



USD 261

HAYSVILLE SCHOOLS

# BOARD OF EDUCATION

## Policy Manual

July 16, 2018

**KANSAS ASSOCIATION OF SCHOOL BOARDS**  
**MASTER POLICY INDEX**  
**Last Revised: July 2016**

<i>SECTIONS</i>	<i>POLICY CODE</i>	<i>TITLE AND SUBTITLES</i>	<i>RELATED POLICIES</i>
<b>Student</b>	JBD	<b>Absences and Excuses</b>	AEB, IHEA, JBE JDD
<b>Instructional Program</b>	IAA	<b>Academic Freedom</b>	II, *JR <u>et seq.</u>
<b>Student</b>	JF	<b>Academic Achievement</b> Reporting Report Cards	
<b>Student</b>	JGFGBB	<b>Accommodating Students with Diabetes</b>	
<b>Student</b>	JHA	<b>Activity Fees</b>	
<b>Student</b>	JFH-R	<b>Activity Trips</b>	
<b>Student</b>	JGFGBB	<b>Accommodating Students with Diabetes</b>	
<b>Personnel</b>	GBRE	<b>Additional Duty</b>	
<b>Fiscal Management</b>	DJFAB	<b>Administrative Leeway</b>	CMA, DJEG, DJEJ
<b>General Administration</b>	CD	<b>Administrative Line and Staff Relations</b>	GACA, GACB
<b>General Administration</b>	CG	<b>Administrative Personnel</b> Compensation Guides and Contracts Qualifications and Duties Recruitment Assignment Orientation Supervision Administrative Intern Program - Personnel Travel Expense and Reimbursement	CEF, GAN, KB
<b>General Administration</b>	CGO	<b>Administrative Personnel Early Retirement</b>	
<b>General Administration</b>	CGOA	<b>Administrative Personnel Sick Leave Bank</b>	GCRGA
<b>General Administration</b>	CMA	<b>Administrative Rules and Regulations</b> Staff Involvement Community Involvement Student Involvement Rules Adoption Disseminating Rules Reviewing Rules Action Allowed When No Policy Exists	BDA, CM, DJFAB, GAA, JA, JCB
<b>General Administration</b>	CB	<b>Administrator Ethic</b> The Administrator	

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<i>SECTIONS</i>	<i>POLICY CODE</i>	<i>TITLE AND SUBTITLES</i>	<i>RELATED POLICIES</i>
<b>General Administration</b>	CGI	<b>Administrator Evaluation</b>	CEI, GAK
<b>Student</b>	JQI	<b>Adult Students</b>	
<b>Board Operations</b>	BCBD	<b>Agenda</b>	
<b>Student</b>	JQE	<b>Alternative Arrangements for Nontraditional Students</b>	
<b>Instructional Program</b>	ING	<b>Animals and Plants in the School</b>	
<b>Negotiations</b>	HAL	<b>Announcement of Agreement</b>	
<b>Fiscal Management</b>	DC	<b>Annual Operating Budget</b> Budget Forms Priorities Deadlines and Schedules Encumbrances Recommendations Preliminary Adoption Procedure Hearings and Reviews Management of District Assets/Accounts Fraud Prevention & Investigation Reporting Fraud	
<b>Instructional Program</b>	IKE	<b>Assemblies</b>	
<b>Personnel</b>	GACE	<b>Assignment and Transfer</b>	
<b>Instructional Program</b>	IDFA	<b>Athletics</b>	
<b>Student</b>	JB	<b>Attendance Records</b>	
<b>Board Operations</b>	BBE	<b>Attorney</b>	
<b>Student</b>	JGCBA	<b>Automated External Defibrillators</b>	
<b>Student</b>	JN	<b>Awards</b>	
<b>Fiscal Management</b>	DJED	<b>Bids and Quotations Requirements</b> Bid Specifications Procedure Responsible Bidder Withdrawal of Bids Rejection of Bids	
<b>Personnel</b>	GARA	<b>Bloodborne Pathogen Exposure Control Plan</b>	
<b>Board Operations</b>	BBC	<b>Board Committees</b> Advisory Committees	
<b>Board Operations</b>	BBBC	<b>Board Member Education and Learning Opp.</b>	

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<i>SECTIONS</i>	<i>POLICY CODE</i>	<i>TITLE AND SUBTITLES</i>	<i>RELATED POLICIES</i>
<b>Negotiations</b>	HAE	<b>Board Negotiating Agents</b>	
<b>Board Operations</b>	BK	<b>Board Self-Evaluation</b>	ABE
<b>Fiscal Management</b>	DH	<b>Bonded Employees</b>	
<b>Fiscal Management</b>	DB	<b>Budget Planning</b>	
<b>Facility Program</b>	FB	<b>Building Committees</b>	
<b>Business Management</b>	EB	<b>Buildings and Grounds Management</b>	
<b>Personnel</b>	GAAE	<b>Bullying by Staff</b>	EBC, GAAB, JDD, JDDC, KGC
<b>Student</b>	JDDC	<b>Bullying by Students</b> Form, Report to Law Enforcement	EBC, GAAB, GAAE, JCE, JDD, JGEC, JGECA
<b>Facility Program</b>	FD	<b>Capital Outlay Long Range Planning</b>	
<b>Instructional Program</b>	IEB	<b>Charter Schools</b>	
<b>Personnel</b>	GAAD	<b>Child Abuse</b> DCF Access to Students on School Premises Cooperation Between School and Agencies Reporting Procedure	JCAC, JGEC
<b>Instructional Program</b>	IIBGA	<b>Children's Internet Protection Act</b> Form, Children's Internet Protection Act Plan	
<b>Student</b>	JQLA	<b>Class Size/Caseload Limits for Exceptional Students</b>	
<b>Personnel</b>	GCI	<b>Classified Employee Evaluation</b> Form, Sample Classified Personnel Evaluation	GAK
<b>Business Management</b>	EBE	<b>Cleaning and Maintenance Program</b> Sanitation	
<b>District Organization</b>	AG	<b>Closing School Buildings</b>	AD
<b>Instructional Program</b>	IDCE	<b>College Classes</b> Concurrent Enrollment	JBE, JQ
<b>Relations/Agencies</b>	MF	<b>Colleges and Universities</b> Contract Required Other Relationships	
<b>Student</b>	JGCC	<b>Communicable Diseases (Students)</b>	
<b>Personnel</b>	GAR	<b>Communicable Diseases (Employees)</b>	
<b>Student</b>	JI	<b>Community Activities</b>	
<b>General Administration</b>	CEE	<b>Compensation and Benefits</b>	
<b>Personnel</b>	GCA	<b>Compensation and Work Assignments</b> Work AssignmentsAttendance RequiredWorkweekOvertimeCompensation for Out-of-Town/Overnight Trips	GAN
<b>Personnel</b>	GAE	<b>Complaints</b>	
<b>Personnel</b>	GAAB	<b>Complaints of Discrimination</b>	JDDC, JGECA, KN
<b>Student</b>	KN	<b>Complaints</b> Complaints about Discrimination or Discriminatory Harassment Informal Procedures	BCBI, GAACA, GAF, IF, IKD, JCE, JGEC

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<i>SECTIONS</i>	<i>POLICY CODE</i>	<i>TITLE AND SUBTITLES</i>	<i>RELATED POLICIES</i>
		Formal Complaint Procedures Complaints About Policy Complaints About Curriculum Complaints About Instructional Materials Complaints About Facilities and Services Complaints About Personnel Form, Complaint of Discrimination	
<b>Public Relations</b>	JCE	<b>Complaints</b> Complaints about Discrimination Complaints about School Rules	BCAE, JDDC, KN
<b>Instructional Program</b>	IIBG	<b>Computer Use</b> Use of District Computers/Privacy Rights Copyright Installation Hardware Audits E-mail Privacy Rights Ownership of Employee Computer Materials Staff and Student Handbook Information	ECH, JCDA, KBA
<b>Personnel</b>	GAG	<b>Conflict of Interest</b>	
<b>Board Operations</b>	BBG	<b>Consultants</b>	CJ, C, ID
<b>Personnel</b>	GBRGA	<b>Consulting</b>	
<b>Student</b>	JM	<b>Contests for Students</b>	JH
<b>Instructional Program</b>	IKB	<b>Controversial Issues</b>	GBU, IA, IAA, IFBH
<b>Student</b>	JDA	<b>Corporal Punishment</b>	
<b>General Administration</b>	CL	<b>Councils, Cabinets, Committees &amp; Material</b> Method of Appointment Organization Resources Financial	ID
<b>Business Management</b>	EBBF	<b>Crisis Planning</b>	EBBD
<b>Public Relations</b>	KGD	<b>Crowd Control at School Sponsored Activities</b> Criminal Possession of a Firearm	EBC, JCDBB
<b>Business Management</b>	EF	<b>Data Management</b> Data Dissemination To Education Agencies	
<b>Student</b>	JCEC	<b>Demonstrations</b>	JCAC
<b>Student</b>	JDB	<b>Detention</b>	
<b>Board Operations</b>	BDA	<b>Developing and Adopting Policy</b> Drafting Policy Attorney Involvement Policy Discrimination Historical Policy Files Public Input on Policy	CM, CMA, GAA, JA
<b>Personnel</b>	GBRIBA	<b>Disability Leave</b>	
<b>Student</b>	JRC	<b>Disposition of Records</b>	BCBK, CN, CNA, JGGA, *JR et seq., KBA
<b>Public Relations</b>	KI	<b>Distributing Materials in Schools</b> Materials Produced by Outside Groups –Including Religious Political Campaign Materials Advertising in the Schools Mailing Lists Sample Form, Distribution Rules: Non-School Materials	JHCA, JK, *JR et seq.
<b>District Organization</b>	AD	<b>District Attendance Areas</b>	AG
<b>District Organization</b>	A	<b>District Authority</b> Home Rule	

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<i>SECTIONS</i>	<i>POLICY CODE</i>	<i>TITLE AND SUBTITLES</i>	<i>RELATED POLICIES</i>
		Form, Home Rule Resolution	
<b>District Organization</b>	ABE	<b>District Goals and Objectives</b>	<b>BK</b>
<b>Public Relations</b>	KBA	<b>District or School Web Sites</b> Web Site Rules Form, Sample Handbook Language	<b>BE, ECH, IIBG, *JR et seq., KB</b>
<b>General Administration</b>	CNA	<b>Document Production, Including Electronic Information</b>	<b>BCBK, BE, CN, II, JGGA,* JR et seq, KBA</b>
<b>Student</b>	JCDB	<b>Dress Code</b>	
<b>Personnel</b>	GAOD	<b>Drug and Alcohol Testing</b>	
<b>Student</b>	GAOB	<b>Drug Free Schools</b> Employee Conduct	<b>JDDA, LDD</b>
<b>Student</b>	JDDA	<b>Drug Free Schools</b> Student Conduct Insert Local Sanctions Here	<b>GAOB, LDD</b>
<b>Personnel</b>	GAOA	<b>Drug Free Workplace</b> Alternative I	<b>LDD</b>
<b>Student</b>	JFCA	<b>Early Graduation</b>	<b>IHF</b>
<b>Personnel</b>	GCRJ	<b>Early Retirement for Classified Personnel</b>	
<b>Relations/Agencies</b>	MK	<b>Educational Accreditation Agency Relations</b>	<b>IJ</b>
<b>Instructional Program</b>	IC	<b>Educational Program</b> Curriculum Handbooks Educational Goals and Objective Additional Educational Programs	<b>ID, IDAA, IDAB, IJ</b>
<b>Instructional Program</b>	II	<b>Educational Testing Programs</b> Test Integrity Reporting Test Results Testing Integrity: Staff Handbook Language	<b>BCBK, BE, CN, CNA, IJ</b>
<b>Business Management</b>	EBBE	<b>Emergency Drills</b>	
<b>Student</b>	GAAF	<b>Emergency Safety Interventions</b>	<b>JRB, JQ, JQA, KN</b>
<b>Personnel</b>	GAD	<b>Employee Development Opportunities</b>	
<b>Personnel</b>	GACD	<b>Employment Eligibility Verification(Form I-9)</b>	<b>GAK</b>
<b>Student</b>	JJ	<b>Employment of Students</b> In-School Employment Outside Employment Vocational or Other Work Experience	<b>IDAA</b>
<b>Student</b>	JBC	<b>Enrollment</b> Resident Students Non-Resident Student Enrollment Procedures Part-time Students Identification of Students Enrollment Information Assignment to a School Building, Grade Level or Classes Transferring Credit Transfers from Non-Accredited Schools	<b>JBCA</b>
<b>Personnel</b>	GAAA	<b>Equal Employment Opportunity and Non-discrimination</b>	

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<b>Business Management</b>	EC	<b>Equipment and Supplies Management</b> Receiving	
<b>Fiscal Management</b>	DFM	<b>Equipment and Supplies Sales</b>	KK
<b>Personnel</b>	GBU	<b>Ethics</b>	IA and IKB
<b>Business Management</b>	EBBD	<b>Evacuations and Emergencies</b> School-Closing Announcements Bomb Threat Planning for Emergencies	EBBF, JBH
<b>General Administration</b>	CEI	<b>Evaluating the Superintendent</b>	CGI and GAK
<b>Instructional Program</b>	IJ	<b>Evaluation of Instructional Program</b>	IC, ICAA, II, MK
<b>Instructional Program</b>	IDAC	<b>Exceptional Programs</b>	IC
<b>Student</b>	JQ	<b>Exceptional Students</b> Concurrent Enrollment	IDCE, JBE
<b>Board Operations</b>	BCBK	<b>Executive Session</b> Sample Motion No Binding Action, Executive Sessions	BE, BBBB, CNA, CO, II
<b>General Administration</b>	CEF	<b>Expense Reimbursement</b>	CG, GAN, KB
	GANA	<b>Expense Reimbursement and Credit Cards</b>	GAN
<b>District Organization</b>	AEB	<b>Extended School Year</b>	JBE, JCDA, JDD
<b>Personnel</b>	GARI	<b>Family and Medical Leave</b> Sample: Family and Medical Leave Plan	
<b>Relations/Organizations</b>	LED	<b>Family Night</b>	
<b>Relations/Organizations</b>	LDD	<b>Federal Government-Drug Free Schools</b>	GAOA, GAOB, IDAB, JDDA
<b>Fiscal Management</b>	DFG	<b>Fees, Payments and Rentals</b>	KG
<b>Instructional Program</b>	IFCB	<b>Field Trips</b> USD Approved Field TripsNon-Sanctioned Field TripsForm, Consent to Participate in Field trip, etc.	
<b>Instructional Program</b>	IKA	<b>Financial Literacy</b>	ID
<b>Relations/Organizations</b>	LDDA	<b>Fiscal Management of Federal Grants</b>	
<b>Business Management</b>	EE	<b>Food Services Management</b> Sanitation Inspections Records Meal Prices	
<b>Student</b>	JHCAA	<b>Gang Activity</b>	JCAC, JCDA, JCDBB, JDD
<b>Fiscal Management</b>	DFK	<b>Gifts and Bequests</b>	
<b>Public Relations</b>	KH	<b>Gifts to Schools</b>	GAJ, JL
<b>Personnel</b>	GAJ	<b>Gifts</b> Gifts to Staff Members	JL, KH
<b>Student</b>	JL	<b>Gifts</b> Student Gifts to Staff Members Faculty Gifts to Students Student Organization Gifts to the School	DK, GAJ, KH
<b>Board Operations</b>	BA	<b>Goals and Objectives</b>	
<b>Fiscal Management</b>	DA	<b>Goals and Objectives</b>	
<b>Business Management</b>	EA	<b>Goals and Objectives</b>	
<b>Facility Program</b>	FA	<b>Goals and Objectives</b>	
<b>Negotiations</b>	HAB	<b>Goals and Objectives</b>	
<b>Relations/Organizations</b>	LA	<b>Goals and Objectives</b>	
<b>Relations/Agencies</b>	MA	<b>Goals and Objectives</b>	

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<i>SECTIONS</i>	<i>POLICY CODE</i>	<i>TITLE AND SUBTITLES</i>	<i>RELATED POLICIES</i>
<b>Personnel</b>	GAA	<b>Goals and Objectives</b>	BDA, CM, CMA, JA
<b>Student</b>	JA	<b>Goals and Objectives</b>	BDA, CM, CMA, GAA, JCDA
<b>Public Relations</b>	KA	<b>Goals and Objectives</b>	IB
<b>General Administration</b>	CA	<b>Goals and Objectives of School Administration</b>	
<b>Instructional Program</b>	IHA	<b>Grading System</b>	
<b>Student</b>	JFC	<b>Graduation Exercises</b>	
<b>Instructional Program</b>	IHF	<b>Graduation Requirements</b>	JFCA
<b>Business Management</b>	EBBA	<b>Hazardous Waste Inspection and Disposal</b> Inspection Disposal	
<b>Student</b>	JGC	<b>Health Assessments and Physicals</b>	JGCB
<b>Student</b>	JQL	<b>Hearing Procedures for Exceptional Students</b>	
<b>Student</b>	JRD	<b>Hearing Request</b>	BCBK, CN, CNA, JGGA, *JR et seq.
<b>General Administration</b>	CJ	<b>Hiring Consultants</b>	See BBG, CL, ID
<b>Student</b>	JBCA	<b>Homeless Students</b> Coordinator Homeless Student Regulations Enrollment/Placement Services Transportation Records Coordinator Complaint form	EDAA, JBC
<b>Instructional Program</b>	IHB	<b>Homework</b>	
<b>Instructional Program</b>	IHD	<b>Honor Rolls</b>	
<b>Instructional Program</b>	IKCA	<b>Human Sexuality and AIDS Education</b> Opt-Out Procedure and Form Opt-Out Form Annual Request Required Notice of Availability Form, Parent/Guardian Opt Out Form	
<b>Instructional Program</b>	IEH	<b>Independent Study</b>	
<b>Student</b>	JGCB	<b>Inoculations</b>	JGC
<b>Instructional Program</b>	IE	<b>Instructional Arrangements</b> Class Size Scheduling for Instruction Pre-enrollment	
<b>Instructional Program</b>	IFBC	<b>Instructional Materials Centers</b>	
<b>Instructional Program</b>	ID	<b>Instructional Program</b> Modification Personnel Financial Resources Evaluation	BBG, CJ, CL, IC, IJ
<b>Instructional Program</b>	IFB	<b>Instructional Services</b>	
<b>Business Management</b>	EBA	<b>Insurance Program</b> Liability Other Than For Vehicles	
<b>Relations/Agencies</b>	MD	<b>Interdistrict Relations</b>	
<b>Student</b>	JCAC	<b>Interrogation and Investigations</b>	EBC, GAAD,

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		Coordination with Law Enforcement Investigations Initiated by School Administrators and Conducted by Law Enforcement Officers Investigations Initiated and Conducted by Law Enforcement Officers Violations of Criminal Law Taking Students Into Custody Disturbance of School Environment	JCABB, JCEC, JHCAA
<b>Fiscal Management</b>	DIC	<b>Inventories</b>	
<b>Fiscal Management</b>	DFE	<b>Investment of Funds</b> Posting Securities Distribution of Monies for Investment shall be as follows:	
<b>Personnel</b>	GACB	<b>Job Descriptions</b>	CD, GACA
<b>Personnel</b>	GCRG	<b>Leaves and Absences -- Classified</b> Paid Leave Unpaid Leave Jury Leave	GCRH
<b>Negotiations</b>	HAA	<b>Legal Status</b>	
<b>Instructional Program</b>	IKI	<b>Lesson Plans</b>	
<b>Fiscal Management</b>	DJEE	<b>Local Purchasing</b>	
<b>Student</b>	JGCA	<b>Local Wellness Policy</b>	
<b>Business Management</b>	EBI	<b>Long-Range Maintenance Program</b>	
<b>Facility Program</b>	FDB	<b>Long-Range Needs Determination</b>	
<b>Personnel</b>	GAO	<b>Maintaining Proper Control</b>	JGFB
<b>Instructional Program</b>	IHEA	<b>Make-Up Opportunities</b>	JBD, JDD
<b>Public Relations</b>	KBC	<b>Media Relations</b> Broadcasting and Taping News Releases Conferences and Interviews	
<b>Board Operations</b>	BG	<b>Memberships</b>	
<b>Facility Operation</b>	FC	<b>Memorials and Naming of District Facilities</b>	
<b>Personnel</b>	GARID	<b>Military Leave</b>	
<b>Board Operations</b>	BCBH	<b>Minutes</b>	BCBF
<b>Negotiations</b>	HAI	<b>Negotiations Procedures</b> Distribution of Information Research Assistance Minutes and Records Reporting to Staff and Board Reporting to the Media and Public	CN and HAC
<b>Personnel</b>	GACCA	<b>Nepotism</b>	
<b>Board Operations</b>	BBBB	<b>New Member Orientation</b>	BCBK
<b>Board Operations</b>	BCBJ	<b>News Coverage</b> Broadcasting and Taping Cameras/Recording Devises at Board Meetings	
<b>Personnel</b>	GBN	<b>Nonrenewal and Termination</b>	
<b>General Administration</b>	CEJ	<b>Nonrenewing or Terminating the Superintendent's Contract</b>	
<b>Personnel</b>	GCRF	<b>Non-School Employment - Classified</b>	
<b>Personnel</b>	GBRG	<b>Non-School Employment -- Licensed</b>	
<b>Student</b>	IIBGB	<b>Online Learning Opportunities</b>	
<b>Instructional Program</b>	IFBH	<b>Outside Speakers</b>	IKB

