:* In-district non-school sports/activity groups.
- Priority Three:* Other tax supported community institutions.
- Priority Four:* In-district businesses, churches, civic clubs, community events and individuals.
- Priority Five:* Out-of-district groups, whose programs include district residents.

Schedule of Rental Rates for School Facilities (Per Day Per Use)

A. CHS Theater	\$100.00
CHS Theater (stage only for rehearsals)	20.00
CHS Gymnasiums	100.00
CHS Swimming Pool	100.00
CHS Cafeteria/Commons	50.00
CHS Classroom	15.00

KG –R Use of District Facilities

KG-R-2

HMS Gymnasiums	100.00
HMS Cafeteria	50.00
HMS Multipurpose Room	50.00
HMS Classroom	15.00
Elementary School Gymnasiums	50.00
Elementary School Cafeterias	25.00
Elementary School Classrooms	15.00
Administrative Office Board Room or Conference Room	25.00
Other District Facilities/Grounds	As determined by Supt. or Designee

- B. Kitchen facilities at any of the schools are available to outside groups only when authorized by the BOE. Any such approval for use of these areas will require the use of District food service employees and the utilization fee will be established by the Superintendent or designee.
- C. If a custodian is required to be on duty or clean-up is involved, charges will be added at the rate of \$20.00 per hour during the week and \$30 per hour on weekends. A custodian must be on duty if the group using the facility numbers more than 30.
- D. If special personnel are required, such as lighting or sound operators, charges will be added at the rate of \$20.00 per hour during the week and \$30 per hour on weekends.
- E. Should users request air conditioning or heating when it is not otherwise in operation, a charge per hour will be assessed. If the facility requires pre-cooling/heating prior to actual use, a minimum of one hour's fee will be charged. Rates per hour will be \$8.00 for small spaces and \$15.00 per hour for large spaces.
- F. Request for use of school facilities should be directed to the supervisor of the facility desired.
- G. Additional fees may be charged if property of USD 261 is damaged or left in worse condition than when rented.
- H. No activities may be scheduled before 12:00 noon or after 6:00 p.m. on Sundays unless approved by the Board of Education.

Exemptions to Fees

Class I: No building rental fees shall be charged to the following groups for activities serving district residents:

1. School affiliated organizations including, but not limited to, parent teacher groups, booster clubs, alumni organizations, or community service meetings.
2. Governmental units.
3. Local (public school age) youth groups such as Boys Scouts and Girl Scouts.
4. The Haysville Chamber of Commerce.
5. In-district non-school sports/activity groups open to all district residents.
6. Other civic and community organizations as determined by the USD 261 superintendent or designee.

Any group may incur a custodial expense when custodians are not already on duty.

Class II: Fees shall be charged to local non-profit and service organizations:

1. In-district churches (located within the boundaries of Haysville USD 261).
2. Private individuals.
3. Private or social groups.

Class III: For-profit business concerns, sectarian, partisan, and out-of-district groups or organizations shall not be granted rental rights without approval of the BOE. Utilization fees and other charges will be set by the BOE.

Adopted January 7, 2002; BOE Reviewed and Approved: February 22, 2010

KGA Use of District Personal Property and Equipment

KGA

Requests for use of district equipment by individuals or outside organizations shall be submitted to the superintendent. Any request shall be granted or denied pursuant to guidelines for using equipment developed by the administrator and approved by the board. The superintendent may establish a deposit for use of school equipment before it is removed from the school grounds or other district property. The deposit will be paid to the principal and will be refunded when the equipment is returned in working order.

Personal Use

No district equipment shall be used by staff for personal reasons at school or away from its designated station without the prior approval of the building principal.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: May 19, 2008.

USD 261 Haysville

By signature to this document below, I (we) hereby release USD 261, its board members, administrators, teachers and agents from any liability for injury or accident which might be sustained by me/my child/student as a result of use of district owned sports equipment, including, but not limited to, football helmet(s), football shoulder pads, during a summer football camp/program not under the auspices or control of USD 261.

I/We agree to hold USD 261, its staff, board members, and agents harmless from any liability in connection with the use of the borrowed equipment owned by USD 261.

Further, I/we understand it is our responsibility and obligation to return the equipment to USD 261 at the conclusion of the camp/program in the same condition it was in at the time it was loaned to me/us/our child.

Student

Parent

Parent

Date: _____

BOE Approved: May 19, 2008

KGD Crowd Control at School Sponsored Activities (See EBC)

KGD

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; shall be held accountable.

The school administration and staff are responsible for handling any problem caused by adults or students. The final decision for determining if assistance is needed at a disturbance, disorder or demonstration 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 (See JCDBB)

It shall be illegal for any person, other than a law enforcement officer, to possess a weapon 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.

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.

