

## MASTER INDEX

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### PREFACE

#### Understanding the Policy System

Policies are principles adopted by the school board to chart a course of action. They tell WHAT is wanted and may include also WHY and HOW MUCH. They should be broad enough to provide the administrators with guidance in handling the day-to-day issues which arise; they should be narrow enough to give the administration clear guidance.

This philosophy was incorporated into thinking that produced the model and guided the board and the district's staff in developing the final, adopted policies.

There are thirteen sections of policies. These sections are:

- A -- SCHOOL DISTRICT ORGANIZATION**
- B -- SCHOOL BOARD OPERATIONS**
- C -- GENERAL SCHOOL ADMINISTRATION**
- D -- FISCAL MANAGEMENT**
- E -- BUSINESS MANAGEMENT**
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The system's ultimate success depends on using these policies daily to guide the administrators and as a management tool to facilitate school board operations and actions.

The coding or "tracking" of terms is by letter rather than by number. Letter (alpha) encoding offers two major advantages over number coding. A letter system offers more flexibility. The code has available 26 separate letters to use compared to only ten digits. A letter system requires no decimal points. This tends to reduce the likelihood of errors in reproduction and filing.

At first glance, letter codes may look strange compared to the more familiar decimal system. Yet it takes but a moment for a code-user to appreciate the logic and simplicity of letter coding.

### The Index

The index is designed to help the user find the subject described in the appropriate policy. Major descriptors appear in several places in the index. This is to facilitate the user's search for correct term placement in the system.

### When Using This Manual

To use this manual properly, the reader should look up the subject matter in the index and turn to the policy section first. The reader should check the table of contents found in the front of each policy section to determine if the desired subject is cross-referenced to any other policy and to determine if "Also" or "See" are present. The reader should turn to the alpha code in the appropriate section and read the policy. After the reader has done this, cross-references and other similar referrals should also be read.

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### State Law and Negotiated Contracts

These policies do not contain any statutory language, except where necessary, or negotiated contract language. They exist in other, separate documents, which should be consulted if needed. If the reader is in doubt about the subject being pursued, guidance should be sought from the superintendent or some other administrative staff member.

### Definitions

1. When the masculine pronoun is used throughout these policies, it is intended to refer to both feminine and masculine antecedents.
2. Wherever the word "superintendent" or "principal" occurs, the words "or designated representative" are assumed to be included.

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

Approved : KASB Recommendation - 1/01; 10/09; 09/11

**ABE**     **District Goals and Objectives** (See BK)

**ABE**

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

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

The superintendent shall develop necessary procedures to implement this policy.

Approved: KASB Recommendation - 1/01; 10/09; 09/11

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**AC**     **School District Grade Levels**

**AC**

The district will be organized on a K-5; 6-8; 9-12 plan.

Approved: 07/04; 10/09; 09/11

**AD**     **District Attendance Areas** (See AG)

**AD**

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

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

Approved: KASB Recommendation 01/01; 10/09; 09/11

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**ADA**     **School Census**

**ADA**

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

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

The census shall also obtain information related to the planning of transportation services and other information the superintendent considers necessary, such as, but not limited to, birthdates of potential students in those categories.

Approved: KASB Recommendation 1/01; 10/09; 09/11; 12/18

**AE**     **School Year**

**AE**

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

- (1) The minimum number of statutorily required school days for students

K-12, consisting of not less than 2 1/1 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.

Approved: KASB Recommendation 1/01; 10/09; 09/11

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**AEA**     **School Calendar**

**AEA**

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

Approved: KASB Recommendation 01/01; 10/09; 09/11

**AEB**     **Extended School Year**

**AEB**

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

**Extended Learning Opportunities for Students**

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

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

Regulations necessary to govern extended academic sessions shall be recommended by the superintendent for board approval. Truancy laws, suspension and expulsion policies and law, and all appropriate portions of the student behavior code shall apply during extended academic session. (See JBD, JBE, JDD and JCDA)

Approved: KASB Recommendation - 7/02; 10/09; 09/11

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**AF**     **School Day**

**AF**

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

Approved: 07/04; 10/09; 09/11

**AG**     **Closing School Buildings** (See AD)

**AG**

Upon request of the board, the superintendent shall present to the board plans for efficient use of all school attendance centers.

**Building Closure Process**

The board, by adoption of a resolution, may close any school building at any time it determines the closure would improve the school system of the district. The board may close more than one school building in one resolution. Such a resolution shall require a majority vote of the members of the board and shall require no other approval.

Prior to adopting a resolution closing any school building, the board shall call and hold a hearing on the proposal. The notice of such hearing shall include the reasons for the proposed closing, the name of any affected school building, and the name of any school building to which the involved students shall be reassigned. Such notice also shall include the time, date, and place of the public hearing to be held on the proposal. Such notice shall be published at least once each week for two consecutive weeks in a newspaper of general circulation in the school district. The last publication shall be at least 10 but not more than 20 days prior to the date of the public hearing.

At any such hearing, the board shall hear testimony as to the advisability of the proposed closing, and a representative of the board shall present the board's proposal for such closing. Following the public hearing, or any continuation of such hearing, and after considering all of the testimony and evidence presented or submitted at the public hearing, the board shall determine whether the school building should be closed to improve the school system of the unified school district.

#### State Board Administrative Review

If a valid request is made not later than 45 days after the adoption of a resolution to close a school building or buildings, the state board of education shall conduct an administrative review of the resolution and issue an advisory determination, not later than 45 days after receipt of the request, to the school district that states whether the school district's resolution is reasonable under the totality of the circumstances.

Upon receipt of an advisory determination, including any advisory determination that the resolution is reasonable, the board of education of such school district shall reconsider such resolution. In reconsidering such resolution, the board of education shall hold a public hearing as provided in current law any may approve, modify and approve, or rescind such resolution upon the conclusion of such hearing.

No resolution adopted in regard to a school closing shall be effective until, at minimum, the 45-day time period has elapsed without a request for administrative review.

Approved: KASB Recommendation - 1/01; 10/09; 09/11; 6/23

### **B--SCHOOL BOARD OPERATIONS INDEX**

<b>BA</b>	<a href="#">Goals and Objectives</a>
<b>BBBB</b>	<a href="#">New Member Orientation</a>
<b>BBF</b>	<a href="#">Reimbursement for Expenses</a>
<b>BBC</b>	<a href="#">Board Committees</a>
<b>BBE</b>	<a href="#">Attorney</a> - KSA 72-8205
<b>BBG</b>	<a href="#">Consultants</a> (See CJ)
<b>BCAC</b>	<a href="#">Special</a> - KSA 72-8205 (See BCBF)
<b>BCAE</b>	<a href="#">Public Hearings</a> (See BCBI)
<b>BCBD</b>	<a href="#">Agenda</a> - KSA 75-4318
<b>BCBF</b>	<a href="#">Rules of Order</a> - KSA 72-8205
<b>BCBG</b>	<a href="#">Voting Method</a> - KSA 75-4301 et seq. Abstaining Vote - KSA 72-8205(a)
<b>BCBH</b>	<a href="#">Minutes</a> - KSA 72-8202
<b>BCBI</b>	<a href="#">Public Participation</a>
<b>BCBJ</b>	<a href="#">News Coverage</a> - KSA 75-4317 et seq.
<b>BCBK</b>	<a href="#">Executive Sessions</a> (See KB) - KSA 75-4317 et seq.
<b>BDA</b>	<a href="#">Developing, Adopting, Amending, and Repealing Board Policy</a>
<b>BE</b>	<a href="#">School Board Records</a> - KSA 72-5369 et seq.; 10-1117; 10-1118
<b>BE</b>	Annual Reports (See CO)
<b>BE</b>	Academic Reports
<b>BF</b>	<a href="#">Board of Education Vacancies</a>
<b>BG (See BE)</b>	<a href="#">Memberships</a> - KSA 72-5326

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**BA** **Goals and Objectives** **BA**  
Board goals will be updated annually or as necessary.

Approved: KASB Recommendation - 01/01; 10/09; 09/11

**BBBB** **New Member Orientation** **BBBB**  
The superintendent shall conduct an orientation program to acquaint new board members with board policy, district operations, and procedures. The orientation shall also describe the duties and responsibilities of board members, the superintendent, the clerk and the treasurer. 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 confidential nature.

Approved: KASB Recommendation - 01/01; 10/09; 09/11

**BBBF** **Reimbursement for Expenses** **BBBF**  
No board member shall be reimbursed for expenses incurred for any travel unless the travel has been approved by the board. Board members who provide their own transportation shall be reimbursed for each mile actually traveled in the performance of district business outside of the district. 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. Although House Sub for Senate Bill 113 was passed by the Kansas Legislature in 2023, allowing compensation for school board members, the USD #416 Board of Education Members will not be compensated for their time as board members.

Approved: KASB Recommendation - 01/01; amended 10/09; 09/11; 11/23

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**BBC** **Board Committees** (See CF) **BBC**  
The board shall operate at all times as a committee of the whole. There shall be no standing or temporary board committees except as provided for in this policy. Board members may serve on committees which advise the board.

Sub-committees of the board may be assigned on a temporary basis and shall consist of no more than 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 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.

Approved: KASB Recommendation - 01/01; 10/09; 09/11; 07/13

**BBE**     **Attorney**

**BBE**

The board shall appoint an attorney to handle legal matters.

Approved: KSAB Recommendation - 1/01; 10/09; 09/11; 6/22

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**BBG**     **Consultants** (See CJ)

**BBG**

The board may use consultants to advise the board. Neither the superintendent nor any staff member is authorized to engage a consultant for pay without prior board approval.

Approved: KASB Recommendation - 1/01; 10/09; 09/11

**BCAC**     **Special Meetings** (See BCBF)

**BCAC**

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

Approved: KASB Recommendation - 01/01; 10/09; 09/11; 12/18

**BCAC-R**     **Special Meetings** (See BCBF)

**BCAC-R**

**Waiver of Notice**

I hereby waive the written notice required under the provisions of K.S.A. 72-8205 as to the time, place and purpose of a special meeting of the Board of Education of Unified School District No. 416, State of Kansas, held on, 201\_.

\_\_\_\_\_  
Member, Board of Education

\_\_\_\_\_  
Member, Board of Education

\_\_\_\_\_  
Member, Board of Education

\_\_\_\_\_  
Member, Board of Education

\_\_\_\_\_  
Member, Board of Education

\_\_\_\_\_  
Member, Board of Education

Attest:

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Clerk, Board of Education  
Unified School District No. 416  
Miami County  
State of Kansas

Approved: 07/04; 10/09; 09/11

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**BCAE** **Public Hearings**( See BCBI)

**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.

Approved: KASB Recommendation - 1/01; 10/09; 09/11

**BCBD** **Agenda**

**BCBD**

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

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

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

The agenda format may include:

- Monthly reports to the board;
- A consent agenda containing routine business and information items;
- Financial reports including monthly listing of bills ready for payment;
- Important correspondence;
- Bid, specifications;
- Attendance center reports; and
- Requests for hearings and other such information

Other items and reports may be added to the agenda.

Approved: KASB Recommendation - 01/01; 10/09; 09/11



**BCBF** Rules of Order (See BCBH)

**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 a 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.

Approve: KASB Recommendation - 01/01; 10/09; 09/11

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**BCBG** 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.

Approved: KASB Recommendation - 1/01; 10/09; 09/11

**BCBH** Minutes

**BCBH**

Accurate minutes of each board meeting shall be taken and transcribed. The clerk shall be responsible for taking and transcribing minutes of each board meeting. The board shall designate an acting clerk if the clerk is absent. Neither the superintendent nor a board member may serve as acting clerk. Unofficial minutes shall be sent to the board as soon as possible

after each meeting. The board shall review minutes of each meeting as soon as practicable, shall make any corrections or changes required to make the minutes accurately reflect board actions taken, and then approve the minutes as presented or changed.

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

Approved: KASB Recommendation - 1/01; 10/09; 09/11

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## **BCBI    Public Participation at Board Meetings**

**BCBI**

### Open Forum

The president or presiding officer may ask 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.

The board president may impose a limit on 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 patron may request addition of a specific agenda item and shall notify the superintendent (7) day 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.

Approved: KASB Recommendation - 1/01; 10/09; 09/11

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### **Request to Add an Agenda Item**

This form must be completed and returned to the clerk or the superintendent at least {7} days before the meeting at which you wish to speak. Your request will be reviewed, and one of two recommendations will be made:

1. Referral of your request to the appropriate administrator.
2. Decision by the Board of Education to add as agenda item.
  - Presentations shall not exceed {5} minutes.
  - Subjects, other than policy issues, will generally be referred to the administration.
  - Comments shall be limited to issues and not refer to personalities.
  - Presentations must be in good taste befitting the occasion and the dignity of the board meeting.
  - A copy or an outline of your presentation must be included with this request form.

Permission to appear before the board at a regular meeting is subject to the above rules.

Name \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Individual or organization (if any) you represent \_\_\_\_\_  
\_\_\_\_\_

Organization's address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

District official's signature \_\_\_\_\_

Date received \_\_\_\_\_ Time received \_\_\_\_\_

Approved: 07/04; amended 10/09; 09/11

**BCBJ News Coverage**

**BCBJ**

The board may provide accommodations for members of the news media present at board meetings. The superintendent may provide copies of the board agenda to news media prior to each board meeting upon request or as required by law. At an appropriate time, the board or superintendent may explain board action.

Use of cameras, photographic lights, and recording devices at any board meeting shall be allowed subject to reasonable rules, which are designed to ensure orderly conduct. All recording devices, including microphones, shall be kept in an area designated for the media. Use of recording devices shall not interfere with or disrupt the meeting. No cameras or recording devices shall be allowed at executive sessions of the board.

Approved: KASB Recommendation - 1/01; 10/09; 09/11

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**BCBK Executive Session**

**BCBK**

The board shall conduct executive sessions only as provided by law, specifically the Kansas Open Meetings Act ("KOMA").

Sample Motion

Motions to recess into executive session may be constructed as follows:

"I move that the board go into executive session to [fill in subject(s)] pursuant to [fill in justification from i-7 enumerated below] and that the open meeting shall resume at [fill in time] in the board room.

A subject of executive session would be the matter or issue presented for discussion, and the board member must include a brief description of the subject(s) to be discussed in the motion while still protecting important privacy interests. For example, the subject could be to discuss an individual employee's performance, to hold a student discipline appeal hearing, to discuss potential litigation with our legal counsel, and/or any other matters as would appropriately fit under the justification to be utilized.

Acceptable justifications for recessing into executive session include the following:

- The non-elected personnel exception under KOMA;
- The exception for matters which would be deemed privileged in the attorney-client relationship under KOMA;
- The exception for employer-employee negotiations under KOMA;

- The exception for data relating to financial affairs or trade secrets of corporations, Partnerships, trusts, and individual proprietorships under KOMA;
- The exception relating to actions adversely or favorably affecting a student under KOMA;
- The exception for preliminary discussion of the acquisition of real property under KOMA;
- The exception under KOMA for school security matters to ensure the security of the school, its buildings, and/or its systems is not jeopardized.

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 and the room in which the meeting will resume will be specifically stated. If necessary, the executive session may be extended with another motion made after the board returns to open session.

**KANSAS OPEN MEETINGS ACT: SAMPLE MOTIONS FOR EXECUTIVE SESSION**

Mr. President, I move we go into executive session to [fill in subject(s)] pursuant to [fill in justification], and the open meeting will resume in the board room at [fill in time].

<b>SUBJECTS TO BE DISCUSSED</b> <b>(Provide a brief description of what subject will be discussed while still protecting important privacy interest)</b>	<b>JUSTIFICATION</b>
<b>Example:</b> discuss an individual employee’s performance	non-elected personnel exception under KOMA
<b>Example 1:</b> discuss confidential student information	the exception relating to actions adversely or favorably affecting a student under KOMA
<b>Example 2:</b> hold a student discipline appeal hearing	
<b>Example:</b> discuss coding mechanisms PowerSchool uses to secure student data with PowerSchool representatives	the exception for data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships under KOMA
<b>Example:</b> discuss potential litigation with our legal counsel	the exception for matters which would be deemed privileged in the attorney-client relationship under KOMA
<b>Example:</b> discuss the latest proposal for increasing the base pay rate from the teachers	the exception for employer-employee negotiations under KOMA
<b>Example:</b> discuss potential properties for a new middle school site	the exception for preliminary discussion of the acquisition of real property under KOMA
<b>Example 1:</b> discuss the high school crisis plan <b>Example 2:</b> discuss the exact placement of security cameras and alarms throughout the buildings	the exception under KOMA for school security matters to ensure the security of the school, its buildings and/or its systems is not jeopardized

**[NOTE: No binding action may be taken in executive session.]**

Approved: KASB Recommendation - 6/99; 6/00; 1/01; 10/09; 09/11; 7/17

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(See CM, GAA, and JA)

The board shall adopt all policies, regulations, and handbooks, all of which are deemed to be board policy. Board policies, regulations, and handbooks may be amended or repealed 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 recommend policy changes. The superintendent may involve appropriate staff members, patrons, community members, or students when revising or drafting new policy.

Attorney Involvement

Board policies or recommended changes thereto may be submitted to legal counsel to determine their legality before they are submitted to the board.

Policy Dissemination

Policy dissemination will occur on the district website. This will ensure that all board members, staff and patrons have access to the most current policies. The superintendent shall ensure appropriate dissemination of current policy and removal of obsolete policies from the board's policy system. At least one current policy manual shall be accessible in the central business office. Current board-approved policies may 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.

Historical Policy files

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

Public Input on Policy

Individuals or groups may submit proposed changes in board policy.

Action Allowed When No Policy Exists

In an emergency, when action must be taken but present policy does not dictate appropriate action, the superintendent shall have authority to act. Any decision shall be subject to board review at the next meeting. The superintendent should recommend any policy needs the incident may have created.

Approved: KASB Recommendation 1/01; 10/09; 09/11; 6/22

**BE**      **School Board Records** (see BCBK, CN, CYA, ECA, and KBA)

**BE**

The board shall keep records necessary to document board actions.

Approved: KASB Recommendation - 12/00; 2/07; 4/07; 6/07; 10/09; 09/11

**BF**      **Board of Education Vacancies**

**BF**

If a board member resigns from his/her board member position during the existing term of office, the board shall adopt and follow procedures to select a new board member to complete the term of office. The board will follow the current K.S.A. 25-2022 Statute.

**Kansas Statute 25-2022**

**Vacancies on boards of education filled by appointment; publication of notice; term of appointee.** Any board shall have power to fill, by appointment, any vacancy which occurs thereon, and such appointee shall serve for the unexpired term. When a vacancy occurs, the board shall publish a one-time notice in a newspaper having general circulation in the school district stating that the vacancy has occurred and that it will be filled, by appointment, by the board no sooner than 15 days after such publication. If such vacancy occurs before May 1 of the second year of the term, leaving an unexpired term of more than two years, such appointee shall serve until the second Monday in January after the following general school election as provided in K. S. A. 25-2023, and amendments thereto. In the latter event, the unexpired term of two years commencing on the second Monday in January after the following general school election shall be filled at such election and the ballots or ballot labels and returns of

election with respect shall be designated as follows: "To fill the unexpired term." If an unexpired term is less than two years, the board can decide to either leave the position open, or fill the unexpired term using the same process.

### **Process of filling position**

When a board member resigns from the board member position, the school district will advertise the position in the local newspaper, as well as send information out via newsletters, website, etc. An application will be developed for any patron that is wanting to apply for the position. The application will verify the patron's primary residential address and reasons why the patron would like to serve in the capacity of a school board member. The board will be provided all applications to review after the application period has ended, which will not be sooner than 15 days following the public announcement of vacancy. The board will have the final authority to determine the specific parameters of the meeting(s) to select the new candidate. The board will conduct interviews with all candidates and have discussion about the candidates at a board meeting occurring at least one day prior to the board meeting where a vote to approve a candidate will occur, whether a special or regularly scheduled meeting. The board may not interview, discuss, or vote for candidates for a vacant board seat in executive session since board members are not considered "nonelected" personnel. After an agreed upon time and process, the board will approve the selected board member to fill the unexpired term. The appointed candidate will complete the oath of office immediately following their appointment and be eligible to vote following execution of the oath of office.

Approved: 4/2021

### **BG**      **Memberships**

**BG**

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

Approved: KASB Recommendation - 1/01; 10/09; 09/11; 6/22

### **BK**      **Board Self-Evaluation**

**BK**

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

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

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

The standards may include, but not be limited to:

- Educational leadership;
  - Policy development;
  - Board member development and performance;
  - Relationships with the superintendent and other staff members;
  - Communications with the public;
  - Fiscal management;
  - Board meeting organization and committee performance;
  - Relations with cooperating agencies and other governmental organizations.
2. Evaluation shall be at a scheduled time and place with a quorum of 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.

Approved: KASB Recommendation - 1/01; 10/09; 09/11

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## C -- GENERAL SCHOOL ADMINISTRATION INDEX

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



CMA	Rules Drafting
CMA	Staff Involvement (See GAC)
CMA	Community Involvement
CMA	Student Involvement (See JCB)
CMA	Rules Adoption
CMA	Rules Dissemination
CMA	Rules Review (Also BDF)
CMA	Administration in Policy Absence
CN	<a href="#">Records</a>
CNA	<a href="#">Document Production, Including Electronic Information</a>
CO	<a href="#">Reports</a> - KSA 72-7801 et seq.

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**CA      Goals and Objectives of School Administration**

**CA**

The goal of school administration is to create an environment in which all students can demonstrate continuous academic improvement. The superintendent must possess leadership qualities which motivate all staff members to improve the educational program and to 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 maintain continuous academic improvement and full state accreditation in all schools.

Approved: KASB Recommendation - 01/02; 10/09; 10/11

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**CB      Administrator Ethics**

**CB**

An administrator's professional behavior must conform to an ethical code. The administrator acknowledges schools belong to the public and they must provide educational opportunities to all. An administrator's actions will be viewed and appraised by the community, professional associates, and 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;
- Obeys local, state and national laws;
- Implements all board policies, rules and regulations;
- Pursues appropriate measures to correct those laws, policies and regulations that are not consistent with sound educational goals;
- Avoids using an administrative 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.

Approve: KASB Recommendation - 01/02; 10/09; 10/11

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**CD      Administrative Line and Staff Relations (See CC and GACB)**

**CD**

Within the limits of policy and terms of the job description, the superintendent's administrative subordinates have full authority to administer district programs.

Approved: KASB Recommendation - 01/02; amended 10/09; 10/11

**CE**      **Superintendent of Schools**

**CE**

The superintendent is the school system's administrative leader and shall have, under the board's direction, general supervision of all the schools. The superintendent is accountable to the board and is responsible for managing the schools in compliance with board policies.

The superintendent may delegate powers and duties to other school personnel. Delegating power or duties, however, shall not relieve the superintendent of responsibility for any action taken.

Approved: KASB Recommendation - 1/02; 10/09; 10/11

**CEA**      **Superintendent Qualifications**

**CEA**

The superintendent shall possess, or be eligible for, a Kansas superintendent's certificate.

Approved: KASB Recommendations - 01/02; 10/09; 10/11

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**CEB**      **Superintendent's Duties**

**CEB**

The superintendent shall be responsible to:

- Serve as the district's chief administrator; carry out all board policies and rules;
- Oversee safe and orderly schools;
- Ensure student achievement for all student groups;
- Build positive school/community relations;
- Lead the board in developing constructive board/superintendent relations;
- Oversee effective and efficient staff performance;
- Practice responsible fiscal, facility and resource management;
- And model positive professional attributes.

Approve: KASB Recommendation - 1/02; 10/09; 10/11

**CEC**      **Superintendent Recruitment**

**CEC**

The superintendent search presents the board with an opportunity to recruit individuals who will implement the board's goals. The board shall establish an orderly procedure for employing a superintendent that conforms to generally accepted ethical and legal standards and minimizes misunderstanding in the community. The process should allow the board ample opportunity to evaluate the qualification of a candidate's whose professional training and experience meet district needs. The board may solicit applications from qualified staff members and may list the vacancy with placement offices.

The board may select a professional committee who shall screen all applications and recommend finalists to the board for interviews. The board shall interview selected candidates. Board members may visit each finalist's district.

Approved: KASB Recommendations - 01/02; amended 10/09; 10/11; 6/22

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**CEE**      **Compensation and Benefits**

**CEE**

The board shall annually determine the superintendent's compensation and benefits. Compensation shall be based on recent performance and the superintendent's ability to carry out board policy.

Approved: KASB Recommendations - 01/02; 10/09; 10/11

**CEF**      **Expense Reimbursement and Credit Cards**

**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. 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.

Approved: KASB Recommendation - 6/01; 7/02; 10/09; 10/11

**CEG**      **Superintendent's Professional Development Opportunities**

**CEG**

The superintendent shall keep updated on new educational practices and shall attend educational conferences and other learning opportunities as approved or required by the board.