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Personnel	GCRD	<b>Overtime Pay</b>	
Personnel	GCRI	<b>Paid Holidays</b>	
Personnel	GCRK	<b>Paid Holidays</b>	
Student	JFAC	<b>Parent Conferences</b>	
Personnel	GAH	<b>Participation in Community Activities</b>	
Personnel	GAK	<b>Personnel Records</b> Requests for References Immunity Provided Form, Request to Release Personnel Records	CEI, CGI, GACD, GBI, GCI
Fiscal Management	DJB	<b>Petty Cash Accounts</b> Resolution to Establish Petty Cash Fund	
Fiscal Management	DJEJ	<b>Payment Procedures</b>	DJEG, DJFAB
Instructional Program	IIA	<b>Performance-Based Credits</b>	
Personnel	GAM	<b>Personal Appearance</b>	
Personnel	GA	<b>Personnel Policy Organization</b>	
Instructional Program	IA	<b>Philosophy - Mission Statement</b>	GBU, IKB
Student	JQA	<b>Physically Disabled Students</b>	
Instructional Program	ICA	<b>Pilot Projects</b> Pilot Project Evaluation Student Surveys	IJ, JR <u>et seq</u>
Student	JCB	<b>Policy and Rules Development Involvement</b>	
General Administration	CM	<b>Policy Implementation</b>	BDA, CMA, GAA, JA
Personnel	GAHB	<b>Political Activities</b>	GBRK, GCRK
Personnel	GBRK	<b>Political Activities</b>	GAHB
Personnel	GCRK	<b>Political Activities</b>	GAHB
Personnel	GACA	<b>Positions</b>	CD, GACB
Negotiations	HAI	<b>Preliminary Agreement Disposition</b>	
Business Management	ECH	<b>Printing and Duplicating Services</b> Copyright Regulations and “fair use” rules for educators	KBA
Student	JDC	<b>Probation</b>	JCDBB, JDD
Personnel	GBRC	<b>Professional Development</b>	GAN
General Administration	CK	<b>Professional Development Opportunities</b>	
Instructional Program	IFBDA	<b>Professional Libraries</b>	
Student	JFB	<b>Promotion and Retention</b>	
Public Relations	KCA	<b>Protection of Privacy Rights</b>	
Public Relations	KGDA	<b>Public Conduct on School Property</b>	
Board Operations	BCAE	<b>Public Hearings</b>	BCBI, KN
Public Relations	KB, FC	<b>Public Information Programs</b> Newsletters and other Media	
Board Operations	BCBI	<b>Public Participation</b> Open ForumPatron- Requested Agenda ItemsHandling ComplaintsSample form – Request to Add anAgenda Item	BCAE, KN
General Administration	CN	<b>Public Records</b> Types of Records Central Office Records Building Records	BE, CNA, HAI, II, JGGA, *JR <u>et seq.</u> , KBA

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		Public Access Disposition Retention of Documents in Certain Circumstances Form, Request for Records	
<b>Fiscal Management</b>	DJEG	<b>Purchase Orders and Contracts</b>	DJEJ, DJFAB
<b>Fiscal Management</b>	DJFA	<b>Purchasing Authority</b>	
<b>Fiscal Management</b>	DJE	<b>Purchasing</b> Purchasing Authority	
<b>Fiscal Management</b>	DJEB	<b>Quality Control</b> Specifications Standardization Quantity Purchasing Cost Control	
<b>Personnel</b>	GAACA	<b>Racial Harassment</b>	GAF, JGECA, KN
<b>Personnel</b>	JGECA	<b>Racial Harassment</b>	GAACA, GAAD, GAF, JDDC, KN
<b>Negotiations</b>	HAK	<b>Ratification Procedures</b>	
<b>Business Management</b>	EBJ	<b>Records</b>	
<b>Personnel</b>	GACC	<b>Recruitment and Hiring</b> Recruitment Hiring Hiring Sequence Form, Applicant Job Application Acknowledgments	
<b>Personnel</b>	GBQA	<b>Reduction of Teaching Staff</b>	
<b>Board Operations</b>	BBBF	<b>Reimbursement for Expenses</b>	GAN
<b>Student</b>	JBH	<b>Release of a Student During the School Day</b>	EBB, EBBD
<b>Student</b>	JRB	<b>Release of Student Records</b> Directory Information Forwarding Pupil Records	BCBK, CN, CNA, JGGA, *JR et seq., KBA
<b>Instructional Program</b>	IKD	<b>Religion in Curricular or School Sponsored Activities</b> Teaching About Religion Religion in the Curriculum and School Activities Religious Symbols in the Classroom Religious Holidays Graduation and Other Ceremonies	AEA, IF, IKDA, KN
<b>Instructional Program</b>	IKDA	<b>Religious Objections to Activities</b> Form, Opt-Out Activity Participation	IKD
<b>Student</b>	JDDB	<b>Reporting Crimes to Law Enforcement</b> Notifying Law Enforcement Form, Report to Local Law Enforcement	EBC, JDD
<b>General Administration</b>	CO	<b>Reports</b> Types of Reports Annual Budget Reports Disseminating Reports	See BCBK, *JR et seq.
<b>Fiscal Management</b>	DJEF	<b>Requisitions</b>	
<b>General Administration</b>	CEK	<b>Resignation</b>	
<b>Personnel</b>	GBO	<b>Resignation</b> Exit Interviews	
<b>Board Operations</b>	BCBF	<b>Rules of Order</b>	BCAC, BCBH
<b>Business Management</b>	EBB	<b>Safety</b>	JBH

Unless otherwise noted all of the following policies were re-adopted July 16, 2018.

<i>SECTIONS</i>	<i>POLICY CODE</i>	<i>TITLE AND SUBTITLES</i>	<i>RELATED POLICIES</i>
		Safety Rules Safety Unit Warning System Safety Inspections Heating and Lighting	
<b>Personnel</b>	GAOF	<b>Salary Deductions</b>	
<b>Public Relations</b>	KK	<b>Sale of District Property</b>	DFM
<b>Board Operations</b>	BE	<b>School Board Records</b>	BCBK, CN, CNA, II, KBA
<b>District Organization</b>	AEA	<b>School Calendar</b>	IKD
<b>District Organization</b>	ADA	<b>School Census</b>	
<b>District Organization</b>	AF	<b>School Day</b>	
<b>District Organization</b>	AC	<b>School District Organization Plan</b>	
<b>Student</b>	JGH	<b>School Food Service Programs</b> Free or Reduced Price Meals Contracts with Other Agencies with Nonpublic Schools or Child-care Institutions	
<b>Instructional Program</b>	IB	<b>School Site Councils</b> Bylaws	KA
<b>Business Management</b>	EDAA	<b>School Vehicles(District-Owned Buses)</b> LiabilitySafetySpeed LimitsSafety InspectionScheduling and RoutingRecordsLicensing of DriversHousing of School Vehicles	ED, JBCA, JGG
<b>Public Relations</b>	KFD	<b>School Volunteers</b>	IFC, EBAA
<b>District Organization</b>	AE	<b>School Year</b> Virtual Schools	
<b>Relations/Organizations</b>	LB	<b>School-Community Cooperation</b>	
<b>Relations/Organizations</b>	LC	<b>School-Community Programs</b>	
<b>Negotiations</b>	HAC	<b>Scope of Negotiations</b>	HAI
<b>Student</b>	JCAB	<b>Searches of Property</b> Search of Lockers Searches of Property	JCABB
<b>Student</b>	JCABB	<b>Searches of Students</b> Form, Search Report	JCAB, JCAC
<b>Instructional Program</b>	IDACB	<b>Section 504 Accommodations for Students</b>	
<b>Business Management</b>	EBC	<b>Security and Safety</b> Reporting Crimes at School to Law Enforcement Reporting Certain Students to Administrators and Staff Annual Reports Staff Immunity Sample Form, Report to Local Law Enforcement Sample Form, Report to Staff Member	JCAC, JCDBB, JDD, JDDB, JDDC, KGD
<b>Student</b>	JGEC	<b>Sexual Harassment</b>	GAAC, GAAD, GAF, JDDC, KN
<b>Personnel</b>	GAAC	<b>Sexual Harassment</b>	GAF, JGEC
<b>Personnel</b>	GCRGA	<b>Sick Leave Bank for Classified &amp; Administrative Personnel</b>	
<b>Negotiations</b>	HAN	<b>Slowdowns</b>	
<b>Personnel</b>	GAI	<b>Solicitations</b>	KDC
<b>Student</b>	JK	<b>Solicitations</b>	KI

Unless otherwise noted all of the following policies were re-adopted July 16, 2018.

<i>SECTIONS</i>	<i>POLICY CODE</i>	<i>TITLE AND SUBTITLES</i>	<i>RELATED POLICIES</i>
<b>Personnel</b>	KDC	<b>Solicitations</b>	GAI
<b>Instructional Program</b>	IECA	<b>Special Education Class Size/Caseload</b>	
<b>Instructional Program</b>	IDACA	<b>Special Education Services</b>	
<b>Board Operations</b>	BCAC	<b>Special Meetings</b>	BCBF
<b>Instructional Program</b>	IDAA	<b>Special Programs</b> Partnerships Work-Study Program	IC, JJ
<b>Business Management</b>	EDDA	<b>Special Use of School Buses</b>	ED, JDD
<b>Personnel</b>	GBRD	<b>Staff Meetings</b>	
<b>Personnel</b>	GAF	<b>Staff-Student Relations</b>	GAAC, GAACA, JGEC, JGECA, KN
<b>Personnel</b>	GAT	<b>Staff Use of Communication Devices</b>	IIBG, IIBGC
<b>Fiscal Management</b>	DFAB	<b>Standard of Conduct For Federally Funded Contracts</b>	
<b>Relations/Agencies</b>	MI	<b>State Education Agency Relations: Quality Assurances</b>	
<b>Student</b>	JGFG	<b>Student Accidents</b> Records Sample Student Information Form Form, Consent for Emergency Medical Treatment	
<b>Student</b>	JH	<b>Student Activities</b> Eligibility for Activities Adding or Eliminating Activities Activity Fund Management Form, Request to Add/Eliminate an Activity	DK, JM, KG
<b>Fiscal Management</b>	DK	<b>Student Activity Fund Management</b> Activity Fund Deposits                      Activity Fund Management Inactive Activity Funds Resolution to Establish Activity Fund	JGHB, JH, JL
<b>Student</b>	JCDA	<b>Student Conduct</b>	AEB, IIBG, JA, JHCAA
<b>Student</b>	JFAB	<b>Student Conferences</b>	
<b>Student</b>	JS	<b>Student Fees and Charges</b> Credit Card Payments Fee Schedules Debt Collection Forwarding Pupil Records	
<b>Student</b>	JGA	<b>Student Insurance Program</b>	
<b>Student</b>	JHC	<b>Student Organizations</b> Student Clubs Non-School Sponsored Student Clubs Student Government	
<b>Student</b>	IDEA	<b>Student Privacy Policy</b>	
<b>Student</b>	JGD	<b>Student Psychological Services</b>	*JR, <u>et seq.</u>
<b>Student</b>	JHCA	<b>Student Publications</b> School-Sponsored Student Publications Non-School Sponsored Student Publications Advertisements	KI
<b>Student</b>	JR	<b>Student Records</b>	BCBK, CN, CNA, CO, JGD, JGGA, *JR <u>et</u>

Unless otherwise noted all of the following policies were re-adopted July 16, 2018.

<i>SECTIONS</i>	<i>POLICY CODE</i>	<i>TITLE AND SUBTITLES</i>	<i>RELATED POLICIES</i>
			<u>seq.</u>
<b>Student</b>	JGFGBA	<b>Student Self-Administration of Medications</b> Student Eligibility Authorization Required Employee Immunity Waiver of Liability Additional Requirements Form, Permission for Self-Administration of Medication	JGFGB
<b>Business Management</b>	ED	<b>Student Transportation Management</b>	EDDA, JGG
<b>Student</b>	JGFF	<b>Student Transportation Regulation</b>	JGG
<b>Personnel</b>	GBRJ	<b>Substitute Teaching</b>	
<b>General Administration</b>	CE	<b>Superintendent of Schools</b>	
<b>General Administration</b>	CEA	<b>Superintendent Qualifications</b>	
<b>General Administration</b>	CEC	<b>Superintendent Recruitment</b>	
<b>General Administration</b>	CED	<b>Superintendent's Appointment</b>	
<b>General Administration</b>	CEB	<b>Superintendent's Duties</b>	
<b>General Administration</b>	CEG	<b>Superintendent's Professional Development Opportunities</b>	
<b>Negotiations</b>	HAF	<b>Superintendent's Role</b>	
<b>General Administration</b>	GBH	<b>Supervision</b>	
<b>Student</b>	JGFGB	<b>Supervision of Medications</b> Form, Permission for Medication Form, Medications Given at School	JGFGBA
<b>Student</b>	JGFB	<b>Supervision of Students</b>	GAO, GBR, JH
<b>Instructional Program</b>	IDAB	<b>Support Programs</b> Drug Education Student Mental Health Dropout Prevention At-Risk Students Guidance Homebound Instruction	IC, LDD
<b>Personnel</b>	GBK	<b>Suspension</b>	
<b>Personnel</b>	GCK	<b>Suspension</b>	
<b>Student</b>	JDD	<b>Suspension and Expulsion Procedures</b> Reasons for Suspension or Expulsion Short-term Suspension Long-term Suspension or Expulsion Rules Which Apply in all Cases When a Student may be Suspended or Expelled Student Rights During a Long-Term Suspension/Expulsion Hearing Appeal to the Board	AEB, EBC, IHEA, JBD, JCDA, JCDBB, JDC, JDDB, JDDC, JHCAA
<b>Fiscal Management</b>	DL	<b>Tax-Exempt Financing Procedure</b>	
<b>Instructional Program</b>	ICAA	<b>Teaching Methods</b>	ICA, II, IJ
<b>Instructional Program</b>	IF	<b>Textbooks, Instructional Materials &amp; Media Centers</b> Selection Criteria: Textbooks and Instructional Materials Selection Criteria: Media Center Materials Collection Development Challenges of Materials Review Committee Removing Challenged Materials Form, Request for Review of Textbook, etc.	IKD, KN
<b>Instructional Program</b>	IDAD	<b>Title I Programs</b> Annual Parent Meeting Regulation, Title I Programs	

Unless otherwise noted all of the following policies were re-adopted July 16, 2018.

<i>SECTIONS</i>	<i>POLICY CODE</i>	<i>TITLE AND SUBTITLES</i>	<i>RELATED POLICIES</i>
		Parental Involvement Encouraged Activities to Enable Parental Participation Scheduling for Parents' Convenience Annual Evaluation Form, Title I Parent Involvement: Policy Development Meetings	
<b>Student</b>	JCDAA	<b>Tobacco Use</b>	GAOC
<b>Student</b>	JGG	<b>Transportation</b>	ED, EDDA
<b>Personnel</b>	GAN	<b>Travel Expenses</b>	BBBF, CEF, CG, GBRC, GCA
<b>Student</b>	JBE	<b>Truancy</b> Waiver of Compulsory Attendance Requirements Involvement of Law Enforcement Reporting to Parents Dual Enrollment Students Form, Parent Consent and Waiver From Compulsory Attendance Chart, Lifetime Earnings Information for High School Principals	AEB, IDCE, JBD, JQ
<b>Personnel</b>	GBRGB	<b>Tutoring for Pay</b>	
<b>Student</b>	JRA	<b>Types of Records</b> Permanent Student Records Administrative Records Supplementary Records Tentative Records	BCBK, CN, CNA, JGGA, *JR <u>et seq.</u> , KBA
<b>Public Relations</b>	KGA	<b>Use of District Personal Property and Equipment</b> Personal Use Sample Form, Personal Property and Equipment Use Permit	
<b>Negotiations</b>	HAHBB	<b>Use of School Equipment</b>	
<b>Negotiations</b>	HAHBA	<b>Use of School Facilities</b>	
<b>Public Relations</b>	KG	<b>Use of School Facilities by Community Groups</b> Fees and Rental ChargesLease ArrangementsSupervision of Non-School Groups Insurance and/or BondsSample, Facility Use Rules ProposalForm, Schedule of Rates for Facility UseForm, School Facility Use Permit	DFG, JH
<b>Personnel</b>	GAOC	<b>Use of Tobacco Products in School Buildings</b>	JCDAA
<b>Student</b>	JGFF	<b>Use of Vehicles</b>	
<b>Student</b>	JGGA	<b>Use of Video Cameras</b>	CN, *JR <u>et seq.</u>
<b>Personnel</b>	GCRH	<b>Vacations</b>	GCRG
<b>Business Management</b>	EBCA	<b>Vandalism</b> Vandalism Protection Restitution for Damages Return of School Property Offering a Reward	
<b>Student</b>	JGHB	<b>Vending Machines and Other Automated Play Machines</b>	DK
<b>Public Relations</b>	KM	<b>Visitors to the School</b>	
<b>Board Operations</b>	BCBG	<b>Voting Method</b>	
<b>Student</b>	JCDBB	<b>Weapons</b>	EBC, JDC, JDD,

Unless otherwise noted all of the following policies were re-adopted July 16, 2018.

<i>SECTIONS</i>	<i>POLICY CODE</i>	<i>TITLE AND SUBTITLES</i>	<i>RELATED POLICIES</i>
		Weapons and Destructive Devices Penalties for Possession	JHCAA, KGD
<b>Personnel</b>	GAOE	<b>Workers' Compensation and Disability Benefits</b> Choice of Physician	KFD
<b>Personnel</b>	GBR	<b>Working Schedule</b> Work Schedules Attendance Required	

\*JR et seq. refers to “and the following one or ones”

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



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**A--SCHOOL DISTRICT ORGANIZATION**

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<b>ABE</b>	District Goals and Objectives	<b>BK</b>
<b>AC</b>	School District Organization Plan - KSA 72-8212	<b>AG</b>
<b>AD</b>	School District Attendance Areas - KSA 72-8212; 72-7204	
<b>ADA</b>	School Census - KSA 72-5333d	
<b>AE</b>	School Year - KSA 72-1106	
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<b>AF</b>	School Day - KSA 72-1106 Double Sessions Evening Sessions	
<b>AG</b>	Closing School Buildings - KSA 72-8213; 72-8213a	<b>AD</b>

## **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

## **District Goals and Objectives**

**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

CROSS REFERENCE: BK

## **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

## **District Attendance Areas**

**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

CROSS REFERENCE: AG

## **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

## **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.

## **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

CROSS REFERENCE: IKD



## **Extended School Year**

**AEB**

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

Should the school year be shortened by board action, the board must take steps to ensure the school term provided includes at least the minimum number of days or hours required by Kansas law.

### **Additional Learning Opportunities for Students**

The board may require additional learning opportunities for students not meeting minimum academic or behavioral standards as defined by the board or as outlined in board policy and/or handbook language. Students may be assigned to academic sessions taking place:

- Before or after school
- On Saturday and/or
- During the summer

Truancy laws, suspension and expulsion policies and law, and all appropriate portions of the student behavior code shall apply during additional academic sessions.

BOE Approved: July 7, 2003

BOE Reviewed and Approved: February 19, 2008

KASB Recommendation 7/02; 4/07; 6/16

Board Revised and Approved: July 18, 2016

CROSS REFERENCE: AE, JBD, JBE, JCDA and JDD

## **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

## **Closing School Buildings**

**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

CROSS REFERENCE: AD

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### B--SCHOOL BOARD OPERATIONS

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<b>BBC</b>	Board Committees	
<b>BBE</b>	Attorney - KSA 72-8205	
<b>BBG</b>	Consultants	CJ
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<b>BCBI</b>	Public Participation at Board Meetings	BCAE
<b>BCBJ</b>	News Coverage - KSA 75-4317 <u>et seq</u> Press Services Broadcasting and Taping – KSA 72/80205; 75-4318 Cameras Recording Devices	
<b>BCBK</b>	Executive Sessions - KSA 75 -4317 <u>et seq</u>	BBB, BE, CNA, CO, JRB, JRC
<b>BDA</b>	Developing and Adopting Policy	CM, CMA, GAA, JA
<b>BE</b>	School Board Records - KSA 72-5369 <u>et seq.</u> ; Annual Reports Academic Reports	10-1117; 10-1118 BCBK, CAN, CN, II, KBA
<b>BG</b>	Memberships - KSA 72-5326 State School Boards Association National School Boards Association	

Unless otherwise noted all of the following policies were re-adopted July 16, 2018.