BOE Approved: July 7, 2003

KH Gifts to Schools

KH

Any organization or individual making a gift to the district shall have the prior approval of the board. All gifts will be regarded as district property.

BOE Approved: July 7, 2003

KH-R Gifts to Schools

KH-R

Persons or organizations desiring to make gifts to the schools should contact the superintendent.

BOE Approved: July 7, 2003

KI Distributing Materials in Schools (See JHCA)

KI

In accordance with rules adopted by the board, the superintendent reserves the right to refuse distribution to students any material by outside individuals or groups which creates a material or substantial interference with normal school activity or appropriate discipline in the operation of the school.

Materials Produced by Outside Groups—Including Religious Materials

The principal may establish rules and regulations, which control the time, place and manner in which non-school/educational materials are displayed and disseminated in the building or on school property. No student shall be forced to participate in the distribution or receipt of any non-school materials in the schools.

Political Campaign Materials

The board encourages responsible use of political materials as part of the board-approved curriculum. No student shall be forced to participate in the distribution or receipt of any political materials.

Advertising in the Schools

No advertising for commercial purposes shall be permitted in the school buildings or on the grounds of the district without prior board approval. Advertising in student publications shall be regulated by rules and regulations developed by the superintendent. Advertising in the student publications may promote products by brand name. Ads promoting the sale of any controlled substance, drug paraphernalia or any other illegal material or activity are prohibited.

Mailing Lists

No mailing lists of students shall be given to individuals, organizations or vendors for the purpose of distributing materials.

BOE Approved: July 7, 2003

KK Sale of District Property

KK

The board may dispose of property in a manner the board deems to be in the district's best interest. Whenever excess district property is to be sold at auction, all sales shall be to the highest bidder. No credit shall be extended.

BOE Approved: July 7, 2003

KM Visitors to the School

KM

The board encourages patrons and parents to visit district facilities. Patron visits shall be scheduled with the teacher and the building principal.

Notices shall be posted in school buildings to require visitors to check in at the office before proceeding to contact any other person in the building or on the grounds.

Any person who visits a building and/or grounds of the district will be under the jurisdiction of the building principal who shall be responsible for developing rules and regulations governing the presence of visitors in the buildings.

The principal has authority to request assistance from law enforcement if any visitor to the district's buildings or grounds refuses to leave or creates a disturbance. Violation of this rule may lead to removal from the building or grounds and denial of further access to the building or grounds. Violators of this board policy may be subject to the state trespass law.

BOE Approved: July 7, 2003

KN Complaints**KN**

The board encourages all complaints regarding the district to be resolved at the lowest possible administrative level. Whenever a complaint is made directly to the board as a whole or to a board member as an individual, it will be referred to the administration for study and possible resolution.

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. Harassment of an individual on any of these grounds is also prohibited. The director of personnel of schools, 1745 W. Grand Ave., Haysville, KS 67060, 316-554-2200 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the compliance coordinator.

BOE Approved: July 7, 2003

KN-R Complaints**KN-R****About Discrimination or Discriminatory Harassment**

(see GAAA, GAAB, GAAC, GAACA, JGEC and JGECA)

Complaints of discrimination or discriminatory harassment by an employee should be addressed to the employee's supervisor, the building principal, or the district compliance coordinator. Complaints by a student should be addressed to the building principal, another administrator, the guidance counselor, or another certified staff member.

KN-R Complaints**KN-R-2**

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 complaint shall be reported to the district compliance coordinator. Complaints by any other person alleging discrimination should be addressed to the building principal or the district compliance coordinator. Complaints about discrimination, including complaints of harassment, will be resolved through the following complaint procedures:

Informal Procedures

The building principal shall attempt to resolve complaints of discrimination or harassment in an informal manner at the building level. Any school employee who receives a complaint of discrimination harassment from a student, another employee or any other individual shall inform the individual of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. The building principal shall discuss the complaint with the individual to determine if it can be resolved. If the matter is resolved to the satisfaction of the individual, the building principal shall document the nature of the complaint and the proposed resolution of the complaint, and forward this record to the district compliance coordinator. Within 20 days after the complaint is resolved in this manner, the building compliance coordinator shall contact the complainant to determine if the resolution of the matter remains acceptable. If the matter is not resolved to the satisfaction of the individual in the meeting with the building compliance coordinator, or if the individual does not believe the resolution remains acceptable, the individual may initiate a formal complaint.

Formal Complaint Procedures

- A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. If an individual does not wish to file a written complaint and the matter has not been adequately resolved, the building principal may initiate the complaint. Forms for filing written complaints are available in each building office and the central office.
- A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.
- If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board shall appoint an investigating officer. In other instances, the investigation shall be conducted by the building principal, the compliance coordinator or another individual appointed by the board. The investigation shall be informal but thorough. All interested persons, including the complainant and the person against whom the complaint is lodged, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.
- A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and copy forwarded to the complainant no later than 30 days after the filing of the complaint.