Approved: KASB Recommendation - 01/02; 10/09; 10/11

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**CEI**      **Evaluating the Superintendent**

**CEI**

The board shall adopt an evaluation system that provides a basis for formal evaluation and for any informal discussions of the superintendent's performance. The system shall include the evaluation form to use and the process necessary to complete the form.

The board shall evaluate the superintendent annually using the evaluation form in accordance with current legal requirements. The superintendent shall use the evaluation instrument as a self-evaluation instrument before the board's evaluation.

The superintendent's evaluation shall be confidential and be made available only to the board, the superintendent and others as provided by law. The evaluation instrument shall be on file at the district office with the clerk. Current evaluation procedures and policies shall be filed with the Kansas State Department of Education. Any revisions in the evaluation system shall include input from the superintendent.

**Purpose of Superintendent Evaluation**

The board's evaluation of the superintendent's performance shall accomplish the following:

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

**Evaluation Procedures**

The following procedures shall be used to evaluate the superintendent's performance:

The board shall schedule an executive session at least two times each year to evaluate the superintendent's performance.

Additional executive sessions may be scheduled during the year to discuss the district's management and the superintendent's performance.

The superintendent shall make a mid-year and an end -of-year goals progress report and, if the board requests them, periodic reports on the district's operation.

The superintendent's performance evaluation shall be based on the following:

1. Responsibilities defined in the superintendent's job description; and
2. Board/superintendent developed performance goals and objectives.

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

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

Approved: KASB Recommendation - 6/00; 1/02; amended 10/09; 10/11

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**CEJ      Non-renewing or Terminating the Superintendent's Contract      CEJ**

The board may non-renew or terminate the superintendent's contract.

Approved: KASB Recommendation - 01/02; 10/09; 10/11

**CEK      Resignation      CEK**

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

Approved: KASB Recommendation - 1/02; 10/09; 10/11

**CF      Board-Superintendent Relations      CF**

The board delegates to the superintendent all administrative duties. The board reserves the ultimate decision in all matters concerning personnel policy or expenditure of funds, it will normally proceed in those areas only after receiving the superintendent's recommendations.

Approved: KASB Recommendation - 01/02; 10/09; 10/11

**CG      Administrative Personnel      CG**

The board shall employ administrative personnel as needed.

Compensation Guides and Contracts

Administrative personnel shall be compensated for their services with a contracted salary determined by the board. Administrative contracts shall be reviewed annually. The board shall determine the terms and length of each contract. The board's attorney may develop and review administrator contracts.

Qualifications and Duties

The superintendent shall develop appropriate job descriptions for each administrative position. When adopted by the board, job descriptions shall be filed in the central office and may be 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. The superintendent shall screen all applicants and may use other staff members to assist. The superintendent shall make recommendations to the board. The district may pay pre-approved expenses incurred by candidates interviewed for an administrative position.

Assignment

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

Orientation

The superintendent shall conduct an appropriate administrative orientation program.

Supervision

The superintendent shall be responsible for supervising all administrative personnel.

Administrative Intern Program

The board may establish, by contract with an approved administrator training institution, an administrative intern program.

Travel Expense and Reimbursement

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

Approved: KASB Recommendation - 01/02; 10/09; 10/11

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**CGI**     **Administrator Evaluation** (See CEI, GBI)

**CGI**

Administrative personnel shall be evaluated in writing by the superintendent in accordance with legal requirements for the first two 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.

Approved: KASB Recommendation - 01/02; 10/09; 10/11

**CJ**     **Hiring Consultants** (See BBG)

**CJ**

The administration may use professional consultants. The board shall approve any consultant pay in advance or may instruct the superintendent to budget a specific amount for consultant fees.

Approved: KASB Recommendation - 01/02; 10/09; 10/11

**CK**     **Professional Development Opportunities**

**CK**

The board encourages, and may require, administrators to attend activities which will directly benefit the schools. The district may pay expenses to attend meetings approved by the superintendent.

Approved: KASB Recommendation - 01/02; 10/09; 10/11

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**CL**     **Administrative Teams**

**CL**

The board advocates the team concept of school administration.

Method of Appointment

The superintendent shall select the members of each administrative team.

Organization

The superintendent shall determine the organization of each administrative team.

Resources

With board approval, the team may use outside consultants and district resources. (See BBG and CJ)

Financial

The superintendent may recommend an administrative team budget to the board.

Approved: KASB Recommendation - 01/02; 10/09; 10/11

**CM**      **Policy Implementation**

**CM**

(See BDA, CGK, GAA, and JA)

Administrative employees who fail to implement board policies may, by board action, be suspended, demoted, placed on probation, non-renewed or terminated.

Approved: KASB Recommendation - 6/00; 01/02; 10/09; 10/11; 6/22

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**CN**      **Public Records**

**CN**

(See BE, CNA, ECA, IDAE, II, HAI, JGGA, and JR et seq.)

The board designates {the superintendent/other title} as its Freedom of Information Officer. The Freedom of Information Officer shall have the authority to establish and maintain a system of records in accordance with the Kansas Open Records Act and other applicable laws. The board further assigns the clerk/or designee 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 concerning record access 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, kept by, or in the possession of the district, including those exhibited at public board meetings.

**Central Office Records**

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

**Building Records**

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

**CN**      **Records**

**CN-2**

**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.

Each request for access to a public record shall be acted upon as soon as possible, but not later than the end of the third business day following the date that the request is received. If the request is not acted on immediately, the custodian shall inform the requester, within the three-day window, when and where the open record will be made available.

**CN**      **Records**

**CN-3**

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 set a fee for copies of records. Advance payment of the expense of copying open records shall be borne by the individual requesting the copies. 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 and district office records maintained by the district. Each building principal is designated as official custodian of all records 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 IDAE and JR through JRD)

Approved: KASB Recommendation - 6/00; 01/02; 4/07; 6/07; 12/16; 12/18

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

**CNA**

(See BCBK, BE, CN, ECA, IDAE, II, JGGA, and JRet. Seq. and KBA)

##### 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.

Approved: KASB Recommendation - 02/07; 4/07; 6/07; 10/09; 10/11

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

#### **CO**     **Reports**

**CO**

The board may require reports from the superintendent or other staff members. The board delegates to the superintendent authority to request reports from any staff member.

##### Types of Reports

##### Annual

The superintendent shall submit to the board an annual report summarizing the district's operations for the preceding school year. The report shall include the accreditation status of each district school building.

##### Budget Reports

The superintendent shall present a monthly budget report to the board. The 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.

##### Disseminating Reports (See JR et seq.)

The board, upon request, may receive copies of reports submitted to the superintendent if there is no potential violation of any staff or student's privacy rights (See BCBK)

Approved: KASB Recommendation - 01/02; 10/09; 10/11

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#### **D--FISCAL MANAGEMENT INDEX**

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DB	<a href="#">Budget Planning</a>
DC (See DB)	<a href="#">Annual Operating Budget</a> - KSA 72-8156; 72-8204; 72-7053; 72-8204a
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DC	Publication of Recommendations - KSA 79-2927
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DFM (See DFG)	<a href="#">Equipment and Supplies Sales</a> - KSA 72-8212
DH	<a href="#">Bonded Employees</a> - KSA 72-8202d
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DJEB	<a href="#">Quality Control</a>
DJEB	Specifications
DJEB	Standardization
DJEB	Quantity purchasing - KSA 72-8212; 10-1113
DJEB	Cost Control
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DJEE	<a href="#">Local Purchasing</a> - KSA 75-3317 to 75-3322; 72-8212; 10-1113
DJEF	<a href="#">Requisition Form</a>
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DJFAB	<a href="#">Administrative Leeway</a> (See CMB)
DK	<a href="#">Student Activity Fund Management</a>

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**DA      Goals and Objectives**

**DA**

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

Approved: 07/04; 01/10; 10/11

**DB      Budget Planning**

**DB**

(See DC and KBA)

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.



In planning the budget, sufficient moneys shall be allocated in a manner reasonably calculated such that all students may achieve the capacities set forth in K.S.A. 72-3218(c).

#### Needs Assessment

Each year, the board shall conduct an assessment of the educational needs of each attendance center in the district. Such assessment shall be published on the school district's website. Information obtained from the needs assessment shall be used by the board when approving the budget of the school district to ensure improvement in student academic performance.

The board shall annually review state assessment results and, as part of such review, shall document the following:

- The barriers that must be overcome to have all students achieve proficiency above level 2 for grade level academic expectations on such assessments;
- Any budget actions, including, but not limited to, recommendations on reallocation of resources that should be taken to address and remove such barriers; and
- The amount of time the board estimates it will take for all students to achieve proficiency above level 2 for grade level academic expectations on the state assessments if such budget actions are implemented.

The board shall also prepare a summary of the budget. The budget, the summary of the proposed budget, the needs assessment, and the state assessment documentation shall be on file at the administrative offices of the school district and available on the school district's website. Notice of the hearing on the budget shall include a statement that the budget(s), the summary of the proposed budget, the needs assessment, and state assessment documentation is on file at the administrative offices of the district and available on the school district's website.

Approved: 07/04; 01/10; 10/11; 6/22

#### **DC      Annual Operating Budget**

**DC**

(See DB and KBA)

The district budget shall be prepared by the superintendent in cooperation with selected district employees and shall reflect the district's educational goals, including improvement in student academic performance as described in board policy DB and state law.

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, taking into consideration the requirements for budgeting.

#### Deadlines and Schedules

Deadlines and time schedules shall be established by the board, unless otherwise provided by state law.

#### 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.

#### 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 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 within a timeframe that allows the district to comply with all statutory deadlines.

#### Hearings and Reviews

The board shall conduct budget hearings according to state law. The minutes of the meeting at which the board approves its annual budget shall state a needs assessment was provided to the board in accordance with board policy DB and state law, the board evaluated such assessment, and the manner in which the board used such assessment in the approval of the district's budget.

District budgets, the summary of the proposed budget, the needs assessment, and the state assessment documentation described in board policy DB shall be on file at the administrative offices of the district and available on the district's website.

#### 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.

Approved: KASB Recommendation - 7/03; 4/07; 6/707; 6/09; 6/15;6/18;6/21/ 6/22

Amended 01/10; 10/11

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### **DC-R    Annual Operating Budget**

**DC-R**

#### Preliminary Adoption Procedures

The superintendent will be responsible for developing the budget over letter. It is recommended that the letter include a restatement of the goals and objectives of the district and a list of budget priorities. A detailed breakdown 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.

#### Recommendations

All recommendations of the superintendent and staff will be presented to the board no later than the regular board meeting in July.

#### Hearings and Reviews

All budget reports, cover letters and copies of the draft budget will be made available to interested patrons after being made available to the board.

#### Encumbrances

All encumbrances shall be made by the superintendent.

Approved: 6-11-07; 01/10; 10/11

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**DFAB 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 individuals at school, a school sponsored activity, or a related event and/or accepting free product samples having a retail value no greater than \$100.00 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.

Approved: KASB Recommendation -12/16;6/22

**DFAC Federal Fiscal Compliance  
(See CN, DFAA, and DFAB)**

**DFAC**

The board shall ensure federal funds received by the district are administered in accordance with federal requirements, including but not limited to the federal Uniform Grant Guidance. This policy outlines the district's responsibilities when federal funding is considered. The board designates the \_\_\_\_\_ as the federal programs coordinator and district contact for all federal programs and funding.

The \_\_\_\_\_ shall establish and maintain a sound fiscal management system to include internal controls and federal grant management standards covering the receipt of both direct and state-administered federal grants and to track costs and expenditures of funds associated with grant awards. The superintendent, to assist in the proper administration of federal funds and implementation of this policy, may recommend additional procedures and regulations be adopted to supplement this policy.

The district's fiscal management system shall be designed with strong internal controls, a high level of transparency and accountability, and documented procedures to ensure that all fiscal management system requirements are met. Fiscal management standards and procedures shall assure that the following responsibilities are fulfilled:

- Identification - The district must identify, in its accounts, all federal awards received and expended and the federal programs under which they were received.
- Financial Reporting - Accurate, current, and complete disclosure of the financial results of each federal award or program must be made in accordance with the financial reporting requirements of the Education Department General Administrative Regulations (EDGAR).
- Accounting Records - The district must maintain records which adequately identify the source and application of funds provided for federally-assisted activities.

- Internal Controls - Effective control and accountability must be maintained for all federal funds, real and personal property purchased therewith, and other assets acquired with federal funding. The district must adequately safeguard all such property and must assure that it is used solely for authorized purposes.
- Budget Control - Actual expenditures or outlays must be compared with budgeted amounts for each federal award. Procedures shall be developed to establish determination for allowability of costs for federal funds.
- Cash Management - The district shall maintain written procedures to implement the cash management requirements found in EDGAR.
- Allowability of Costs - The district shall ensure that allowability of costs charged to each federal award is accurately determined and documented.

## **Federal Fiscal Compliance**

**DFAC-2**

### Time and Effort Reporting by Employee

All district employees paid with federal funds shall document the time they expend in work performed in support of each federal program, in accordance with law. Time and effort reporting requirements do not apply to contracted individuals.

### Recordkeeping

The district shall develop and maintain a records management plan and related board policy, administrative regulations, and/or procedures for the retention, retrieval, and disposition of print and electronic records, including emails.

The district shall ensure the proper maintenance of federal fiscal records documenting:

- Amount of federal funds,
- How funds are used,
- Total cost of each project,
- Share of total cost of each project provided from other sources,
- Other records to facilitate an effective audit,
- Other records to show compliance with federal program requirements, and
- Significant project experiences and results.

All records must be retrievable and available for programmatic or financial audit.

The district shall provide the federal awarding agency, Inspectors General, the Comptroller General of the United States, and the pass-through entity, or any of their authorized representatives, the right of access to any documents, papers, or other district records which are pertinent to the federal award. The district shall also permit timely and reasonable access to the district's personnel for interview and discussion related to such documents.

Records shall be retained for a minimum of three (3) years from the date on which the final Financial Status Report is submitted, or as otherwise specified in federal law or in the requirements of the federal award, unless a written extension is provided by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. If any litigation, claim or audit is started before the expiration of the standard record retention period, the records shall be retained until all litigation, claims or audits have been resolved and final action has been taken.

The district shall ensure that all personally identifiable data protected by statute or regulation is handled in accordance with the requirements of applicable law, regulations, board policy, administrative regulations, and procedures.

### Subrecipient Monitoring

If the district awards subgrants, the district shall establish procedures to:

- Assess the risk of noncompliance.
- Monitor grant subrecipients to ensure compliance with federal, state, and local laws and board policy, regulations, and procedures.
- Ensure the district's records are adjusted to cure recordkeeping issues discovered through the subrecipient's audits, on-site reviews, or other monitoring.

Compliance Violations

Employees and contractors involved in federally funded programs and subrecipients shall be made aware that failure to comply with federal law, regulations, or terms and conditions of a federal award may result in the federal awarding agency or pass-through entity imposing additional conditions or terminating the award in whole or in part.

Approved:

KASB REcommendation - 6/17; 6/22

**DFE     Investment of Funds**

**DFE**

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

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

Posting Securities

All investments of district monies shall be secured to 100% of the amount of district monies 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 with approval of the board.

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 (hereafter "financial institution (s)") with main or branch offices located within the district and the county or counties in which part of the district is located shall be given an opportunity to respond to requests for proposals on monies offered for investment. All responses shall be directed to the superintendent and shall be specified on the basis of simple interest.

Approved: 07/04; 01/10; 10/11

**DFE-R     Investment of Funds**

**DFE-R**

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

Investment of funds shall be in the main or branch office of an eligible bank, savings and loan association, or savings bank located in the county or counties in which all or part of the school district is located. If such main or branch office of an eligible bank, savings and loan association or savings bank cannot or will not provided an acceptable bid, the funds can be invested in a main or branch office of an eligible bank, savings and loan association or savings bank located in a adjoining county to the county in which all or part of the school district is located.

Any bank, savings and loan association or savings bank that qualifies as a depository of school funds shall be given the opportunity to bid on all monies offered for investment. All bids shall be specified on the basis of simple interest.

All banks and savings and loan associations with offices located within the district shall be given an opportunity to big 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 financial institution of the total amount of money to be invested on a specified date and the maturity date of the investment. Each financial institution responding shall submit a single proposal of the rate of interest it would pay on all or part of the funds to be invested.

Monies shall be invested with the financial institution offering the highest rate in such amount as the financial institution will accept, and any remaining amounts shall be invested with the financial institution (s) offering the next highest rates in such amounts as it will accept until all funds offered for investment are invested. No financial institution shall be eligible to receive any funds in the same offering at a rate lower than its proposal rate.

No proposal less than the most recently determined investment rate as defined in K.S.A. 12-1675a shall be accepted unless otherwise authorized by K.S.A. 12-1675. No funds will be invested for maturities of more than two years.

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

Any monies not invested in financial institution in the district or located in counties in which a part of the school district is located may be invested as authorized by Kansas law.

Monies available for reinvestment as a result of maturities may be reinvested with the financial institution holding such monies provided the financial institution agrees to pay the same or higher rate as that offered by the highest proposal at the time the requests for proposals were accepted.

In the event of identical high proposals, the allocation of monies to be invested between the financial institutions offering the high proposals shall be at the discretion of the superintendent.

The treasurer shall record the following information: the date of each request for proposal; the name of each financial institution notified; the name of the officer notified; the proposal; the amount of monies the financial institution is willing to accept at the rate proposed.

To be eligible to receive invested funds or deposits from the district, any otherwise eligible financial institution shall have on file in the office of the district treasurer a letter requesting its inclusion in any request for proposal 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.

Approved: KASB Recommended 06-06; 10/06; 1/8/07; 01/10; 10/11; 12/19, 6/20

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**DFG**     **Fees, Payments and Rentals** (See KG)     **DFG**  
Proceeds from fees for building or equipment use or rental will be credited to the general fund.  
Approved: 07/04;01/10;10/11

**DFK**     **Gifts and Bequests**     **DFK**  
Income derived from gifts and bequests will be credited, if possible, as specified by the board.  
Approved: 07/04; 01/10; 10/11

**DFM**     **Equipment and Supplies Sales**     **DFM**  
Excess or unusable district-owned equipment and supplies will be disposed of at the discretion of the board.  
Approved: 07/04; 01/10; 10/11

**DH**     **Bonded Employees**     **DH**  
The board shall purchase a blanket or surety bond for school employees. The amount of the bond shall be determined by the board.  
Approved: 07/04; 01/10; 10/11

**DH-R**     **Bonded Employees**     **DH-R**  
A surety bond in the amount of \$10,000 is required for the treasurer. A blanket bond May be purchased by the board for district employee as follows:  
Building Principals: \$10,000  
Building Secretary (s):\$10,000

Other employees as the board may direct.

Approved: 07/04; 01/10; 10/11

**DIC Inventories**

**DIC**

An accounting will be made annually for all district -owned property, real and personal.

Approved: 07/04; 01/10; 10/11

**DIC-R Inventories**

**DIC-R**

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

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

Approved: 07/04; 01/10;10/11

**DJB Petty Cash Accounts**

**DJB**

The board may establish petty cash accounts by resolution. An annual report of all petty cash funds shall be included in the board's regular July agenda. The board shall also receive monthly reports.

Approved:07/04; 01/10; 10/11

**DJE Purchasing**

**DJE**

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

Purchasing Authority

The board shall appoint a purchasing agent for the district.

Approved: 07/04;01/10; 10/11

**DJEB Quality Control**

**DJEB**

The board reserves the right to establish the specification 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.

Approved: 07/04; 01/10; 10/11

**DJED Bids and Quotations Requirements**

**DJED**

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

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

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

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

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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 openings of bids; and other items as the board directs.

Approved: 07/04; 01/10; 10/11

### **DJED-R Bids and Quotations Requirements**

**DJED-R**

#### Procedure

All bids must be submitted to the clerk 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 are 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 bidders 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 published 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.

Approved: 07/04; 01/10; 10/11

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**DJEE Local Purchasing**

**DJEE**



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

Approved: 07/04; 01/10; 10/11

**DJEF Requisitions**

**DJEF**

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

Approved: 07/04; 01/10; 10/11

**DJEF-R Requisitions**

**DJEF-R**

The school district has established requisition procedures for each staff member and building to follow. These procedures include on-line orders, mail orders, phone orders, and previewing materials. Each staff member shall follow the current procedures on proper requisition processes. All requisitions shall be submitted to the purchasing agent at a time designated by him. After a purchase order has been issued, the number of the purchase order shall be recorded on the requisition, and the number of the requisition shall be recorded on the purchase order. After processing, the original copy of the requisition shall be filed in the office of the purchasing agent in numerical sequence.

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

Approved: 07/04; amended 01/10; 10/11

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**DJEG Purchase Orders and Contracts**

**DJEG**

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

Approved: 07/04; 01/10; 10/11

**DJEG-R Purchase Orders and Contracts**

**DJEG-R**

Each purchase order shall include:

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

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

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

Approved: 07/04; 01/10; 10/11

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**DJEJ Payment Procedures**

**DJEJ**

The superintendent shall recommend payment to vendors and suppliers for goods and services upon satisfactory 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.

Approved: 07/04; 01/10; 10/11

#### **DJFA Purchasing Authority**

**DJFA**

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

Approved: KASB Recommendation - 6/01; 0/06; 1/8/07; 01/10; 10/11

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#### **DJFAB Administrative Leeway (See DJEG and DJEJ)**

**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.

Approved: 07/04; 01/10; 10/11, 6/22

#### **DK Student Activity Fund Management (See JH)**

**DK**

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

##### Activity Fund Management

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

The board shall receive a monthly report on all activity accounts. All student activity funds will be audited annually at the same time as the general fund budget.

##### Activity Fund Deposits

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

##### Inactive Activity Funds (See JH)

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

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 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 the purpose.

Approved: 07/04; 01/10; 10/11

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## E -- BUSINESS MANAGEMENT INDEX

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EDDA	<a href="#">Special Use of School Buses</a> (See EDAA)
EE	<a href="#">Food Service Management</a> (See EBBD)- KSA 72-5112 et seq; 72-5213; 72-5113
EE	Sanitation Inspections (See EBE)
EE	Records
EF	<a href="#">Data Management</a> - KSA 75-4707; 72-8227; 72-7527; 72-7528; 45-215 et seq.

SN for policies of general nature on the generation and control of statistical and other information as desired by the district and /or required by the district and /or required by state and federal regulations. See also "Records" and "Report" in Index.

EF [Data Dissemination](#)  
EF To Education Agencies (See MI)

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**EA      Goals and Objectives\_      EA**

The district's business affairs shall be managed in the most economical and efficient manner possible. The superintendent has authority to manage the district's business affairs.

Approved: 07/04; 01/10; 10/11

**EB      Buildings and Grounds Management      EB**

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

Approved: 07/04; 01/10; 10/11

**EB-R      Buildings and Ground Management      EB-R**

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

Approved: 07/04; 01/10; 10/11

**EBA      Insurance Program      EBA**

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

Liability Other Than For Vehicles

To the extent permitted by law, the board may insure all employees against legal action arising out of the performance of any authorized duties. The board may also purchase insurance covering loss resulting from student participation in a work-based learning program authorized by the district. The board may authorize the district to join a group-funded pool to provide insurance coverage for the district.

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.

Approved: 4/07; 01/10; 10/11; 6/22

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**EBA-R      Insurance Program      EBA-R**

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

Approved: 07/04; 01/10; 10/11

**EBB      Safety(See JBH)      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 sign, slogans or other safety items shall be posted on or in the new vicinity of potentially dangerous device 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 \$20,000 will be reported to the board. Any defects not immediately removed, repaired or otherwise eliminated shall be blocked off with fences or other restraining device.

#### 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.

Approved: KSAB Recommendation - 7/96; 4/07; 6/08; amended 01/10; 10/11

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### **EBBA Hazardous Waste Inspection and Disposal**

**EBBA**

#### Inspection

Regular inspection of district facilities for hazardous waste shall be conducted by the Director of Building and Grounds. 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.

Approved: 07/04; 01/10; 10/11

### **EBBA-R Hazardous Waste Inspection and Disposal**

**EBBA-R**

#### Inspection and Disposal

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

Approved: 07/04; 01/10; 10/11

### **EBBD Evacuations and Emergencies**

**EBBD**

If an emergency interferes with the normal conduct of school affairs, students may be dismissed from school only by the superintendent or superintendent's designee. 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.