## **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

## **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

Cross Reference: BCBK

## **Board Member Education and Learning Opportunities**

**BBBC**

Board members are encouraged to increase their knowledge and skills through attendance at local, state, and national seminars and conferences. In order to attend a national conference, board members must have attended at least half of the board meetings.



## **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

Cross Reference: GAN

## **Board Committees**

**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 three 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

BOE Reviewed and Approved: July 15, 2013

Cross Reference: CF

## **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

## **Consultants**

**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

CROSS REFERENCE: CJ

## **Special Meetings**

**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

CROSS REFERENCE: BCBF

## **Public Hearings**

**BCAE**

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

CROSS REFERENCE: BCBI and KN

## 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.

In the event that a board member brings up an item at the board meeting, that item may be placed on the agenda for a future board meeting as a Report, First Reading or an Action Item. Ordinarily the item will be placed on a future agenda as a First Reading if time is not of the essence.

BOE Approved: July 7, 2003

BOE Reviewed and Approved: November 19, 2007

BOE Reviewed and Revised: October 18, 2010

## Rules of Order

## BCBF

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

CROSS REFERENCE: BCAC and BCBH



## **Voting Method**

**BCBG**

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

## **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

CROSS REFERENCE: BCBF

## **Public Participation at Board Meetings**

**BCBI**

### **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

CROSS REFERENCE: BCAE and KN

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

## Executive Session

## BCBK

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.
- 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.

**Executive Session**

**BCBK-2**

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

CROSS REFERENCE: BBB, BE, CNA, CO, JRB, and JRC

## **Developing and Adopting Policy**

**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.

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### **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.

## **Developing and Adopting Policy**

**BDA- 2**

BOE Approved: July 7, 2003

BOE Revised and Approved: January 7, 2008

BOE Approved KASB Recommendation: August 16, 2010

CROSS REFERENCE: CM, CMA, GAA and JA



## **School Board Records**

**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

CROSS REFERENCE: BCBK, CN, CAN, II, and KBA

## **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

## **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;
  - 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 4} 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.

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

BOE Reviewed and Approved November 21, 2011

CROSS REFERENCE: ABE

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CGOA	Administrative Sick Leave Bank	GCRGA

Unless otherwise noted all of the following policies were re-adopted July 16, 2018.

<i>POLICY CODE</i>	<i>TITLE AND SUBTITLES</i>	<i>RELATED POLICIES</i>
<b>CJ</b>	Consultants	BBG, CL, ID
<b>CK</b>	Professional Development Opportunities	
<b>CL &amp; R</b>	Councils, Cabinets and Committees  Method of Appointment Organization Resources Material Financial	ID
<b>CM</b>	Policy Implementation	BDA, CMA, GAA, JA
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<b>CAN</b>	Document Production, Including Electronic Information	BCBK, BE, CN, II, JGGA, JR et seq., KBA
<b>CO &amp; R</b>	Reports - KSA 72-7801 <u>et seq</u>  Types Dissemination - KSA 45-215 <u>et seq</u>	BCBK, JR et seq.

Unless otherwise noted all of the following policies were re-adopted July 16, 2018.

## **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

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

## **Line and Staff Relations**

**CD**

Line and staff administrators are those employees responsible for discharging various functions at the building level 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

Cross Reference: GACA and GACB

## **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



## **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

## **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.

## **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

## **Recruitment**

**CEC**

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

## **Superintendent's 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

## **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

## **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

## **Expense Reimbursement**

**CEF**

The superintendent's use of a district motor vehicle and a district credit card shall be confined to necessary school business. The board shall annually prescribe limits and restrictions on the use of credit cards and shall monitor monthly receipts and reimbursement expenses.

All rewards points or cash back payments earned using district credit cards are district property and shall be either applied to future district credit card purchases or remitted to the district treasurer for accounting and deposit.

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

BOE Reviewed and Revised: October 19, 2015

Cross Reference: CG, GAN, and KB

## **Superintendent's Professional Development Opportunities    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



## 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. This shall be done formally once of every three years. The other two years the superintendent will share with the board his progress on his goals from the previous year and work with the board to develop mutually agreeable goals for the next year.
2. The board president shall provide all board members with the Superintendent Evaluation Form at the 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.
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 meeting in January to discuss the evaluation.

## Evaluating the Superintendent

CEI-2

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 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

BOE Reviewed and Revised: December 15, 2014

Cross Reference: CGI, GAR

## **Nonrenewing or Terminating the Superintendent's Contract**

**CEJ**

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

BOE Approved: July 7, 2003

BOE Revised and Approved: April 21, 2008

## **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

## **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 workloads 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.

**Administrative Personnel**

**CG-2**

BOE Approved: July 7, 2003

BOE Revised and Approved: April 21, 2008

Cross Reference: CEF, GAN and KB

## **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

## **Administrator Evaluation**

**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 with the clerk in the central office and may be published in the appropriate handbook.

BOE Approved: July 7, 2003

BOE Revised and Approved: April 21, 2008

BOE Revised and Approved: September 15, 2014

Cross Reference: CEI and GAK



## **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

BOE Revised and Approved: December 19, 2005

BOE Reviewed and Approved: May 5, 2008

## **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.

## **Early Retirement Program for Administrative Personnel** **CGO – R-2**

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:

- Thirty percent of the retiree's final yearly salary
- Supplemental salary amounts are excluded from the final salary figure used to calculate the retirement benefit.
- One percent of the final calculated base benefit for each year of service with the district in excess of 8 years.
- 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.
- 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.

## **Early Retirement Program for Administrative Personnel**

**CGO – R-3**

- 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.
- 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

BOE Revised and Approved: December 19, 2005

BOE Reviewed and Approved: May 5, 2008

## **Administrative Sick Leave Bank**

**CGOA**

(See GCRGA)

BOE Approved: July 7, 2003

BOE Reviewed and Approved: May 5, 2008

Cross Reference: GCRGA

## **Consultants**

**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

Cross Reference: BBG, CL and ID

## **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

## **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

Cross Reference: BBG and ID

## **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



## **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

Cross Reference: BDA, CMA, GAA and JA

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.

### **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.

### **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.

## **Administrative Rules**

**CMA-2**

BOE Approved: July 7, 2003

BOE Reviewed and Approved: May 19, 2008

Cross Reference: **BDA, CM, DJFAB, GAA, JA, and JCB**

## **Administrative Rules**

**CMA-R**

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.

### **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

## **Public Records**

CN

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 and 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

Cross Reference: BE, CNA, II, HAI, JGGA, KBA and JR et seq.

## **Document Production, Including Electronic Information \* 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

Cross Reference: BCBK, BE, CN, II, JGGA, JR et seq. and KBA

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

## **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, 2003

BOE Reviewed and Approved: July 21, 2008

Cross Reference: BCBK and JR et seq.

## **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

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Unless otherwise noted all of the following policies were re-adopted July 16, 2018.



<i>POLICY CODE</i>	<i>TITLE AND SUBTITLES</i>	<i>RELATED POLICIES</i>
<b>DJEE</b>	Local Purchasing - KSA 75-3317 to 75-3322; 72-8212; 10-1113	
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<b>DL</b>	Tax-Exempt Financing Procedure	

Unless otherwise noted all of the following policies were re-adopted July 16, 2018.

## **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

BOE Reviewed and Approved: October 20, 2008

## **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

BOE Reviewed and Approved: October 20, 2008

## **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.

**Budget Transparency**

The district shall comply with the requirements of the Kansas Uniform Financial Accounting and Reporting Act and rules and regulations promulgated by the Kansas State Board of Education thereunder in maintaining, reporting, publishing on the district’s website, and making available to the public specified budgetary records, forms, and information.

**Management of District Assets / Accounts**

The superintendent shall establish and maintain accurate, 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.

**Fraud Prevention and Investigation**

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.

**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.

**Whistleblowers**

The district encourages complaints, reports, or inquiries about illegal practices or violations of district policies, including illegal or improper conduct by the district, its leadership or by others on its behalf. Reports could include, but not limited to, financial improprieties, accounting, or audit matters, ethical violations, or other similar illegal or improper practices or policies. The district prohibits retaliation by or on behalf of the district against staff members who make good faith complaints, reports, or inquiries under this policy or for participations in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The district reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.

BOE Reviewed and Revised: October 19, 2015

BOE Approved: July 7, 2003

BOE Reviewed and adopted September 4, 2007

BOE Reviewed and Approved: October 20, 2008

## **Standard of Conduct for Federally Funded Contracts**

**DFAB**

The following standard of conduct shall be followed by board members, district employees, officers, and their agents in an effort to eliminate conflicts of interest and to govern actions while engaged in the selection, award, and administration of contracts on behalf of the district.

No board member, employee, officer, or agent may participate in the selection, award, or administration of a contract supported by Federal funds if he or she has a real or apparent conflict of interest concerning the contract.

For the purposes of this policy, a conflict of interest would include any instance when a board member, employee, officer, or agent; any member of his or her immediate family; his or her partner; or an organization which employs or is about to employ any of the parties indicated herein has a financial or other interest in or receives or would receive a tangible personal benefit from a firm considered for a contract.

Unless otherwise provided herein, no board member, employee, officer, or agent of the district may solicit or accept gratuities, favors, or anything of monetary value from vendors, contractors, or parties to subcontracts. Therefore, these individuals would be prohibited from accepting offers for free entertainment which would otherwise cost the individual, lodging, transportation, gifts, or meals. However, accepting meals offered by a sponsor and consumed by such individual at school, a school sponsored activity, or a related event and/or accepting free product samples having a retail value no greater than \$100 will not be a violation of this policy or standard of conduct.

Employees, officers, and agents of the district found to be in violation of this policy and standard of conduct shall be subject to disciplinary action, up to and including suspension or termination for employees and denial of access to district property and activities and/or the severing of the officer or agency relationship with the district, as appropriate.

BOE Approved: September 19, 2016

## **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

## **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.

## **Investment of Funds**

**DFE-R-2**

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



## **Fees, Payments and Rentals**

**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

Cross Reference: KG

## **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

## **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

Cross Reference: KK

## **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.

A surety bond in the amount of \$50,000 is required for the treasurer, clerk and superintendent. A position bond or Crime Policy may be purchased by the board for district employees as follows:

- Building principal - \$20,000
- Building secretary(s) - \$10,000
- Other employees as the board may direct. - \$10,000

BOE Approved: July 7, 2003

BOE Reviewed and Approved: November 3, 2008

BOE Revised and Approved KASB Recommendation: September 17, 2018

## **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

## **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

## **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

## **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

## **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

## **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



## **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

## **Bids and Quotations Requirements**

**DJED-R**

### **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

## **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

## **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.

All requisitions shall be submitted to the purchasing agent by the designated deadline. 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 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

BOE Reviewed and Approved KASB Recommendation: July 18, 2016

## **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

Cross Reference: DJEJ and DJFAB

## **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

## **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

BOE Revised January 10, 2005

BOE Reviewed and Approved: December 1, 2008

Cross Reference: DJEG and DJFAB

## **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.

## **Administrative Leeway**

**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

Cross Reference CMA, DJEG, and DJEJ



## **Student Activity Fund Management**

**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

Cross Reference: JGHB, JH, and JL

## **Tax-Exempt Financing Procedure**

**DL**

In order to comply with the requirements of the Code and directives of the IRS and SEC and to improve tax compliance and documentation the board will adopt Tax-Exempt Financing Compliance Procedures.

A copy of the Compliance Procedures shall be placed in the permanent records and shall be available for public inspection during regular business hours.

BOE Adopted: January 23, 2012

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Unless otherwise noted all of the following policies were re-adopted July 16, 2018.

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## **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

BOE Reviewed and Approved: December 15, 2008.

## **Buildings and Grounds Management**

**EB**

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

BOE Approved: July 7, 2003

BOE Reviewed and Approved: December 15, 2008

## **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

BOE Reviewed and Approved: December 15, 2008

## **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

BOE Reviewed and Approved: December 15, 2008

## **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

BOE Reviewed and Approved: December 15, 2008

## **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

BOE Reviewed and Approved: December 15, 2008

Cross Reference: KFD

## **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

BOE Reviewed and Approved: December 15, 2008



## **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.

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

BOE Approved: July 7, 2003

## **Safety**

**EBB-2**

BOE reviewed and adopted the KASB Recommendation: August 18, 2008

BOE reviewed and approved February 16, 2009

BOE reviewed and revised: September 15, 2014

Cross Reference: JBH

## **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

## **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

## **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

Cross Reference: EBBF and JBH

## **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

## **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

## **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

## **Crisis Planning**

**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

Cross Reference: EBBD

## **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, and by this policy, report felonies and misdemeanors committed at school, on school property or at school-sponsored activities.

### **Reporting Crimes at School to Law Enforcement**

Unless reporting would violate the terms of any memorandum of understanding between the district and local 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, program, or event shall immediately report this information to local law enforcement.

Reportable events would include:

- any act which constitutes the commission of a felony or a misdemeanor; or
- any 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 any of the following has occurred shall report the information and the identity of the student responsible to the superintendent.

#### **Reportable events include:**

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

The superintendent shall investigate the matter and, if it is confirmed, the superintendent shall provide appropriate information and the identity of the student responsible to all employees who are involved in or likely to be directly involved in teaching or providing related services to the student.

## **Safety and Security**

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, employees and others.

## **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

KASB Recommendation 7/96; 6/98; 6/99; 7/03; 4/07; 6/16

Board Revised and Approved: July 18, 2016

Cross Reference: GAAE, JCAC, JCDBB, JDD, JDDB, JDDC, JGGA, and KGD



**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

## **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

## **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

## **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

## **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

## **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

## **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

## **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

## **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

Cross Reference: IIBG and KBA

## **Student Transportation Management**

**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

Cross Reference: EDDA and JGG

## **School Vehicles (District-Owned Buses)**

**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.

### **Transportation to Summer Athletic Events**

The board authorizes the assistant superintendent for business and finance to approve the use of school buses or other school vehicles in transporting district students to summer athletic activities such as, but not limited to, camps, 7-on-7, and summer league games.

Any staff requests for such use shall be submitted to the assistant superintendent for business and finance at least one week prior to the date transportation is desired and shall include information concerning the time, date, duration, and purpose of the transportation; the projected number of students requiring transportation for such event; the type of bus(es) or vehicle(s) requested; which district staff member(s) will be accompanying the student(s) on such trips; and whether or not additional school transportation providers would be required to provide such transport.

The assistant superintendent for business and finance may grant or deny such requests after taking into consideration the following factors: 1) the expense of providing requested transport; 2) the availability of funds for such purpose; 3) the availability of adequate school staff to chaperone and/or provide transportation; 4) the availability of and/or the coverage of liability insurance for this purpose; 5) priority of assignment and availability of necessary vehicles; 6) Title IX and other fairness considerations in granting use or repeated use to a particular group of student athletes; and 7) other good cause as determined by the assistant superintendent for business and finance.

BOE Approved: July 7, 2003

BOE Reviewed and Approved: May 18, 2009

BOE Approved KASB Recommendation: August 16, 2010

## **School Vehicles**

**EDAA-3**

BOE Reviewed and Approved KASB Recommendation: April 20, 2015

Cross Reference: ED, JBCA, and JGG

## Special Use of School Buses

EDDA

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.

## **Special Use of School Buses**

**EDDA-2**

BOE Approved KASB Recommendation: August 16, 2010

Cross Reference: ED and JGG

## **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 or designee 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.

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.

### **Meal Prices**

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

### **Free and Reduced Price Meals**

Parents or guardians of students attending schools participating in federal school meal programs must be informed of the availability of reimbursable school meals and provided with information about eligibility and the process for applying for free or reduced price meals on or before the start of school each year.

### **Unpaid Meal Charges**

The district's meal charging requirements are as follows.

A charge account for students paying full or reduced price for meals may be established with the district. Students may charge no more than \$5 worth of meals to this account. Charging of a la carte or extra items to this account will not be permitted.

Any student failing to keep his/her account solvent as required by the district shall not be allowed to charge further meals until the negative account balance has been paid in full. Students who have

charged the maximum allowance to this account and cannot pay out of pocket for a meal will be provided an alternate meal consisting of cereal and milk.

At least one written warning shall be provided to a student and his/her parent or guardian prior to denying meals for exceeding the district's charge limit. If payment of the negative balance is not received within 5 working days of the maximum charge limit being attained, the debt will be turned over to the superintendent or superintendent's designee for collection in accordance with board policy DP. If the debt is not paid within 10 days of mailing the final notice of the negative account balance under policy DP, it shall be considered bad debt for the purposes of federal law concerning unpaid meal charges.

Balances will be maintained in Power School and My School Bucks. Payments for school meals may be made at the school or online at [www.myschoolbucks.com](http://www.myschoolbucks.com). Students, parents, and guardians of students are encouraged to prepay meal costs.

The district will provide a copy of this unpaid meal charges policy to all households at or before the start of school each year and to families and students that transfer into the district at the time of transfer. The terms of this policy will also be communicated to all district staff responsible for enforcing any aspect of the policy. Records of how and when it is communicated to households and staff will be retained.

BOE Approved: July 7, 2003

BOE Reviewed and Approved: June 15, 2009

BOE Reviewed and Approved: April 24, 2017

BOE Revised and Approved: August 21, 2017

BOE Revised and Approved: September 21, 2017

## **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 (TC)

### 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.

<i>POLICY CODE</i>	<i>TITLE AND SUBTITLES</i>	<i>RELATED POLICIES</i>
<b>FA</b>	Goals and Objectives	
<b>FB</b>	Building Committees <u>SN Applicable where such committees function by law</u>	
<b>FC</b>	Memorials and Naming of District Facilities	
<b>FCA</b>	Public Information Program	<b>KB</b>
<b>FD &amp; R</b>	Capital Outlay Long Range Planning	
<b>FDB</b>	Long-Range Needs Determination	



## **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

## **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

## **Memorials and Naming of District Facilities**

**FC**

Requests to use district buildings and/or facilities for displaying permanent memorials, hosting funeral or memorial services, or honoring a person with its name shall be considered in accordance with the following provisions.

### **Memorials**

As places designed primarily to support learning, school sites should not serve as the main venue for permanent memorials for students or staff. Permanent memorials for deceased students or staff shall be limited in form to perpetual awards or scholarships for district students.

Any permanent memorials in existence before the adoption of this policy can only be removed by board action.

### **Funerals**

Use of school facilities for funerals is discouraged. If requests are made to hold funeral or memorial services at district facilities, such requests will only be considered if any services are scheduled after school has dismissed for the day or on weekends.

The superintendent shall handle requests for funeral and memorial services and shall report the disposition of those requests to the board.

### **Naming of Facilities**

The board will consider requests from school and community groups to name an athletic or other school activity facility, building, or a portion thereof for a person provided the proposed name has special significance and/or the person has made an outstanding contribution to the school or the school system.

BOE Reviewed KASB Recommendation and Adopted: August 19, 2013

BOE Revised and Adopted: October 17, 2016

Cross Reference: KG

## **Public Information Program**

**FCA**

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

## **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

## **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

## **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

<i>POLICY CODE</i>	<i>TITLE AND SUBTITLES</i>	<i>RELATED POLICIES</i>
<b>GA</b>	General Section – Personnel Policy Organization <u>SN Policies applicable to all school employees</u>	
<b>GAA</b>	Goals and Objectives - KSA 72-8205	BDA, CM, CMA
<b>GAAA</b>	Equal Employment Opportunity and Non-discrimination	
<b>GAAB</b>	Complaints of Discrimination	JDDC, JGECA, KN
<b>GAAC</b>	Sexual Harassment	GAF, JGEC
<b>GAACA</b>	Racial Harassment: Employees	GAF, JGECA, KN
<b>GAAD &amp; R</b>	Child Abuse  DCF Access to Students on School Premises Cooperation Between School and Agencies Reporting Procedure	JCAC, JGEC
<b>GAAE</b>	Bullying by Staff	EBC, GAAB, JDD, JDDC, KGC
<b>GAAF</b>	Emergency Safety Interventions	JRB, JQ, JQA, KN
<b>GACA</b>	Positions	CD, GACB
<b>GACB</b>	Job Descriptions	CD, GACA
<b>GACC</b>	Recruitment and Hiring	
<b>GACCA</b>	Nepotism	
<b>GACD &amp; R</b>	Employment Eligibility Verification	GAK
<b>GACE</b>	Assignment and Transfer	
<b>GAD</b>	Employee Development Opportunities	
<b>GAE</b>	Complaints - KSA 72-5424	
<b>GAF</b>	Staff-Student Relations	GAAC, GAACA, JGEC, JGECA, KN
<b>GAG</b>	Conflict of Interest	
<b>GAH</b>	Participation in Community Activities	
<b>GAHB</b>	Political Activities	GBRK, GCRK
<b>GAI</b>	Solicitations	KDC

Unless otherwise noted all of the following policies were re-adopted July 16, 2018.