KN-R Complaints

KN-R-4

- If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.
- If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy, the negotiated agreement or state law will be followed.
- Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the district compliance coordinator.
- The complainant may appeal the determination of the complaint. Appeals shall be heard by the district compliance coordinator, a hearing officer appointed by the board, or by the board itself as determined by the board. The request to appeal the resolution shall be made within 20 days after the date of the written resolution of the complaint at the lower level. The appeal officer shall review the evidence gathered by the investigator and the investigator's report, and shall afford the complainant and the person against whom the complaint is filed an opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is filed. The appeal officer will issue a written determination of the complaint's validity and a description of its resolution within 30 days after the appeal is filed.
- Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies including the right to file a complaint with the Office for Civil Rights of the U.S. Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.

KN-R Complaints

KN-R-5

About Policy

The superintendent shall report any unresolved complaint about policies to the board at the next regularly scheduled board meeting.

About Curriculum (See IF)

The superintendent shall report a failure to resolve any complaint about curriculum to the board at the next regularly scheduled board meeting.

About Instructional Materials

The building principal shall report any unresolved complaint about instructional materials to the superintendent immediately after receiving the complaint.

About Facilities and Services

The superintendent shall report any unresolved complaint about facilities and services to the board at the next regularly scheduled board meeting.

About Personnel

The superintendent or the building principal involved shall report any unresolved complaint about personnel to the board at the next regularly scheduled board meeting.

BOE Approved: July 7, 2003

TABLE OF CONTENTS (TC)

L--INTERORGANIZATIONAL RELATIONS

LA	Goals and Objectives
LB (See LA)	School-Community Cooperation
LC (See LA)	School-Community Programs
LDD	Federal Government
LDDA	Fiscal Management of Federal Grants
LED	Family Night

LA Goals and Objectives

LA

The board shall seek to establish a satisfactory working relationship with governmental agencies and private organizations having an interest in the schools.

BOE Approved: July 7, 2003

LB School-Community Cooperation

LB

The board shall seek to foster cooperation between the schools and community groups and organizations.

BOE Approved: July 7, 2003

LC School-Community Programs

LC

The board shall consider establishing programs sponsored jointly by the district and community groups or organizations whenever, in the board's judgment, these programs cannot or should not be wholly under the board's control.

BOE Approved: July 7, 2003

LDD Federal Government-Drug Free Schools

LDD

(See GAOA, GAOB, IDAB and JDDA)

The unlawful possession, use, sale or distribution of illicit drugs and alcohol by students or school employees on school premises or as a part of any school activity is prohibited. This policy, and any curriculum used in conjunction with it, shall be evaluated at least every-other year using criteria developed by the superintendent and approved by the board. The board shall receive a report after each of these reviews is conducted.

Approved: July 7, 2003; Reviewed and Approved KASB Recommendation: October 6, 2008

LDDA Fiscal Management of Federal Grants

LDDA

The district shall meet the requirements of the Education Department General Administrative Regulations (EDGAR). The outline used to meet this requirement shall be the document: Federal Education Grants Management: What Administrators Need to Know, and other pertinent documents developed by the U.S. Department of Education.

BOE Adopted KASB's Recommendation: October 15, 2007

LED Activity Limitation

LED

No school activity is to take place on Wednesday night or on Sunday without written permission of the superintendent. If the superintendent permits any exceptions to this policy, notice shall be given to the board at their next regular or special meeting.

BOE Approved: July 7, 2003

TABLE OF CONTENTS (TC)

M--RELATIONS WITH OTHER EDUCATION AGENCIES

MA	Goals and Objectives
MD (See MA)	Interdistrict Relations-KSA 72-933 <u>et seq.</u> ;72-4408 <u>et. seq.</u>
MF (See MA)	Colleges and Universities - KSA 72-116
MK (See MA)	Educational Accreditation Agency Relations (See IJ) KSA 72-1114 to 72-1116

MA Goals and Objectives

MA

The board shall seek to work harmoniously with educational agencies having an interest in the district's schools.

BOE Approved: July 7, 2003

MD Interdistrict Relations

MD

The board shall work cooperatively with other districts to provide services to students when it is in the best interest of students and the district.

BOE Approved: July 7, 2003

The board may consider use of student teachers in district classes.

Contract Required

A written student teaching contract with appropriate colleges and universities shall be prepared and presented through the offices of the Director of Curriculum and Director of Personnel.

Other Relationships

Other relationships between the district and institutions of higher education may be considered upon recommendation of the administration.

BOE Approved: July 7, 2003

MK Educational Accreditation Agency Relations (See IJ)

MK

The district may remain a member of the North Central Association of Colleges and Secondary Schools.

BOE Approved: July 7, 2003