Approved: KASB Recommendation - 7/96; 01/10; 10/11

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#### **EBBD-R Evacuations and Emergencies**

**EBBD-R**

In an emergency when the safety of students and/or staff is better served by remaining at school, students will not be released, nor will school be dismissed early. 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, health or safety concerns, or other circumstances, parents and students shall be notified of school closings or cancellations by announcements made over radio/TV station(s). The district also has various technology means to inform parents of possible school closings. These devices include mass emails and/or other electronic means.

##### 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.

Approved: KASB Recommendation - 7/96; amended 01/10; 10/11; 12/20; 12/23

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#### **EBBE Emergency Drills**

**EBBE**

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

Approved: KASB Recommendation - 7/96; 01/10; 10/11

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 relevant portions of 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.

Each emergency and safety drill plan shall be reviewed by the superintendent and filed with the clerk.

Approved: KASB Recommendation -7/96; 01/10; 10/11

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**EBBF**    **Crisis Planning (See EBBD)**

**EBBF**

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

Approved: KASB Recommendation - 7/96; 01/10; 10/11

**EBBF-R**    **Crisis Planning**

**EBBF-R**

A copy of the plan shall be on file in each building and with the clerk. Building principals shall train staff to implement the building plan. As necessary, students and parents will be informed about details of the plan.

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

Approved: KASB Recommendations - 7/96; 01/10; 10/11

**EBC**    **Security and Safety**

**EBC**

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

**Reporting Crimes at School to Law Enforcement**

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

The building administrator shall also be notified who, in turn, will notify the superintendent. It will be the responsibility of the superintendent to notify the board.

**Reporting Certain Students to Administrators and Staff**

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

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

**Annual Reports**

The principal of each building shall prepare all reports required by law and present them to the board and the state board of education annually. Reports shall not include any personally identifiable information about students. These reports and

this policy may be made available upon request to parents, patrons, students, and employees and others who request the information.

Staff Immunity

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

Approved: KASB Recommendations - 7/96; 6/98; 6/99; amended 01/10; 10/11

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**EBCA**

**Vandalism**

**EBCA**

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

Restitution payments shall be made by juveniles or their parents to the business office, and accounts shall be kept. 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 the following:

The board of education, as authorized by K.S.A 12-1672a, hereby offers a reward up to \$500 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 school at PO Box 550, 29020 Mission Belleview, Louisburg, KS 6605, telephone 913-837-1700. The board reserves the right to determine the deserving recipients of the reward in the event of corroborating and supplementary information.

Approved: 07/04; amended 01/10; 10/11

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**EBE**      **Cleaning and Maintenance Programs**      **EBE**

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

**Sanitation**

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

Approved: 07/04; 01/10; 10/11

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**EBE-R**      **Cleaning and Maintenance Programs**      **EBE-R**      Cleaning,

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

Approved: 07/04; 01/10; 10/11

**EBI**      **Long-Range Maintenance Program**      **EBI**

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

Approved: 07/04; 01/10; 10/11

**EBI-R**      **Long-Range Maintenance Program**      **EBI-R**

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

Approved: 07/04; 01/10; 10/11

**EBJ**      **Records**      **EBJ**

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

Approved: 07/04; 01/10; 10/11

**EC**      **Equipment and Supplies Management**      **EC**

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

**Receiving**

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

Approved: 07/04; 01/10; 10/11

**EC-R**      **Equipment and Supplies Management**      **EC-R**

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

### Receiving

Upon verification by the purchasing agent that receivables are in order, the merchandise shall be sent to the appropriate locations 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.

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

Approved: 07/04; 01/10; 10/11

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## **ECH     Printing and Duplicating Services**

**ECH**

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

Any duplication of copyrighted materials by district employees must be done with permission of the copyright holder or within the bounds of "fair use."

The legal or insurance protection of the district shall not be extended to school employees who violate any provisions of the copyright laws.

Approved: KASB Recommendation-7/02;01/10; 10/11

### **Copyright Regulations and "fair use" rules for educators.**

#### ***Suggested Handbook Language***

In accordance with school board policy ECH, the following regulations will be observed to comply with the copyright laws of the United States.

Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. If duplicating or altering a product is to fall within the bounds of fair use, these four standards must be met for any purposes:

#### The Purpose and Character of the Use

The use must be for such purposes as teaching or scholarship and must be nonprofit. Fair use would probably allow teachers acting on their own to copy small portions of work for the classroom but not allow a school system or an institution to do so.

#### The Nature of the Copyrighted Work

Copying portions of a news article may fall under fair use but not copying from a workbook designed for a course of study.

#### The Amount and Substantiality of the Portion Used

Copying the whole of a work cannot be considered fair use; copying a small portion may be. At the same time, however, extracting a short sequence from a 16mm film may be far different from a short excerpt from a textbook, because two or three minutes out of a 20-minute film might be the very essence of that production and thus outside fair use. Under normal circumstances, extracting small amounts out of an entire work would be fair use, but a quantitative test alone does not suffice.

#### The Effect of the Use Upon the Potential Market for or

#### Value of the Copyright Work

If resulting economic loss to the copyright holder can be shown, even making a single copy of certain materials is an infringement, and making multiple copies can result in greater penalties.

#### Prohibited Practice

No one may make multiple copies of a work for classroom use if it has already been copied from another class in the same institution; make multiple copies of a short poem, article, story, or essay from the same author more than once in a class term or make multiple copies from the same collective work or periodical issue more than three times a term; make multiple copies of

works more than nine times in the same class term make a copy of works to take the place of anthology; and may not make a copy of “consumable” materials, such as workbooks.

#### Permitted Practice

A teacher may make--for use in scholarly research, in teaching or in preparation for teaching a class--a single copy of the following: a chapter from a book; an article from a periodical or newspaper; a short story, short essay or short poem (whether or not from a collected work); a chart, graph, diagram, drawing, cartoons or picture from a book, periodical or newspaper; may make (for classroom use only and not to exceed one per student in a class) multiple copies of the following: a complete poem (if it has fewer than 250 words and is printed on not more than two pages), an excerpt from a prose work (if the excerpt has fewer than 1, 000 words or 10 percent of the work, whichever is less) and one chart, graph, diagram, cartoon or picture per book or periodical.

A library may, for interlibrary-loan purposes, make up to six copies a year of a periodical published within the last five years, make up to six copies a year of small excerpts from longer works, make copies of unpublished works for purposes of preservation and security and make copies of out-of-print works that cannot be obtained at a fair price.

#### Guidelines for off-Air Recording of Broadcast

##### Programming for Education Purposes

A broadcast program may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable retransmission) and retained for a period not to exceed the first 45 consecutive calendar days after date of recording. Upon conclusion of such retention period, all off-air recordings must be erased or destroyed immediately.

Off-air recordings may be used once by individual teachers in the course of relevant teaching activities and repeated once, only when instructional reinforcement is necessary, in classrooms and similar places devoted to instruction within a single building, cluster or campus, as well as in the homes of students receiving formalized home instruction, during the first 10 consecutive school days in the 45 calendar day retention period. “School days” are school session days--not counting weekends, holidays, vacations, examination periods or other scheduled interruptions --within the 45 calendar day retention period.

Off-air recordings may be made only at the request of and used by individual teachers and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast.

A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers under these guidelines. Each such additional copy shall be subject to all provisions governing the original recordings.

After the first 10 consecutive school days, off-air recordings may be used up to the end of the 45 calendar day retention period only for evaluation purposes by the teacher, i.e, to determine whether or not to include the broadcast program in the teaching curriculum. The may not be used for student exhibition or any other non evaluation purpose without authorization.

Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations.

All copies of off-air recordings must include the copyright notice on the broadcast programs as recorded.

##### Computer Software

District employees may make a backup copy of computer programs as permitted by current Federal Law. Back-up copies may be used for archival purposes only and all archival copies shall be destroyed in the event that continued possession of the computer program should cease to be rightful. When software is used on a disk-sharing system, efforts shall be made to secure this software from copying.

Illegal copies of copyrighted programs shall not be made or used on school equipment.

Approved by Board of Education: [January 12, 2010](#); 10/11

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**ED**      **Student Transportation Management** (See EDDA and JGG)

**ED**

The district will provide transportation to students as required by law. Student transportation can be provided through any of the methods outlined by law.

Approved: KASB Recommendation -7/96; 01/10; 10/11; 6/22

**EDAA**      **School Buses and Vehicles**

**EDAA**

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

No public funds will be spent by the board to hire, rent or lease any form of transportation to be used by any student, school employee, patron or any organization to transport anyone to or from a religious activity.

Liability

All school vehicles will be adequately insured. Leasing companies shall provide appropriate certificates of insurance.

Safety

For the purposes of this policy, "school transportation provider" is defined to include school bus drivers, school passenger vehicle drivers, and other school employees who may transport students. Every school transportation provider shall have a valid driver's license. Such drivers shall have full authority and responsibility for the passengers riding in school vehicles. Students or other persons riding in school buses or school vehicles who violate district policy or bus and/or school vehicle rules will be reported to the proper administrator. Violations of these policies and/or rules may result in disciplinary action by school officials or reports to law enforcement as appropriate.

Speed Limits

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

Safety Inspection

The superintendent or the superintendent's designee 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 or the superintendent's designee. Bus and transportation schedules and routing maps will be updated annually prior to the start of school.

Records

Every school transportation provider will keep accurate records pertaining to each assigned vehicle.. The types of records shall be developed by the superintendent or the superintendent's designee. Any record developed by the administration for the purpose of monitoring vehicle use will include, but may 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 transportation providers to provide proof of a valid driver's license appropriate for the vehicles(s) to be driven for the district to the superintendent or the superintendent's designee at the beginning of each school year. If a school transportation provider'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 vehicle and transporting students.

School transportation providers shall be provided access to this policy annually.

#### 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 vehicles are assigned to designated employees, the employee shall be responsible for the proper care, maintenance, and housing of the vehicle at a district-owned site, while on school business, or at the employee's residence.

#### Transportation to Summer Athletic Events

##### *Option 1:*

The board does not authorize 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. Unauthorized use of district buses or other school vehicles for this purpose may result in appropriate discipline of district staff, up to and including suspension and/or termination from employment.

*Option 2:* The board authorized the superintendent 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 superintendent or the superintendent's designee at least \_\_\_\_\_ days prior to the activity and shall include information concerning the time, date, and duration of trip; the purpose of the transportation; the projected number of students requiring transportation for such event; the type of bus(es) or vehicles(s) requested; which district staff member(s) will be accompanying the students(s) on such trips; and whether or not additional school transportation providers would be required to provide such transport.

The superintendent may grant or deny such requests after taking into consideration the following factors:

- The expense of providing requested transport;
- The availability of funds for such purpose;
- The availability of adequate school staff to chaperone and/or provide transportation;
- The availability of and/or the coverage of liability insurance for this purpose;
- Priority of assignment and availability of necessary vehicles;
- Title IX and other fairness considerations in granting use or repeated use to a particular group of student participants; and
- Other good cause as determined by the superintendent or the superintendent's designee.

Approved: 07/04; amended 01/10; 10/11; 6/22

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**EDDA**

#### **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 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.

Approved: KASB Recommendation -7/96; 9/97; 01/10; 10/11

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#### **EDDA-R Special Use of School Buses**

**EDDA-R**

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 inter school or intra school 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.
- 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;
- 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.

Approved: KASB REcommendation -7.96; 9/97; 01/10; 10/11

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#### **EE Food Services Management (See EBBD)**

**EE**

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

Sanitation Inspections

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

Records

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

The supervisor shall be under the direct supervision of the superintendent 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

Meal prices shall be determined by the board.

Free or 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. Access to this policy will be provided to parents or guardians when they receive information regarding eligibility and applying for free or reduced price meals.

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 \$10 worth for the purchase of meals to this account without triggering the district's delinquent debt proceedings as outlined in this policy and board policy DP. Charging of a la carte or extra items to this account will not be permitted.

When the charge levels identified in this policy have been met, a student's meal account becomes delinquent. The student will be allowed to purchase a meal if the student pays for the meal when it is received. Students who have delinquent accounts and cannot pay out of pocket for a meal will be provided a regular, reimbursable meal from the cafeteria menu, which shall be charged to the student's account while the district proceeds with attempts to resolve the delinquent debt with the student's parent or guardian. If attempts to receive payment for charged meals do not result in full payment of the debt in the timelines provided herein, debt collection proceedings will begin in accordance with board policy DP.

At least one verbal and one written warning shall be provided to a student and the student's parent or guardian prior to reaching the delinquent debt threshold outlined herein. Access to this policy will be provided to the student's parent or guardian with the written warning. If payment of the negative balance is not received within 5 working days of the delinquent debt threshold 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.

Payments for school meals may be made at the school or district office, at the point of service of school meals, or on Skyward. 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, a copy of the policy will be posted in district meal service facilities, and the policy will be made available on the district's website and social media accounts. Records of how and when it is communicated to households and staff will be retained.

#### Availability of Meals on Remote Learning Days Due to Severe Weather

When severe weather or poor road conditions due to ice and/or snow threaten the safety of students, the superintendent may close district schools or designate such days as remote learning days pursuant to policy EBBD. On these days, the superintendent will determine whether the weather and road conditions allow for safe passage of students, staff, and parents for the provision, service, and transportation of school meals to students.

If the superintendent determines it is safe to provide meal service on these days, school meals will be provided, although the manner of provision may be modified by the superintendent. If the superintendent determines that it is not feasible due to safety concerns to provide meal service on such days, notice that school meals will not be available on that day will be provided to students, parents, and affected staff members. Any alteration of the usual meal service process on these days will be communicated to staff, students, and parents using regular district communication channels.

Approved: KASB Recommendation - 4/07; 12/16; 6/21; 12/23

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#### **EE-R**    Food Service Management

**EE-R**

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

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

Approved: 07/04; 01/10; 10/11

#### **EF**    Data Management

**EF**

#### Data Dissemination

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

To Education Agencies

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

Approved: 07/04; 01/10; 10/11

**F--FACILITY EXPANSION PROGRAM INDEX**

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

FA	<a href="#">Goals and Objectives</a>
FB	<a href="#">Building Committees</a>
	SN Applicable where such committees function by law.
FC	<a href="#">Memorials, Funerals, and Naming of District Facilities</a>
FD (See FA)	<a href="#">Capital Outlay Long Range Planning (See FA)</a>
FDB	<a href="#">Long-Range Needs Determination</a>

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**FA      Goals and Objectives**

**FA**

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

Approved: 07/04; 02/10; 11/11

**FB      Building Committees**

**FB**

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

Approved: 07/04; 02/10; 11/11

**FC      Memorials, Funerals, and Naming of District Facilities (See KG)**

**FC**

Requests to use district buildings and/or facilities for displaying 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 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 and Memorial Services in District Facilities

Use of school facilities for funerals or memorial services 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 funerals and memorial services.

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. The board shall consider naming requests after they are recommended by the superintendent.



Approved: KASB Recommendation-6/14; 6/22

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**FD      Capital Outlay Long Range Planning**

**FD**

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

Approved: KASB Recommendation-07/96; 02/10; 11/11

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

**FD-R**

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

Approved: KASB Recommendation-07/96;02/10;11/11

**FDB      Long Range Needs Determination**

**FDB**

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

Approved: 07/04; 02/10; 11/11

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**G-PERSONNEL INDEX**

**GA      Personnel Policy Organization**

- GA policies apply to all employees.
- GB policies apply to licensed staff covered by the negotiated agreement and special education, related service providers.
- GC policies apply to classified/non-licensed staff.

GAA	<a href="#">Goals and Objectives- KSA 72-8205</a>
GAAA	<a href="#">Non-discrimination and Equal Opportunity</a>
GAAB	<a href="#">Complaints of Discrimination( See GAAC, GAACA, JDDC, JGECA, KN, and KNA)</a>
GAAC	<a href="#">Sexual Harassment (See GAF and JGEC)</a>
	Response to Harassment Complaints
	Definitions
	Supportive Measures
	The Formal Complaint
	Formal Complaint Notice Requirements
	Formal Complaint Investigation Procedures
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	Decision-Maker's Determination
	Appeals
	Informal Resolution Process
GAACA	<a href="#">Racial and Disability Harassment: Employees</a>
GAAD	<a href="#">Child Abuse (See JCAC and JGEC)</a>
GAAE	<a href="#">Bullying by staff (see EBCm GAAB, JDD, and JDDC)</a>
GAAF	<a href="#">Emergency Safety Interventions (see JRB, JQ, JQA, and KN)</a>
GACA	<a href="#">Positions</a>
GACB	<a href="#">Job Descriptions</a>
GACC	<a href="#">Recruitment and Hiring</a>
GACCA	<a href="#">Employment and Supervision of Relatives</a>

GACD	<a href="#">Employment Eligibility Verification</a>
GAD (See GAC)	<a href="#">Development Opportunities</a>
GAE	<a href="#">Grievances-KSA 72-5424</a>
GAF	<a href="#">Staff-Student Relations</a>
GAG	<a href="#">Conflicts of Interest (See GBU)-KSA 75-4301-et seq.</a>
GAH	<a href="#">Participation in Community Activities</a>
GAHB	<a href="#">Political Activities</a>
GAHB	Public Appearances
GAI	<a href="#">Solicitations</a>
GAI	Solicitations by Staff Members
GAI	Solicitations of Staff Members
GAJ	<a href="#">Gifts</a>
GAJ	Gifts by Staff Member
GAJ	Gifts to Staff Member
GAK	<a href="#">Records (See JR et seq.)-KSA 72-7801 et. seq.</a>
GAK	Types (See JR et seq.)
GAK	Public Use (See JR et seq.)
GAK	Dispositions (See JR et seq.)
GAM	<a href="#">Personal Appearance</a>
GAN	<a href="#">Travel Expenses-KSA 75-3201 et seq.; 72-3202 to 72-3204</a>
GAN	<a href="#">Expense Reimbursement and Credit Cards (See GAN)</a>
GAO	<a href="#">Maintaining Proper Control</a>
GAOA	<a href="#">Drug Free Workplace</a>
GAOB	<a href="#">Drug Free Schools</a>
GAOC	<a href="#">Tobacco-Free School Grounds for Staff(See JCDAA and KMA)</a>
GAOD	<a href="#">Drug and Alcohol Testing of bus drivers</a>
GAOE	<a href="#">Workers Compensation and Disability Benefits</a>
GAOF	<a href="#">Salary Deductions</a>
GAR	<a href="#">Communicable Diseases</a>
GARA	<a href="#">Bloodborne Pathogen Exposure Control Plan</a>
GARI	<a href="#">Family Medical Leave</a>
GARIA	<a href="#">Pregnant and Parenting Employees</a>
GARID	<a href="#">Military Leave</a>
GBH( See GBE)	<a href="#">Supervision</a>
GBI	<a href="#">Evaluation-KSA 72-9001 et seq.</a>
GBK	<a href="#">Suspension</a>
GBN	<a href="#">Separation-KSA 72-5435 et seq.</a>
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GBQA	<a href="#">Reduction in Staff</a>
GBR	<a href="#">Working Conditions-KSA 72-1106</a>
GBR	Work Load
GBR	Time Schedules
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GBRD	<a href="#">Staff Meetings</a>
GBRE(See GBRD)	<a href="#">Additional Duty-KSA 72-5412a</a>
GBRF	<a href="#">Students and Parent Conferences</a>
GBRG	<a href="#">Non-School Employment</a>
GBRGA (SeeGBRG)	<a href="#">Consulting</a>
GBRGB	<a href="#">Tutoring for Pay</a>
GBRH	<a href="#">Certified Leaves and Absences</a>
GBRIBA	<a href="#">Disability</a>
GBRIBA_	Maternity
GBRJ	<a href="#">Arrangement for Substitutes</a>
GBU	<a href="#">Ethics (See GAG)</a>

SN An information category since ethics are usually determined by a profession and not imposed upon it.

GCA	<a href="#">Compensation Guides and Contracts</a>
GCI	<a href="#">Evaluation</a>
GCIA	<a href="#">Evaluation of Coaches and Sponsors</a>
GCK (See GCH)	<a href="#">Suspension</a>
GCRF (See GCRE)	<a href="#">Non-School Employment</a>
GCRG	<a href="#">Leaves</a>
GCRG	Emergency and Legal
GCRG	Illness (Sick Leave)
GCRG	Disability(See GBRIBA)
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GCRG	Religious
GCRH	<a href="#">Vacation Days-KSA 72-1106</a>
GCRI	<a href="#">Paid Holidays-KSA 72-1106; 35-107</a>
GCRK	<a href="#">Political Activities (See GAHB)</a>
-----	<a href="#">Notice of Protections Under the Kansas Tort Claims Act</a>
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GCRM	<a href="#">Distracted Driving Policy</a>

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**GA Personnel Policy Organizations**

**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.

Approved: KASB Recommendation-2/98; 02/10; 12/11

**GAA Goals and Objectives**

**GAA**

The goal of the personnel policies set forth in this policy section is to create the best possible educational climate for the students of the school district. To this end, these personnel policies are designed to prevent misunderstanding by the district's personnel of their duties, responsibilities, and privileges.

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

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

(See BDA, CM, and JA)

Approved: KASB Recommendation- 2/98; 02/10; 12/11; 6/22

**GAAA Equal Employment Opportunity and Nondiscrimination**

**GAAA**

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

The district is an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to hiring, compensation, terms, conditions, or privileges of employment because of an individual's race, color, religion, sex, age, disability, or national origin. Inquiries regarding compliance may be directed to (position, address, phone number of the district compliance coordinator) or ro:

Equal Employment Opportunity Commission

400 State Ave., 9th Floor

Kansas City, KS 66101

(913)551-5655

Or

Kansas Human Right Commission  
900 SW Jackson, Suite 568-S  
Topeka, KS 66612-1258  
(785) 296-3206

Or

United States Department of Education  
Office for Civil Rights  
One Petticoat Lane  
1010 Walnut Street, Suite 320  
Kansas City, Missouri 64106

Approved:KASB Recommendation- 02/98; 08/98 06/06; 04/07; 12/15

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#### **GAAB Complaints of Discrimination (See GAAC, GAACA, JDDC, JGEC, JGECA, KN, and KNA)**

##### **GAAB**

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

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, genetic information, or religion in the admission to, access to, treatment, or employment in the district's programs and activities is prohibited. (Position, address, email address, and phone number of the district compliance coordinator) has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI and Title VII of the Civil Rights Act of 1964 (with the exception of discrimination on the basis of sex), Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, the Personal Responsibility Work Opportunity Reconciliation Act of 1996, and the Food Stamp Act of 1977, as amended.

Complaints regarding alleged discrimination on the basis of sex, as prohibited by Title IX of the Education Amendments of 1972 and other federal and state laws regulating such discrimination and discriminatory harassment, shall be handled in accordance with the procedures outlined in board policies GAAC and JGEC and shall be directed to the Title IX Coordinator at (Position or name, address, email address, and phone number of Title IX Coordinator). More information may be obtained on discrimination on the basis of sex by contacting the Title IX Coordinator.

Complaints alleging discrimination in child nutrition programs offered by the district shall be handled in accordance with the procedures outlined in board policy KNA, and more information may be obtained on procedures for filing such a complaint by contacting the district compliance coordinator.

Unless otherwise provided in board policy, general complaints, those not alleging acts of discrimination, will be resolved using the district's general complaint procedures in policy KN.

Any employee who engages in discriminatory, harassing, or retaliatory conduct shall be subject to disciplinary action, up to and including termination.

Except as otherwise provided in this policy and board policies GAAC, JGEC, and KNA, 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. Complaints alleging discriminatory and/or harassing conduct on the part of the superintendent shall be addressed to the board of education.

Except as otherwise provided in board policy regarding complaints of discrimination on the basis of sex or regarding child nutrition programs, 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 such discrimination or harassment from a student, another employee, or any other individual shall inform the individual of the employees' 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 principal 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 principal, or if the individual does not believe the resolution remains acceptable, the individual does not believe the resolution remains acceptable, the individual may initiate a formal complaint.

#### Formal Complaint Procedures

- A formal complaint shall be filed in writing and contain the name and address of the person filing the complaint. The complaint shall briefly describe the alleged violation. If an individual does not wish to file a written complaint, and the matter has not been adequately resolved through the informal procedures described herein, the building principal may initiate the complaint. Forms for filing written complaints are available in each school 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 may 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 or the superintendent. The investigation shall be informal but thorough. The complainant and the respondent will be afforded an opportunity to submit written or oral evidence relevant to the complaint and to provide names of potential witnesses who may have useful information.
- A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and a copy shall be forwarded to the complainant and the respondent within 30 days after the filing of the complaint. If the investigator anticipates a determination will not be issued within 30 days after the filing of the complaint, the investigator shall provide written notification to the parties including an anticipated deadline for completion. In no event shall the issuance of the written determination be delayed longer than 10 days from the conclusion of the investigation.
  - 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 (as applicable), and 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.