<i>POLICY CODE</i>	<i>TITLE AND SUBTITLES</i>	<i>RELATED POLICIES</i>
	Solicitations by Staff Members	
<b>GAJ</b>	Gifts Gifts by Staff Members	KH, JL
<b>GAK</b>	Personnel Records - 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> )	GACD, GBI, CEI, CGI, GCI
<b>GAM</b>	Personal Appearance	
<b>GAN</b>	Travel Expenses - KSA 75-3201 <u>et seq.</u> ; 72-3202 to 72-3204	BBBF, CEF, CG, GBRC, GCAB
<b>GAN</b>	Expense Reimbursement and Credit Cards	GAN
<b>GAO</b>	Maintaining Proper Control	JGFB
<b>GAOA &amp; R</b>	Drug Free Workplace	JCDA
<b>GAOB &amp; R</b>	Drug Free Schools	
<b>GAOC</b>	Use of Tobacco Products	JCDA
<b>GAOD</b>	Drug and Alcohol Testing	
<b>GAOE</b>	Workers Compensation and Disability Benefits	KFD
<b>GAOF</b>	Salary Deductions	
<b>GAR</b>	Communicable Diseases	
<b>GARA</b>	Bloodborne Pathogen Exposure Control Plan	
<b>GARI</b>	Family and Medical Leave	
<b>GARID</b>	Military Leave	
<b>GAT</b>	Staff Use of Communication Devices	IIBG, IIBGC
<b>GBH</b>	Supervision	
<b>GBK</b>	Suspension	
<b>GBN</b>	Non-renewal and Termination - KSA 72-5435 <u>et seq.</u>	
<b>GBO &amp; R</b>	Resignation Exit Interviews	
<b>GBQA</b>	Reduction in Teaching Staff	
<b>GBR</b>	Work Schedule - KSA 72-1106 Attendance Required	
<b>GBRC</b>	In-Service Education	GAN
<b>GBRD</b>	Staff Meetings	

Unless otherwise noted all of the following policies were re-adopted July 16, 2018.



<i>POLICY CODE</i>	<i>TITLE AND SUBTITLES</i>	<i>RELATED POLICIES</i>
<b>GBRE</b>	Additional Duty - KSA 72-5412a	
<b>GBRG</b>	Non-School Employment	
<b>GBRGA</b>	Consulting	
<b>GBRGB</b>	Tutoring for Pay	
<b>GBRIBA</b>	Disability Leave	
<b>GBRJ &amp; R</b>	Substitute Teaching	
<b>GBRK</b>	Political Activities	GAHB
<b>GBU</b>	Ethics  <u>SN An information category since ethics are usually determined by a profession and not imposed upon it.</u>	IA, IAA, IKB
<b>GCA</b>	Compensation and Work Assignments	GAN
<b>GCI</b>	Classified Employee Evaluation	GAK
<b>GCK</b>	Suspension	
<b>GCRD</b>	Overtime Pay  Classified Employees Certified Employees Compensatory Time Regular Work Week	
<b>GCRF</b>	Non-School Employment	
<b>GCRG</b>	Leaves and Absences  Attendance Accumulated Sick Leave	GCRH
<b>GCRGA</b>	Sick Leave Bank for Classified and Administrative Personnel	
<b>GCRH</b>	Vacation - KSA 72-1106	GCRG
<b>GCRI</b>	Paid Holidays - KSA 72-1106; 35-107	
<b>GCRJ</b>	Early Retirement for Classified Personnel  Eligibility Program Requirements Activation of Program Benefits Other Considerations	
<b>GCRK</b>	Political Activities	GAHB

Unless otherwise noted all of the following policies were re-adopted July 16, 2018.

Unless otherwise noted all of the following policies were re-adopted July 16, 2018.

## **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

## **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

Cross Reference: BDA, CM, CMA, and JA

## **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

## **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

Cross Reference: GAAB, JDDC, JGECA, and KN

## **Sexual Harassment**

**GAAC**

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)

## **Sexual Harassment**

**GAAC-2**

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

Cross Reference: GAF and JGEC



## **Racial Harassment: Employees**

**GAACA**

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)

## **Racial Harassment: Employees**

**GAACA-2**

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

Cross Reference: GAF, JGECA and KN

## **Child Abuse**

## **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 Kansas Department for Children and Family (DCF) office or to the local law enforcement agency if the DCF office is not open. Employees may file a report of suspected abuse anonymously to either DCF by phoning 1-800-922-5330 or to local law enforcement officials. The Code for Care of Children also provides civil immunity from prosecution if the report is made in good faith.

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.

### **DCF or Law Enforcement Access to Students on School Premises**

The building principal shall allow a student to be interviewed by DCF or law enforcement representatives on school premises to investigate suspected child abuse and shall act as appropriate to facilitate the agency's access to the child and to protect the student's interests during the process. State law grants the investigating agency the authority to determine whether a school employee may be present while the interview is being conducted, taking into account the child's best interests. If asked to sit in on the interview by the agency representative conducting it, the building principal or designee thereof shall oblige such request in order to provide comfort to the child throughout the process and to facilitate the investigation.

### **Cooperation between School and Agencies**

Principals shall work with DCF 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 DCF office or law enforcement if DCF 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 DCF 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 suspected child abuse report.

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 good faith and without malice shall be immune from any civil liability that might otherwise be incurred or imposed.

BOE Approved: July 7, 2003

BOE Reviewed and Adopted: September 4, 2007

BOE Reviewed and Approved: September 21, 2009

BOE Reviewed and Approved: August 15, 2011

BOE Reviewed and Approved: November 19, 2012

BOE Reviewed and Approved KASB Recommendation: June 17, 2013

Cross Reference: JCAC and JGEC, JGECA

## **Bullying by Staff**

**GAAE**

The board of education prohibits bullying in any form either by any student, staff member, or parent towards a student or by a student, staff member, or parent towards a staff member on or while using school property, in a school vehicle or at a school-sponsored activity or event. For the purposes of this policy, the term “bullying” shall have the meaning ascribed to it in Kansas Law.

The administration shall propose, and the board shall review and approve a plan to address bullying as prohibited herein. 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 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

BOE Revised and Approved: September 16, 2013

Cross Reference: EBC, GAAB, JDD, JDDC and KGC

## Emergency Safety Interventions

GAAF

The board of education is committed to limiting the use of Emergency Safety Intervention (“ESI”), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student's conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school’s code of conduct, school safety plan, or student handbook. Notice of the online availability of this policy shall be provided to parents during enrollment each year.

### Definitions

“Campus police officer” means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72–8222, and amendments thereto.

“Chemical Restraint” means the use of medication to control a student’s violent physical behavior or restrict a student’s freedom of movement.

“Emergency Safety Intervention” is the use of seclusion or physical restraint, but does not include physical escort or the use of time-out.

“Incident” means each occurrence of the use of an emergency safety intervention.

“Law enforcement officer” and “police officer” mean a full-time or part-time salaried officer or employee of the state, a county, or a city, whose duties include the prevention or detection of crime and the enforcement of criminal or traffic law of this state or any Kansas municipality. This term includes a campus police officer.

“Legitimate law enforcement purpose” means a goal within the lawful authority of an officer that is to be achieved through methods or conduct condoned by the officer’s appointing authority.

“Mechanical Restraint” means any device or object used to limit a student’s movement.

“Parent” means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-1046(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; (6) a foster parent, unless the student is a child with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.

“Physical Escort” means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.

“Physical Restraint” means bodily force used to substantially limit a student’s movement, except that consensual, solicited, or unintentional contact and contact to provide comfort, assistance, or instruction shall not be deemed to be physical restraint.

## Emergency Safety Interventions

GAAF-2

“School resource officer” means a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement between the local law enforcement agency and the district.

“School security officer” means a person who is employed by a board of education of any school district for the purpose of aiding and supplementing state and local law enforcement agencies in which the school district is located, but is not a law enforcement officer or police officer.

“Seclusion” means placement of a student in a location where all of the following conditions are met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that he or she will be prevented from leaving the enclosed area.

“Time-out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being secluded.

### Prohibited Types of Restraint

All staff members are prohibited from engaging in the following actions with all students:

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student’s airway;
- Using physical restraint that impacts a student’s primary mode of communication;
- Using chemical restraint, except as prescribed treatments for a student’s medical or psychiatric condition by a person appropriately licensed to issue such treatments; and
- Use of mechanical restraint, *except*:
  - Protective or stabilizing devices required by law or used in accordance with an order from a person appropriately licensed to issue the order for the device;
  - Any device used by a certified law enforcement officer to carry out law enforcement duties; or
  - Seatbelts and other safety equipment when used to secure students during transportation.

### Use of Emergency Safety Interventions

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to effect such physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student’s behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment, or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

### **ESI Restrictions**

A student shall not be subjected to ESI if the student is known to have a medical condition that could put the student in mental or physical danger as a result of ESI. The existence of such medical condition must be indicated in a written statement from the student's licensed health care provider, a copy of which has been provided to the school and placed in the student's file.

Such written statement shall include an explanation of the student's diagnosis, a list of any reasons why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. Notwithstanding the provisions of this subsection, a student may be subjected to ESI, if not subjecting the student to ESI would result in significant physical harm to the student or others.

### **Use of Seclusion**

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times.

All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather.

A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such room shall be free of any condition that could be a danger to the student, well-ventilated, and sufficiently lighted.

### **Training**

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on ESI. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain written or electronic documentation regarding the training that was provided and a list of participants, which shall be made available for inspection by the state board of education upon request.

### **Notification and Documentation**

The principal or designee shall notify the parent the same day as an incident. The same-day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of contacting the parent. A parent may designate a preferred method of contact to receive the same-day



## **Emergency Safety Interventions**

**GAAF-4**

notification. Also, a parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day.

Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include: (A) The events leading up to the incident; (B) student behaviors that necessitated the ESI; (C) steps taken to transition the student back into the educational setting; (D) the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI; (E) space or an additional form for parents to provide feedback or comments to the school regarding the incident; (F) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and (G) email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items in subparagraphs (A), (B) and (C) if the triggering issue necessitating the ESIs is the same.

The parent shall be provided the following information after the first and each subsequent incident during each school year: (1) a copy of this policy which indicates when ESI can be used; (2) a flyer on the parent's rights; (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and the complaint process of the state board of education; and (4) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident of ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by email. Upon the occurrence of a second or subsequent incident, the parent shall be provided with a full and direct website address containing such information.

### **Law Enforcement, School Resource, and Campus Security Officers**

Campus police officers and school resource officers shall be exempt from the requirements of this policy when engaged in an activity that has a legitimate law enforcement purpose. School security officers shall not be exempt from the requirements of this policy.

If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day using the parent's preferred method of contact. A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of an emergency safety intervention, or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

### Documentation of ESI Incidents

Except as specified above with regard to law enforcement or school resource officer use of emergency safety interventions, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

- Date and time of the ESI,
- Type of ESI,
- Length of time the ESI was used,
- School personnel who participated in or supervised the ESI,
- Whether the student had an individualized education program at the time of the incident,
- Whether the student had a section 504 plan at the time of the incident, and whether the student had a behavior intervention plan at the time of the incident.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent or the superintendent's designee on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

### Reporting Data

District administration shall report ESI data to the state department of education as required.

### Parent Right to Meeting on ESI Use

After each incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such meeting verbally, in writing, or by electronic means. A school shall hold a meeting requested under this subsection within 10 school days of the parent's request. The focus of any such meeting shall be to discuss proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future.

For a student with an IEP or a Section 504 plan, such student's IEP team or Section 504 plan team shall discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan, or amend the behavior intervention plan if already in existence.

For a student with a section 504 plan, such student's section 504 plan team shall discuss and consider the need for a special education evaluation. For students who have an individualized education program and are placed in a private school by a parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent should request an individualized education program team meeting, the private school shall help facilitate such meeting.

For a student without an IEP or Section 504 plan, the school staff and the parent shall discuss the incident and consider the appropriateness of a referral for a special evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school

## **Emergency Safety Interventions**

**GAAF-6**

employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

The student who is the subject of such meetings shall be invited to attend the meeting at the discretion of the parent. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if such student would benefit from such measures.

### **Local Dispute Resolution Process**

If a parent believes that an emergency safety intervention has been used on the parent's child in violation of state law or board policy, the parent may file a complaint as specified below.

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. Once an informal complaint is received, the administrator handling such complaint shall investigate such matter, as deemed appropriate by the administrator. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the incident.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings of fact and recommended corrective action, if any, to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30<sup>th</sup> day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education and shall be mailed to the parents and the state department within 30 days of the board's receipt of the formal complaint.

If desired, a parent may file a complaint under the state board of education administrative review process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

## **Emergency Safety Interventions**

**GAAF-6**

BOE Reviewed and Approved KASB Recommendation: August 15, 2016

BOE Reviewed and Approved: KASB Recommendation: August 19, 2013

BOE Reviewed and Approved: KASB Recommendation: August 17, 2015

Cross Reference: JRB, JQ, JQA, and KN

## **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

Cross Reference: CD and GACA

## **Recruitment and Hiring**

**GACC**

### **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 is extended to the candidate subject to revocation or, if provisional employment has already begun, termination of employment based upon unsatisfactory results of any reference and/or background checks performed;
- Acceptance by the candidate is received;
- 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

BOE: Reviewed and Revised: September 15, 2014

## **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

## **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

Cross Reference GAK



## **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

## **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

## **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

## **Staff-Student Relations**

**GAF**

Employee members shall maintain professional relationships with students, which are conducive to an effective educational environment. Employee members shall not submit students to bullying, harassment, or discrimination prohibited by board policy. Employee members shall not have any interaction of a romantic and/or sexual nature with any student at any time regardless of the student's age or consent.

BOE Reviewed and Approved: November 16, 2009

BOE Approved KASB Recommendation: August 16, 2010

BOE Revised and Approved: October 17, 2016

Cross Reference: GAAC, GAACA, JGEC, JGECA and KN

## **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

## **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

## **Political Activities**

**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

Cross Reference: GBRK and GCRK

## **Solicitations**

**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

Cross Reference: KDC



## **Gifts**

**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

Cross Reference: JL and KH

## **Personnel Records**

**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

Cross Reference: GACD, GBI, CEI, CGI, and GCI

## **Personal Appearance**

**GAM**

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

BOE Approved: July 7, 2003

## **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 30<sup>th</sup> 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

Cross Reference: BBBF, CEF, CG, GBRC and GCA

## **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

## **Expense Reimbursement and Credit Cards**

**GANA**

Non-administrative staff use of a district credit card, if authorized by the staff member's immediate supervisor, shall be confined to necessary school business and shall be subject to any guidelines for such use established by the board or district administration. Unless otherwise specified in guidelines established pursuant to this policy, staff members shall retain any receipt(s) for district credit card expenditure(s) and shall provide them to the staff member's immediate supervisor as soon as practicable following the expenditure.

The superintendent may designate administrative and other staff members to whom a district credit card will be issued. The board shall annually prescribe limits and restrictions on the use of district credit cards and shall monitor monthly receipts and reimbursement expenses. All rewards points or cash back payments earned using district credit cards are district property and shall be either applied to future district credit card purchases or remitted to the district treasurer for accounting and deposit. Accountings of district credit card use shall be provided to the board for review on a monthly basis, and a record of district credit card usage shall be maintained. 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 Reviewed and Revised: October 19, 2015

BOE Approved: August 19, 2013

Cross Reference: CEF and GAN

## **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

Cross Reference: JGFB

## **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.

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. 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.

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

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

BOE Reviewed and Approved KASB Recommendation: August 20, 2012



The unlawful possession, use, sale or distribution of controlled substances and the possession, use, sale or distribution of alcohol by school employees at school, on or while utilizing school property, or at school sponsored activities or events are 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 manufacture, distribute, dispense, possess or use illicit drugs, controlled substances, or alcoholic beverages at school, on or while utilizing school property, or at school sponsored activities or events. 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 nonrenewal of employment relationship.

Prior to applying sanctions under this policy, employees will be afforded due process rights to which they are entitled under their contracts, if any, 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. 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. A list of area drug and alcohol counseling and rehabilitation programs along with names and addresses of contact persons for the programs, 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. If participation in such a program is required as a condition of continued employment, copies of any documentation related to enrollment in and attendance in such program shall be made available to the board and/or administration upon request.

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

## **Drug Free Schools**

**GAOB-2**

BOE Approved: July 7, 2003

BOE Reviewed and Adopted KASB Recommendation: August 18, 2008

BOE Reviewed and Approved: February 22, 2010

BOE Reviewed and Adopted KASB Recommendation: August 20, 2012

Cross Reference: JDDA and LDD

## **Use of Tobacco Products**

**GAOC**

The use of tobacco products in any form and/or of any nicotine delivery device is prohibited in any school building, grounds and vehicles.

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

BOE Approved: July 7, 2003

BOE Reviewed and Approved: February 22, 2010

BOE Revised and Adopted: August 19, 2013

BOE Revised and Adopted: October 17, 2016

Cross Reference: JCDA

## **Drug and Alcohol Testing**

**GAOD**

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

## **Workers Compensation and Disability Benefits**

**GAOE**

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

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.

An injured employee must notify the designated employer's workers compensation coordinator or, if the coordinator is unavailable, his or her supervisor within 20 days of the injury or within 20 days of repetitive trauma in order to be eligible for benefits.

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 paid leave benefits shall not exceed a regular daily rate of pay. An employee using paid leave in combination with workers compensation will be charged for one full or partial day of paid leave, as provided for in the applicable leave policy or the negotiated agreement, for each day of absence until the employee's paid leave is exhausted.

Any employee who is off work and receiving workers compensation benefits shall be required to provide the designated workers compensation coordinator 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 paid leave shall terminate, and those benefits under workers compensation shall be restricted as provided by current statute.

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 leave to supplement the workers compensation or district paid disability insurance payments. Workers compensation benefits and FMLA benefits provided in a board approved plan shall run concurrently if both are applicable.

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 salary. Available paid leave may be used for this purpose until 1) available paid leave benefits are exhausted; 2) the employee returns to work; 3) the employee is released by the medical provider and a position is offered by the employer, but the employee declines to return to work; or 4) employment is terminated. Paid leave shall be calculated on a prorata amount equal to the percentage of salary paid by the district.

**Testing**

The board, through its designated workers compensation coordinator, may require a post-injury chemical test as authorized by K.S.A. 44-501 et seq., and, if such test is refused, all workers compensation benefits shall be forfeited by the employee.

**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. However, if the injured employee chooses to go to a medical provider other than the designated provider, the recovery for such expenses shall be limited to \$500.00.

BOE Reviewed and Revised: October 19, 2015

BOE Approved: July 7, 2003

BOE Reviewed and Approved: March 22, 2010

BOE Reviewed and Approved: August 15, 2011

Cross Reference: KFD

## **Salary Deductions**

**GAOF**

Salary deductions shall be made if permitted by board policy, the negotiated agreement, or as required or authorized by law. The district shall comply with the salary basis requirements of the Fair Labor Standards Act.

The superintendent shall develop forms to provide information needed to make approved salary deductions. All requests for salary deductions shall be submitted to the superintendent during enrollment periods established by the Board.

BOE Reviewed and Approved: September 16, 2013

Cross Reference:

## 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:

- 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



## **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

## **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

BOE Reviewed and Approved: September 8, 2008

BOE Reviewed and Approved: March 22, 2010

BOE Reviewed and Approved: November 21, 2016

## Military Leave

## GARID

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

## Military Leave

GARID-2

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.

<u>TIME SPENT ON MILITARY DUTY</u>	<u>RETURN TO WORK OR APPLICATION FOR REEMPLOYMENT</u>
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.

## **Military Leave**

**GARID-3**

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

BOE Reviewed and Approved: September 8, 2008

BOE Reviewed and Approved: April 19, 2010

BOE Approved KASB Recommendation: August 16, 2010.

The board encourages district employees to use technology, including communication devices, to improve efficiency and safety. The district expects all employees to use communication devices in a responsible manner that does not interfere with the employee's job duties. Employees who violate district policies and procedures governing the use of communication devices may be disciplined, up to and including termination, and may be prohibited from possessing or using communication devices while at work. Communication devices may not be used in any manner that would violate the district's policy on student-staff relations.

### **Definitions**

“Communication device” is defined to include all portable devices that send or receive calls or text messages, allow the retrieval of email, or provide access to the Internet. Communication devices shall include, but may not be limited to cell phones, smart phones, iPads, and tablets.

“Use/Using” for the purposes of this policy mean answering or talking on the phone; sending or responding to a text, e-mail, or other communication; opening and viewing pictures or digital recordings; opening and listening to music or audio communications; accessing social media websites; playing games on such device; continuously checking a communication device; or any activity with a communication device that interferes with the employee’s job duties or appropriate supervision of students.

### **General Use**

The district prohibits employees from using any communication device that interrupts or disrupts the performance of duties by the employee or otherwise interferes with district operations, as determined by the employee's supervisor. This prohibition applies regardless of whether the communication device used is owned by the employee or provided by the district. Employees are responsible for keeping communication devices secure and, if possible, password protected.

Supervision of students and the provision of academic instruction are priorities in the district, and employees who are responsible for supervising and/or providing academic instruction to students must concentrate on these tasks at all times. Employees shall not use communication devices when they are responsible for supervising students or when their doing so interrupts or interferes with classroom instruction unless any of the following conditions occurs:

- The device is being used to instruct the students being supervised at the time;
- The use is necessary to the performance of an employment-related duty;
- The employee has received specific and direct permission from a supervisor to do so; or
- There is an emergency.

Even when these conditions exist, the employee is responsible for obtaining assistance in adequately supervising students during the approved use so that students are supervised at all times.

### **Use in Vehicles**

Regardless of other provisions of this policy, unless there is an emergency, employees shall not use communication devices when:

- Driving district-provided vehicles;
- Operating a vehicle in which a student is being transported when the transportation is provided as part of the employee's job; or
- Unless otherwise noted all of the following policies were re-adopted July 21, 2014.
- Supervising students who are entering or exiting a vehicle, crossing thoroughfares, or are otherwise attempting to safely reach their destinations.

Even in emergency situations, employees should first take all possible safety precautions before using communication devices. Employees are subject to local, state, and federal laws governing use of cell phones while driving and will be solely responsible for all traffic violation liabilities resulting from their use of a phone while driving.

### **Use of District-Provided Communication Devices**

The district may provide communication devices and service to some employees to assist them in carrying out their employment-related duties on and off district property. Use of a district-provided communication device is a privilege. The superintendent or designee has sole discretion as to which employees will be provided communication devices and may recall any previously issued communication device. Employees do not have any expectation of privacy in district-provided communication devices or any information stored on them, and such devices may be confiscated and searched at any time.

Employees are expected to exercise reasonable care to protect district-provided communication devices from damage or theft and must report any such incidents immediately. The district may require employees to reimburse the district for any damage or theft that was the result of the employee's negligence. Users of district-provided communication devices must abide by any use limitations included in the district's service contract.

**Personal Use of District-Provided Communication Devices**

Personal use of district-provided communication devices is permissible as long as the use does not exceed the limits of the applicable plan. An employee whose use exceeds plan limitations will be required to reimburse the district for all expenses beyond those covered by the plan and may have privileges suspended or revoked unless the employee can show that all use was for employment-related duties and the device was not used for personal reasons. The amount of personal use of a communication device or service paid for under E-Rate can be no greater than the cost allocation submitted in the request for the E-Rate discount. Staff members electing to use district communication devices for personal reasons will be subject to income tax liability for such benefit.

**Staff Bring Your Own Device Policy**

Use of employees' personal communication devices during work hours shall be restricted to classroom or work-related activities. Such personal communication devices may only be used by the staff member and are not for student use. The security of personal computing devices is solely the responsibility of the staff member. Any loss resulting from damage or theft of personal communication devices in the school setting is not the responsibility of the district.

Board Approved KASB Recommendation: September 15, 2014

Cross Reference: IIBG and IIBGC



Unless otherwise noted all of the following policies were re-adopted July 16, 2018.

## **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

BOE Reviewed and Approved: April 19, 2010

## **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

BOE Reviewed and Approved: April 19, 2010.

## **Nonrenewal and Termination**

**GBN**

Nonrenewal or termination shall be in accordance with Kansas law.

BOE Approved: July 7, 2003

BOE Reviewed and Approved: April 19, 2010

## **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

BOE Revised: August 28, 2006

## **Reduction of Teaching Staff**

## **GBQA**

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

The following steps will be utilized by the district's administrative staff to reduce the teaching staff:

- The number of teaching positions to be reduced shall be in accordance with the educational goals established by the board. The number of teachers needed to implement the district's educational program will then be determined by the administrative staff based on those educational goals in determining which teachers will be nonrenewed due to reduction in force.
- The educational goals and needs of the district, individual certifications, qualifications, training, skills, evaluations, and interests shall be considered.
- If all of the teachers in the area identified for reduction have similar certifications, qualifications, training, skills, evaluations and interests, the teacher(s) who best meets the needs of the district, considering the factors outlined above and any other relevant factors, will be retained.
- Any certified employee who has not been reemployed as a result of reduction of the teaching staff shall be considered for reemployment if a vacancy exists for which the teacher would qualify. Certified employees who may be eligible for reemployment are required to notify the district of their current address. The superintendent will recommend to the board reinstatement of any teacher he/she deems qualified and able to serve the best interests of the district. The board shall not be required to consider reinstatement of any teacher after a period of one year from the date of nonrenewal.

BOE Approved: July 7, 2003

BOE Reviewed and Approved: May 17, 2010

BOE Reviewed and Revised: September 15, 2014

## **Work Schedule**

**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

## **In-Service Education**

**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

Cross Reference: GAN



## **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

## **Additional Duty**

**GBRE**

The board may establish other educational assignments that may extend beyond the school day or time class is in session. Compensation for such assignments, if any, will be as specified in the negotiated agreement.

BOE Approved: July 7, 2003

BOE Reviewed and Approved: May 17, 2010

BOE Reviewed and Approved KASB Recommendation: November 21, 2016

## **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

## **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

## **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

## **Disability Leave**

**GBRIBA**

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

BOE Approved: July 7, 2003

## **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

## **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

## **Political Activities**

**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

Cross Reference: GAHB



## **Ethics**

**GBU**

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

Cross Reference: IA, IAA and IKB

## **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

Cross Reference: GAN

## **Classified Employee Evaluation**

**GCI**

(Follow Educational Support Personnel Handbook.)

BOE Approved: July 7, 2003

Cross Reference: GAK

## **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

## **Overtime Pay**

**GCRD**

### **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.

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

## **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

Cross Reference: GCRH



## **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

## **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 16<sup>th</sup> 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 1<sup>st</sup> 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

Cross Reference: GCRG

**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

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

## **Early Retirement for Classified Personnel**

**GCRJ**

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

- must have completed not less than 10 years of continuous employment in the district;
- must be currently employed by USD 261; and
- 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

## **Political Activities**

**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

Cross Reference: GAHB

## 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.)

<i>POLICY CODE</i>	<i>TITLE AND SUBTITLES</i>	<i>RELATED POLICIES</i>
<b>HAA</b>	Legal Status	
<b>HAB</b>	Goals and Objectives - KSA 72-5413 <u>et seq.</u>	
<b>HAC</b>	Scope of Negotiations	HAI
<b>HAE &amp; R</b>	Board Negotiating Agents	
<b>HAF</b>	Superintendent's Role	
<b>HAHBA &amp; R</b>	Use of School Facilities - KSA 72-8212(d)	
<b>HAHBB</b>	Use of School Equipment	
<b>HAI &amp; R</b>	Negotiations Procedures - KSA 72-5413 Distribution of Information Research Assistance Minutes and Records Reporting to Staff and Board Reporting to Media and Public	HAC, CN
<b>HAJ</b>	Preliminary Agreement Disposition	
<b>HAK &amp; R</b>	Ratification Procedures	
<b>HAL</b>	Announcement of Agreement	
<b>HAN &amp; R</b>	Slowdowns	

## **Legal Status**

**HAA**

The board shall negotiate with its professional employees as provided by law.

BOE Approved: July 7, 2003

BOE Reviewed and Approved: October 18, 2010



## **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

BOE Reviewed and Approved: October 18, 2010

## **Scope of Negotiations**

**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

BOE Reviewed and Approved: October 18, 2010

Cross Reference: HAI

## **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

BOE Reviewed and Approved: October 18, 2010

## **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

BOE Reviewed and Approved: October 18, 2010

## **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

BOE Reviewed and Approved: October 18, 2010

## **Use of School Facilities**

**HAHBA**

School facilities shall be made available for negotiating sessions.

BOE Approved: July 7, 2003

BOE Reviewed and Approved: November 15, 2010

## **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

BOE Reviewed and Approved: November 15, 2010

## **Use of School Equipment**

**HAHBB**

The board may make school equipment available for negotiating sessions.

BOE Approved: July 7, 2003

BOE Reviewed and Approved: November 15, 2010

## **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

BOE Reviewed and Approved: November 15, 2010

Cross Reference: CN and HAC

## **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

BOE Reviewed and Approved: November 15, 2010



## **Preliminary Agreement Disposition**

**H A J**

All tentative agreements shall be reported to the board.

BOE Approved: July 7, 2003

BOE Reviewed and Approved: November 15, 2010

## **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

BOE Reviewed and Approved: December 20, 2010

## **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

BOE Reviewed and Approved: December 20, 2010

## **Announcement of Agreement**

**HAL**

The board may announce its ratification of the agreement.

BOE Approved: July 7, 2003

BOE Reviewed and Approved: December 20, 2010

## **Slowdowns**

**HAN**

The board opposes work slowdowns by school district employees.

BOE Approved: July 7, 2003

BOE Reviewed and Approved: December 20, 2010

## **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

BOE Reviewed and Approved: December 20, 2010

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I--INSTRUCTIONAL PROGRAM**

<i>POLICY CODE</i>	<i>TITLE AND SUBTITLES</i>	<i>RELATED POLICIES</i>
<b>1</b>	Philosophy - Mission Statement	GBU, IKB
<b>IAA</b>	Academic Freedom	
<b>IB</b>	School Site Councils	KA
<b>IC</b>	Educational Program - KSA 72-8205; 72-8212 Curriculum Handbooks Educational Goals and Objectives Additional Educational Programs	ID, IDAA, IDAB, IJ
<b>ICA</b>	Pilot Projects Pilot Project Evaluation	IJ, JR et seq.
<b>ICAA</b>	Teaching Methods	ICA, II, IJ
<b>ICFA &amp; R</b>	Curriculum Guides and Course Outlines	
<b>ID</b>	Instructional Program - KSA 72-8205; KSA 72-8212 Modifications Personnel Financial Resources	BBG, CJ, CL, IC, IJ
<b>IDAA &amp; R</b>	Special Programs Partnerships Work-Study Programs <u>SN Includes the programs designed to meet the individual needs of students</u>	
<b>IDAB</b>	Support Programs Drug Education Student Mental Health Dropout Prevention At Risk Students Guidance Homebound Instruction	IC, LDD
<b>IDACA</b>	Special Education Services	
<b>IDACB</b>	Section 504 Accommodations for Students	
<b>IDAD &amp; R</b>	Title I Programs	
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<b>IDCE</b>	College Classes Concurrent Enrollment	JBE, JQ

<i>POLICY CODE</i>	<i>TITLE AND SUBTITLES</i>	<i>RELATED POLICIES</i>
<b>IDFA</b>	Athletics	
<b>IE</b>	Instructional Arrangements Class Size Scheduling for Instruction Pre-enrollment	
<b>IEB</b>	Charter Schools	
<b>IECA</b>	Special Education Class Size/Caseload	
<b>IEH</b>	Independent Study	
<b>IF</b>	Textbooks, Instructional Materials & Media Centers KSA 72-8205; 72-8212  Textbook Selection and Adoption; 10-1113; 79-3606; 72-5389 Selection Criteria: Media Center Materials Additional Criteria Collection Development Challenges of Materials Review Committee Removing Challenged Material	IKD, KN
<b>IFAB</b>	Supplementary Materials Selection and Adoption KSA 72-8205; 72-8212; 72-5389	CF, IF
<b>IFB</b>	Instructional Services	IFB
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<b>IHB</b>	Homework	
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<b>IHD</b>	Honor Rolls	CF, JR <u>et seq.</u>
<b>IHEA</b>	Make-Up Opportunities	JBD, JDD
<b>IHF</b>	Graduation Requirements KSA 72-8205; KSA 72-1101, 72-1103	JFCA

Unless otherwise noted all of the following policies were re-adopted July 16, 2018.

<i>POLICY CODE</i>	<i>TITLE AND SUBTITLES</i>	<i>RELATED POLICIES</i>
<b>II</b>	Educational Testing Programs Test Integrity Reporting Test Results	BE, CN, CNA, IJ
<b>IIA</b>	Performance-Based Credits	
<b>IIBG</b>	Computer Use Use of District Computers/Privacy Rights Copyright Installation Hardware Audits Email Privacy Rights Ownership of Employee Computer Materials Staff Handbook Student Handbook	GAA, JCDA
<b>IIBGA</b>	Children’s Internet Protection Act (CIPA)	
<b>IIBGB</b>	Online Learning Opportunities	
<b>IJ</b>	Evaluation of Instructional Program	IC, ICAA, II, MK
<b>IKA</b>	Financial Literacy	ID
<b>IKB</b>	Controversial Issues	GBU, IA, IAA, IFBH
<b>IKCA &amp; R</b>	Human Sexuality and AIDS Education Opt-Out Procedures and Form Opt-Out Form Annual Request Required Notice of Availability	
<b>IKD &amp; R</b>	Religion in curricular or School Sponsored Activities Teaching About Religion Religion in the Curriculum and School Activities Religious Symbols in Classroom Religious Holidays - KSA 72-5308 (See AEA) Graduation and Ceremonies	ACA, IF, IKDA, KN
<b>IKDA &amp; R</b>	Religious Objections to Activities	IKD
<b>IKE &amp; R</b>	Assemblies	
<b>IKI</b>	Lesson Plans	
<b>ING</b>	Animals and Plants in the School - KSA 21-4310	

Unless otherwise noted all of the following policies were re-adopted July 16, 2018.

## **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

BOE Reviewed and Approved: February 28, 2011

Cross Reference: GBU and IKB



## **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

BOE Reviewed and Approved: February 28, 2011

Cross Reference: IKB

## 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. Discussion may include allocations of the school budget and administrative and management functions.

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.

{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 one time a year.

BOE Approved: July 7, 2003

BOE Reviewed and Approved: February 28, 2011

BOE Reviewed and Approved KASB Recommendation: October 20, 2014

Cross Reference: KA

## **Educational Program**

**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

BOE Reviewed and Approved: February 28, 2011

Cross Reference: ID, IDAA, IDAB, and IJ

## **Pilot Projects**

**ICA**

The board supports the use of pilot projects before any new instructional technique is implemented on a district-wide basis.

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, audio/visual materials or any other supplementary instructional material to be used in connection with a pilot project shall be available for inspection by parents or guardians of 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.

### **Student Surveys**

Except as provided in board policy IDEA with regard to surveys about a student's or the student's parents' or guardians' personal beliefs or practices on issues such as sex, family life, morality, or religion, any instrument designed to survey students, either by district staff or by an outside agency or individual, shall be made available for inspection by parents or guardians before the survey is administered.

BOE Approved: July 7, 2003

BOE Reviewed and Approved: February 28, 2011

BOE Reviewed and Approved KASB Recommendation: October 20, 2014

Cross Reference: IJ and JR et seq.

## **Teaching Methods**

**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.

BOE Approved KASB Recommendation: September 20, 2010

BOE Reviewed and Approved: February 28, 2011

Cross Reference: ICA, II, and IJ

## **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

BOE Reviewed and Approved: March 28, 2011

## **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

BOE Reviewed and Approved: March 28, 2011

## **Instructional Program**

**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)

BOE Approved KASB Recommendation: September 10, 2010

BOE Reviewed and Approved: March 28, 2011

Cross Reference: BBG, CJ, CL, IC and IJ

## **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

BOE Reviewed and Approved: March 28, 2011

Cross Reference: IC, IJ and JJ

## **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

BOE Reviewed and Approved: March 28, 2011



## **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.

## **Support Programs**

**IDAB-2**

### **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

BOE Reviewed and Approved: March 28, 2011

Cross Reference: IC and LDD

## **Special Education Services**

**IDACA**

In accordance with the provisions of Federal and state law, it is the policy of this district to provide a free appropriate public education for every exceptional child (as defined by K.S.A. 72-962) who is a resident of this district or attends a private or parochial school located in this district. Special education services are provided for such children, including individual educational programs offered in the least restrictive environment.

### **Child Find, Identification, and Eligibility**

The district shall coordinate and maintain a system which schedules and structures available services for pupils who are referred to determine eligibility for special education services in accordance with procedural processes established in Federal and state law.

### **Actions and Due Process for Students**

Parental involvement and cooperation is important to the success of these educational programs. In order to encourage the involvement and cooperation of parents in special education services and to safeguard the rights of exceptional children to a free appropriate public education, the board utilizes and refers parents to the “Procedural Safeguards in Parent Rights in Special Education” published by the Kansas State Department of Education.

In the provision of special education and related services, the district will implement all Federal and Kansas statutes, rules, and regulations.

BOE Reviewed and Approved KASB Recommendation: October 20, 2014

## **Section 504 Accommodations for Students**

**IDACB**

In accordance with the provisions of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act, the district is committed to providing students with disabilities the opportunity to participate in and benefit from its programs and activities. Accordingly, the district will make reasonable modifications to its programs and activities to accommodate otherwise qualified students with disabilities, unless such modifications would impose an undue burden on the operation of the particular program or activity or would fundamentally alter the nature or purpose of the program or activity. No district board member, employee, or contractor shall retaliate against any person because of his or her exercise of rights under Section 504.

Reviewed and Approved KASB Recommendation: October 20, 2014

## **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

BOE Reviewed and Approved: May 16, 2011

## **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

BOE Reviewed and Approved: May 16, 2011

## **Student Privacy Policy**

**IDAE**

The superintendent, the board and staff shall protect the right of privacy of students and their families in connection with any surveys or physical examinations conducted, assisted, or authorized by the board or administration. The district shall annually provide parents notice of their rights under the Protection of Pupil Rights Amendment and the Student Data Privacy Act, at the beginning of each school year, and at any other time the school district policies in the area are substantially changed.

## **Student Data Restrictions**

Any student data submitted to or maintained in a statewide longitudinal student data system shall only be disclosed in accordance with the Student Data Privacy Act. Disclosure of all other student data or student record information maintained is governed by the Family Educational Rights and Privacy Act (“FERPA”).

Annual written notice presented to parents and legal guardians of district students shall: 1) require parent or guardian’s signature; and 2) shall state student data submitted to or maintained in a statewide longitudinal data system only be disclosed as follows.

### **Student data may be disclosed to:**

- The authorized personnel of an educational agency or the state board of regents who require disclosures to perform assigned duties; and
- The student and the parent or legal guardian of the student, provided the data pertains solely to the student.

Student data may be disclosed to authorized personnel of any state agency, or to a service provider of a state agency, educational agency or school performing instruction, assessment, or longitudinal reporting, provided a data-sharing agreement between the educational agency and other state agency or service provider provides the following:

- purpose, scope, and duration of the data-sharing agreement;
- recipient of student data use such information solely for the purposes specified in agreement;
- recipient shall comply with data access, use, and security restrictions specifically described in agreement; and
- student data shall be destroyed when no longer necessary for purposes of the data-sharing agreement or upon expiration of the agreement, whichever occurs first.

\*A service provider engaged to perform a function of instruction may be allowed to retain student transcripts as required by applicable laws and rules and regulations. Destruction shall comply with the NISTSP800-88 standards of data destruction.

Unless an adult student or parent or guardian of a minor student provides written consent to disclose personally identifiable student data, student data may only be disclosed to a governmental entity not specified above or any public or private audit and evaluation or research organization if the data is aggregate data.

“Aggregate data” means data collected or reported at the group, cohort, or institutional level and which contains no personally identifiable student data.

The district may disclose:

- Student directory information when necessary and the student’s parent or legal guardian has consented in writing;
- directory information to an enhancement vendor providing photography services, class ring services, yearbook publishing services, memorabilia services, or similar services;
- any information requiring disclosure pursuant to state statutes;
- student data pursuant to any lawful subpoena or court order directing such disclosure; and
- student data to a public or private postsecondary educational institution for purposes of application or admission of a student to such postsecondary educational institution with the student’s written consent.

### Student Data Security Breach

If there is a security breach or unauthorized disclosure of student data or personally identifiable information of any student submitted to or maintained on a statewide student longitudinal data system, each affected student or the parent or legal guardian of the student, if a minor, shall be immediately notified, and an investigation into the causes and consequences of the breach or unauthorized disclosure will be conducted.

### Biometric Data

The district shall not collect biometric data from a student or use any device or mechanism to assess a student’s physiological or emotional state, unless the adult student or the parent or legal guardian of the minor student consents in writing. “Biometric data” includes measurable biological or behavioral characteristics that can be used for automated recognition of an individual, such as fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting.