#### Formal Complaint Appeal

- The complainant or respondent may appeal the determination of the complaint.
- Appeals shall be heard by the district compliance coordinator, a hearing officer appointed by the board or the superintendent, or by the board itself.
- The request to appeal the resolution shall be made within 20 days after the date of the written determination of the complaint at the lower level.
- The appeal officer shall review the evidence gathered by the investigator at the lower level and the investigator's report and shall afford the complainant and the respondent 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 on appeal and a description of its resolution within 30 days after the appeal is filed.

If it is determined at any level that discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its recurrence. 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.

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.

Approved: 07/04; 02/10; 12/11; 6/20;7/20, 12/22

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## **GAAC 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. The district does not discriminate on the basis of sex in admissions, employment, or the educational programs or activities it operates and is prohibited by Title IX from engaging in such discrimination. Discrimination on the basis of sex, including sexual harassment, will not be tolerated in the school district. Discrimination on the basis of sex of employees or students of the district by board members, administrators, licensed and classified personnel, students, vendors, and any others having business or other contact with the school district in any district education program or activity 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 Act Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school sponsored activities, programs, or events within the United States.

It shall 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-conduct on the basis of sex. A district employee conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcomed sexual conduct; (2) unwelcomed conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's educational program or activity; or (3) sexual assault, dating violence, domestic violence, or stalking. 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 of a sexual nature; 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. Any person may make a verbal or written report of sex discrimination by any means and at any time.

(Position or name, address, email address, and phone number of the Title IX Coordinator) has been designated to coordinate compliance with nondiscrimination requirements contained in Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 regarding discrimination on the basis of sex, and the Kansas Act Against Discrimination. Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the Title IX Coordinator. Inquiries about the application of Title IX to the district may be referred to the Title IX Coordinator; to the Assistant Secretary for Civil Rights at the U.S. Department of Education, Office of Civil Rights, 400 Maryland Avenue, SW, Washington D.C. 20202-1100, (800)421-3481, or at [OCR@ed.gov](mailto:OCR@ed.gov); or both.

#### Response to Harassment Complaints

The district takes all reports of sexual harassment seriously and will respond meaningfully to every report of discrimination based on sex, including sexual harassment, of which the district has actual knowledge.

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 administrator or the Title IX Coordinator. All employees receiving reports of alleged sexual harassment shall notify the Title IX Coordinator.

#### Definitions

The following definitions apply to the district in responding to complaints of sexual discrimination including sexual harassment as defined by Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Act Against Discrimination.

The "complainant" means an individual who is alleged to be a victim of conduct that could constitute sexual harassment.

"Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved.

The "decision-maker" reviews all the evidence and prepares an impartial written responsibility determination as to whether the alleged conduct occurred and provides an opportunity for the parties and their representatives to prepare written questions to be answered by the other party. The decision-maker shall not be the Title IX Coordinator or investigator.

"Domestic Violence" includes crimes of violence committed by a person who is a current or former spouse, partner, person with whom the victim shares a child, or who is or has cohabited with the victim as a spouse or partner, by a person similarly situated to a spouse of the victim under Kansas or applicable federal law, or by any other person against an adult or youth victim having protection from such person's acts by Kansas or applicable federal law.

A "formal complaint" means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment.

The "investigator" is the person who carries out the investigation after the formal complaint is filed and conducts interviews of the witnesses, collects and documents evidence, and drafts an investigative report.

A "respondent" is an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

"Sexual assault" means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

"Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or to suffer substantial emotional distress.

The "Title IX Coordinator" is the individual designated at the district level who has responsibility to coordinate compliance with Title IX of the Education Amendments of 1972, title VII of the Civil Rights Act of 1964 regarding discrimination on the basis of sex, and the Kansas Act Against Discrimination. The Title IX Coordinator's responsibilities include, but are not limited to: developing materials and ensuring professional development occurs for staff involved in Title IX compliance, creating systems to centralize records, gathering relevant data, contacting the complainant (and/or parents or guardians, if applicable) once the district has actual knowledge of alleged sexual harassment, coordinating the implementation of supportive measures, signing a formal complaint to initiate a grievance process, and ensuring any remedies are implemented.

The Title IX Coordinator, any investigator, decision-maker, or any person who facilitates an informal resolution process shall not have a conflict of interest or bias for or against the complainant or respondent. These individuals shall receive training on the definition of sexual harassment; the scope of the education program and activities; how to conduct an investigation, including appeals and informal resolution processes; and how to serve impartially, including by avoiding prejudgment of the facts, conflicts of interest, and bias. Decision-makers shall receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant. Investigators shall receive training on issues of relevance of questions and evidence in order for them to create investigative reports that fairly summarize relevant evidence.

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 their immediate supervisor, building administrator, or Title IX Coordinator. Employees who fail to report complaints or incidents of sexual harassment to appropriate district officials may face disciplinary action. District officials who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

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, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may also result in employee discipline.

If discrimination or harassment has occurred, the district will take prompt, remedial action to stop it and prevent its recurrence.

The Title IX Coordinator shall promptly respond in a meaningful way to any reports of sexual discrimination including sexual harassment of which the district has actual knowledge as follows:

- Contact the complainant within 10 business days and discuss the availability of supportive measures, with or without the filing of a formal complaint, and consider the complainant's wishes as to supportive measures; and
- Inform the complainant of the right to a formal complaint investigation consistent with Title IX and the informal resolution process.

#### Supportive Measures

The district will treat the complainant and respondent equitably by offering supportive measures. These non-disciplinary and non-punitive measures will be offered as appropriate, as reasonably available, and without cost to the complainant or the respondent. Supportive measures are designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party. "Supportive Measures" shall include, but not be limited to, measures designed to protect the safety of all parties, to protect the district's educational environment, or to deter sexual harassment. These measures may include counseling, extensions of deadlines or course-related adjustments, modifications of work or class schedules, escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring, and other similar measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

#### The Formal Complaint



No investigation of alleged sexual harassment may occur until after a formal complaint has been filed.

A formal complaint is a document filed by the complainant or signed by the Title IX Coordinator alleging sexual harassment and requesting an investigation. The procedures for filing a formal complaint are as follows:

- At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the district concerning which the formal complaint is filed.
- 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. Filing of the complaint with the Title IX Coordinator may be done in person, by mail, or by email. If an individual does not wish to file a written complaint, and the matter has not been adequately resolved, the Title IX Coordinator may initiate the complaint. Forms for filing written complaints are available in each school building office and the central office.
- A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 calendar days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.
- 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 a qualified individual designated by the Title IX Coordinator or another individual appointed by the board. The investigation shall be thorough. All interested persons including the complainant and the respondent, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.

#### Formal complaint Notice Requirements

Upon filing of a formal complaint, the district shall provide written notice to the known parties including:

- Notice of the allegations of sexual harassment including sufficient details to prepare a response before any initial interview including:
  - The identities of the parties involved, if known;
  - The conduct allegedly constituting sexual harassment; and
  - The date and location of the alleged incident, if known.
- The district's investigation procedures, including any informal resolution process;
- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made by the decision-maker at the conclusion of the investigation;
- Notice to the parties they may have an advisor of their choice and may inspect and review any evidence; and
- Notice to the parties of any provision in the district's code of conduct or policy that prohibits knowingly making false statements or knowingly submitting false information.

If, in the course of an investigation, the investigator decides to investigate allegations about the complainant or respondent that are not included in the notice initially provided, notice of the additional allegations shall be provided to known parties.

#### Formal Complaint Investigation Procedures

To ensure a complete and thorough investigation and to protect the parties, the investigator shall:

- Ensure that the preponderance of the evidence burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the district and not the parties;
- Provide an equal opportunity for the parties to present witnesses and evidence;
- No restrict either party's ability to discuss the allegations under investigation or to gather and present relevant evidence;
- Allow the parties to be accompanied with an advisor of the party's choice;
- Provide written notice of the date, time, location, participants, and purpose of any interview, meeting, or hearing at which a party is expected to participate;

- Provide the parties equal access to review all the evidence collected which is directly related to the allegations raised in a formal complaint, including the investigative report, and the opportunity to respond to that evidence before a determination is made;
- Be impartial and objectively evaluate all relevant evidence without relying on sex stereotypes;
- Not have conflicts of interest or bias for or against complainants or respondent;
- Not make credibility determinations based on the individual's status as complainant, respondent, or witness.

#### Formal complaint Investigation Report

The investigator shall prepare an investigative report that fairly summarizes relevant evidence and share the report with the parties and their advisors for review and response.

Before completing the investigative report, the investigator must send each party and their advisors the investigative report for review and allow the parties 10 days to submit a written response for the investigator's consideration.

#### Decision-Maker's Determination

Upon receiving the investigator's report, the decision-maker must make a determination regarding responsibility and afford each party the opportunity to submit written, relevant questions that the parties want asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions.

The decision-maker must issue a written determination regarding responsibility based on a preponderance of the evidence. The decision-maker's written determination shall:

- Identify the allegations potentially constituting sexual harassment;
- Describe the procedural steps taken, including and notifications to the parties, site visits, methods used to gather evidence, and interviews;
- Include the findings of fact supporting the determination;
- Address any district policies and/or conduct rules which apply to the facts;
- A statement of, and rational for, the result as to each allegation, including a determination regarding responsibility, and
- The procedures and permissible bases for the complainant and/or respondent to appeal the determination.

The written determination may, but is not required to, recommend disciplinary sanctions and any remedies designed to preserve access to the educational program or activity that may be provided by the district to the complainant.

A copy of the written determination shall be provided to both parties simultaneously.

The range of disciplinary sanctions and remedies may include, but may not be limited to , supportive measures, short term suspension, long term suspension, expulsion for students, and/or termination for employees.

Complainants and respondents shall be treated equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made. The Title IX Coordinator is responsible for the effective implementation of any remedies. 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 with or without pay or terminated, procedures outlined in board policy, the negotiated agreement (as applicable), and/or state law will be followed.

Records relating to complaints filed and their resolution shall be maintained by the Title IX Coordinator for seven years. The decision becomes final on the date the parties receive the results of an appeal, if any appeal is filed, or on the date the opportunity for an appeal expires.

#### Appeals

The complainant or respondent may appeal the decision-maker's determination regarding responsibility or a dismissal of a formal complaint, on the following base:

- Procedural irregularity that affected the outcomes;
- New evidence that was not reasonable available at the time that could affect the outcome; and/or

- The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias against either party that affected the outcome.

The request to appeal shall be made in writing to the Title IX Coordinator within 10 days after the date of the written determination. Appeals shall be a review of the record by an attorney, an independent hearing officer appointed by the board, or the board. The appeal decision-maker may not be the Title IX Coordinator, the Investigator, or the decision-maker from the original determination.

The appeal decision-maker will issue a written decision within 30 days after the appeal is filed. The appeal decision-maker will describe the result of the appeal and the rationale for the result.

The appeal decision-maker shall:

- Review the evidence gathered by the investigator, the investigator's report, and the original decision-maker's determination;
- Notify both parties in writing of the filing of an appeal and give them an opportunity to submit further evidence in writing;
- Not have a conflict of interest or bias for or against complainant or respondent and receive the required training;
- Issue a written decision and the rationale for the decision within 30 days after the appeal is filed;
- Describe the result of the appeal and the rationale for the result in the decision; and
- Provide the written decision simultaneously to both parties and to the Title IX Coordinator.

Title IX Coordinator

Informal Resolution Process

At any time during the formal complaint process and prior to reaching a determination regarding responsibility, the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and determination of responsibility.

The informal resolution process may be facilitated by a trained educational professional, consultant, or other individual selected by the Title IX Coordinator under the following conditions:

- The parties are provided a written notice disclosing the allegations, the requirements of the informal resolution process, information on when it may preclude the parties from resuming a formal complaint arising from the same allegations;
- At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the investigation of the formal complaint and be informed of any consequences resulting from participating in the informal resolution process;
- The parties voluntarily and in writing consent to the informal resolution process; and
- The informal resolution process cannot be used to resolve allegations that an employee sexually harassed a student.

If the matter is resolved to the satisfaction of the parties, the facilitator shall document the nature of the complaint and the proposed resolution, have both parties sign the documentation and receive a copy, and forward it to the Title IX Coordinator. Within 20 days after the complaint is resolved in this manner, the Title IX Coordinator shall contact the complainant to determine if the resolution of the matter remains acceptable. If the matter is not resolved, or if the individual does not believe the resolution remains acceptable within 20 days after the informal resolution document is executed, the individual or the Title IX Coordinator may proceed with the formal complaint process.

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

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.

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 or discrimination against any person who has filed a complaint or testified, assisted, or participated in any investigation, proceeding, or hearing involving a sex discrimination including sexual harassment is prohibited.. Any person who retaliates is subject to immediate disciplinary action, up to and including termination of employment.

To the extent possible while still following the above procedures, confidentiality will be maintained throughout the investigation and resolution of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to provide supportive measures to both parties, to take appropriate corrective action and to provide due process to the complainant and the respondent.

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

A summary of this policy and the complaint procedures including how to report or file a formal complaint of sex discrimination or sexual harassment shall be posted in each district facility, shall be published in employee handbooks and on the district's website as directed by the Title IX Coordinator.. Notification of the policy may include posting information notices, publishing in local newspapers, publishing in newspapers and magazines operated by the school, or distributing memoranda or other written communications to students and employees. In addition, the district is required to include a statement of nondiscriminatory policy in any bulletins, announcements, publications, catalogs, application forms, or other recruitment materials that are made available to participants, students, applicants, or employees.

Approved: KASB Recommendation- 02/98; 08/98; 02/10; 12/18; 06/20; 7/20; 6/21

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#### **GAACA Racial and Disability Harassment: Employees**

#### **GAACA**

(See GAF, JGECA and KN)

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, or disability. Racial and disability harassment will not be tolerated in the school district. Racial or disability harassment of employees or students of the district in any district education program or activity is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII and Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. Disability harassment is unlawful discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities. All forms of racial and disability harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events.

It shall 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.

#### **GAACA Racial and Disability Harassment: Employees**

#### **GAACA-2**

Violations of this policy by any employee shall result in disciplinary action, up to and including termination.

Harassment prohibited by this policy includes racially or disability-motivated conduct which:

- Affords an employee different treatment, solely on the basis of race, color or national origin, or disability, in a manner which interferes with or limits the ability of the employee to participate in or benefit from services, activities or programs of the school;
- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile working environment;

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

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

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

**GAACA Racial and Disability Harassment: Employees**

**GAACA-3**

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

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

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

Initiation of a complaint of racial or disability 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 or discrimination against any person who has filed a complaint or testified, assisted, or participated in any investigation, proceeding, or hearing involving a racial or disability harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including termination from employment.

**GAACA Racial and Disability Harassment: Employees**

**GAACA-4**

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 or racial harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy shall be posted in each district facility and shall be published in employee handbooks and on the district's website 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.

Approved: KASB Recommendation- 8/98; 02/10; 12/11; 12/18; 6/21

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**GAAD-R Child Abuse**

**GAAD-R**

Annual Training for all school employees on child abuse and neglect reporting requirement shall be provided, and documentation of the training shall be maintained.

### SRS Access to Students on School Premises

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

#### Cooperation Between School and Agencies

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

#### Reporting Procedure

The employee shall promptly report to the local SRS office or law enforcement if SRS is closed. It is recommended the building administrator also be notified after the report is made.

If the building principal has been notified, the principal shall immediately notify the superintendent that the initial report to SRS has been made.

If appropriate, the principal may confer with the school's social worker, guidance counselor or psychologist. At no time shall the principal or any other staff member prevent or interfere with the making of a 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 parents or guardians; nature and extent of injuries or description of neglect or abuse; and any other information that might help establish the cause of the child's condition.

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

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

Approved: KASB Recommendation- 2/98; 04/07; 06/07; 02/10; 12/11; 6/20

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### **GAAE Bullying by staff (See EBC, GAAB, JDD, and JDDC)**

**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 pending a hearing and/ or termination. If appropriate, staff members who violate the bullying prohibition shall be reported to local law enforcement.

Approved: KASB recommendation- 06/08; 02/10; 12/11; 07/13

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

**GAF**

Staff members shall maintain professional relationships with students which are conducive to an effective educational environment. Staff 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.

Approved: KASB Recommendation - 2/98; 7/03; 4/07; 6/07; 6/16; 6/21

**GAAF Emergency Safety Interventions (See GAO, JRB, JQ, and KN)**

**GAAF**

The board of education is committed to limiting the use of Emergency Safety Interventions (“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**

“Area of purposeful isolation” means any separate space, regardless of any other use of that space, other than an open hallway or similarly open environment.

“Campus police officer” means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72-6146, 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.

**GAAF**

**Emergency Safety Interventions**

**GAAF-2**

“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 a 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. 72-3122(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptional; (6) a foster parent, unless the student is a child with an exceptional; 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.

“Purposefully isolate” when used regarding a student, means that school personnel are not meaningfully engaging with the student to provide instruction and any one of the following occurs:

1. Removal of the student from the learning environment by school personnel;
2. Separation of the student from all or most peers and adults in the learning environment by school personnel; or
3. Placement of the student within an area of purposeful isolation by school personnel.

**GAAF**

**Emergency Safety Interventions**

**GAAF-3**

“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 for any reason other than for in-school suspension, detention, or any other appropriate disciplinary measure in a location where both of the following conditions are met:

- School personnel purposefully isolate the student; and
- The student is prevented from leaving, or has reason to believe, that the student will be prevented from leaving the area of purposeful isolation.

“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 restraints that obstructs the student’s airway;
- Using physical restraints 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 devices used by 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 affect 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 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 purposes of discipline, punishment or for the convenience of a school employee shall not meet the standard or 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 shall be indicated in a written statement from the student’s licensed healthcare provider, a copy of which has been provided to the school and placed in the student’s file.

Such a 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. In spite of 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 see and hear the student at all times. The presence of another person in the area of purposeful isolation or observing the student from outside the area of purposeful isolation shall not create an exemption from otherwise reporting the incident as seclusion. When a student is placed in or otherwise directed to an area of purposeful isolation, the student shall have reason to believe that the student is prevented from leaving.



If the area of purposeful isolation 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.

An area of purposeful isolation shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such area 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 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. 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.

### **GAAF**

#### **Emergency Safety Interventions**

### **GAAF-7**

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:

- The events leading up to the incident;
- Student behaviors that necessitated the ESI;
- Steps taken to transition the student back into the educational setting;
- 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;
- Space or an additional form for parents to provide feedback or comments to the school regarding the incident;
- A statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and
- 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 © 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:

- A copy of this policy which indicates when ESI can be used;
- A flyer on the parent's rights;
- 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
- Information that will assist the parent in navigating the complaint process of the state board of education; and
- 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.

**GAAF**

**Emergency Safety Interventions**

**GAAF-8**

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 may 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. The documentation shall 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. If the parent requests 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 education 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 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 functional behavior assessment or a behavior intervention plan for any student if such student would benefit from such measures.

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#### 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 recommend 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 30th 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 of education 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.

#### **GAAF ESI DOCUMENTATION FORM**

#### **EMERGENCY SAFETY INTERVENTION DOCUMENTATION**

Date: \_\_\_\_\_

Dear: \_\_\_\_\_

The purpose of this letter is to inform you that on \_\_\_\_\_, at \_\_\_\_\_ (a.m./p.m.)

The need for the use of an Emergency Safety Intervention was required for  
\_\_\_\_\_ (name of student).

***K.S.A. 91-42-1 through 92-42-7 provide that emergency safety intervention (hereafter "ESI") is defined to include the use of seclusion or physical restraint but not the use of time-out or physical escort. Whenever an ESI is used, the parent (s)/guardian(s) must be informed of the use the day it happens. This notice requirement is deemed satisfied if the school attempts at least two methods of contact to reach the parent or guardian. By the day following the ESI use, written notification of the following shall be provided to the parent or guardian.***

Type of ESI used: Seclusion \_\_\_\_\_ Restraint \_\_\_\_\_ Duration of seclusion/restraint:  
\_\_\_\_\_ (minutes) Location: \_\_\_\_\_

Name of staff member(s) who participated in or supervised the ESI:

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

Did the student have an Individualized Education Program ("IEP"), Section 504 Plan, or a Behavior Intervention Plan at the time of the incident? \_\_\_\_\_ If so, specify which: \_\_\_\_\_

Description of events leading up to the incident:

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

Student behaviors necessitating the ESI:

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

Steps taken to transition the student back into the educational setting:

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

#### GAAF ESI DOCUMENTATION FORM

Parents or guardians of the above-named student are invited and strongly encouraged to schedule a meeting to discuss the ESI and how to prevent future ESI use. Please contact the following staff member at the email address and /or phone number listed below to schedule such a meeting or if you have any questions regarding this use of ESI.

\_\_\_\_\_  
(Staff Member Name)

\_\_\_\_\_  
(Staff Member Email Address)

\_\_\_\_\_  
(Staff Member Phone Number)

---

(Signature of person completing report)

(Date)

\*Parent(s)/guardian(s) notified of this incident on \_\_\_\_\_ by \_\_\_\_\_.

Please feel free to provide feedback or comments concerning this ESI use below and email or deliver them to the staff member specified above.

---

\*Original provided to Building Principal

\*Copy provided to (Parents/Guardians, Administrative Office)

Approved: KASB Recommendation- 06/13; 12/13; 6/15; 6/16; 6/18; 12/18; 6/22; 6/23

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**GACA Positions**

**GACA**

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

Approved: KASB Recommendation- 02/98; 02/10; 12/11; 12/18

**GACB Job Description**

**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.

Approved: KASB Recommendation-02/98; 02/10; 12/11

**GACC Recruitment and Hiring**

**GACC**

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

Hiring

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

Hiring sequence

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

Approved: KASB Recommendation- 02/98; 6/00; 6/01; 02/10; 12/11

**GACCA Employment and Supervision of Relatives**

**GACCA**

As used in this subsection, "relative" is defined as including the following categories: wife, husband, father, father-in-law, mother, mother-in-law, daughter, stepdaughter, daughter-in-law, son, stepson, son-in-law, brother, brother-in-law, sister, sister-in-law, grandparent, grandchild, aunt, uncle, niece nephew, or resident of the household.

No board member shall vote on a matter pertaining to the employment or termination of a relative.

No board member shall be the direct supervisor or evaluator of a relative that works for the school district.

An applicant shall not be interviewed by a relative, nor shall they be hired for, or assigned to, a position in which he or she will be appraised by a relative.

These provisions shall not apply to any person who has been regularly employed by the board prior to the adoption of this policy.

Approved: 3/2021

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**GACD Employment Eligibility Verification (Form I-9) (See GAK)** **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>

Approved: KASB Recommendation- 02/98; 04/07; 06/08; 02/10; 12/11

**GACE Assignment and Transfer** **GACE**

The board reserves the right to assign, or reassign or transfer all employees. Terms of the negotiated agreement shall be followed when applicable.

Approved: 07/04; 02/10; 12/11

**GAD Employee Development Opportunities** **GAD**

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

Approved: KASB Recommendation- 02/98; 07/04; 02/10; 12/11

**GAE Complaints** **GAE**

Any employee may file a complaint with their supervisor concerning a school rule, regulation, policy, or decision that affects the employee. The complaint shall be in writing, filed within ten (10) days following the event complained of and shall specify the basis of the complaint. The supervisor shall meet 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.

Approved: KASB Recommendation- 2/98; 02/10; amended 12/11

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**GAF Staff-Student Relations** **GAF**

(See GAAC, GAACA, JGEC, JGECA, and KN)

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

Approved: KASB Recommendation- 02/98; 07/03; 04/07; 06/07; 02/10; 12/11

**GAG**     **Conflict of Interest**

**GAG**

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

Approved: KASB Recommendation- 02/98; 02/10; 12/11

**GAH**     **Participation in Community Activities**

**GAH**

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

Approved: KASB Recommendation- 02/98; 07/04; 02/10; 12/11

**GAHB**     **Political Activities (See GBRK and GCRK)**

**GAHB**

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

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

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

Approved: KASB Recommendation-02/98; 02/10; 12/11

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**GAI**     **Solicitations (See KDC)**

**GAI**

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

Approved: KASB Recommendation- 02/98; 02/10; 12/11

**GAJ**     **Gifts (See GBU, JL KH)**

**GAJ**

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

**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.

Approved: KASB Recommendation- 2/98; 07/04; 02/10; 12/11

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

**GAK**

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

### Requests for References

Unless otherwise allowed by law, a request by 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.

Upon receipt of a written request district officials may provide information regarding past and present employees to prospective employers in compliance with current law. Information that may be provided will include:

- Employment date(s);
- Job description and duties while in the district's employ;
- Last salary or wage;
- Wage history
- Whether the employee was voluntarily or involuntarily released from service and the reason for the separation;
- Written employee evaluations which were conducted prior to the employee's separation from the employer and to which an employee shall be given a copy upon request.