Nothing in this policy shall prohibit the collection of audio voice recordings, facial expression information, and student handwriting for:

- provision of counseling or psychological services,
- conducting student threat assessments,
- completing student disciplinary investigations or hearings, or
- conducting child abuse investigations.

**Select Student Surveys**

No test, questionnaire, survey, or examination containing any questions about a student's or the student's parents' or guardians' personal beliefs or practices on issues such as sex, family life, morality, or religion shall be administered to any student unless:

- A. the parent or guardian is notified in writing; and
- B. the parent or guardian of the student gives written permission for the student to participate.

Nothing shall prohibit school counselors from providing counseling services, including the administration of tests and forms as part of student counseling services. Any information obtained through such tests or counseling services shall not be stored on any personal mobile electronic device which is not owned by the school district. Storage of such information on personal laptops, tablets, phones, flash drives, external hard drives, or virtual servers not owned by the district is prohibited.

**Students may be questioned:**

- in the provision of psychological services,
- conducting of student threat assessments,
- completing student disciplinary investigations or hearings, or
- conducting child abuse investigations.

Collection of such information in these limited circumstances is permitted without prior written consent of the parent, guardian, or adult student.

Approved: KASB Recommendation – 7/03; 6/04; 4/07; 6/14

BOE Approved KASB Recommendation: October 20, 2014

BOE Reviewed and Approved KASB Recommendation: November 21, 2016



## **College Classes**

## **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

BOE Revised and Approved September 5, 2006

BOE Reviewed and Approved KASB Recommendation: September 8, 2008

BOE Reviewed and Approved: May 16, 2011

Cross Reference: JBE and JQ

Unless otherwise noted all of the following policies were re-adopted July 16, 2018.

## **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

BOE Reviewed and Approved: May 16, 2011

## **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.

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

BOE Reviewed and Approved: May 16, 2011

## **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

BOE Reviewed and Approved: June 20, 2011

## **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

BOE Reviewed and Approved: June 20, 2011

## **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

BOE Reviewed and Approved: June 20, 2011

## **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.

### **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.

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.)

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 to 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 videos other than G or PG may be shown. PG videos require administrative approval and custodial notification prior to a viewing by students. 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.
2. In grades 6 and 7, no videos other than G or PG may be shown. PG videos require administrative approval and custodial notification prior to a viewing by students. 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.
3. In grade 8, no videos other than G, PG, or PG-13 may be shown. PG-13 videos require both administrative approval and prior written 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.
5. R rated films or videos or any portion of such will not be shown or utilized in classroom presentations in USD 261.

**Supplemental Instructional Materials**

Supplemental instructional materials shall be selected based on their relationship to the board-approved curriculum. Materials which would normally require parental consent before use by a student under the age of eighteen shall not be used as instructional materials.

Videos and or movies shall be reviewed for their appropriateness for the grade level at which they will be used. Videos may be shown if all copyright guidelines have been followed and if they are specifically related to the curriculum (See ECH). Showing movies for the purpose of entertainment is prohibited without prior permission from the principal.

**Instructional Resources (Regulation)**

All films, videotapes, DVDs, and other electronic resources chosen for use in the classroom will be carefully previewed and evaluated by the teacher to meet identified instructional objectives for the age and grade level of the students.

The following guidelines will apply:

1. Parent will receive one-week advance notice when a teacher plans to show:
  - a. Elementary school students any film, video, DVD, or other electronic resource that is rated PG or higher.
  - b. Middle school students any film, video, DVD, or other electronic resource that is rated PG-13 or higher.
  - c. High school students any film, video, DVD, or other electronic resource that is rated R.
2. Such notice to parent will include a brief description of the contents of the resource and the instructional objectives to be achieved.
3. Films, videotapes, DVDs, and other electronic resources to be used in the classroom will be made available for review by parents in the same manner as other instructional materials.
2. A parent will be allowed to request that his or her child be given an alternative activity with the same instructional objectives, in lieu of the student viewing the film, video, DVD, or other electronic resource.
4. No film, video, DVD, or other electronic resource having a rating of X or NC-17 will be shown to students in District schools at any time.

**USD 261: Parental Opt-Out Form for Movies, etc.**

I, \_\_\_\_\_, parent/guardian of

\_\_\_\_\_,

request that my child be removed from class and/or student activities when the following movie(s) or videotape(s) is/are shown:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have had the opportunity to review the materials mentioned above and have explained to my child why I do not wish to have him/her view it/them.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

**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.
- 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.

**The Review Committee Shall:**

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

BOE Reviewed and Approved: December 19, 2011

BOE Revised and Approved: January 22, 2018

Cross Reference: IKD and KN

## **Supplementary Materials Selection and Adoption**

**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 is 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

BOE Reviewed and Approved: December 19, 2011

Cross Reference: CF and IF

## **Instructional Services**

**IFB**

The board recommends the use of all instructional services available to the school district.

BOE Approved: July 7, 2003

BOE Reviewed and Approved: December 19, 2011

## **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



## **Instructional Materials Centers**

**IFBC – 2**

- 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

BOE Reviewed and Approved: December 19, 2011

## **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

BOE Reviewed and Approved November 21, 2011

## **Outside Speakers**

**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

BOE Reviewed and Approved November 21, 2011

Cross Reference: IKB

## **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 superintendent approval an honorarium may be paid to outside speakers.

BOE Approved: July 7, 2003

BOE Reviewed and Approved November 21, 2011

## **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

BOE Reviewed and Approved November 21, 2011

Cross Reference: KFD

## **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

BOE Reviewed and Approved November 21, 2011

## **Field Trips**

**IFCB**

Field trips may be approved by the principal when reasonable educational objectives can be established.

BOE Approved: July 7, 2003

BOE Reviewed and Approved: December 19, 2011

## **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

BOE Reviewed and Approved: December 19, 2011

## **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

BOE Reviewed and Approved: December 19, 2011

## **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

BOE Reviewed and Approved: December 19, 2011

## **Class Rankings**

**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

BOE Reviewed and Approved: December 19, 2011

Cross Reference: Cf. JR et seq.



## **Honor Rolls**

**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

BOE Reviewed and Approved: December 19, 2011

Cross Reference: Cf. JR et seq.

## **Make-Up Opportunities**

**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

BOE Reviewed and Approved: February 27, 2012

Cross Reference: JBD and JDD

## **Graduation Requirements**

**IHF**

The board may adopt graduation requirements exceeding the minimums set forth by state regulation. Unless otherwise provided herein, in order to qualify for graduation, the board requires each candidate to earn 27 academic credits of a type meeting state and district requirements beginning with the class of 2017.

Exceptions may be granted by the board to waive local graduation requirements that are in excess of the state minimum requirements for students on a case by case basis.

The board shall award a student a diploma if the student is at least 17 years old; is enrolled or resides in the district; was in custody of the Secretary of the Kansas Department of Corrections (KDOC), the Secretary for DCF, or a federally recognized Indian tribe in this state at any time on or after the student's 14th birthday; and has achieved at least the minimum high school graduation requirements adopted by the state board of education.

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

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

BOE Reviewed and Revised: November 16, 2015

BOE Approved: July 7, 2003

BOE Reviewed and Approved: February 27, 2012

Cross Reference: JFCA

## **Educational Testing Program**

## **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

BOE Reviewed and Approved: August 28, 2006

BOE Reviewed and Approved: February 27, 2012

Cross Reference: BE, CN, CNA and IJ

## **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

BOE Reviewed and Approved: February 27, 2012

### **Use of District Computers and Devices/Privacy Rights**

The District supports the use of advanced technology including, but not limited to, computer systems, electronic devices, computer networks, the Internet, electronic mail, online services, and other applications, including social media networks and tools, that facilitate access to information, resource sharing, research, collaborative learning, communications and integrated technology instruction. These provided technologies are for educational and professional use only. All created, and/or stored information is considered district property and is 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 or electronic devices must comply with copyright laws. Proof of purchase (copy or original) for software must be filed in the district office.

### **Installation**

No software, including freeware or shareware, or other applications may be installed on any district computer or electronic device until cleared by the network administrator. The administrator will verify the compatibility of the software or application with existing software, hardware, and applications and prescribe installation and de-installation procedures. Program files must have the superintendent's or superintendent's designee's approval to be installed on any district server or computer.

### **Hardware**

Unapproved hardware shall not be installed on district computers or electronic devices and any software setting that supports district hardware shall not be changed.

### **Audits**

The administration may conduct periodic audits of software and applications installed on district equipment to verify legitimate use.

### **Electronic Communication Privacy Rights**

Employees and/or students shall have no expectation of privacy. Communication and activities on the district network are not private. The administration may review directories, electronic files, and e-mails from time to time to prevent misuse and to perform system maintenance. Any e-mail or computer application or information in district computers or computer systems or electronic devices is subject to monitoring by the administration.

### **Ownership of Employee Computer and Device Materials**

Computer materials, devices, software, or applications created as part of any assigned district responsibility or classroom activity undertaken on school time shall be the property of the board.

**Lost, Stolen, or Damaged Computers and/or Equipment**

Students and staff members shall be responsible for reimbursing the district for replacement of or repair to district issued computers or electronic devices which are lost, stolen, or damaged while in the student's or staff member's possession.

**Staff Handbook**

Employees shall have no expectation of privacy when using district e-mail or other forms of electronic communication which use district equipment or networks. Electronic 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 these systems according to these guidelines or other guidelines published by the administration.

Any electronic communication, computer application and/or information on district computers or computer systems are subject to monitoring by the administration. The district retains the right to duplicate any information on the system or on any storage device. 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 other forms of electronic communication which use district equipment or networks. Electronic messages shall be used for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use these systems following guidelines approved by teachers or the administration.

Any electronic communication, computer application and/or information on district computers or computer systems and/or networks are subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students on 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 expulsion from school.

BOE Adopted: July 7, 2003

BOE Revised and BOE Approved: April 5, 2004

BOE Reviewed and Approved KASB Recommendation: September 22, 2008

BOE Reviewed and Approved: March 26, 2012

Reviewed and Approved KASB Recommendation: August 20, 2012

BOE Revised and BOE Approved: February 25, 2019

Cross Reference: ECH, JCDA and KBA

## **Children's Internet Protection Act**

**IIBGA**

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

Such plan shall include measures to address the following issues:

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

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

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

BOE Reviewed and Approved: March 26, 2012

BOE Reviewed and Approved KASB Recommendation: August 20, 2012



## **Online Learning Opportunities**

**IIBGB**

### **Application**

Students may apply for permission to enroll in an online course for credit. Applications for the next academic year shall be submitted to the principal no later than April 20. The student and the student's parents shall be informed of the administrator's decision in writing no later than June 1.

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

### **Guidelines**

The following guidelines shall be used by the administration:

1. Only administration approved courses shall be posted on student transcripts.
2. Approval of any course shall be based upon the course content and rigor, its length and scope, its method of assessing knowledge acquired by the student, the qualifications of the instructor, and other appropriate factors.
3. Enrollment in an on-line course will be allowed only if an appropriately certified staff member is available and willing to supervise the student's participation in the course.
4. Suspended or expelled students may also apply for permission to enroll in on-line course work.
5. Students can earn up to 2.0 on-line credits for graduation.

### **Other Regulations or Guidelines**

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

Approved: KASB Recommendation: October 15, 2012

## **Evaluation of Instructional Program**

**IJ**

The superintendent may develop guidelines to evaluate a portion of the instructional program. This evaluation shall be part of the district's school improvement efforts.

The superintendent may establish special curriculum committees to study the district's instructional program on a regular schedule. The superintendent may 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 may submit a comprehensive report from the committees to the board.

BOE Approved: July 7, 2003

BOE Reviewed and Approved: March 26, 2012

BOE Approved KASB Recommendation: September 17, 2012

Cross Reference: IC, ICAA, II and MK

## **IKA Financial Literacy**

**IKA**

The board supports the goal of providing district students with sufficient knowledge of economic systems to make informed, financial choices. In furtherance of this goal, the board directs the superintendent to develop and implement a plan to incorporate outcome-based personal financial literacy education into the district's instructional program.

The superintendent shall document district efforts to provide financial literacy education opportunities for district students and shall provide, upon request, feedback or information to the Kansas State Department of Education on such efforts.

BOE Approved: November 16, 2015

Cross Reference: ID

## **Controversial Issues**

**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

BOE Reviewed and Approved: April 14, 2012

Cross Reference: GBU, IA, IAA, IFBH

### **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

BOE Revised: August 28, 2006

BOE Reviewed and Approved: April 14, 2012

## **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

BOE Reviewed and Approved: April 18, 2011

BOE Reviewed and Approved: April 14, 2012

Cross Reference: AEA, IF, IKDA, and KN

## **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

BOE Reviewed and Approved: April 18, 2011

BOE Reviewed and Approved: April 14, 2012

## **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. Ordinarily, 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. This request will begin with the classroom teacher. The request may be granted by the principal.

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

BOE Reviewed and Approved: May 16, 2011

BOE Reviewed and Approved: April 14, 2012

Cross Reference: IKD



## **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 school office and on the District Website. 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 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

BOE Reviewed and Approved: May 16, 2011

BOE Revised and Approved: April 14, 2012

## **Assemblies**

**IKE**

Each building principal may schedule assemblies as needed.

BOE Approved: July 7, 2003

BOE Reviewed and Approved: April 18, 2011

BOE Reviewed and Approved: May 14, 2012

## **Assemblies**

**IKE-R**

Each building principal shall develop a behavior code for students attending school assemblies.

BOE Approved: July 7, 2003

BOE Reviewed and Approved: April 18, 2011

BOE Reviewed and Approved: May 14, 2012

## **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

BOE Reviewed and Approved: April 18, 2011

BOE Reviewed and Approved: May 14, 2012

## **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

BOE Reviewed and Approved: April 18, 2011

BOE Reviewed and Approved: May 14, 2012

### **GUIDELINES FOR ANIMALS ON DISTRICT PROPERTY**

Animals are not allowed on district property, including district transportation, except in accordance with law and policy.

#### **Definitions**

The following definitions shall be used for the purpose of applying this policy.

**Animal** = Any nonhuman creature.

**Handler** = The individual responsible for the care and control of an animal. The handler for a service animal will generally be the individual with a disability served by the animal; however, under some circumstances, the handler may be someone other than the individual with the disability.

**Service Animal** = Any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical or sensory disability or a psychiatric, intellectual or other mental disability. The work or tasks performed by a service animal must be directly related to the disability of the individual being served. Examples of work or tasks include, but are not limited to: assisting individuals who are blind or have low vision with navigation and other tasks; alerting individuals who are deaf or hard of hearing to the presence of people or sounds; providing nonviolent protection or rescue work; pulling a wheelchair; assisting an individual during a seizure; alerting individuals to the presence of allergens; retrieving items such as medicine or a telephone; providing physical support and assistance with balance and stability to individuals with mobility disabilities; and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

For the purposes of this policy and subject to the limitations herein, a miniature horse will also be considered a service animal.

**Tether** = A harness, leash or other similar restraint.

**Therapy Animal** = Any animal that is not a service animal and whose primary purpose is to provide emotional support, well-being, comfort or companionship.

### **Service Animals**

Service animals are permitted on district property, including district transportation, in accordance with law. The district will make modifications as necessary to allow for the presence of service animals; however, if the service animal is a miniature horse, the district will first determine if such modifications are reasonable by considering the size and weight of the miniature horse and whether the horse's presence in the facility compromises legitimate safety requirements.

All service animals must be under the control of their handlers. Service animals must have a tether unless the handler is unable to use one or unless the use of a tether would interfere with the service animal's safe, effective performance. Animals that are not tethered must be under the control of the handler through some other means, such as voice commands or hand signals.

The district will not allow service animals to remain on district property if they are not housebroken or are out of control. If a service animal is properly excluded from district property, the individual with a disability served by the animal will be given the opportunity to participate in the program, service or activity without having the service animal on district property.

District officials may verify that an animal qualifies as a service animal by asking whether the animal is required because of a disability and what work or tasks the animal has been trained to perform, if it is not readily apparent. Except as otherwise specified in this policy, district officials will not inquire about the nature or extent of the individual's disability or require the individual to provide documentation that the animal is a service animal.

### **Animals as Accommodations for Employees and Students**

Employees and students may use service animals pursuant to the "Service Animals" section of employee's or student's disability as permitted by law this policy; however, the district may make additional inquiries about the nature and extent of the.

Employee requests for use of an animal other than a service animal as an accommodation must be made in accordance with Board policy. If the employee's request for an animal other than a service animal is granted, the rules for use of the animal will be specified at the time the accommodation is granted.

A student with a disability will only be allowed to have an animal other than a service animal as an accommodation in accordance with the student's individualized education program (IEP) or Section 504 plan. If a student's IEP or Section 504 plan allows the use of an animal other than a service animal, the special education director, compliance officer or designee will work with the student and the parents/guardians of the student to create a plan for the animal's care. The

student will be primarily responsible for the care and control of any animal used as an accommodation unless otherwise provided in the IEP or Section 504 plan.

**Animals Used in Instruction**

**General**

1. Animals with venom that is harmful to humans will not be allowed on district property.
2. An animal will not be allowed on district property without proof of current vaccinations to prevent the spread of diseases, such as rabies, to humans unless vaccinations are not required in the opinion of a veterinarian.
3. Animals are prohibited from being on district property if anyone has been ticketed or charged for the behavior of the animal.
4. Animals will never be maintained in or near an area where outside air is brought into district buildings.
5. Live animals may not be transported on district transportation and, unless specific permission from the building administrator is given otherwise, must be kept in a pen, cage or tank while on district property.
6. If students will be handling live animals, the employee responsible for the animal must instruct the students in proper handling techniques designed to minimize the danger of injury to the students and the animal. Protective clothing or equipment must be used when warranted.

**Therapy Animals**

Staff members may use therapy animals in the course of their regular duties only after receiving permission from the administrator of the building where the animal will be used. Before permission to use therapy animals is granted, staff members must provide:

1. Proof that the animal is certified to be a therapy animal.
2. An explanation of how the animal will be used, including research supporting the use of therapy animals.
3. A plan for how the staff member will provide for the care and control of the animal.
4. A plan for how the staff member will accommodate students with allergies to the animal.

**Animals Used as Part of the Curriculum**

Staff members who wish to use live animals to implement the curriculum must obtain permission from the administrator of the building where the animal will be used prior to introducing an animal into the curriculum. Before permission to use live animals to implement the curriculum is granted, staff members must provide their building administrator with:

1. A statement that the animal does not present a danger to students or staff members.
2. A statement of the instructional purpose, tied to the district's curriculum, that the animal will serve.
3. A plan for how the staff member will provide for the care and control of the animal.
4. A plan for how the staff member will accommodate students with allergies to the animal.

The requirements of this subsection will be waived for courses that routinely use live animals, such as courses in the district's agriculture instruction program, when the course curriculum has been approved by a supervisor.

**Animal Habitats**

As part of the instructional program, students and staff members may be granted permission to develop habitats that attract various forms of wildlife. Any plan to develop a habitat must be presented to the appropriate building administrator in advance of the project. The building administrator will consult with the central office administrator responsible for facilities and grounds prior to giving approval for the project.

**Animals Used by Law Enforcement**

The district allows the use of animals by law enforcement personnel in conjunction with the performance of their official duties. The district will work with law enforcement to avoid frightening students or unduly disrupting instruction when using animals.

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BOE Approved Guidelines: August 18, 2014

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Unless otherwise noted all of the following policies were re-adopted July 16, 2018.

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Unless otherwise noted all of the following policies were re-adopted July 16, 2018.

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<b>JHC</b>	Student Organizations Student Clubs Non-School Sponsored Student Clubs Student Government	
<b>JHCA</b>	Student Publications School Sponsored Student Publications Non-School Sponsored Student Publications Advertisements	KI
<b>JHCAA</b>	Gang Activity - KSA 72-5311	JCAC, JCDA, JCDBB, JDD
<b>JHF-R</b>	Activity Trips	
<b>JI</b>	Community Activities	
<b>JJ</b>	Employment of Students In-School Employment Outside Employment Vocational or Other Work Experience	IDAA
<b>JK</b>	Solicitations	KI
<b>JL &amp; R</b>	Gifts - KSA 72-8212 Student Gifts to Staff Members Faculty Gifts to Students Student Organization Gifts to School - KSA 12-1252; 72-8210; 72-8212	DK, GAJ, KH
<b>JM &amp; R</b>	Contests for Students	JH
<b>JN</b>	Awards - KSA 72-6810-6815	
<b>JQ</b>	Exceptional Students	IDCE, JBE

Unless otherwise noted all of the following policies were re-adopted July 16, 2018.