### Immunity Provided

Unless otherwise provided by law, an employer who responds in writing to a written request concerning a current or former employee from a prospective employer of that employee shall be absolutely immune from civil liability for disclosure of the information noted above to which an employee may have access.

Approved: KASB Recommendation- 7/02; 02/10; 12/11

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### **GAM**    **Personal Appearance**

**GAM**

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

Approved: KASB Recommendation- 2/98; 02/10; 12/11

### **GAN**    **Travel Expenses**

**GAN**

The board shall provide reimbursement for expense incurred in travel related to the duties of the district's employees when approved in advance by the superintendent. Mode of travel will based on, but not limited to, the availability of transportation, distance and number of persons traveling. A first class air fare will be reimbursed only when coachspace 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. For the authorized use of personal car, including approved travel between buildings, staff members shall be reimbursed at a mileage rate established by the board.

Approved: KASB Recommendation- 2/98; 02/10 12/11

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### **GANA** **Expense Reimbursement and Credit Cards** (See GAN)

**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. In no case will credit card expenditures in excess of \$1,000 in one month be authorized for any non-administrative staff member without the prior approval of the superintendent.



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 of 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.

Adopted 07/13

**GAO Maintaining Proper Control**

**GAO**

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

Approved: KASB Recommendation- 02/98; 02/10; 12/11

**GAOA Drug Free Workplace**

**GAOA**

Maintaining a drug free workplace is important in establishing an appropriate learning environment for the students of the district. The unlawful manufacture, distribution, sale, dispensation, possession, or use of a controlled substance is prohibited at school, on or in school district property; and at school sponsored activities, programs, and events. Possession and/or use of a controlled substance by an employee for the purposes of this policy shall only be permitted if such substance was obtained directly, or pursuant to a valid prescription or order issued thereto, from a person licensed by the state to dispense, prescribe, or administer controlled substances and any use is in accordance with label directions.

Approved: KASB Recommendation- 9/97; 02/10; 12/11

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**GAOA-R Drug Free Workplace**

**GAOA-R**

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 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 action which may be taken under board policies or the negotiated agreement.

As a condition of employment in \_\_\_\_\_ program, which is wholly or partially funded with federal grant monies, employees in the program shall abide by the terms of this policy,

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

Any employee in the \_\_\_\_\_ program who is convicted under a criminal drug statute for a violation occurring at the workplace must notify the superintendent of the conviction.

The superintendent shall then ensure that notice of such conviction is given to any granting agency within 10 days of receiving notice thereof.

Within 30 days after the notice of conviction is received, the school district will take appropriate action with the employee. Such action may include the initiation of termination proceedings, suspension, placement on probationary status, or other disciplinary

action. Alternatively, or in addition to any other 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 \_\_\_\_\_ 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.

Approved: KASB Recommendation- 5/97; 2/98; 07/04; 02/10; 12/11; amended 09/12;6/23

## **USD #416 Drug and Alcohol Policy**

USD #416 is committed to safeguarding the health and safety of its employees. This policy establishes the Louisburg School District's position on the use of illegal drugs or other controlled substances or misuse of alcohol by its employees. It applies to all applicants and employees and is designed to detect and remove users of illegal drugs or other controlled substances or mis-users of alcohol from work force through employee drug and alcohol testing programs; and, to prevent the use or presence of these substances in the workplace.

All applicants and employees will be required to sign a Substance Abuse Testing consent and Release Form, submit to controlled substances and/or alcohol testing as required by the school district, submit to any requested searches, and comply with all other terms of this policy. Other district policies may be applicable to the extent they do not conflict with this policy.

### **Drug and Alcohol Testing Circumstances:**

The school district will utilize drug and/or alcohol testing in the following circumstances to help administer this policy;

- \* Employees will be tested on reasonable suspicion, and/or following work-related accidents, and/or illnesses where the employee is treated or seen by a physician or other medical person.

Reasonable Suspicion Testing - Current employees may be asked to submit to a test if reasonable suspicion exists to indicate that their health or ability to perform work may be impaired.

Factors which could establish reasonable suspicion include, but are not limited to:

Sudden changes in work performance;

- a. Repeated failure to follow instructions or operating procedures;
- b. Violation of school district safety policies;
- c. Involvement in an accident, or near-accident;
- d. Discovery or presence of substances in an employee's possession or near the employee's workplace;
- e. Odor of alcohol and/or residual odor peculiar to some chemical or controlled substances;
- f. Unexplained and/or frequent absenteeism;
- g. Personality changes or disorientation; and
- h. Arrest or conviction for violation of criminal drug statutes.

Reasonable Suspicion testing may also apply to employees who have had an accident without injury and regardless of property damage.

**POST-ACCIDENT TESTING** - ALL employees involved in any accident, during work hours, involving an injury, death, or any property damage will be drug tested for the use of controlled substances as soon as possible after the accident. Any employee who is seriously injured and cannot provide a urine or blood specimen at the time of the accident shall be required to provide any necessary authorization for obtaining hospital records and other documents that would indicate whether there were any controlled substances in the employee's system.

In any of the testing situations described in this policy, if prescription drugs are detected and the applicant or employee is able to prove medical or professional authorization for the prescription, **USD #416** reserves the right to have its physician (MRO) contact the individual's physician/professional, or the district officials may send the individual to the school district's physician for verification and review of the situation.

Employees with a confirmed positive drug test result may, at their option and expense, have a second confirmation test made on the same specimen. An employee will not be allowed to submit another specimen to replace the original specimen for retesting.

An employee awaiting pending test results may be placed on probationary status and sent home without pay during the time required for a specimen to be evaluated.

**The School District will maintain confidentiality for all testing.**

**Disciplinary Provisions:**

**Applicant**

**If any applicant refuses to sign the Substance Abuse Testing Consent and Release Form, when knowingly able, or to submit to testing when requested, his or her application WILL NOT be considered any further for employment.**

**Employee**

If any employee refuses to sign the Substance Abuse Testing Consent and Release Form, when knowingly able, or to submit to testing when requested, he or she will be terminated.

Any employee who has a confirmed positive drug test result, including any alcohol test with an alcohol concentration level equal to or greater than .04, will be subject to:

A. **Resignation,**

or

B. The employee will seek rehabilitation at an employer-designated alcohol/drug rehabilitation center **at the employee's expense** and will submit, after the designated rehabilitation period, a negative drug test performed by the employer's drug testing facility **at the employee's expense**. The employee will also submit to a random drug test at the employer's discretion for a period of one year. If, during this period of one year, the employee tests positive for any illegal or controlled substance, immediate termination will result. If, after one year this employee's test are negative, he/she will turn to the normal policy and procedures set forth by the District in regards to For Cause and Post Accident Drug Testing.

or

C. **Termination of employment**

Any employee who engages in the unlawful manufacture, distribution, dispensation, presence, use, or being under the influence of drugs, other controlled substances or alcohol while on school business, on its property, or at its work sites, will be disciplined up to and including termination.

Any employee who engages in the unlawful possession, manufacture, distribution, dispensation, sale, or use of drugs, or other controlled substance while off duty and off school district property, will be disciplined up to and including termination.

Any employee who is arrested or convicted for driving under the influence, or for violating a criminal drug statute, will be subject to an investigation by the school district to determine whether cause exists for drug or alcohol testing.

Any violation or failure to comply with the terms of this policy by any employee may result in disciplinary action up to and including termination.

**General Provisions:**

The Substance Abuse Program in no way creates an obligation or contract of employment. The school district reserves the right to alter or amend the program at any time at its sole discretion.

If any part of this policy is determined to be void or unenforceable under state or federal law, the remainder, to the extent possible, will remain in full force and effect.

USD #416

**CONSENT AND RELEASE OF LIABILITY  
FOR POST-ACCIDENT ALCOHOL/DRUG TESTING**

I understand that as a condition of employment with **USD #416**, I may be required to submit a sample of my urine and/or blood for chemical analysis. I understand that the analysis will be conducted by a certified laboratory. The purpose of this analysis is to check for the presence of illegal or non-prescription drugs or alcohol in my system.

I hereby give permission for any certified laboratory to release the results of these tests to the USD #416. I consent freely and voluntarily to this request for a urine and/or blood specimen. I hereby release USD #416 from any liability arising from this request to furnish urine and/or blood samples, the testing of the urine and/or blood samples and any decision made concerning my application for employment or employment which may be based in whole or in part upon the results of the test analysis.

I understand that the presence of any illegal or non-prescription drug or alcohol in my system may result in the denial/termination of employment with **USD #416**, I further understand that employment with the school district may be conditioned upon my willingness to submit to post-accident drug and/or alcohol testing required by the school district. Likewise, I understand that refusal to submit to or cooperate with any such testing may result in **TERMINATION** of my employment.

Date: \_\_\_\_\_  
Signature of Employee

Date : \_\_\_\_\_  
Witness

**GAOB Drug Free Schools (See JDDA and LDD)**

**GAOB**

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 in the district, all employees shall abide by the terms of this policy. Employees shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances, or alcoholic beverages 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 dismissal from employment.

Prior to applying sanctions under this policy, employees will be afforded due process rights to which they are entitled under their contracts or the provisions of Kansas law. Nothing in this policy is intended to diminish the right of the district to take any other disciplinary action which is provided for in district policies or the negotiated agreement. This policy is not intended to change any right, duty or responsibility in the current negotiated agreement.

If it is agreed that an employee shall enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the employee. Drug and alcohol counseling and rehabilitation program are available for employees of the district. A list of available programs along with names and addresses of contact persons for the program is on file with the board clerk.

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

Approved: KASB Recommendation- 9/97; 2/98; 04/07; 06/08; 02/10; 12/11 amended 9/12

**GAOC Tobacco-Free School Grounds for Staff (See JCDA and KMA)**

**GAOC**

FDA-approved nicotine replacement therapies including transdermal nicotine patches, nicotine gum, and nicotine lozenges prescribed to the employee by a medical practitioner or obtained over the counter and used in accordance with label requirement.

"Electronic nicotine delivery system" or "(ENDS)" means any device that delivers a vaporized solution (including nicotine, THC, or any other substance). The use of any tobacco product by staff members is prohibited at all times in any district facility; in school vehicles; at school-sponsored activities, programs, or events; and on school owned or operated property.

The following definitions apply to this policy.

"Tobacco product" means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled, or ingested by any other means, including, but not limited to electronic nicotine delivery system (hereafter "ENDS"), cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or snus.

"Tobacco product" also means any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes, chargin devices, cartridges, and any substance used in ENDS, whether or not they contain nicotine. This definition does not include (nce) by means of cartridges or other chemical delivery systems. Such definition shall include, but may not be limited to, any electronic cigarette, vape pen, hookah pen, cigar, cigarillo, pipe, or person vaporizer. ENDS are not FDA-approved nicotine replacement therapy devices.

"Promotion" includes, but is not limited to, product advertising via branded gear, bags, clothing, any personal articles, signs, structures, vehicles, flyers, or any other materials.

Approved: KASB Recommendation- 2/98; 02/10; 12/11; 07/13; 6/12

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#### **GAOD 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 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.

Approved: KASB Recommendation- 7/96; 2/98; 02/10; 12/11

#### **GAOE 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 sick leave, or other available 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 an 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. 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 the 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 sick leave to supplement the workers compensation benefits and FMLA benefit 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 sick leave may be used for this purpose until 1.) available paid sick leave benefits are exhausted; 2.) the employee returns to work; or 3.) employment is terminated. Sick leave shall be deducted on a pro-rata amount equal to the percentage of salary paid by the district.

#### Choice of Physician

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

Approved: KASB Recommendation- 7/96; 2/98; 7/02; 4/07; 6/09; amended 02/10; 12/11

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#### **GAOF** Salary Deductions

**GAOF**

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

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.

Approved: KASB Recommendation- 7/96; 2/98; 7/02; 4/07;

#### **GAOF** Salary Deduction

**GAOF**

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

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.

Approved: KASB Recommendation- 2/98; 02/10; 12/11; 07/13

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#### **GAR** Communicable Diseases

**GAR**

Whenever an employee has been diagnosed by a physician as having a communicable disease as defined in current regulation, the employee shall report the diagnosis and nature of the disease to the superintendent so that a proper reporting may be made to the county or joint board of health as required by current law.

An employee afflicted with a communicable disease dangerous to the public health may be excluded from district owned or operated property 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, when the employee is no longer contagious as authorized by the employee's physician or local health officer, or after the expiration of any period of isolation or quarantine.

The board reserves the right to require a written statement from the employee's physician or local health officer 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 or local health officer before the employee return 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;
- These verity 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 as allowed by state or federal statutes.

Approved: KASB Recommendation- 2/98; 6/01; 02/10; 12/11; 12/20

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**GARA                      Bloodborne Pathogen Exposure Control Plan**

**GARA**

The board shall adopt an exposure control plan which conforms with current regulations of the Kansas Department of Human Resources (KDHR).

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

Approved: KASB Recommendation - 9/97; 02/10; 12/11

**GARI Family and Medical Leave**

**GARI**

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

Approved: KASB Recommendation- 9/97; 2/98; 04/07; 06/08; 02/10; 12/11

**SAMPLE: FAMILY AND MEDICAL LEAVE PLAN**

Family and medical leave as required by federal law shall be granted for a period of not more than 12 weeks during a 12-month period. For the purpose of this policy, a 12-month period shall be defined as a fiscal year beginning on July 1 and ending the following June 30. Spouses employed by the district may only take an aggregate of 12 weeks of leave for a birth or adoption of a child within a 12-month period.

Leave is available for the following:

- 1.) The birth of a son or daughter of the employee and to care for the newborn child.
- 2.) The placement of a son or daughter with the employee for adoption or foster care and to care for the newly placed child.
- 3.) To allow the employee to care for the employee's spouse, son, daughter, or parent with a serious health condition.
- 4.) A serious health condition of the employee that makes the employee unable to perform the function of his or her job.
- 5.) Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter or parent is a covered military member on active duty (or has been notified of an impending call or order to achieve active duty) in support of a contingency operation; and
- 6.) The need to care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member. Eligible employees are for reason (6) only, entitled to a combined total of 26 workweeks of leave during a 12-month period.



(Leave for reason 1 or 2 must be taken within 12 months of birth or placement of the child.)

This leave shall normally be unpaid leave, However, if the employee has any paid vacation, personal or sick leave that is available for use because of the reason for the leave, the paid leave shall be used first and counted toward the annual family and medical leave. The superintendent will notify the employee of the beginning date of family leave and medical leave and the amount the employee's accrued paid leave designated as family and medical leave.

The employee is eligible for family and medical leave if he or she has been employed by the district for at least 12 months and has worked at least 1250 hours during the 12 month period immediately preceding the commencement of the FMLA leave.

During the period of any unpaid family and medical leave the board shall continue to pay the employer's share of the cost of group health benefits in the same manner as paid immediately prior to the leave. Any employee portion of the cost shall be paid by the employee to the clerk of the board on the payroll date or other time as the employee and superintendent may agree prior to the commencement of the leave. The board may terminate group health coverage if the employee payments is not received within 30 days of the due date so long as written notice of the delinquency in payment and the notice of intent to terminate coverage are sent at least 15 days prior to the termination.

When leave is foreseeable, the employee shall give written notice 30 days in advance. If leave is not foreseeable, notice will be given as soon as practicable.

Upon the employee providing the notice of need for leave, the employer will notify the employee of the following within 5 business days, absent extenuating circumstances:

- a. Whether or not the employee is eligible for FMLA leave; the reasons that leave will or will not count as family and medical leave.
- b. Any requirements for medical certification.
- c. Employer requirement of substituting paid leave.
- d. Requirements for premium payments for health benefits and employee responsibility for repayment if employer pays employee share.
- e. Right to be restored to same or equivalent job.
- f. Any employer required fitness-for-duty certifications. Family leave (reasons 1 or 2) may not be used intermittently or on a part-time basis without the prior approval of the superintendent.

The superintendent may require an instructional employee to continue leave until the end of a semester if the leave begins more than five (5) weeks before the end of a semester, lasts more than three (3) weeks and the return would occur during the last three (3) weeks of the semester.

If the leave is for a reason other than the employee's serious health conditions or for a qualifying exigency as described in section (5) above, the superintendent may require an instructional employee to continue leave until the end of a semester if:

1. The leave begins in the last five (5) weeks of a semester, will last more than two (2) weeks and the return to work would occur in the last two (2) weeks of a semester, or
2. The leave begins in the last three (3) weeks of a semester, and lasts more than five (5)

days.

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## **GARIA Pregnant and Parenting Employees**

**GARIA**

(See GAAA and GAAB)

The board prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions. Pregnant and nursing employees will be provided accommodations as required by law.

Reasonable Accommodations for Pregnancy-RElated Limitations

The Pregnant Workers Fairness Act requires employers to provide reasonable accommodations to qualified applicants and employees with known limitations related to pregnancy, childbirth, or related medical conditions. An accommodation is not

reasonable if it would impose an undue hardship on the operation of the school system. No adverse action will be taken against an applicant or employee for requesting or using a reasonable accommodation.

Break Time to Express Milk

Qualified employees will be provided reasonable break times to express breast milk each time the employee has need to express milk. The principal or the site supervisor will designate a place, other than a bathroom, that the employee may use to express milk. Any designated place must be functional as a space for expressing milk, shielded from view, and free from intrusion from others.

Approved: KASB REcommendation - 12/23

**GARID Uniformed Service Leave**

**GARID**

Employees are entitled leave under the Uniformed Services Employment and Reemployment Act of 1994. The Act applies to uniformed service that began on or after December 12, 1994 or uniformed service that began before December 12, 1994 if the employee was a reservist or National Guard member who provided notice to the employee before leaving. The Act only applies to commissioned officer corps of the National Oceanic and Atmospheric Administration whose service began on or after December 23, 2020, or were actively engaged in service on December 23, 2020.

Reemployment rights extend to persons who have been absent from work because of "service in the uniformed services." Service in the uniformed services means the performance of a duty on a voluntary or involuntary basis in a uniformed service as outlined below.

TYPE OF UNIFORM SERVICE

TYPE OF DUTY

United States Army, Navy, Marine Corps, Air Force, Space Force, and Coast Guard

Active duty, active duty for training, initial active duty for training, inactive duty training, a period for which a person is absent from a position of employment for the purpose of an examination to determine the fitness of the person to perform any such duty

Reserves of the United States Army, Navy, Marine Corps, Air Force, Space Force, and Coast Guard

Active duty, active duty for training, initial active duty for training, inactive duty training, a period for which a person is absent from a position of employment for the purpose of an examination to determine the fitness of the person to perform any such duty, performing funeral honors duty

Army National Guard or Air National Guard

Active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty, state active duty for a period of 14 days or more, state active duty in response to a national emergency or major disaster declared by the President, state active duty in response to a major disaster, absence from work for an examination to determine a person's fitness for any of the above types of duty, performing funeral honors duty

Commissioned Corps of the Public Health Service	Active duty, active duty for training, initial active duty for training, inactive duty training, a period for which a person is absent from a position of employment for the purpose of an examination to determine the fitness of the person to perform any such duty
Commissioned Officer Corps of the National Oceanic and Atmospheric Administration	Active duty, active duty for training, initial active duty for training, inactive duty training, a period for which a person is absent from a position of employment for the purpose of an examination to determine the fitness of the person to perform any such duty
System Members of the Nation Urban Search And Rescue Response System	Participation of the System member in exercises, pre-incident staging, major disaster and emergency response activities, and training events sponsored or sanctioned by the Administrator
Intermittent Personnel Appointed to the Federal Emergency Management Agency	Service to the Federal Emergency Management Agency or to train for such service
Any Other Category of Persons Designated by the President in a Time of War or National Emergency	Active duty, active duty for training, initial active duty for training, inactive duty training, a period for which a person is absent from a position of employment for the purpose of an examination to determine the fitness of the person to perform any such duty

The employee may be absent for up to five (5) years for uniformed service 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 uniformed service, with the same seniority, status and pay, as well as other rights and benefits determined by seniority. 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 uniformed service, he or she is deemed to be on a furlong or leave of absence and is entitled to the non-seniority rights accorded other individuals on non-USERRA leaves of absence. Individuals performing uniformed service of more than 30 days elect to continue employer sponsored health care for up to 24 months at a cost of up to 102 percent of the full premium. For uniformed service of less than 31 days, health care coverage is provided as if the individual had never left. All pensions which are a reward for length of service are protected.

An individual must provide advance written or verbal notice to their employer for any uniformed service. Notice may be provided by the employee or by the branch of the uniformed service in which the individual will be serving.

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

Accrued vacation or annual leave may be used, but is not required, while performing uniformed service. The individual's timeframe for returning to work is based upon the time spent in uniformed service.

TIME SPENT IN  
UNIFORMED SERVICE

RETURN TO WORK OR APPLICATION FOR  
REEMPLOYMENT

---

Less than 31 days:	Must return at the beginning of the next regularly scheduled work period on the first full day after release from service, taking into account safe travel home plus an eight (8) hour rest period.
More than 30 but less Than 181 days:	Must submit an application for reemployment within 14 days of release from service.
More than 180 days:	Must submit an application for reemployment within 90 days of release from service.

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

- The application for reemployment is timely;
- The five year service limitation has not been exceeded; and,
- Separation from service was under honorable conditions.

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

Questions regarding uniformed service leave 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.

Approved: KASB Recommendation- 9/97; 04/07; 06/08; 02/10; 12/11; 6/23; 12/23

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**GBH**     **Supervision**

**GBH**

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

Approved: KASB Recommendation-2/98; 02/10; 12/11

**GBI**     **Evaluation**

**GBI**

The board shall adopt an approved evaluation instrument. The instrument shall govern evaluation of teachers, shall be filed in the central office with the clerk of the board and the state board of education and may be published in the teacher's handbooks.

Availability of Evaluation Documents

Completed evaluation documents shall be available to the employee, the superintendent, assistant superintendent, other administrators under whose supervision the teacher works, and others authorized by law. (See GAK)

Evaluation Criteria

Evaluation criteria shall be established by the board

Approved: KASB Recommendation - 2/98; 02/10; 12/11

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**GBK**      **Suspension**

**GBK**

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

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

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

Approved: KASB Recommendation - 2/98; 04/07; 06/08; 02/10; 12/11

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**GBN**      **Non Renewal and Termination**

**GBN**

Non Renewal or termination shall be in accordance with Kansas law.

Approved: KASB Recommendation - 2/98; 02/10; 12/11

**GBO**      **Resignation**

**GBO**

The board shall consider any certified employee's resignation which is submitted to the board in writing. The board may accept resignations from employees under contract when the resignation will be in the best interest 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 may be conducted after an employee resigns.

Approved: 02/98; 06/06; 02/10; 12/11

**GBQA**      **Reduction of Teaching Staff**

**GBQA**

Unless otherwise provided in the negotiated agreement, if the board decides that the size of the teaching staff must be reduced, the following guidelines shall be followed. In so far as possible, reduction of staff shall be accomplished by attrition due to resignations and retirement. Following attrition, if additional reductions are required.

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 non-renewed due to reduction in force.
- The educational goals and needs of the district, individual certifications, qualifications, training, skills, evaluations and interests..

If two or more teachers have similar certifications, qualifications, training, skills, evaluations and interests in a teaching area, those teachers who have tenure will be retained over those who are non-tenured. If all of the teachers have similar certifications, qualifications, training, skills, evaluations and interests and all are tenured, 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 non-renewal.

Approved: 07/04; amended 02/10; 12/11;6/23

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**GBR**                    **Work Schedule**(See JGFB)

**GBR**

Certified personnel must be at their assigned area during each duty day.

Duty Day

Teachers shall follow the duty day in the negotiated agreement and be present at least 20 minutes before the opening of school and shall remain on duty for at least 20 minutes after school is dismissed.

Any teacher who finds it necessary to leave while supervising students shall first secure approval from the principal. Building and playground assignments shall be made by the principal.

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 d action including termination of employment.

Approved: KASB Recommendation - 2/98; 0/00; 07/04; 02/10; 12/11

**GBRC**                    **In-Service Education** (See GBRH and GAN)

**GBRC**

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

All appropriate employees shall attend in-service education sessions unless excused by the superintendent or designee. In-service programs may be utilized all or a portion of the work day.

Approved: KASB Recommendation - 2/98; 07/04; 02/10; 12/11

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**GBRD**                    **Staff Meetings**

**GBRD**

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

Approved: KASB Recommendation - 2/98; 02/10; 12/11

**GBRE**                    **Additional Duty**

**GBRE**

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

Approved; KASB recommendation - 2/98; 02/10; 12/11

**GBRF**                    **Student and Parent Conferences**                    **GBRF**

Teachers shall be available for student and/or parent conferences at mutually convenient times. The principal may schedule individual or building-wide parent-teacher conferences as necessary.