<i>POLICY CODE</i>	<i>TITLE AND SUBTITLES</i>	<i>RELATED POLICIES</i>
<b>JQA &amp; R</b>	Physically Disabled Students	
<b>JQE</b>	Alternative Arrangements	
<b>JQI</b>	Adult Students - KSA 72-4408	
<b>JQL</b>	Hearing Procedures for Exceptional Students	
<b>JQLA</b>	Class-size/Caseload Limits for Exceptional Students	
<b>JR &amp; R</b>	Student Records - KSA 72-5386; 45-216; 72-6214	BCBK, CN, CNA, CO, ECA, JGGA, JGD, KBA, JR et seq.
<b>JRA</b>	Types of Records Permanent Student Records Administrative Records Supplementary Records Tentative Records	BCBK, CN, CNA, JGGA, KBA, JR et seq.
<b>JRB &amp; R</b>	Release of Student Records - KSA 45-216 <u>et seq.</u> Directory Information Forwarding Pupil Records	BCBK, CN, CNA, JGGA, KBA, JR et seq.
<b>JRC</b>	Disposition of Records - KSA 72-5369-5373	
<b>JRD</b>	Hearing Request	BCBK, CN, CNA, IDAE, JGGA, JR et seq.
<b>JS &amp; R</b>	Student Fees and Charges - KSA 72-5389-5391 Credit Card Payments Fee Schedules Debt Collection Forwarding Pupil Records Fees and Charges Fines	JBCBA

Unless otherwise noted all of the following policies were re-adopted July 16, 2018.

## **Goals and Objectives**

**JA**

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

BOE Reviewed and Approved: December 17, 2012

BOE Reviewed and Approved: March 24, 2014

Cross Reference: BDA, CM, CMA, GAA and JCDA

## **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

BOE Reviewed and Approved: December 17, 2012

BOE Reviewed and Approved: March 24, 2014

**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, step-parents, and foster parents. For purposes of this policy, “person acting as a parent” means a guardian or conservator, a person liable by law to care for 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.

**Non-resident Students**

Non-resident students are those who do not meet the definition of a resident student. Although the district is not required to admit non-resident students, non-resident students may be admitted to the extent that staff, facilities, equipment, and supplies are available. Other criteria regarding students seeking non-resident student admittance may be considered prior to acting on any non-resident application. Such criteria may include student grades, attendance and disciplinary records, and other factors as determined by the board.

Parent(s) of non-resident student(s) may apply to have their child enroll in Haysville School District through the Limited Open Enrollment process. Parents shall be required to furnish academic, discipline and attendance records for each student. These records will be used by building principals to determine whether each student will be allowed to enroll or not. The decision of the principal in terms of enrollment is final. Each principal will annually evaluate the status of the non-resident student in terms of discipline and attendance. The principal will inform the parents of the non-resident student regarding enrollment for the next school year. The principal’s decision in this matter is final.

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, 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.

**Alternative Education / Haysville High School**

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 Campus High School Principal.
4. Admittance to the Haysville 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.

**Enrollment Restriction**

Unless approved in advance by the board, no student, regardless of residency, who has been suspended or expelled from another school district will be admitted to the district until the period of such suspension or expulsion has expired.

**Non-Resident Employees**

The children of non-resident, benefit eligible, employees may attend the USD 261 schools at the discretion of the superintendent of schools.

**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 Students**

Part-time students may enroll with the (board's/administration's) permission if they complete all paperwork in a timely fashion and are in attendance no later than the 8<sup>th</sup> day of class. Part-time students may be admitted only to the extent that staff, facilities, equipment, and supplies are available and the students follow the district's student conduct policies and rules.

**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, a certified copy of the court order placing the child in the custody of the Secretary of the Department for Children and Families, or other documentation which the board determines to be satisfactory. Students enrolling in grades 2-12 shall provide a certified transcript, similar pupil records or data, or other documentary evidence the board deems 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.

**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 Department of Children and Family Services, a certified transcript of the student, a baptismal certificate or other documentation the board considers satisfactory.

**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 middle school and high school, full faith and credit shall be given to units earned in other accredited schools at the time the student enrolls in the district, unless the principal determines there is valid reason for not doing so. For online credit approval procedures after enrollment, see board policy IIBGB.

**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

BOE Revised and Approved: December 17, 2012

BOE Revised and Approved: August 19, 2013

BOE Revised and Approved: March 24, 2014

BOE Revised and Approved: November 16, 2015

Cross Reference: IIBGB, JBCA, and JQKA

## **Homeless Students**

**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. For the purposes of this policy, a student awaiting foster care placement shall not be considered homeless.

### **Coordinator**

The board shall designate a homeless coordinator for the district.

Note: The reader is encouraged to review regulations and forms for related information.

Approved: KASB Recommendation – 7/03; 4/07

BOE Approved: June 15, 2009

BOE Reviewed and Approved: January 28, 2013

BOE Reviewed and Approved: April 28, 2014

Reviewed and Approved KASB Recommendation: April 16, 2018

Cross Reference: EDAA and JBC

## **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; or are abandoned in hospitals.
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 district, according to the child's or youth's best interest, shall either continue the child's or youth's education in the school of origin for the duration of homelessness in any case in which: 1) a family becomes homeless between academic years or during an academic year; and 2) for the remainder of the academic year, if the child or youth becomes permanently housed during an academic year; or enroll the child or youth in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

### School Stability

In determining the best interest of the child or youth, the district homeless student liaison shall:

1. presume that keeping the child or youth in the school of origin is in the child's or youth's best interest, except when doing so is contrary to the request of the child's or youth's parent or guardian, or (in the case of an unaccompanied youth) the youth;
2. consider student-centered factors related to the child's or youth's best interest, including factors related to the impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child's or youth's parent or guardian or (in the case of an unaccompanied youth) the youth;
3. if, after conducting the best interest determination based on consideration of the presumption in clause (1) and the student-centered factors in clause (2), it is determined that it is not in the child's or youth's best interest to attend the school of origin or the school requested by the parent or guardian, or (in the case of an unaccompanied youth) the youth, provide the child's or youth's parent or guardian or the unaccompanied youth with a written explanation of the reasons for its determination, in a manner and form understandable to such parent, guardian, or unaccompanied youth, including information regarding the right to appeal such determination; and
4. in the case of an unaccompanied youth, ensure that the district homeless student liaison assists in placement or enrollment decisions under this subparagraph, gives priority to the views of such unaccompanied youth, and provides notice to such youth of the right to appeal.

### Immediate Enrollment

The school selected shall immediately enroll the homeless child or youth, even if the child or youth:

1. is unable to produce records normally required for enrollment, such as previous academic records, records of immunization and other required health records, proof of residency, or other documentation; or
2. has missed application or enrollment deadlines during any period of homelessness.

### Relevant Academic Records

The enrolling school shall immediately contact the school last attended by the child or youth to obtain relevant academic and other records.

**Relevant Health Records**

If the child or youth needs to obtain immunizations or other required health records, the enrolling school shall immediately refer the parent or guardian of the child or youth, or (in the case of an unaccompanied youth) the youth, to the district homeless student liaison, who shall assist in obtaining necessary immunizations or screenings, or immunization or other required health records.

**Records**

Any record ordinarily kept by the school, including immunization or other required health records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless child or youth shall be maintained so that the records involved are available, in a timely fashion, when a child or youth enters a new school or school district and in a manner consistent with the Family Educational Rights and Privacy Act. See policies JR through JRD.

**Enrollment Disputes**

If a dispute arises over eligibility, school selection, or enrollment in a school:

1. the child or youth shall be immediately enrolled in the school in which enrollment is sought (whether sought by the parent, guardian, or unaccompanied youth), pending final resolution of the dispute, including all available appeals;
2. the parent or guardian of the child or youth or (in the case of an unaccompanied youth) the youth shall be provided with a written explanation of any decisions related to school selection or enrollment made by the school, the local educational agency, or the State educational agency involved, including the rights of the parent, guardian, or unaccompanied youth to appeal such decisions; and
3. the parent, guardian, or unaccompanied youth shall be referred to the district homeless student liaison, who shall carry out the dispute resolution process as expeditiously as possible after receiving notice of the dispute.

**Placement Choice**

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.

**Privacy**

Information about a homeless child's or youth's living situation shall be treated as a student education record, and shall not be deemed to be directory information, under policy JRB.

**Contact Information**

Nothing shall prohibit the district from requiring a parent or guardian of a homeless child or youth to submit contact information.

**Definition**

The term “school of origin” means the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including a preschool.

When the child or youth completes the final grade level served by the school of origin, the term “school of origin” shall include the designated receiving school at the next grade level for all feeder schools.

**Comparable Services**

Each homeless child or youth shall be provided services comparable to services offered to other students in the school selected, including:

1. Transportation services;
2. Educational services for which the child or youth meets the eligibility criteria, such as services provided under title I of the Elementary and Secondary Education Act of 1965 or similar State or local programs, educational programs for children with disabilities, and educational programs for English learners;
3. Programs in career and technical education;
4. Programs for gifted and talented students; and
5. School nutrition programs.

**Coordination**

The district shall coordinate the provision of services under these regulations with the Department for Children and Families and other agencies or entities providing services to homeless children and youths and their families, including services and programs funded under the Runaway and Homeless Youth Act (42 U.S.C. 5701 et seq.), and transportation, transfer of school records, and other interdistrict activities, with other local educational agencies.

**Housing Assistance**

If applicable, the district shall coordinate with state and local housing agencies responsible for developing the comprehensive housing affordability strategy to minimize educational disruption for children and youths who become homeless.

The coordination required shall be designed to:

1. ensure that all homeless children and youths are promptly identified;
2. ensure that all homeless children and youths have access to, and are in reasonable proximity to, available education and related support services; and
3. raise the awareness of school personnel and service providers of the effects of short-term stays in a shelter and other challenges associated with homelessness.

**Homeless Children and Youths With Disabilities**

For children and youths who are both homeless and eligible for services under the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.), the district shall coordinate the provision of services under these regulations with the provision of programs for children with disabilities served by the district and other involved local educational agencies.

**District Homeless Student Liaison**

The board designates the following individual to act as the district's homeless student liaison: (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 this liaison.

The district homeless student liaison shall ensure:

1. homeless children and youths are identified by school personnel through outreach and coordination activities with other entities and agencies;
2. homeless children and youths are enrolled in, and have a full and equal opportunity to succeed in, district schools;
3. homeless families and homeless children and youths have access to and receive educational services for which such families, children, and youths are eligible, including services through Head Start programs (including Early Head Start programs) under the Head Start Act (42 U.S.C. 9831 et seq.), early intervention services under part C of the Individuals with Disabilities Education Act (20 U.S.C. 1431 et seq.), and other preschool programs administered by the local educational agency;
4. homeless families and homeless children and youths receive referrals to health care services, dental services, mental health and substance abuse services, housing services, and other appropriate services;
5. 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;

6. public notice of the educational rights of homeless children and youths is disseminated in locations frequented by parents or guardians of such children and youths, and unaccompanied youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form understandable to the parents and guardians of homeless children and youths, and unaccompanied youths;
7. enrollment disputes are mediated in accordance with these regulations;
8. 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 that is selected;
9. school personnel providing services under these regulations receive professional development and other support; and
10. unaccompanied youths:
  - a. are enrolled in school;
  - b. have opportunities to meet the same challenging state academic standards as Kansas establishes for other children and youth; and
  - c. are informed of their status as independent students under federal law regarding student financial assistance for higher education acquisition and that the youths may obtain assistance from the district homeless student liaison to receive verification of such status for purposes of the Free Application for Federal Student Aid

The liaison shall also work with the state coordinator for education of homeless children and youth to request and receive needed technical assistance and monitoring to ensure the district complies with federal and state law regarding homeless students.

Similarly, the liaison will coordinate with the state coordinator in order to provide professional development opportunities for district personnel to aid them in identifying and meeting the needs of homeless children and youths and will respond to inquiries from parents, guardians, and homeless children and youths to ensure they are provided with the full protection of the law and services they are due.

of the district homeless student liaison, and publish annually updated contact information for the liaison on the district's website.



**Notice**

The district shall inform school personnel, service providers, advocates working with homeless families, parents and guardians of homeless children and youths, and homeless children and youths of the duties

**Local and State Coordination**

The district homeless student liaison, as a part of assigned duties, shall coordinate and collaborate with state coordinators, the community, and school personnel responsible for the provision of education and related services to homeless children and youths. Such coordination shall include collecting and providing to the state coordinator the reliable, valid, and comprehensive data.

**Homeless Status**

The district homeless student liaison may affirm, without further agency action by the Department of Housing and Urban Development, that a child or youth who is eligible for and participating in a program provided by the district, or the immediate family of such a child or youth, who meets the eligibility requirements, is eligible for such program or service.

**Dispute Resolution Process**

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 student liaison. If the complaint is not promptly resolved, the complainant may present a formal written complaint (grievance) to the homeless student liaison. 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 liaison shall state a decision in writing to the complainant, with supporting evidence and reasons. In addition, the liaison will inform the superintendent of the formal complaint and the disposition.

**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.

**Homeless Students (See EDAA and JBC)**

**JBCA-11**

Approved: KASB Recommendation – 7/03; 4/07

BOE Approved: June 15, 2009

BOE Reviewed and Approved: January 28, 2013 BOE Reviewed and Approved: April 28, 2014

Reviewed and Approved KASB Recommendation: April 16, 2018

Cross Reference: EDAA and JBC

# 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 student liaison. If the complaint is not promptly resolved, you may complain in writing to the district homeless student liaison. 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 liaison will provide you a written decision, with supporting evidence and reasons. In addition, the liaison will inform the superintendent of the formal complaint and the result.

Reviewed and Approved KASB Recommendation: April 16, 2018

## **Absences and Excuses**

**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.

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

### **Excused/Unexcused Absences**

The definition of "excused absence" includes the following:

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

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

### **Significant Part of a School Day**

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

### **Make-Up Work**

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

BOE Approved: July 7, 2003

BOE Reviewed and Approved: April 28, 2014

BOE Approved KASB Recommendation: June 20, 2016

Cross Reference: AEB, IHEA, JBE and JDD

## **Truancy**

**JBE**

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

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

Prior to reporting to either S.R.S. (if the student is under 13) or the county or district attorney (if the student is 13 or more years of age but less than 18 years of age), a letter shall be sent to the student's parent(s) or guardian notifying them that the student's failure to attend school without a valid excuse shall result in the student being reported truant.

### **Waiver of Compulsory Attendance Requirements**

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

### **Involvement of Law Enforcement**

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

### **Reporting to Parents**

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

### **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 Washburn University.

BOE Approved: July 7, 2003

BOE Revised and Approved: September 5, 2006

BOE Approved KASB Recommendation: September 17, 2012

BOE Revised and Approved: April 28, 2014

Cross Reference: AEB, IDCE, JBD, JBE and JQ

## **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

BOE Reviewed and Approved: May 14, 2014

Cross Reference: EBB and EBBD

## **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

BOE Reviewed and Approved: May 14, 2014

## **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

BOE Reviewed and Approved: May 14, 2014

Cross Reference: JCABB

## **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; BOE Reviewed and Approved: May 14, 2014

Unless otherwise noted all of the following policies were re-adopted July 16, 2018.

## **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.

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 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

BOE Reviewed and Approved: July 21, 2014

Cross Reference: JCAB and 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 DCF. 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 DCF and/or law enforcement as a result of allegations of abuse or neglect.

## **Interrogation and Investigations**

**JCAC - 2**

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

BOE Reviewed and Adopted: September 4, 2007

BOE Reviewed and Approved: July 21, 2014

Cross Reference: EBC, GAAD, JCABB, JCEC and JHCAA

## **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

Cross Reference: CMA

## **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

## **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

Cross Reference: AEB, IIBG, JA, JDD, and JHCAA

## **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

## **Tobacco Use**

**JCDA**

Smoking by students and/or the possession and use of any other tobacco product or electronic cigarette 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

BOE Reviewed and Revised: August 19, 2013

Cross Reference: GAOC

## **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

## **Weapons**

**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 weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- the frame or receiver of any weapon described in the preceding example;
- any firearm muffler or firearm silencer;
- any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine, or similar device;
- any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant and which has any barrel with a bore of more than 1/2 inch in diameter;
- any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples and from which a destructive device may be readily assembled;
- any bludgeon, sand club, metal knuckles, or throwing star;
- any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife or any knife having a blade that opens, falls, or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;
- any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

### **Penalties for Possession**

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

Possession of, handling of, and/or transmitting a weapon of a type other than described under the “Weapons and Destructive Devices” heading above, an item being used as a weapon or destructive device, or a facsimile of a weapon may result in disciplinary action up to and including suspension and/or expulsion. Expulsion hearings for weapons violations shall be conducted by the superintendent or the superintendent’s designee.

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

BOE Approved: July 7, 2003

BOE Approved KASB Recommendation: June 20, 2016

Cross Reference: EBC, JDC, JDD, JHCAA and KGD



## **Complaints**

**JCE**

### **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 coordinator. Any student complaint of discrimination shall be resolved under the district's discrimination complaint procedures in policy KN.

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

### **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.

BOE Approved: July 7, 2003

BOE Approved KASB Recommendation: June 20, 2016

Cross Reference: JDDC and KN

## **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.

BOE Approved: July 7, 2003

Cross Reference: JCAC

## **Corporal Punishment**

**JDA**

Corporal punishment shall not be permitted in the school district.

BOE Approved: July 7, 2003

## **Detention**

**JDB**

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

BOE Approved: July 7, 2003

## **Probation**

**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

Cross Reference: JCDBB and JDD

## **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

## **Suspension and Expulsion Procedures**

**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

Cross Reference: AEB, EBC, GAAE, IHEA, JBD, JCDA, JCDBB, JDC, JDDB, JDDC, and JHCAA

## **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.
- 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.

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;



## **Suspension and Expulsion Procedures**

**JDD-R-4**

- 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.
- 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

## **Drug Free Schools**

**JDDA**

Maintaining drug free schools is important in establishing an appropriate learning environment for the district's students. The possession, use, sale or distribution of illicit drugs and alcohol by students on school property, or at school sponsored activities or events 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 manufacture, sell, distribute, dispense, possess or use illicit drugs, controlled substances or alcoholic beverages at school, on or in 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. 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 area drug and alcohol counseling and rehabilitation programs along with names and addresses of contact persons for the programs 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.

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

BOE Approved KASB Recommendation: September 17, 2012

Cross Reference: GAOB and LDD

## **Reporting Crimes to Law Enforcement**

**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

BOE Reviewed and Approved: August 15, 2011

Cross Reference: JDD and EBC

## **Bullying**

**JDDC**

The board of education prohibits bullying in any form either by any student, staff member, or parent towards a student or by a student, staff member, or parent towards a staff member on or while using school property, in a school vehicle or at a school-sponsored activity or event. For the purpose of this policy, the term “bullying” shall have the meaning ascribed to it in Kansas Law.

The administration shall propose, and the board shall review and approve a plan to address bullying as prohibited herein. 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/or 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

BOE Reviewed and Adopted KASB Recommendation: September 16, 2013

Cross Reference: EBC, GAAB, GAAE, JCE, JGEC, JGECA, JDD

## **Academic Achievement**

**JF**

Staff shall establish high expectations for all students. These expectations shall be based on individual student ability to meet the board approved learning objectives for each subject.

### **Reporting**

Periodic reports on each student's mastery of the approved learning objectives shall be issued to the parents.

### **Report Cards**

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

Cross Reference: II and JR et seq.

## **Student Conferences**

**JFAB**

Teachers shall be available for student conferences at mutually convenient times.

BOE Approved: July 7, 2003

## **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

**Promotion and Retention**

**JFB**

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

BOE Approved: July 7, 2003

**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



## **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

## **Early Graduation**

**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

Cross Reference: IHF

## **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

## **Health Assessments and Physicals**

**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

Cross Reference: JGCB

## **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

## Local Wellness Policy

JGCA

The board is committed to providing a school environment that promotes student wellness as part of the total learning experience for its students. To this end, the board shall promote and monitor a local wellness program. The program shall:

- Include goals for providing proper student nutrition at school, 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, with the objectives of the guidelines to be promoting student health and reducing childhood obesity; Ensure foods and beverages sold at breakfast and lunch meet the nutrition guidelines for the School Breakfast Program and National School Lunch Program;
- Provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students;
- Provide opportunities, support, and encouragement for students in grades K-12 to be physically active on a regular basis;
- Assure that guidelines for reimbursable school meals shall not be less restrictive than Federal and state statutes, regulations and guidance issued by the Secretary of Agriculture, as they apply to schools;
- Involve parents, students, representatives of the school food authority, district physical education teachers, school health professionals, the school board, administrators and the public in the development, implementation, and periodic review of the school wellness policy; and
- 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; is periodically measured, and that assessment of the implementation of the local school wellness policy available to the public. Such assessments shall compare the district's wellness policy with other model local school wellness policies, and shall describe the progress made in attaining the goals of this policy.

BOE Adopted: April 4, 2006

BOE Reviewed and Revised: November 17, 2014

BOE Reviewed and Approved: June 29, 2017

BOE Reviewed and Approved: June 18, 2018

Unless otherwise noted all of the following policies were re-adopted July 16, 2018.