Approved: KASB Recommendation - 12/15

**GBRG**                    **Non-School Employment**                    **GBRG**

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

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

Approved: KASB Recommendation - 2/98; 02/10; 12/11

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**GBRGA**   **Consulting**                    **GBRGA**

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

Approved: KASB Recommendation - 2/98; 07/04; 02/10; 12/11

**GBRGB**   **Private Tutoring for Pay**                    **GBRGB**

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

Approved: KASB Recommendation - 2/98; 02/10; amended 12/11

**GBRH**                    **Leaves and Absences**                    **GBRH**

- Paid Leave: See the negotiated agreement
- Unpaid Leave: See the negotiated agreement
- Jury Leave

Any employee called to jury duty will be granted paid leave and such leave will not be deducted from the employee's credited paid leave.

Approved: 07/04; 02/10; 12/11

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**GBRIBA**   **Disability Leave**                    **GBRIBA**

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

Approved: KASB Recommendation - 2/98; 02/10; 12/11

**GBRJ**                    **Substitute Teaching**                    **GBRJ**

Qualified substitute teachers shall be secured for the district. The superintendent or the superintendent's designee may meet with potential substitutes before the start of each school year.

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

Principals or other designated employees shall be responsible for obtaining substitute teachers from the list and employing them as needed. The board shall establish the rate of pay for substitute teachers annually.

Candidates will be given information regarding expectations in performance of their job duties.

Approved: 07/04; 02/10; 12/11

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**GBRJ-R Substitute Teaching**

**GBRJ-R**

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.

Approved: KASB Recommendation - 9/97; 2/98; 02/10; 12/11; 6/22

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**GBRK Political Activities (See GAHB)**

**GBRK**

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

Approved: KASB Recommendation - 2/98; 02/10; 12/11

**GBU 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).

Approved: KASB Recommendation - 2/98; 02/10; 12/11

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**GCA Compensation and Work Assignments**

**GCA**

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

Work Assignments

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

Attendance Required

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

Overtime

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

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

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



Regular or overtime pay as appropriate for time away from Louisburg

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.

Approved: KASB Recommendation - 2/98; 9/00; 02/10; 12/11

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**GCI**                      **Classified Employee Evaluation**                      **GCI**

All classified employees shall be evaluated at least annually. Evaluation documents will be on file with the clerk of the board.

Approved: KASB Recommendation - 2/98; 07/04; amended 02/10; 12/11

**GCIA**      **Evaluation of Coaches and Sponsors**                      **GCIA**

All Employees contracted to coach or sponsor an activity shall be evaluated. Evaluation documents will be on file with the clerk of the board.

Coaches and sponsors shall be evaluated by the supervisor to whom they are assigned. Evaluations shall be based on the employee's personal qualities, their commitment to duty, their work skills, and other appropriate issues related to the activity sponsor/coach job description. A copy of the completed evaluation shall be given to the employee after it is signed by the employee and the evaluator and will be placed in the employee's personnel file.

Approved: KASB Recommendation 6/09; 6/22

**GCI-R**                      **Classified Employee Evaluation**

**GCI-R**

Classified employees shall be evaluated by the supervisor to whom they are assigned. Classified employees shall be evaluated on their personal qualities, their commitment to duty and work skills related to their job description. A copy of the completed evaluation will be given to the employee after it is signed by the employee and the evaluator and will be placed in the employee's personnel file.

Approved: KASB Recommendation - 2/98; 02/10; 12/11

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**GCK**                      **Suspension**                      **GCK**

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

Approved: KASB Recommendation -2/98; 04/07; 06/08; 02/10; 12/11

**GCRF**                      **Non-School Employment**                      **GCRF**

Classified employees shall not be excused during their regularly scheduled duty day to perform outside employment unless, upon receipt of the employee's leave request, the supervisor determines:

- The requesting employee has adequate leave time available;
- The requesting employee's absence will not interfere with regular work operations; and

- The leave is approved prior to the requested leave being taken.

The supervisor may approve leave without pay for extraordinary circumstances.

Except as otherwise specified above, classified employees shall not engage in outside employment which interferes with their job duties or responsibilities.

Approved: KASB Recommendation - 2/98; 02/10; 12/11; 12/22

**GCRG**                      **Leaves (See GBRH)**

**GCRG**

Paid Leave

Full-time employees will be credited with paid leave in accordance with handbook language approved by the board.

Unpaid Leave

The board may grant a period of unpaid leave as determined by the board. The period of leave and reason for unpaid leave shall be determined by the board unless otherwise prescribed by law. The board shall not be required to pay any salary or benefits during periods of unpaid leave except as may be required by law.

Jury Leave

Any employee called to jury duty will be granted paid leave and such leave will not be deducted from the employee's credited paid leave.

Approved: 07/04; amended 02/10; amended 12/11; 6/22

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**GCRH**                      **Vacations**

**GCRH**

Full-time classified employees may be granted a paid vacation each year.

After the first year - two weeks

After ten years - three weeks

Approved: 07/04; 02/10; 12/11

**GCRI**                      **Paid Holidays**

**GCRI**

Paid holiday leave may be granted to classified employees for the following holidays:

- Labor Day
- July 4th
- Memorial Day
- Thanksgiving
- Christmas Eve
- Christmas
- New Year's Day

Approved: 07/04; amended 02/10; 12/11

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**GCRK**                      **Political Activities (See GAHB)**

**GCRK**

Classified staff members shall not use school time, 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.

Approved: KASB Recommendation - 2/98; 02/10; 12/11

### **Notice of Protections Under the Kansas Tort Claims Act**

As a teacher employed by Unified School District No. 416, Louisburg, Kansas, you are entitled to protections under the Kansas Tort Claims Act, K.S.A. 75-6101 *et seq.*

#### **1. What is the Kansas Tort Claims Act?**

It is the state statutory scheme which allows governmental entities, including public school districts, in the state to be sued for damages caused by the negligent or wrongful acts or omissions of employees, officers, or board members. In cases arising under the Kansas Tort Claims Act, liability is limited to \$500,000 for any number of claims arising out of a single occurrence or accident or to the extent of the district's insurance, whichever is greater. U.S.D. 416's insurance with regard to tort claims provides liability coverage for such claims up to \$500,000. (See K.S.A. 75-06101 *et seq.*)

#### **2. Are there any situations in which a school district may be exempt from liability for negligent acts?**

Yes, the law contains several exemptions. A school district and its employees are not liable, under the Tort Claims Act, for damages resulting from:

- Legislative functions, such as adopting or failing to adopt a policy;
- Judicial functions, such as adopting or failing to adopt a policy;
- Enforcement or failure to enforce a statute, regulation, or board resolution;
- Adoption or failure to adopt written personnel policies which protect persons' health or safety;
- Any claim based on the performance of or failure to perform a discretionary function or duty, regardless of whether discretion is abused;
- The assessment or collection of taxes;
- Any claim by an employee which is covered by workers compensation;
- Snow or ice or other temporary or natural conditions on school property;
- The plan or design for the construction or improvement to public property;
- Any claim for injuries resulting from the use of any public property intended or permitted to be used as a park, playground, or open area for recreational purposes, except in caused of gross or want on negligence; or
- The natural condition of any unimproved public school property.

#### **3. Is the school district liable for all negligent acts of its employees?**

No. the district is only liable for acts or omissions of employees which occur in the scope of the employee's employment and which are not done with actual fraud or actual malice. In other words, the district will not be liable for acts or omissions of employees either occurring outside the scope of employment or which are done with actual fraud or actual malice.

#### **4. Will the district provide me a legal defense for claims under this act?**

**Generally yes. Upon request of an employee, the district shall:**

- Provide for the defense of any civil action or proceeding against you, in your official or individual capacity or both, on account of an act or omission in the scope of your employment with the district; and
- Provide legal counsel to you when you're summoned to appear before any grand jury or inquisition on account of an act or omission in the scope of your employment with the district.

- The district has no right to recover expenses from you for this defense or representation, except as provided in K.S.A. 75-6109, and amendments thereto.

**5. Can the district refuse to provide me a defense under the act?**

**Yes, the district may refuse to provide for the defense of an action against you or to provide you with representation if the district determines:**

- The act or omission was not within the scope of your employment;
- You acted or failed to act because of actual fraud or actual malice;
- The defense of the action or proceeding would create a conflict of interest between you and the district;  
or
- The request was not made in accordance with law.

**6. How do I request the district to come to my defense or to provide me with Representation?**

You must make a request for such in writing within 15 days of receiving service of process or a subpoena of the action. This request is to be filed with the board of education.

The district may reimburse an you such reasonable attorney fees, costs and expenses as are necessarily incurred in defending a claim against the you for punitive or exemplary damages if: (1) The action or proceeding arose out of an act or omission in the scope of the your employment; and (2) you reasonable cooperated in good faith in the defense of the claim.

I acknowledge that I have been provided with notice protections provided to me in accordance with the Kansas Tort Claims Act.

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Teacher name (Printed)

Approved: KASB Recommendation - 6/14

**GCRL**

**Return-To-Work Policy**

**GCRL**

**Purpose:**

- USD #416 Louisburg School District is committed to offering Early Return-to-Work or Transitional/Modified Work for our employees in the event that a work related injury is sustained which temporarily prevents the employee from performing his/her regular job duties. Transitional or Modified work in accommodation of parameters set forth by the treating physician will be offered in order to promote a smooth and timely transition from an injured state to a state of wellness and regained ability to perform regular job duties.

**Policy:**

- In the event of an incident, the employee will report the occurrence to their direct supervisor immediately, who will complete an Incident/Accident Report prior to completion of the work shift.
- If it is assessed that medical evaluation and/or treatment is indicated, the employee is to go to: Occupational Health Services, 10415 Lackman, Lenexa, Kansas

- In the event that our Medical Providers are closed or unavailable, and the injured employee is initially evaluated/treated in a Hospital Emergency Department, the employee is expected to go to a designated Medical Provider the next day for re-evaluation, determination of work capacity, and on-going treatment.
- In the event an employee sustains a work-related injury and is unable to meet their regular job requirements as a result of this injury, they will be eligible for Modified or Transitional Work in other departments, upon agreement with other Supervisors.
- Upon being offered Modified/Transitional Work for a work related injury, the employee is expected to accept such, demonstrate a good faith effort to rejoin the workforce, and complete Modified or Transitional Work Assignments. The employee is expected to report any difficulties encountered while performing Modified or Transitional Work to their Supervisor. The employee's Supervisor, and/or the treating physician, if necessary; will evaluate any difficulties before any lost time will be authorized.
- The injured employee is responsible to keep their Supervisor updated regarding their medical treatment and their progressive work capabilities as set forth by the treating physician.
- Upon medical release to return to regular job duties, the employee is responsible for notifying their Supervisor.

**USD #416**

**EMPLOYEE ACKNOWLEDGEMENT  
OFFER OF MODIFIED/TRANSITIONAL WORK**

I, \_\_\_\_\_, have read and understand the attached Return-to-Work Policy of USD #416 Louisburg School District.

I accept the work being offered which is in accommodation of the parameters set forth by my treating physician.

I agree to stay within my treating physician's parameters regarding my work capabilities, which are:

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

I agree that I will begin Modified/Transitional Work on \_\_\_/\_\_\_/\_\_\_.

I agree that my Modified/Transitional Work Hours are \_\_\_\_\_to\_\_\_\_\_ on the following days:

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

The Modified/Transitional Work being provided is:

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

I agree that if I encounter any difficulties performing Modified/Transitional Work, I will report this to my Supervisor. I understand that my Supervisor and my treating physician, if necessary, will evaluate any difficulties I encounter, before any lost time will be authorized.

I will keep my Supervisor updated regarding my medical treatment and my progressive work capabilities as set forth by my treating physician.

Upon medical release to return to my regular job duties, I will notify my Supervisor.

\_\_\_\_\_  
 Employee Signature Date

---

Supervisor Signature

Date

---

Superintendent Signature

Date

**Modified/Transitional Return-To-Work (RTW) Duties**

**Question to Supervisors/Managers:** Everyone always says they “don’t have enough time.” If you could have someone complete a task (no matter how small), free up another employee’s time, clean, paint, organize, train, “be on call”, monitor, or review situations, THEN YOU HAVE A Return-to-Work duty in your department. What are they???



**GCRM**

**Distracted Driving Policy**

**GCRM**

**USD #416 Distracted Driving Policy**

**Please read the Distracted Driving Policy, sign and return to your supervisor.**

In order to increase employee safety and eliminate unnecessary risks behind the wheel, USD #416 has enacted a Distracted Driving Policy, effective July 1, 2016. We are committed to ending the epidemic of distracted driving, and have created the following rules, which apply to any employee operating a school district vehicle:

- District employees may never use a cell phone while operating a vehicle to engage in any form of text messaging, instant messaging, social media, chats, etc. - whether the vehicle is in motion or stopped at a traffic light.
- If district employees need to use their phone, they are encouraged to pull over safely to the side of the road or another safe location.
- District employees are also encouraged to abide by the following while driving a district vehicle:
  - Abide by all current traffic laws and ordinances
  - Keep eyes facing forward and two hands on the steering wheel
  - Keep distractions (music, conversations, etc.) to a minimum
- Employees who do not abide by this policy may face consequences, up to termination from the district.

I acknowledge that I have received a written copy of the Distracted Driving Policy, that I fully understand the terms of this policy, that I agree to abide by these terms, and that I am willing to accept the consequences of failing to follow the policy.

---

Employee Signature

---

Date



The board shall select as its representative(s) those person(s) the board feels will best represent the interests of the district.

Each year the board shall designate its representative(s) for the purpose of negotiating during the current school year. The superintendent and the board president shall make recommendations to the board regarding who shall be the chief negotiator for the board and other members of the negotiating team.

Approved: 07/04; 02/10; 12/11; 6/20

**HAE-R**

**Board Negotiating Agents**

**HAE-R**

Each year the board shall designate its agents for the purpose of negotiating during the current school year. The superintendent and the board president shall make recommendations to the board in regard to who shall be the chief negotiator for the board and other members of the negotiation team.

Approved: 07/04; 02/10; 12/11

**HAF**

**Superintendent's Role**

**HAF**

The superintendent shall not be the chief negotiator for the board. The superintendent shall only act in an advisory capacity.

Approved: 07/04; 02/10; 12/11

**HAHBA**

**Use of School Facilities**

**HAHBA**

School facilities shall be made available for negotiating sessions.

Approved: 07/04; 02/10; 12/11

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**HAHBA-R**

**Use of School Facilities**

**HAHBA-R**

School facilities for negotiating sessions shall be made available without cost to the teachers' organization. If the representatives of the teachers wish to negotiate in facilities not furnished by the board, none of the costs of any other facilities shall be paid for by the board.

Approved: 07/04; 02/10; 12/11

**HAHBB**

**Use of School Equipment**

**HAHBB**

The board may make school equipment available for negotiating sessions.

Approved: 07/04; 02/10; 12/11

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**HAI**

**Negotiations Procedures**

**HAI**

The time, place, duration, notification, agenda and rules of order shall be as agreed by the board team and teachers' team.

Distribution of Information

Board distribution of information concerning negotiating sessions shall be discretionary with the board.

Research Assistance

Upon request, the board shall furnish to the association any information which is public record. The board may agree to furnish other information in a form determined by the board.

Minutes and Records



The board's team shall keep reasonably detailed minutes and records of all negotiating sessions.

Reporting to Staff and Board

The board's team shall keep the board fully advised at all times as to the status of negotiations. The board shall report to the staff such information as the board deems advisable.

Reporting to the Media and Public

The board reserves the right to release to the media and public information regarding negotiations.

Approved: 07/04; 02/10; 12/11

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**HAI-R**                      **Negotiations Procedures**

**HAI-R**

Minutes and Records

One member of the board's team shall be designated to keep reasonably detailed minutes and records of all negotiating sessions. Following each session, a person shall transcribe the minutes and notes and distribute the minutes to the board.

Reporting to the Staff and Board

The board shall, through the superintendent, be fully advised as to the status of the negotiating sessions. The board shall be furnished copies of the minutes and records of each session. The board shall, through the superintendent, report to the staff information as the board deems advisable.

Reporting to the Media and Public

Before any school board news release or statement on negotiations to the press and public is made, the release shall be prepared by the chief negotiator and the superintendent and approved by the president of the board. If the president of the board is unavailable, the vice-president of the board shall make the determination, and if he is also unavailable, the superintendent shall make the determination. No other person is authorized to release to the public or press, on behalf of the board, any information in regard to negotiations.

Research Assistance

Information not currently available in the form requested by the association, at the discretion of the board, may be supplied if the association reimburses the board for any additional expenses. (See CN)

Approved: 07/04; 02/10; 12/11

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**HAI-R**                      **Preliminary Agreement Disposition**

**HAI-R**

All tentative agreements shall be reported to the board.

Approved: 07/04; 02/10; 12/11

**HAK**                      **Ratification Procedures**

**HAK**

The board will not engage in piece meal 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.



IDAA	<a href="#">Special Programs(See AEB, IC, and JJ)</a> Work-Study Programs SN Includes the programs designed to meet the individual needs of students
IDAB	<a href="#">Support Programs</a> SN Includes the range of programs designed to support students' needs Drug Education - KSA 65-2892a Student Mental Health Dropout Prevention At-Risk Students Guidance Homebound Instruction
IDAC	<a href="#">Exceptional Programs</a>
IDACA	<a href="#">Special Education Services</a>
IDACB	<a href="#">Section 504 Accommodations for Students</a>
IDAE	<a href="#">Student Privacy Policy</a>
IDCE	<a href="#">College Classes</a> (Dual Credit)
IDFA	<a href="#">Athletics</a> - KSA 72-130 et seq.; See KSHSAA By-Laws
IE	<a href="#">Instructional Arrangements</a> Class Size Scheduling for Instruction Pre-enrollment
IEB	<a href="#">Charter Schools</a>
IF	<a href="#">Textbooks, Instructional Materials &amp; Media Centers</a> - KSA 72-8205; 72-8212 Textbook Selection and Adoption; 10-1113, 79-3606; 72-5389 Media Center Materials Selection Criteria
IFA	<a href="#">Classroom Displays</a> Challenges to textbooks, instructional materials & media materials Textbook Rental - KSA 72-5390; 72-4107 Use of Textbooks; 72-4107 et seq.
IFBH	<a href="#">Outside Speakers</a>
IFC	<a href="#">Community Resources</a> School Volunteers (See KFD)
IFCB	<a href="#">Field Trips</a>
IFCC	<a href="#">Overnight Accommodations</a>
IHA	<a href="#">Grading Systems</a>
IHB	<a href="#">Homework</a>
IHEA	<a href="#">Make-Up Opportunities</a> (See JBD, JDD)
IHF	<a href="#">Graduation Requirements</a> (See JFC) - KSA 72-8205; KSA 72-1101, 72-1103
II	<a href="#">Testing Programs</a> Teacher Tests Group Achievement Tests State Required Tests
IIA	<a href="#">Test Out Program</a> (Credit by Examination)
IIBG	<a href="#">Computer Materials</a>
IIBGA	<a href="#">Children's Internet Protection Act</a> (CIPA)
IIBGB	<a href="#">On-Line Learning Opportunities</a>
IJ	<a href="#">Evaluation of Instructional Program</a> (See MK, II)
IKA	<a href="#">Financial Literacy</a> (See IDA)
IKB	<a href="#">Controversial Issues</a> Teaching About Religion (See IKD)
IKCA	<a href="#">Human Sexuality and AIDS Education</a>
IKD	<a href="#">Religion in the Schools</a>

Teaching About Religion  
Religion in the Curriculum  
Use of religious symbols  
Holiday - KSA 72-5308 (See AEA)  
Graduation and Ceremonies  
Silent Meditation - KSA 72-5308a

IKDA [Religious Objections to Activities](#)  
IKE [Assemblies](#)  
IKI [Lesson Plans](#)  
ING [Animals and Plants in the School](#) - KSA 21-4310

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**IA Philosophy**

**IA**

***Our goal in Louisburg USD 416 is to teach every child-allow each child to progress to the limit of his or her capabilities. We will provide a wide range of programs and methodology to allow for individual differences, while educating the whole child.***

All students shall have an equal opportunity to pursue and acquire knowledge and to master the curriculum 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.

Approved: 07/04; 04/10; 02/12

**IAA Academic Freedom**

**IAA**

**Academic Freedom**

No arbitrary limitations shall be placed by teachers upon study, investigation, presentation, and interpretation of facts and ideas when pursued in accordance with the approved curriculum.

Approved: 07/04; 04/10; 02/12

**IB School Site Councils(See KA)**

**IB**

A site council shall be established in each district building. 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 that may be employed at the school site to meet these goals and objectives. Discussions 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.

The principal shall recommend site council members for board approval.

Each site council shall establish meeting schedules. Each council shall establish meeting schedules. Each council shall report to the board at least \_\_\_\_\_ times a year.

Approved: KASB Recommendation- 07/96; 6/04; 4/07; 6/14; 6/22

**IB-R School Site Councils**

**IB-R**

Each Principal shall submit, for the board's consideration, names of individuals to be considered for appointment to the site council. The board shall appoint site council members.

Each council shall report to the board at least once a year. As required, the superintendent shall submit reports to the State Board of Education evaluating the effectiveness of each school site council. Reports shall be reviewed by the board of education before submission to the state.

Approved: 07/04; 04/10; 02/12

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**IC Educational Program (See ID IDAA, IDAB, IDAC and IJ)**

**IC**

The academic program shall assist students to grow intellectually, to master the curriculum objectives, and to prepare for further education or training. The board shall consider the district's basic educational program each year. And, when approved, the program shall constitute the district's basic curriculum.

Curricular Offerings

An outline of each curricular offering and the learning objectives to be mastered shall be developed. When approved by the board, they shall become 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.

Additional Education Programs

Additional education programs shall be in one of the following categories:

Special Program (IDAA), Support Programs (IDAB) and Exceptional Programs (IDAC).

Approved: 07/04; 04/10; 02/12; 6/20

**ICA Pilot Practices**

**ICA**

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

For the purpose of this policy, pilot projects means any research or experimentation program or project designed to explore or develop new, unproven teaching methods or techniques. All instructional materials, including teachers' manuals, films, tapes or any other supplementary instructional material which will be used in connection with a pilot project shall be available for inspection by parents or guardians of the students engaged in the program or project.

Student Surveys

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. (See IDAE)

Pilot Project Evaluation

Before any pilot project proposal is submitted to the board for approval, an evaluation format shall be developed and included with the pilot project. (See IJ; JR et seq.)

Approved: 07/04; 04/10; 02/12

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**ICAA Teaching Methods (See ICA)**

**ICAA**

Use of current research findings to improve instruction is encouraged as a part of the district's school improvement efforts. Staff development programs will be designed to help teachers learn research-based instructional skills and to apply them in daily instructions. With prior administrative approval, experimentation with teaching methods is permitted.

Approved: 07/04; 04/10; 10/11; 02/12

**IDA Educational Programs(See IC)**

**IDA**

The academic program shall assist students to grow intellectually, to master the curriculum objectives, and to prepare for further education or training. 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 basis course and the learning objectives to be mastered. Each handbook, when approved by the board, shall become 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)

Other Educational Programs

Other educational programs provided by the district shall be in one of the following categories:

Special Programs (IDAA), Support Programs (IDAB) and Exceptional Programs (IDAC).

Approved: 07/04; 04/10; 02/12

**IDAA Special Programs(See AEB, IC, and JJ)**

**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/Work-Study Program

The board may approve partnership/work-study 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.

A periodic review of the partnership's goals and objectives shall be conducted.

Approved: 6/04; 4/07; 6/21

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### **IDAA-R Special Programs**

### **IDAA-R**

#### Partnerships

When a partnership is created, a committee shall be formed with the minimum membership composed of the building principal, one teaching staff member, and a representative of the business and/or the educational institution. The committee shall be responsible for developing the partnership's goals and objectives, scheduling meeting times, deciding appropriate activities, and identifying available resources to help meet the partnership's goal 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.

Approved: 07/04; 04/10; 02/12

### **IDAB Support Programs**

### **IDAB**

In addition to the basic program 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. 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 superintendent may develop and implement programs to prevent students from dropping out of school, or to encourage dropouts to return to school. The staff shall incorporate the philosophy and goals of this policy into the schools' programs.

#### At Risk Students

The superintendent shall be responsible for developing a program for identifying and working with at-risk students.

#### Guidance

The guidance program shall be organized to meet the needs, interests and abilities of all students.

Counselor(s) shall perform guidance services consistent with district philosophy, job descriptions and board policies.

#### Homebound Instructions

Homebound instruction may be provided to a student as deemed necessary by the superintendent or by the student's Individualized Education Program (IEP) team or Section 504 team.

Approved: 07/04; 04/10; 02/12; 12/22

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**IDAC Exceptional Programs**

**IDAC**

In addition to the basic programs approved by the board, the district shall provide programs to meet exceptional needs. Program information approved by the board shall be filed with the clerk and made available to staff as needed.

Approved: 07/04; 04/10; 02/12

**IDACA 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.

Approved: KASB Recommended -06/14

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**IDACB 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 program and activities to accommodate otherwise qualified students, students with disabilities, unless such modifications would impose an undue burden on the operation of the particular program or activity. No district member, employee, or contractor shall retaliate against any person because of his or her exercise of rights under Section 504.

Approved: KASB Recommendation -06/14

**IDAD Title I Programs**

**IDAD**

The board shall ensure that the district's Title I programs operate in accordance with federal laws and conditions. The superintendent is responsible for administering the district's Title I programs, assessing the educational needs of all students, particularly the needs of educationally deprived children, developing appropriate communication channels between all parties, developing in-service training for parents and staff, and developing appropriate evaluation procedures.

Approved: 07/04; 04/10; 02/12

**IDAD-R Title I Programs**

**IDAD-R**

The board shall designate annually one meeting date for the purpose of providing parents of Title I students an opportunity to meet with the administration in order to participate in the design and implementation of the Title I program. All parents of Title I students shall be invited to this meeting.

The board shall strongly encourage parental involvement in the district's Title I program. The board shall design a program to encourage parental participation that may include but not be limited to the following activities: providing parent 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 objectives, progress reports, and parental recommendations; establish dates and sites for parent-teacher conferences; help parents promote a child's education at home by providing 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.

Approved: 07/04; 04/10; 02/12

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## **IDAE Student Privacy Policy**

**IDAE**

(See BCBK, ICA, ICAA, II, and JR et seq.)

The superintendent, the board and staff shall protect the right of privacy of students and their families in connection with any surveys or physical examination 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 rings 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.
- Student data to a public or private postsecondary educational institution for purposes of application or admission of a student to such post secondary 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 nonacademic test, questionnaire, survey, or examination containing any questions about the student's or the personal and private attitudes, values, beliefs, or practices of the student or the student's parents, guardians, family members, associates, friends, or peers that is administered during the school day shall be administered to any kindergarten through 12th grade student unless:

- The parent or guardian is notified in writing not more than four months in advance of the administration of such test, questionnaire, survey, or examination that such is to be administered; and
- The parent or guardian of the student gives consent through a written or electronic signature or, in the event of an immediate need, gives verbal consent for the student to participate.

#### Advance notification to a parent or guardian must include:

- A copy of the test, questionnaire, survey, or examination that is to be administered;
- Information on how the parent or guardian may provide written consent to authorized the student to take such test, questionnaire, survey, or examination;
- The name of the company or entity that produces or provides the test, questionnaire, survey, or examination to the school; and
- Whether the school will receive or maintain the resulting data and an explanation of how the school intends to use and maintain such data.

For written consent to be accepted, timely notice in compliance with the requirements of this policy must be provided, and the parent or guardian must have had an opportunity to review the information contained in the notice. Written consent must be provided separately for each individual test, questionnaire, survey, or examination that is to be administered. Prior to administering any such test, questionnaire, survey, or examination, a copy of it must be posted and maintained on the district's website.

A student has the right to refuse to take any test, questionnaire, survey, or examination as described herein at any time, regardless of receipt of parent or guardian consent to participate. Prior to administering any such test, questionnaire, survey, or examination, each student shall be informed that such student has the right to refuse to take it and that the student will not suffer any adverse consequences based on refusal to participate.

No personally identifiable student data shall be collected through any such test, questionnaire, survey, or examination.

Except as otherwise provided in this policy, the provisions of this subsection shall apply to any test, questionnaire, survey, or examination as described herein that is administered or proposed to be administered to any student by any employee of a school district, including, but not limited to, any administrator, teacher, counselor, social worker, psychologist, or nurse.

If, however, any district employee becomes aware that a student may be at risk of suicide by a credible report from the student, the student's peers, or another school district employee, the school personnel who are designated to administer a suicide risk assessment or screening tool may administer such risk assessment or screening tool in accordance with the provisions of this subsection to determine whether the student could be at risk for suicide. Such designated school personnel may include, but is not limited to, any administrator, teacher, counselor, social worker, psychologist, or nurse. Prior to the administration of any such risk assessment or screening tool, the designated staff member shall verbally notify the parent or guardian before the administration of such risk assessment or screening tool and obtain the consent of the parent or guardian.

If the designated staff member is unable to verbally notify the parent or guardian of the student and obtain consent after reasonable attempts to do so, the designated staff member may administer the risk assessment or screening tool without such consent. If a risk assessment or screening tool is administered without the parent or guardian's consent, as soon as contact with the parent or guardian is made, the designated staff member shall notify the parent or guardian of the administration of such assessment or screening tool and provide to the parent or guardian all information obtained from the risk assessment or screening tool administered to the student.

Approved: KASB Recommendation- 07/03; 06/04; 04/07; 06/14; 6/22

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**IDCE**     **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, or vocational educational school.

**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.

Approved: KASB Recommendation-06/04; 06/05;06/06; 04/07; 06/08; 04/10; 02/12

**IDFA**     **Athletics**

**IDFA**

Any district elementary or middle school that includes any of the grades six through nine 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 schools 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.

Approved: KASB Recommendation- 08/98; 07/02; 04/10; 02/12

**IE**     **Instructional Arrangements**

**IE**

Each building principal shall organize the instructional program in a manner compatible with these policies

**Class Size**

Class size shall be determined by: class enrollment, teacher availability, budget and facility limitations.

**Scheduling for Instruction**

Class scheduled shall be developed to meet district instructional goals and learning objectives.

**Pre-enrollment**

The administration shall develop and coordinate pre-enrollment activities each spring.

Approved: 07/04; 04/10; 02/12

**IEB**     **Charter Schools**

**IEB**

The board may consider a petition for the creation of a charter school if the petition meets all requirements of current law and regulations.

Approved: 07/04; 04/10; 02/12

**IF**      **Textbooks, Instructional Materials and Media Centers**

**IF**

All textbooks, instructional materials and the selection criteria for media center materials used in the district shall be subject to board approval.

Textbooks and instructional materials shall support the district's instructional goals and learning objectives. Media center materials shall support and supplement the curriculum, promote wise use of leisure time, develop literary discrimination and appreciation, and encourage students to become productive citizens.

Textbook selection criteria shall be established by the board.

Challenges to textbooks, instructional materials or media center materials shall be considered in a manner prescribed by board policy.

Approved: 07/04; 04/10; 02/12

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**IFA**      **Classroom Displays**

**IFA**

(See IKD, IKDA and KN)

Materials displayed in and around a classroom are generally considered instructional materials and must comply with board policy. They may be selected by the classroom teacher but should be grade-level appropriate and align with the subject-matter being taught. Materials or displays not meeting these criteria are subject to removal by the principal.

Classrooms are not public forums for the display or distribution of political, religious, or personal viewpoints. Employees may not use classrooms for the posting or display of materials to promote or convey a political, religious, or personal message.

This policy does not require a principal to remove photos, decorations, or other personal items from a teacher's desk or surrounding area as long as the items do not disrupt the learning process.

Approved:

KASB Recommendation - 12/22

**IF-R**      **Textbooks, Instructional Materials and Media Centers**

**IF-R**

Selection Criteria: Textbooks and Instructional Materials

Textbooks and instructional materials shall, provide:

An effective education for all students;

Factual knowledge, literary appreciation, aesthetic values, and ethical standards;

Practice for students to develop abilities in critical thinking, communication, mathematics, and science skills.;

Information which helps students develop an appreciation of American cultural, ethnic and racial diversity, and balanced views concerning international, national, state, and local issues and problems; and

Sufficient flexibility for meeting the special needs of individuals and groups.

The superintendent or designee 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

Material 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.

Collection Development

The media collection shall be developed systematically, be well balanced in coverage of subjects, and include various types of materials and diverse content in multiple formats.

The collection shall reflect, enhance, 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 student, parent, or legal guardian of a student currently enrolled in the district having a complaint about textbooks, media center, or other instructional materials shall meet with the teacher, media specialist, or principal. If the concern is addressed to a teacher or media specialist, they shall report the matter to the principal. If the matter cannot be resolved the principal shall notify the superintendent and ask the complainant to complete a request for review form which is available through building principals or at the district office. After receiving the completed form, the superintendent shall review and consider the request.

If the issue outlined in the request is not resolved after review by the superintendent, the requestor may seek review by the board. If the board chooses to consider the request, it shall forward all appropriate written materials to a review committee.

#### Composition of Review Committee

When a review committee is established to handle requests for review concerning textbooks, media center, or instructional materials, the review committee shall be composed:

The building principal, library media specialist, two subject area specialists, two community members, and one student. If the request for review proposes that the material is inappropriate for minors, the student representative may be left off the committee. The superintendent shall be responsible for appointing review committee members, unless otherwise determined by the board on a case-by-case basis.

#### Purview of Review Committee:

The review committee shall examine and evaluate the material as a whole; consider the district's policy, procedures, and philosophy for selection of textbook instruction materials, and media center materials; weigh strengths and weaknesses; and form opinions based upon the selection criteria.

#### Written Report

Within 30 days of receiving access to the challenged materials, the review committee shall review the material and prepare a written report containing conclusions and recommendations for the board of education.

If the board receives simultaneous challenges of multiple material or if circumstances render the 30-day timeline impracticable, the board may extend the committee's deadline to complete its review.

No reviews will be conducted during summer break or when school is not in session for one week or longer. The timeline for any review shall be tolled during such breaks.

#### Board Review and Action

The board shall review the recommendation of the review committee within 30 days of receipt thereof and may accept the review committee's recommendation, reject the review committee's recommendation, or make its own determination regarding the challenged book or material.

The decision of the board is final.

#### Removing Challenged Materials

Challenged materials may be removed from use during the review period at the discretion of the superintendent.

#### Impact of Simultaneous Requests

If more than one request for review is received simultaneously, or, if one or more requests for review is received while another review is pending, timelines established in this policy may be extended by the superintendent or the board to allow the requests to be processed in turn. When more than one request for review on the same book or material, such requests may be consolidated to reduce redundancy in review at any stage of this process.

Approved: 07/04; 04/10; 02/12;6/22

#### **IFBH** Outside Speakers (See IKB)

**IFBH**

With administrative approval, outside speakers may be invited to meet with groups of students as part of the educational process.

The board shall establish rules governing the selection and behavior of outside speakers.

Approved: 07/04; 04/10; 02/12

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#### **IFBH-R** Outside Speakers

**IFBH-R**

Outside speakers should be selected so that various points of view are presented.

Speakers shall be informed of this policy and its rules when they are invited to make a presentation.

Language cannot be used that calls for students to be disruptive.

The teacher/sponsor or any member of the school administration may interrupt or suspend any proceedings if the speaker is not abiding by these regulations.

With prior board approval an honorarium may be paid to outside speakers.

Approved: 07/04; 04/10; 02/12

**IFC**      **Community Resources**      **IFC**  
The use of community resources is encouraged where legitimate educational objectives may be advanced.

Approved: 07/04; 04/10; 02/12

**IFC-R**      **Community Resources**      **IFC-R**  
The certified staff shall maintain a list of suitable community resources which may be utilized for field trips and other excursions.

Approved: 07/04; 04/10; 02/12

**IFCB**      **Field Trips**      **IFCB**  
USD approved Field Trips

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

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), mode of travel and any expected cost for the student. The form shall also include a space where a parent may ask that a child be excused and the reasons for the excuse.

Non-Sanctioned Field Trips

Non-sanctioned field trips organized by employees acting as independent contractors/agents involving students on a volunteer, self-supporting basis are not approved by the board and are not considered a part of the curriculum. Total responsibility for privately planned field trips or tours rests with the individual (s) and agency sponsoring them. The district assumes no legal or financial responsibilities for non-sanctioned field trips.

Every attempt should be made to schedule non-board approved trips during weekends and/or vacation periods. If travel arrangements necessitate that some school days are missed, normal procedures for staff and students absences must be followed.

If recruitment of students is sought through the school (s), the request for recruitment shall be made in accordance with those of private citizens. Recruitment efforts **may not** occur during class time or the employee's work day.

Approved: KASB Recommendation- 06/05; 07/04; 04/10; 02/12

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**IFCC**      **Overnight Accommodations**      **IFCC**

During school district sponsored travel that requires overnight stays by students, separate overnight accommodations will be provided for students of each biological sex.

Definitions

"Biological sex" means the biological indication of male and female in the context of reproductive potential or capacity, such as sex chromosomes, naturally occurring sex hormones, gonads, and nonambiguous internal and external genitalia present at birth, without regard to an individual's psychological, chosen, or subjective experience of gender.

"School district sponsored travel" means any travel that is necessary for students to attend, participate, or compete in any event or activity that is sponsored or sanctioned by a school operated by the school district, including, but not limited to, any travel that is organized:

- By an club or other organization recognized by the school;
- Through any communication facilitated by the school, such as email; or
- Through fundraising activities conducted, in whole or in part, by school district employees or on school district property.

Notice to Parents

This policy will be provided to parents prior to a student's participation in a school district sponsored activity or travel that requires overnight stays by students.

Approved: KASB Recommendation - 6/23

**IHA      Grading System**

**IHA**

The district shall have methods for assessing and reporting the quality of student academic progress to parents as approved by the board.

Approved: 07/04; 04/10; 02/12

**IHB      Homework**

**IHB**

Homework shall not be used as a means to discipline students. Homework shall be assigned as needed to reinforce lessons introduced in the classroom.

Approved: 07/04; 04/10; 02/12

**IHEA      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.

Approved: 07/04; 04/10; 02/12

**IHF      Graduation Requirements**

**IHF**

The board may adopt graduation requirements exceeding the minimums set forth by state regulations.

**GRADUATION REQUIREMENTS-GENERAL DIPLOMA**

- 1 unit of Physical Education
- 1 unit of Fine Arts
- .5 unit Computer Applications (Class of 2014-16)  
Or 1 unit Technology (Class of 2017)
- 3 units of Mathematics
- 3 units of Science
- 3 units of Social Science
  - .5 unit of World History
  - .5 unit of Geography
  - 1 unit of American History
  - 1 unit of U.S. Government ( beginning with graduating class of 2011)
- 4 units of Communication Arts (1 credit must be taken each year)
- 11.5 units
  - Electives (Class of 2014-16)
  - Or 11 units (Class 2017)
- 27 total units

**LHS SCHOLARS DIPLOMA**

- 1 unit -Physical Education
- 1 unit -Fine Arts
- .5 unit -Computer Applications (class of 2014-16)  
Or 1 unit Technology (class of 2017)
- 4 units -Mathematics (Algebra 1 and above)
- 3 units -\*Social Science
  - World History 1 unit
  - American History or APA American History- 1 unit
  - US Government or AP US Government- 1 unit
- 4 units-Science(must include Chemistry and Physics)
- 4.5 units-\*Communication Arts (one credit must be taken each year)  
Including ½ unit of Speech, Debate or Forensics
- 2 units-Foreign Language
- 7 units-Electives (class of 2014-16)

Or 6.5 (class of 2017)  
27 units -Required for Graduation.

Approved: KASB Recommendation 09/97 Changes adopted 10/08/07; amended 03/10; 02/12; 04/13

## **II Educational Testing Program(See JR et seq.)**

**II**

The district educational testing program shall consist of multiple assessments. These assessments shall include, as a minimum, individual teacher subject matter tests, district group achievement tests, and state required tests.

### Test Integrity

The board requires all licensed staff members to protect the integrity of the student assessment process. Honest administration of the test and accurate reporting of student achievement to the board, the community and the state of Kansas is necessary to maintain accountability measures. All students and staff are required to maintain a high level of integrity in the administration and completion of student assessments.

### Report 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.

Approved: KASB Recommendation-06/04; 10/04; 06/06; 07/04; 04/10; 02/12

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## **IIA Performance-Based Credits**

**IIA**

A student may earn credits towards high school graduation by demonstrating mastery of the course outcomes through a performance instrument. The standards of designing and passing the 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 require to "test out" of 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 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.

### Graduation Credit Through Integrated Coursework

The board may allow graduation credit for integrated academic or career and technical education course work. The teacher awarding academic credit shall be fully licensed and may work collaboratively with another instructor to develop a course plan for instruction. The teacher shall monitor the student's progress and level of achievement. The plan will be reviewed periodically to maintain rigor and relevance.

### Credit Through Alternative Educational Opportunities

Students enrolled in grades six through twelve may earn course credits through alternative educational opportunities with sponsoring entities. For the purposes of this policy, terms have the following meanings.

#### Performance-Based Credits

- "Alternative educational opportunity" means instruction that primarily occurs outside the classroom with a sponsoring entity.
- "Sponsoring entity" means a business, not-for-profit organization, nonprofit organization, trade association, parent of a student, teacher, or administrator that partners with a school district to provide an alternative educational opportunity to students.

### Eligibility Requirements for Sponsoring Entities

The board may accept a proposal from a sponsoring entity if the alternative educational opportunity provided by the sponsoring entity provides an additional learning opportunity for students through a work-based, pre-apprenticeship, apprenticeship, internship, industry certification, or community program; and either the proposal is approved by the state board of education as an alternative educational opportunity, or it complies with the requirements of this policy regarding such opportunities.

### Requirements for the Provision of Alternative Educational Opportunities

Each approved alternative educational opportunity with a sponsoring entity shall be managed and directed by a licensed teacher employed by the school district. The teacher may work collaboratively with the principal, the sponsoring entity, or another teacher to develop a course plan for instruction with learning outcomes identified. The teacher shall monitor the student's progress and level of achievement based on this plan. The plan will be reviewed periodically and adjusted as needed to promote a quality learning experience. The principal shall provide a report annually, or as requested, to the superintendent evaluating the additional educational opportunity provided to participating students and making recommendations to the superintendent on continuation, termination, or modification of the opportunity.

#### Processes for Submitting a Proposal for an Additional Educational Opportunity

Sponsoring entities wishing to partner with the district to provide additional educational opportunities to students, shall submit a proposal to the superintendent outlining the contact information and credentials of the person(s) that would be working directly with the student participants in this experience; educational goals for the partnership; any time, place, manner, and number of participant restrictions regarding how the learning opportunity would be provided; proposed learning outcomes for participating students; and any details regarding prerequisite coursework, certification, or experience a candidate for this experience should possess prior to entering the program.

#### Criteria for Evaluating Such Proposals

Prior to making a recommendation to the board on whether the district should partner with or continue to partner with a sponsoring entity, the superintendent shall review the proposed alternative educational opportunity in comparison with the board approved curriculum and goals, consulting other staff members as necessary in the process. Before recommending action to continue such partnership from year-to-year, the superintendent may seek and shall review any available reports on the opportunity provided by the principal in accordance with this policy.

The board should consider the recommendation of the superintendent in determining whether to partner with or continue partnership with a sponsoring entity. In order for the board to partner with a sponsoring entity and to maintain such partnership, the sponsoring entity must first meet the eligibility requirements as outlined in this policy.

Additional considerations weighing into the decision to partner with a sponsoring entity may include, but may not be limited to; whether the learning experience meets the curricular, rigor, and relevance needs of the student and/or district; qualifications, experience, reputation, and responsibility of the sponsoring entity and/or individuals that would be working directly with students; related costs for the district, regarding the provision of transportation, equipment, human resources to monitor the experience, etc.; space and time constraints if the experience will be provided in district facilities; student and staff safety; the need for and/or availability of insurance coverage, as applicable; effect on other district course offerings and activities; and student interest. As the welfare of students is of paramount importance to the board, the district reserves the right to complete background checks on any individuals working directly with students on behalf of the sponsoring entity and to base decisions on entering or exiting such a partnership, in whole or in part, on the results thereof.

#### Determining the Course Credit that May Be Earned Through These Opportunities

The superintendent may develop procedures for review of the experience and the award of credit in accordance with board approved curriculum. The superintendent may award credit for the experience and the award of credit in accordance with board approved curriculum. The superintendent may award credit for the experience as deemed appropriate for district elective offerings based on meeting local standards for those offerings. In order for any alternative educational experience to be approved for credit in a state-required course, such experience must meet all applicable statutory, regulatory, and Kansas State Board of Education approved standards for award of such credit.

#### State Reporting Requirements

The superintendent or the superintendent's designee shall make reports to the Kansas State Department of Education as required thereby. Such reports will include information regarding the alternative educational opportunities offered at each school, the names of sponsoring entities, the number of students participating in such opportunities, and credits earned.

Approved: KASB Recommendation - 7/02; 6/04; 4/07; 12/21

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**IIBG      Computer Use (See ECH, JCDA and KBA)**

**IIBG**

Use of District Computers/Privacy Rights

District issued computer and electronic devices (including, but not limited to, Smartboards, iPads, iTouches, iPhones, eReaders, and eBooks) are for educational and professional use only. All information created by staff shall be considered district property and shall be subject to unannounced monitoring by district administrators. The district retains the right to discipline any student, up to and including expulsion and any employee, up to and including termination, for violations for this policy.

The Louisburg School District has a right to protect its network and technical resources. Thus, any network user who brings his/her own personal device into the school building is required to adhere to Acceptable User Policy (AUP) and sign a copy of the Louisburg School District Student or Staff User Agreement. These user agreements will be reviewed and adopted annually.

Copyright

Software installed on district computers must comply with copyright laws. Proof of purchase (copy or original) must be filed in the district office.

Installation

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

Hardware

Staff shall not install unapproved hardware on district computers, or make changes to software settings that support district hardware.

Audits

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

Email Privacy Rights

Employees and/or students shall have no expectations of privacy when using district email or other official communication systems. Any email or computer application or information in district computers or computer systems is subject to monitoring by the administration.

Ownership of Employee Computer Materials

Computer materials or 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 issues computers or electronic devices which are lost, stolen, or damaged while in the students' or staff members' possession.

Camera Use in School

Cameras may be used at school, on school property or at school activities or functions only if they are not disruptive, as determined by the school staff. Cameras shall not be used in the classroom unless the photographs or videos taken are for an official or authorized school publication or broadcast. Cameras shall not be used in such a fashion as to inappropriately invade the privacy of others. No camera shall be used in any restroom, dressing area, or locker room. Cameras shall not be used to record confidential material, such as classroom material, tests, or grade book entries.

For the purposes of this section, "camera" shall be defined to include film cameras, movie cameras, digital cameras, video cameras, cellular telephone cameras (capable of recording either still images and/or video), videophones, web cameras, and any other device capable of taking storing, transmitting or viewing pictures or video.

Approved: KASB Recommendation- 09/97; 09/00; 07/02; 07/03; 06/04; 04/07; 06/08; 04/10; 02/12; amended 09/12; amended 05/13

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**IIBGA      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.
- (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.

If the district is providing public access to any computer, the CIPA plan shall also implement and enforce technology protection measures to ensure no minor has access to visual depictions that are child pornography, harmful to minors or obscene.

This plan shall be on file with the board clerk and in 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.

Approved: KASB Recommendation- 07/01; 04/10; 02/12; amended 09/12; 07/13

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

Guidelines

The following guidelines shall be used by the administration:

1. Only 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 online 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 online course work.

Other Regulations or Guidelines

Approval of online coursework shall be based on the requirements of Kansas Law, Kansas State Department of Education regulations, and board credit requirements and/or guidelines in effect at the time the student request is made.

Approved: August 13, 2018; 6/22

**IJ Evaluation of Instructional Program (See IC, ICA, II & MK)**

**Here**

**IJ**

The superintendent may develop guidelines to evaluate a portion of the instructional program each year. This evaluation may be part of the district's school improvement efforts as required by current regulation.

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 may 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.

Approved: 07/04; 04/10; 02/12; amended 09/12; 6/20

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**IKA Financial Literacy (See IDA)**

**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 instruction 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.

Approved: KASB Recommendation - 6/15; 10/18

**IKB Controversial Issues (See IAA)**

**IKB**

As a public school district, we recognize that students, faculty and the community have varying opinions, beliefs and thoughts about many topics. We value differences in individuals and respect the rights of all. Our district does not want to discriminate against personal beliefs, thoughts and values. We also know that, at times, different controversial issues may be brought up in a school setting. To protect staff and all students, and to also help provide guidance and clarity, the district has established guidelines and procedures when discussion of a controversial issue is raised in an educational setting.