## **Inoculations**

**JGCB**

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.

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

BOE Reviewed and Approved: KASB Recommendation: September 22, 2008

Cross Reference: JGC

## **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

## **Communicable Diseases**

**JGCC**

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



## **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

## **Sexual Harassment**

**JGEC**

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 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)

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 DCF 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.

## **Sexual Harassment**

**JGEC-3**

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

Cross Reference: GAAC, GAAD, GAF, JDDC and KN

## **Racial Harassment: Students**

**JGECA**

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.

## **Racial Harassment: Students**

**JGECA-2**

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 DCF 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

Cross Reference: GAAB, GAACA, GAAD, GAF, JDDC and KN

## **Supervision of Students**

**JGFB**

Students shall be supervised by school personnel when they are under the jurisdiction of the school.

Each building principal shall coordinate and assign teachers, aides or paraprofessionals to supervise students engaged in school sponsored activities. All school-sponsored activities shall be supervised by an adult approved by the administration.

Each building principal shall ensure appropriate staff members are available for supervising students at specific times and in designated areas.

BOE Approved KASB Recommendation: May 9, 2016

Cross Reference: GAO, GBR, and JH

## **Student Transportation Regulation**

**JGFF**

### **Use of Vehicles and Bicycles**

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

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

### **Walkers**

Students who walk to and from school are urged to become familiar with traffic safety laws governing such activities, to be alert to their surroundings, and to exercise caution while crossing streets in high traffic areas.

### **Notice**

At the beginning of each school year, district staff will provide students with appropriate notice of the rules and regulations pertinent to this policy.

Cross Reference: JGG

BOE Approved: July 7, 2003

Approved: KASB Recommendation – June 2013

BOE Revised and Approved: October 21, 2013



## **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

## **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

## **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

Cross Reference: JGFGBA

## **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.

## **Supervision of Medications**

**JGFGB-R-2**

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

## **Student Self-Administration of Medications**

**JGFGBA**

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

Cross Reference: JGFGB

## Accommodating Students with Diabetes

JGFGBB

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

### Student Eligibility

Self-care of diabetes may be allowed for students in grades K-12. To be eligible, a student shall meet all requirements of this policy.

Parents or guardians shall submit a written diabetes management and treatment plan from the student's health care provider.

The student shall provide written authorization from the student's health care provider and parent or guardian stating the student has been instructed on managing and caring for their diabetes and is authorized to do so in school. An annual written renewal of parental authorization for the self-care of diabetes shall be required.

While at school, each student capable of managing and caring for the student's diabetes will be allowed to:

- Perform blood glucose level check,
- Administer insulin through the delivery system the student uses,
- Treat hypoglycemia and hyperglycemia,
- Possess the supplies or equipment necessary to monitor and care for their diabetes, and
- Otherwise attend to the management and care of the student's diabetes in the classroom, in any area of the school, on school grounds, or at any school-related activity.

Notwithstanding the above, the district reserves the right to put reasonable place and manner procedural safeguards in place for the safe and nondisruptive exercise of such rights by students with diabetes.

### Employee Immunity

The board and its employees and agents, who authorize the self-administration of medication and treatment for diabetes in compliance with the provision of this policy, shall not be liable in any action for any injury resulting from the self-administration of medication. The district shall provide written notification to the parent or guardian of a student for whom this policy is applicable that the board and its employees and agents are not liable for any injury resulting from the self-administration of medication. The parent or guardian shall sign such notice and acknowledge that the district incurs no liability for any injury resulting from the self-administration of medication and agrees to indemnify and hold the board and its employees and agents harmless against any claims relating to the self-administration of medication pursuant to this policy.

Approved KASB Recommendation: December 15, 2014

Unless otherwise noted all of the following policies were re-adopted July 16, 2018.

## **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

Cross Reference: ED and EDDA

## **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



## **Use of Video Cameras**

**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

Cross Reference: CN, CNA, and JR et seq.

## **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

## **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

**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

Cross Reference: DK

**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

## **Student Activities**

**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

Cross Reference: DK, JGFB, JM, and KG

## **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

## **Student Organizations**

**JHC**

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.

(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

Cross Reference: KI

## **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.

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

Cross Reference: JCAC, JCDA, JCDBB and JDD



## 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

Unless otherwise noted all of the following policies were re-adopted July 16, 2018.

## **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

## **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

Cross Reference: IDAA

## **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

Cross Reference: KI

## **Gifts**

**JL**

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

BOE Approved: July 7, 2003

Cross Reference: GAJ and KH

## **Gifts**

**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

Cross Reference: DK, GAJ, KH

## **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.

BOE Approved: July 7, 2003

Cross Reference: JH

## **Awards**

**JN**

Awards for participation in interscholastic activities shall be limited to those approved by the KSHSAA.

BOE Approved: July 7, 2003

## **Exceptional Students**

**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

BOE Reviewed: September 5, 2006

Cross Reference: IDCE and JBE



## **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

## **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

## **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

## **Adult Students**

**JQI**

Adult students who have not graduated from high school are encouraged to attend high school classes.

BOE Approved: July 7, 2003

## **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

## **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

## **Student Records**

**JR**

All student records shall be treated as confidential and primarily for local school use unless otherwise stipulated. Access to student records, excluding student data submitted to or maintained in a statewide longitudinal data system in accordance with board policy IDEA, shall be permitted as set forth in board policies JR and JRB.

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 noncustodial, 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.

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

BOE Reviewed and Approved KASB Recommendation: December 15, 2014

Cross Reference: BCBK, CN, CNA, ECA, IDEA, JGGA, JR et seq., KI, and KBA

## **Types of Records**

**JRA**

### **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 record:**

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

Cross Reference: BCBK, CN, CNA, JGGA, JR et seq. and KBA

## **Release of Student Records**

**JRB**

Individual student files are not available for public inspection. Except as provided in IDEA with regard to student records which are student data submitted to or maintained in a statewide longitudinal data system, the custodian of student records shall disclose the student's educational records only as provided for in this policy.

### **Directory Information**

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

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

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

The custodian 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 when the disclosure is initiated by a parent or eligible student or an annual notice provided to parents and eligible students by the district informs them that such records will be automatically disclosed to these institutions for the purposes of enrollment or transfer of the student;



## Release of Student Records

JRB-2

- 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;
- An agency caseworker or representative of a state or local child welfare agency or tribal organization who has the right to access a student's case plan when such agency or organization is legally responsible for the care and protection of the student and when any further disclosure of such information thereby will be limited in accordance with law; and
- In compliance with a lawfully issued subpoena or judicial order.

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

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

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

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

## **Release of Student Records**

**JRB-3**

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.

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

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

### **Forwarding Pupil Records**

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

Cross Reference: BCBK, CN, CNA, ECA, IDEA, JGGA, JR et seq. and KBA

BOE Approved: July 7, 2003

BOE Reviewed and Approved: August 15, 2011

BOE Revised and Approved: October 21, 2013

BOE Revised and Approved: December 15, 2014

## **Disposition of Records**

**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: September 20, 2010

Cross Reference: BCBK, CN, CNA, JGGA, JR et seq. and KBA

## **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

Cross Reference: BCBK, CN, CNA, JGGA, JR et seq.

## **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.

### **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

## **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

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Unless otherwise noted all of the following policies were re-adopted July 16, 2018.

<i>POLICY CODE</i>	<i>TITLE AND SUBTITLES</i>	<i>RELATED POLICIES</i>
<b>KK</b>	Sale of District Property	DFM
<b>KM</b>	Visitors to the Schools - KSA 21-3721	
<b>KN &amp; R</b>	Complaints About Discrimination or Discriminatory Harassment Informal Procedures Formal Complaint Procedures About Policies About Curriculum About Instructional Materials About Facilities and Services About Personnel	BCAE, BCBI, CN, GAACA, IF, IKD, JCE, GAAA, GAAB, GAAC, GAF, JGEC, JGECA, JR <u>et seq.</u> , KBA

Unless otherwise noted all of the following policies were re-adopted July 16, 2018.



## **Goals and Objectives**

**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

Cross Reference: IB

## **Public Information Programs**

**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

Cross Reference: CEE, CEF, CG and KBA

## **District or School Web Sites**

**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

Cross Reference: BE, CN, ECH, IIBG, JR et seq., and KB

**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.

## **Media Relations**

**KBC**

Upon presentation of proper credentials, media members on assignment will be admitted free of charge to all school extracurricular activities. To the extent possible, space will be provided at sporting and special events for members of the working media to cover extracurricular 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

## **Protection of Privacy Rights**

**KCA**

The superintendent, the board of education, and district staff shall protect the right of privacy of students and their families in connection with any surveys or physical examinations conducted, assisted, or authorized by the board or administration. The district shall provide parents notice of their rights under the Protection of Pupil Rights Amendment and the Student Data Privacy Act as required by law.

BOE Approved: KASB Recommended June, 2014

## **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

Cross Reference: GAI

## **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

## **School Volunteers**

**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

Cross Reference: EBAA and IFC



## **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.

### **Completion of Rental Agreement**

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. 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. If conflicts in scheduling arise the following priority will be enforced.

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

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 Superintendent or Designee. 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. Exceptions maybe made with Superintendent or Designee approval.

**I.** All requests for pool use must comply with the district POOL USE GUIDELINES.

**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 Superintendent or Designee. Utilization fees and other charges will be set by the Superintendent or Designee.

1. For-profit businesses that utilize facilities on multiple occasions may be charged an escalating fee. This fee will be determined by the Superintendent or Designee.

**POOL USE GUIDELINES**

In the event of the immediate need for pool maintenance or a scheduled school activity, the Facility Usage Department has the authority to cancel any pool event. All school activities have priority.

- 1.** All events must be covered by a minimum of \$1,000,000 liability insurance naming the Haysville Unified School District as an additional insured or certificate holder.
- 2.** All renters must provide an American Red Cross, ELLIS or YMCA certified lifeguard for pool rental.
- 3.** You will not be allowed in the pool area until your scheduled time. Please arrive no earlier than 5 or 10 minutes before your confirmed time.
- 4.** Food and/or drink, including water bottles, are not allowed in pool area.
- 5.** Due to health concerns, non-toilet trained individuals must wear swim diapers or plastic pants while in pool.
- 6.** No pool toys are allowed in the pools and use of District pool equipment is prohibited.
- 7.** Starting platforms and diving boards are to be used by swim team members only.
- 8.** In accordance with safe schools, no water guns are allowed.
- 9.** No stereos, sound equipment or electrical devices of any kind are allowed in pool area.
- 10.** Bleeding, vomiting and/or toilet accidents in the pool must be reported immediately to the building facilitator or custodian. Due to health concerns, everyone will be removed from the pool immediately.
- 11.** Please be respectful to all building facilitators, custodial staff, lifeguards and school property. Failure to do so may lead to suspension of rental privileges and/or reimbursement for any property damage.
- 12.** Do not sit on handrails.
- 13.** No running on pool decks.
- 14.** No diving, flips, etc. off the side of the pool.
- 15.** Adults need to be within arm's reach of children using flotation devices.

Unless otherwise noted all of the following policies were re-adopted July 16, 2018.

## **Use of District Facilities**

**KG-5**

**16.** Boisterousness, profanity, roughness, or any activity that interferes with the safety of others or their enjoyment is prohibited.

In the event of a lightning storm, our Building Supervisors and custodians have been instructed to cancel all pool activities and close the pool area.

Adopted January 7, 2002

BOE Approved: January 7, 2002

BOE Reviewed and Approved: February 22, 2010

BOE Revised: April 15, 2013

BOE Revised: December 17, 2018

**Cross Reference: DFG and JH**

## **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 or requirement for the purchase of insurance 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 (or / designee) and will be refunded when the equipment is returned in working order.

### **Lost, Stolen, or Damaged Property or Equipment**

No request for use of school equipment shall be granted until the requestor executes a use agreement specifying such person will agree to pay the district fair market value for any equipment that has been lost, stolen, or has suffered irreparable damage while in the requestor's possession. For the purposes of this policy, "irreparable damage" shall include any damage severe enough that the cost to repair such equipment would be more than the fair market value of the equipment. If school equipment is returned damaged beyond normal wear and tear of acceptable use, the requestor shall be responsible for the cost to repair such equipment. The district may also require the purchase of insurance.

### **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 superintendent; the building principal or designee.

BOE Approved: July 7, 2003

BOE Reviewed and Approved: May 19, 2008

BOE Approved: September 17, 2012

**HOLD HARMLESS AND RELEASE FROM LIABILITY**

**KGA-R**

**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

## **Crowd Control at School Sponsored Activities**

**KGD**

Disruptive acts at school or school sponsored activities will not be tolerated. Persons threatening the safety of students, school personnel or other persons; to damage school property; or to interfere with school or school activities or the educational process will be asked to leave the premises.

The school administration and staff are responsible for handling any disturbance caused by adults or students. The final decision for determining if assistance is needed is the responsibility of the superintendent or school principal. In the absence of these individuals, 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.

### **Possession of a Firearm**

Unless otherwise required by law or authorized by board policy no person other than a law enforcement officer shall possess a firearm on any district owned or operated property, within any district owned or operated building or facility; in a school vehicle or an employee's personal vehicle being used to transport students, or at any school sponsored activity, program, or event. This prohibition includes possession or concealed weapons even if the person has a valid concealed carry license in this state; however, such prohibition shall not apply to the secured storage of a handgun in a district employee's own locked vehicle on school property so long as such employee holds a valid Kansas concealed carry license and such weapon is maintained out of plain sight. Appropriate signs shall be conspicuously posted as directed by the board and required by law.

Anyone in violation of this policy shall be directed to leave the premises immediately and not return without prior approval from the building administrator or superintendent. Failure to comply with such order will result in a report to law enforcement.

BOE Approved: July 7, 2003

BOE Reviewed and Approved: August 15, 2011

BOE Reviewed and Revised: August 19, 2013

Cross Reference: EBC and JCDBB



## **Public Conduct on School Property**

**KGDA**

The superintendent or the superintendent's designee may deny access to the school buildings, facilities, and/or grounds of the district to persons who have no lawful business to pursue at the school, persons who are acting in a manner disruptive or disturbing to the normal educational functions of the school, or persons who are on school property in violation of Board and/or building policy. Administrative personnel may demand identification and evidence of qualification for access of anyone desiring to use or come upon the premises of the particular school or facility.

Persons, including parents or persons acting as parents, who have legitimate reasons for being on school property must nevertheless abide by policies adopted by the board and building policies specifically applicable to each school. Such building policies shall be published annually in the school handbook and shall be posted at the school in a conspicuous place visible to all who enter the premises. {Visitors must secure and wear a visitor's pass to enter school buildings during the school day.}

Anyone who refuses or fails to leave district buildings, facilities, and/or grounds after being requested to do so by an authorized district employee shall be considered to be trespassing in violation of Kansas law. In such case, the police will be contacted, and arrest and criminal charges may result.

The administration will determine if the individual who has been asked to leave a district building, facility, or grounds is allowed to return in the future. If the individual is not to return in the future, the appropriate "Trespass Notification" is to be sent to the individual.

BOE Approved: KASB Recommendation February 23, 2015

## **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

Cross Reference: GAJ and JL

## **Gifts to Schools**

**KH-R**

Persons or organizations desiring to make gifts to the schools should contact the superintendent.

BOE Approved: July 7, 2003

## **Distributing Materials in Schools**

**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.

### **Definitions**

*Commercial advertising* - Includes any communication describing a business or service other than the legal name of the business.

*Advertising materials* - Include coupons, buy-one/get-one-free offers, descriptive brochures or printed materials, discounts or any other promotional items that do not benefit the holder without cost.

### **Commercial Advertising**

Commercial advertising to promote products or services in the facilities or on the grounds of school property may be allowed only with prior written approval of the Principal/site administrator, who shall forward a copy of each approval/denial to the appropriate school director.

In considering each request, the Principal/site administrator shall determine if the advertisement detracts from the use of instructional time and is age-appropriate for students. Such determination shall follow review standards that prohibit language or depictions that:

- Contain profanity or obscenity;
- Are political advertisements;
- Promote violence or substances or activities illegal for minors; and/or
- Contain racial, ethnic, religious, sexual or handicap slurs, or any gang-associated affiliation.

Unless otherwise noted all of the following policies were re-adopted July 16, 2018.

## **Distributing Materials in Schools**

**KI-2**

Placement of commercial advertisements on school property, such as banners and signage, shall be in keeping with Policy KI and accompanying procedures.

Funds received for approved projects involving advertising on school property shall be deposited to the school's internal account or may be retained by a school-related booster group that is sponsoring the activity as a fundraising event.

### **Exception**

Nothing herein shall be construed to prevent advertising in publications which are published by student organizations, PTA/PTO, booster club, or other parent groups. However, a personal message from a parent, other individual or group offering best wishes, congratulations, etc., to a student, student group or school shall be limited to a pre-determined set of statement options, for District-sponsored or school-related group sponsored publications.

### **Solicitations**

Salesmen, representatives, or agents shall not solicit or contact pupils, teachers, or other employees in the school buildings or on school grounds without prior approval.

### **Exceptions for Benefit Materials**

Provided they are approved by the Department of Human Resources, Office of Employee Benefits, materials that promote Board-sponsored employee benefits and educate employees concerning them may be distributed in school facilities and on the grounds of school property, and advertised in the Haysville Public Schools' newsletter. If building rules permit, materials may be placed in employees' work site mailboxes. District staff shall not be permitted to distribute materials for any benefits vendor, except for materials delivered by United States Mail.

### **Fundraising Programs**

Sales representatives promoting fund-raising projects shall complete a form provided by the Superintendent's designee. Copies of the form with attached brochures will then be forwarded to Principals for inclusion in a fund-raising program file. Should a Principal or school group become interested in a fund-raising program, the sales representative will be contacted.

### **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

BOE Reviewed and Revised: September 21, 2015

Cross Reference: JHCA, JK, and JR et seq.

## **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

Cross Reference: DFM

## **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

## **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.

### **Complaints About Discrimination or Discriminatory Harassment**

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.

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.

Unless otherwise noted all of the following policies were re-adopted July 16, 2018.

### 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.
- 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.

Unless otherwise noted all of the following policies were re-adopted July 16, 2018.



## **Complaints**

**KN-3**

- 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.

### **Complaints About Policy**

The superintendent shall report any unresolved complaint about policies to the board at the next regularly scheduled board meeting.

### **Complaints 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.

### **Complaints About Instructional Materials**

The building principal shall report any unresolved complaint about instructional materials to the superintendent immediately after receiving the complaint.

### **Complaints 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.

### **Complaints 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.

### **Complaints About Emergency Safety Intervention Use**

Complaints concerning the use of emergency safety interventions by district staff shall be addressed in accordance with the local dispute resolution process outlined in board policy GAAF.

BOE Approved: July 7, 2003

BOE Reviewed and Revised: August 19, 2013

**Cross Reference: BCAE, BCBI, GAAB, GAACA, GAAF, IF, IKD, JCE, and JGEC**

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### L--INTERORGANIZATIONAL RELATIONS

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<b>LB</b>	School-Community Cooperation	
<b>LC</b>	School-Community Programs	
<b>LDD</b>	Federal Government	GAOA, GAOB, IDAB, JDDA
<b>LDDA</b>	Fiscal Management of Federal Grants	
<b>LED</b>	Activity Limitation	

Unless otherwise noted all of the following policies were re-adopted July 16, 2018.

## **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

## **School-Community Cooperation**

**LB**

The board shall seek to foster cooperation between the schools and community groups and organizations.

BOE Approved: July 7, 2003

## **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

## **Federal Government-Drug Free Schools**

**LDD**

The unlawful possession, use, sale or distribution of illicit drugs and the possession, use, sale, or distribution of alcohol by students or school employees at school, on or in school property, or at any school sponsored activities or events is prohibited. This policy, and any curriculum used in conjunction with it, shall be evaluated periodically using criteria developed by the superintendent and approved by the board. The board shall receive a report after each of these reviews is conducted.

BOE Approved: July 7, 2003

Reviewed and Approved KASB Recommendation: October 6, 2008

BOE Approved KASB Recommendation: September 17, 2012

Cross Reference: GAOA, GAOB, IDAB and JDDA

## **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

## **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



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### M--RELATIONS WITH OTHER EDUCATION AGENCIES

<i>POLICY CODE</i>	<i>TITLE AND SUBTITLES</i>	<i>RELATED POLICIES</i>
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<b>MK</b>	Educational Accreditation Agency Relations KSA 72-1114 to 72-1116	<b>IJ</b>

Unless otherwise noted all of the following policies were re-adopted July 16, 2018.

## **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

## **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

## **Colleges and Universities**

**MF**

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

## **Educational Accreditation Agency Relations**

**MK**

The district may remain a member of the North Central Association of Colleges and Secondary Schools.

BOE Approved: July 7, 2003

Cross Reference: IJ