1. Staff will not initiate in dialogue regarding controversial topics with students, staff or parents while in the capacity of an educator for USD #416.
2. When a controversial issue is mentioned or discussed in any school setting, the staff person will follow all appropriate management strategies (teaching, classroom or otherwise) expected of all staff.
3. Staff will be empathetic to a student's point of view or discussion of a controversial topic. If it is a topic that is not appropriate to discuss, the staff member will direct the student to discuss the topic individually with a school counselor or social worker. School Administration will be available for further guidance and support. At all times, staff must maintain classroom management and order in the classroom or educational setting.
4. If dialogue is initiated by a student and the staff member feels that the student is seeking counsel or advice, the staff person should refer the matter to administration and counseling team, should engage in the appropriate dialogue with the student.
5. Parents/Guardians may be contacted to discuss the topic that their child brought up, in class or otherwise, so they are aware of the topic of discussion.
6. For situations pertaining to Suicide or Child Abuse, please refer to board policy and guidelines related to these topics.

Approved: 09/12

**IKCA**     **Human Sexuality and AIDS Education**  
**Opt-Out Procedure and Form**

**IKCA**

A parent or guardian (or student eighteen years of age or older) who does not want the student involved in all or some portion of the Human Sexuality and AIDS education classes of the district shall be provided a written copy of the district goals and objectives for the student's appropriate Human Sexuality and AIDS class. Following review of the curriculum goals on file at the board education office, the parent or guardian must complete the district opt-out form and state the portions (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 an opt-out request form from the principal, complete and sign the form and return the form to the principal. The signed form will be kept on file in the principal's office.

The signed form shall excuse names students from all or a portion of the Human Sexuality and AIDS classes.

Arrangements shall also be made for class reassignment of the student during 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 school newsletters.

KASB Recommendation- 06/04; 06/06; 04/10; 02/12

**IKD**     **Religion in Curricular or School Sponsored Activities**

**IKD**

No religious belief or non-belief shall be promoted or disparaged by the district or its employees. Students and staff should be tolerant of each other's religious views. Students and staff members may be excused from participating in practices contrary to their religious beliefs unless there are clear issues of overriding concern which prevent it.

**Teaching About Religion**

Teachers may teach about religion, religious literature and history but are prohibited from promoting, expounding, criticizing or ridiculing a religion. Religious text 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)

Holiday which have a religious and a secular basis may be observed.

Graduation and Other Ceremonies

School ceremonies shall be secular in nature.

Approved: 07/04; 04/10; 02/12

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**IKD-R Religion in Curricular or School Sponsored Activities**

**IKD-R**

Religion in the Curriculum and School Activities

Music, art, literature and drama having a religious theme or basis are permitted as part of the curriculum or as part of a school activity if they are presented in a balanced and objective manner and are a traditional part of the cultural and religious tradition of a particular holiday or field of study. The emphasis on religious themes in the arts, literature and history should be only as extensive as necessary for a balanced and thorough study of these areas. These studies should never foster any particular religious tenets or demean any religious beliefs or non-beliefs.

Religious Symbols in the Classroom

The temporary use of religious symbols such as a cross, menorah, crescent, Star of David, creche, 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 address which do not promote religion may be permitted at these ceremonies.

Approved: 07/04; 04/10; 02/12

**IKDA Religious Objections to Activities**

**IKDA**

A parent or guardian (or a student eighteen years of age or older) may request that the student be excused from participating in activities for religious reasons. The parent, guardian, or adult student must complete the district opt-out form for religious objections, stating the specific activity, the portion of the curriculum in which the activity exists, and the reasons for the request. The request may be granted, or denied, or partially granted and partially denied.

This policy shall not be interpreted to allow parents to prevent the dissemination of information which parents find religiously objectionable. Rather, this policy only extends to actual participation by their child in an activity, the performance of which is contrary to the child's religious teachings.

Approved: 07/04; 04/10; 02/12

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**IKDA-R Religious Objections to Activities**

**IKDA-R**

A parent or guardian seeking to opt-out their child from activities contrary to the child's religious teachings must complete the district's Activity Participation Opt-Out Form regarding religious objections which is available in the board office. Parents desiring to opt-out their children from activities due to religious reasons must return the completed and signed form to the principal. The form must be submitted within a reasonable amount of time prior to the scheduled activity in order to allow time for the principal to consider the request. The completed form shall be kept on file with the principal.

The principal shall review the request and determine whether the request should be granted or denied. The principal shall notify the parents of the decision within a reasonable amount of time after the request is submitted. If the parents are dissatisfied with the principal's decision, they may appeal, in writing, to the superintendent.

If the opt-out request is granted, students who opt-out of activities for religious reasons may still be required to view the activity, to learn the subject matter of the activity, or to discuss the activity. The student may be reassigned during the activity or given alternative class assignments.

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

Approved: 07/04; 04/10; 02/12

**IKE      Assemblies**

**IKE**

Each building principal may schedule assemblies as needed.

Approved: 07/04; 04/10; 02/12

**IKE-R      Assemblies**

**IKE-R**

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

Approved: 07/04; 04/10; 02/12

**IKI      Lesson Plans**

**IKI**

Each teacher shall develop, maintain and follow lesson plans which conform to the approved curriculum, the district's educational goals and the expected student learning outcomes. Principals shall establish methods to regularly review teacher lesson plans.

Approved: 07/04; 04/10; 02/12

**ING      Animals and Plants in the School**

**ING**

With the prior approval of the principal, animals or plants may be brought to school for instructional purposes.

If someone is injured by an animal or comes into contact with a toxic plant, the incident shall be immediately reported to the administration by the supervising teacher. The principal shall notify the appropriate persons.

Service Animals in the Schools

Service animals are permitted in the schools and on school property in accordance with federal law. In order for the district to accommodate the health and safety of our students and staff while maintaining our educational services, programs, and activities, employees and students are encouraged to notify their building administrator prior to bringing a service animal to school for the first time. Patrons or individuals attending functions or having short term business on school property are not required to provide advance notice to school staff in order to be accompanied by a service animal on school property.

Access to school buildings will not be denied to a service animal as long as the animal is individually trained and required to do work or perform tasks for the benefit of an individual with a disability. Such work or tasks must be directly related to the individual's disability. District staff shall not be responsible to provide care or control of a service animal, and any service animal which is out of control or is not housebroken may be excluded by district staff.

For the purpose of this policy, "service animals" is not deemed to include animals provided by the school for instructional purposes or for therapy or comfort animals.

Approved: 07/04; 04/10; 02/12; 6/22

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**JA      Goals and Objectives (See BDA, CM, GAA and JCDA)      JA**

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

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

Approved: KASB Recommendation-07/96; 04/07; 12/15; 6/22

**JB      Attendance Records      JB**

Daily attendance records shall be maintained for each student in each school. The primary responsibility for recording attendance shall be assigned to teachers using the process 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.

Approved: KASB Recommendation-07/96; 08/10; 3/12

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**JBC      Enrollment(See IIBGB, JBCA, JBCB, JBCC,and JQKA)      JBC**

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 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 actual care and control of the child with written consent of a person who has legal custody of the child.

Non-resident Student

Details concerning the enrollment and continued enrollment process for nonresident students may be found in board policy JBCC.

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.

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 communication to parents and to the public.

Part-time Students

The board allows any child to enroll part-time in the school district to allow the student to attend any courses, programs, or services offered by the school district if the child:



- Is also enrolled in a non accredited private elementary or secondary school or in any other private, denominational, or parochial school as required by law;
- Requests to enroll part-time in the school district; and
- Meets the age of eligibility requirements for school attendance.

District administrators shall make a good faith attempt to accommodate scheduling requests of students enrolling in the school district in these situations but shall not be required to make adjustments to accommodate every such request.

Part-time students, other than those specified previously in this policy may enroll with the administration's permission if they complete all paperwork in a timely fashion and are in attendance no later than September 1st. Such 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.

The above requirements are not to serve as barriers to immediate enrollment of students designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by ESSA. The district shall work with the Department for Children and Families, the school last attended, or other relevant agencies to obtain necessary enrollment documentation.

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, and telephone number of the lawful custodian. The records shall also provide proper proof of identity.

#### Assignment to a School Building, Grade level, or Classes

Unless otherwise provided herein, 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.

If required by law, students placed in foster care or students who are homeless may be educated in their "school of origin", see regulations for JBCA and JBCB.)

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/junior) high 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.

#### Transfer 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.

KASB Recommendation- 06/01; 04/07; 06/13; 12/14; 06/15; 6/22;6/23

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

**JBCA**

The district, in accordance with state and federal law and the Kansas state plan, will ensure that homeless children in the school district have access to a free and appropriate public education. Homeless students are individuals who lack a fixed, regular, and adequate nighttime residence. 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.

Approved: KASB Recommendation-07/03; 04/07; 12/16

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

**Homeless Student Regulations  
Required by Federal and State Law**

**NOTE: This document MUST be approved by board action to become policy. File with clerk, distribute to principals, and duplicate as necessary in district newsletters and other documents.**

**Homeless students shall, by definition, include the following:**

1. Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to 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 space, 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 child or youth in the school of origin is in the child's youth's best interest, except when doing so is contrary to the request of the child's or youth's parent of 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 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 record, 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 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 records 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 Right 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 of 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 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" mean 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 1965 or similar State or local programs, educational programs for children with disabilities, and educational programs for English learners;
- 3.) Program 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 of 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 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 9931 et seq.), early interventions 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 youth receive referrals to health care services, dental services, mental health and substance abuse services, housing services and other appropriate services;
- 5.) The parents of 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 of 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 student. 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.

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

#### 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 of 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 in a method to apportion the responsibility and costs for transporting the child. If an agreement cannot be reached, the costs will be shared equally.

Approved: KASB Recommended Regulation- 07/03; 04/07; 12/16

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**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

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Explanation of decision:

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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) 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. Complaint and the result.

Approved: KASB Recommended Regulation-07/03; 04/07; 12/16

**JBCB Foster Care Students** (See EDAA, JBC, and JBCA)

**JBCB**

The district, in accordance with state and federal law and the Kansas state plan, will ensure that students placed in foster care within the school district have access to a public education in a stable educational environment. For the purposes of this policy and its applicable regulations, "foster care" means 24-hour substitute care for children placed away from their parents and for whom a child welfare agency has placement and care duties.

Points of Contact

The board shall designate an employee to serve as a point of contact for child welfare agencies on behalf of the district.

Approved: KASB Recommendation- 12/16

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**Foster Care Student Regulation  
To Aid In Implementation of Federal Law**

**Note: This document MUST be approved by board action to become policy. File with the clerk, distribute to principals, and duplicate as necessary in district newsletters and other documents.**

The Every Student Succeeds Act (“ESSA”) addresses additional protections for students in foster care and establishes a system of joint responsibility for school districts, the Kansas State Department of Education (“KSDE”), and the Kansas Department for Children and Families (“DCF”) to ensure the educational stability of students in foster care.

For the purposes of these regulations, “foster care” means 24-hour substitute care for children placed away from their parents and for whom a child welfare agency has placement and care duties. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child-care institutions, and pre-adoptive homes.

Transportation of Students in Foster Care

ESSA requires each Kansas school district to collaborate with child welfare agencies, such as DCF and tribal child welfare agencies, to develop and implement clear, written procedures for how transportation to maintain a student in foster care in his or her school of origin (when in the student’s best interest) will be provided, arranged, and funded. The procedures must ensure that the transportation will be provided promptly, in a cost-effective manner, and in accordance with federal law. Also, they must address how additional costs will be absorbed. Therefore, if there are any additional costs incurred to maintain a foster care student in his or her school origin, the district will provide the transportation if:

1. DCF agrees to reimburse the district for the additional costs;
2. The district agrees to pay the additional costs; or
3. DCF and the district split the additional costs.

Upon request, the district will provide an assurance to KSDE that the district has transportation procedures meeting the above requirements.

Additional Costs

“Additional costs” reflect the difference between what the district would spend to transport a student to the assigned school and the cost of transporting a student in foster care to his or her school origin. Title I, Part A funds may be used to pay for additional transportation costs in Title I districts.

School of Origin

The “school of origin” is the school in which a student is enrolled at the time of placement in foster care or of a change in placement. A student in foster care is entitled to remain enrolled in his or her school of origin unless it is determined not to be in the student’s best interest to stay at that school.

Best-Interest Determination

DCF will make the final decision regarding whether it is in a student’s best interest to remain in the school origin. District staff may be asked to provide information on the “educational best interest” of the student to support educational decision-making based on what is best for the student academically. For students receiving special education and related services under the Individual with Disabilities Education Act or for students on Section 504 accommodation plans, it is recommended that relevant team members should be consulted in the best interest determination process, as the district will still be required to ensure compliance with Least Restrictive Environment requirements.

The United States Department of Education has provided a list of factors that may be considered in determining the student’s educational best interest, which include appropriateness of the current setting, proximity of placement to school attendance

centers, the child's preference, the parents' preference, the child's attachment to the school of origin, where siblings will be placed and the availability of needed services. The "best-interest determination" may not be made based on transportation costs or funding.

#### District Foster Care Liaison

The "district foster care liaison" is a district employee who facilitates the enrollment in or transfer to a public school of a student in the district who is a ward of the state. The district's foster care liaison is considered the designated point of contact for collaboration with DCF on transportation procedures.

The District has designated the following staff person as the District foster care liaison:

Name:

Position:

Email:

Address:

Telephone:

#### Child Welfare Agency

In Kansas, DCF is the regular child welfare agency for collaboration on transportation procedures. The Child Protective Services ("CPS") division of DCF will typically be the division that works with the district on issues related to students in foster care, however, tribal child welfare agencies may also be involved with this process. Therefore, whenever DCF is used in these regulations, it may be deemed to apply to any child welfare agency base on the circumstances.

#### Child Welfare Contact

The district, if receiving Title I, Part A funds, must collaborate on transportation procedures with the DCF-designated contact if DCF notifies the district in writing that DCF has designated an employee to serve as a point of contact for the district

Approved: [KASB Recommended Regulations-12/16](#)

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### **General Transportation Procedures (OPTIONAL)**

*To ensure that transportation is provided promptly when it is determined to be in the best interest of a student in foster care to remain in the school of origin, the district has developed the following transportation procedures. These procedures will guide the development of an individual transportation plan for a student needing transportation to his or her school of origin.*

#### Funding Strategies

*The district and DCF have identified the following funding options that may be implemented if additional costs to transport a student in foster care to the school of origin are determined:*

*(Adjust the items below to include those agreed upon by the district and DCF. Consider any cost-saving strategies that the district has used successfully with neighboring districts in transporting students who are homeless to and from their school of origin or any other programs where transportation costs are shared. )*

- 1. Cost sharing between the district and DCF through use of a specific transportation strategy in which each party is responsible for a segment of the transportation.*
- 2. Offset of costs by DCF, such as using Title IV-E funds paid to a foster parent or caregiver for transportation.*
- 3. Cost sharing between the school district of attendance and the school district where the student is living.*
- 4. Use of the district's Title I funds.*
- 5. Use of Medicaid reimbursements if the IEP for a student receiving special education services will include transportation as a related service.*
- 6. Use of any available grant funds; and*

#### Transportation Strategies

*The following transportation strategies may be considered in achieving transportation to a student's school of origin:*



*(Adjust the items below to include those agreed upon by the district and DCF. Consider any strategies that have been used successfully to transport students who are homeless to and from their school of origin and effective practices currently used to share transportation costs with neighboring districts, community partners, or others.)*

1. *Arranging transportation by the foster parent or caregiver to the school of origin or to a bus stop on a route to the school of origin, such as when the foster parent lives within a certain distance from the school of origin;*
2. *Arranging transportation by a relative or another adult approved by DCF with whom the student has a relationship and whose existing commute aligns with the student's transportation need to the school of origin or a bus stop on a route to the school of origin;*
3. *Maximizing the existing district transportation system by exploring ways the student can be transported to an existing bus stop that serves the school of origin (options to transport the student to an existing bus stop could occur through use of public transportation with a bus pass or transportation voucher, or transportation by the foster parent or caregiver, a relative or another adult with whom the student has a relationship);*
4. *Using existing intra-district transportation options that allow students to be transported within the district, such as routes for student who are homeless, students attending magnet programs, or students receiving special education services (this option may require the addition of a bus stop on an existing route or that an existing route be rerouted to accommodate the transportation needs);*
5. *Coordinating with the district in which the student is living to provide transportation to the district boundaries or an existing bus stop within the district;*
6. *Evaluating whether an IEP for a student receiving special education services will include transportation to the student's special education program at the school of origin as a related service;*
7. *Contracting with a private transportation company, such as a taxi service, for the student's transportation needs;*
8. *Using public transportation with a bus pass or transportation voucher;*
9. *Adding a district transportation route; or*
10. *(Other).*

#### Individual Transportation Plan

*When DCF determines that the best interest of a student in foster care is to remain in the school of origin, the district foster care liaison will take steps to promptly collaborate with relevant DCF staff on how transportation to the school of origin will be provided, arranged, and funded.*

*When possible, and to allow for adequate consideration of the student's needs, individual transportation planning will begin in advance of placement changes and will occur in coordination with the consultation on the student's educational best interest.*

*The district foster care liaison will convene a meeting to establish an individualized transportation plan for the student. The liaisons will attempt to include the student's DCF education decision-maker and others who may be involved in education decision-making for the student, such as the student's caseworker, foster parent or caregiver, and the court-appointed special advocate (CASA) liaison. The District foster care liaison may also involve other district staff, as appropriate. The liaison will involve the district transportation director if the individual transportation plan will involve adjustments to existing bus routes.*

*If necessary, the district foster care liaison will identify a short-term transportation strategy that may be used until the final transportation plan is completed so that the student can remain at the school of origin without interruption.*

*In evaluating transportation options to the school of origin, participants will prioritize student safety, cost effectiveness, reliability, and time and distance of the commute.*

#### Determining Additional Costs

*To identify whether additional costs will be incurred in an individual transportation plan to transport the student to the school of origin, the foster care liaison will consult with the district transportation director to calculate the cost of transporting the student to the school that the student would otherwise attend, which will be used as a comparison. In accordance with the federal Non-Regulatory Guidance, if the district is able to provide transportation through an established bus route, there is no additional costs. If the district will reroute buses or provide transportation through a private vehicle or transportation company, the district may*

consider as additional costs the cost of rerouting buses or the difference between the special transportation costs and the usual transportation costs.

Administrative costs, such as additional staff time to coordinate transportation, will also be considered in determining whether there are additional costs to transport the student in foster care to the school of origin.

#### Plan Elements

The individual transportation plan may include:

1. A daily transportation strategy;
2. One or more backup transportation strategies;
3. Transportation strategies to allow participation in after-school and extracurricular activities;
4. A description of the funding strategy that will be used if additional costs to transport the student to the school of origin are identified;
5. Identification of who is responsible for each aspect of the transportation strategy;
6. Designation of an adult to accompany younger students, if necessary, such as when public transportation is used.
7. For transportation strategies with multiple segments, sign off procedures to ensure that the student safely and successfully completes each segment;
8. A communication protocol between the District and DCF when transportation for a student is no longer needed; and
9. A regular review process for adjusting transportation strategies when circumstances change.

The final individual transportation plan will require a signature by the foster care liaison and a district official who has authority to approve any additional expenditure. The DCF education decision-maker and the foster parent or caregiver, if different from the education decision-maker, will also be asked to sign the plan.

Approved: [KASB Optional Procedures-12/16](#)

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## **JBCC Enrollment of Nonresident Students** (See JBC, JBCA, JBCB, and JQKA)

**JBCC**

Kansas law requires the board to allow nonresident students to enroll in and attend the schools of the district if the board's capacity determination finds there are open seats for such students. In order to determine the district's capacity to accept nonresident students at each grade level in each district school, the board has adopted this policy.

Details concerning the open enrollment and continued enrollment processes for nonresident students may be found in this policy, while general processes on enrollment documentation, assignment to buildings and classes, etc., may be found in board policy JBC.

#### Definitions

For the purposes of this policy, the following definitions apply.

"Homeless child" means a child who lacks a fixed, regular and adequate nighttime residence and whose primary nighttime Residence and whose primary nighttime residence is:

- A. A supervised publicly or privately operated shelter designed to provide temporary living accommodations, including welfare hotels, congregate shelters and transitional housing for the mentally ill;
- B. An institution that provides a temporary residence for individuals intended to be institutionalized; or
- C. A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for humans.

"Nonresident student" means a student who is enrolled and in attendance at or seeking to enroll and attend a school located in a district where such student is not a resident.

"Parent" means and includes natural parents, adoptive parents, stepparents, and foster parents.

"Person acting as parent" means:

- A. A guardian or conservator; or

- B. A person, other than a parent, who:
- a. Is liable by law to maintain, care for or support the child;
  - b. Has actual care and control of the child and is contributing the major portion of the cost of support of the child;
  - c. Has actual care and control of the child with the written consent of a person who has legal custody of the child; or
  - d. Has been granted custody of the child by a court of competent jurisdiction.

**Enrollment of Nonresident Students**

**JBCC-2**

"Receiving school district" means a school district of nonresidence of a student who attends school in such school district.

"Sibling" means a brother or sister of the whole or halfblood, adoptive brother or sister, a stepbrother or stepsister or a foster brother or foster sister.

Determining Capacity for Nonresident Enrollment

The superintendent or designee has the responsibility for studying capacity in each school of the school district and at each grade level within each school and for making recommendations to the board regarding the district's capacity to accept nonresident students. To make recommendations to the board to assist with determining capacity, the superintendent or the superintendent's designee(s) shall do the following.

The superintendent or designee shall develop recommendations on capacity and classroom student-to-teacher ratios in each grade level in each school serving kindergarten students and students in grades one through eight. Such recommendations may be based on, but not be limited to, the following factors:

- Present classroom student-teacher ratios in each grade level in each school;
- Projected enrollment shifts based on the resident student population, which may include a percentage adjustment for anticipated growth or decline based on documented enrollment trends; and
- Maximum capacity of the classroom and associated learning, activity, and common area spaces.

The superintendent or designee shall develop recommendations on capacity and student-to-teacher ratios for each school building or program serving students in grades nine through twelve. Such recommendations may be based on, but not be limited to, the following factors:

- Present building or program student-teacher ratios;
- Projected enrollment shifts based on the resident student population, which may include a percentage adjustment for anticipated growth or decline based on documented enrollment trends;
- Anticipated demand for particular courses or programming; and
- Maximum capacity of the classroom and associated learning, activity, and common area spaces.

On or before May 1 of each year, the superintendent shall present the recommendations concerning capacity and student-to-teacher ratios to the board for adoption or modification, and the board shall determine, for each grade level in each school building of the school district for the next succeeding school year, the following:

**Enrollment of Nonresident Students**

**JBCC-3**

- Capacity based on the study conducted by the superintendent or the superintendent or the superintendent's designee;
- The number of students expected to attend school in the school district; and
- The number of open seats available to nonresidents at each grade, building, or program level.

On or before June 1 of each year, the district shall publish the number of open seats available to nonresident students in each grade level for each school building of the district for the next succeeding school year on the school district's website.

From June 1 through June 30, district administration shall accept applications from nonresident students.

If the number of applications for a grade level in a school building is less than the number of available seats for that grade level in the school building, the nonresident students shall be accepted for enrollment and attendance at the school district, except as provided below for nonresident students regarding continued enrollment.

If the number of applications for a grade level in a school building is greater than the number of available seats for the grade level in the school building, district administration shall randomly select nonresident students using a confidential lottery process. This process shall be completed on or before July 15 of each year.

The district shall provide to the parent or person acting as a parent of a nonresident student who was not accepted for or denied enrollment at such school district the reason for the nonacceptance or denial and an explanation of the nonresident student selection process.

#### Priority in Filling Open Seats

Subject to having capacity to enroll nonresident students, the district shall give priority in enrollment to the following nonresident students, who shall receive open seats without necessity of being selected through the open-seat lottery:

- Any sibling of a nonresident student who was accepted to enroll in and attend school in the district, with priority given when the nonresident student is first accepted and, if necessary, at any other time the district considers transfer applications; and
- Any nonresident student who is a military student as defined in K.S.A. 72-5139, with priority given when the student is first accepted and, if necessary, at any other time the district considers transfer applications.

Regardless of capacity determinations, the following categories shall be allowed to enroll as if resident students:

#### **Enrollment of Nonresident Students**

**JBCC-4**

- Any child who is in the custody of the Department for Children and Families and who is living in the home of a nonresident student who transfers to the district;
- Any nonresident student who has a parent or person acting as parent employed by the district, while the parent or person acting as a parent remains employed by the district;
- Any child who is experiencing homelessness shall be permitted to enroll in and attend the school district of origin or the school district of residence.

If one of these exceptions no longer applies to the student, the student's enrollment status would be subject to review under the terms for continued enrollment under this policy.

#### Prohibitions Regarding Open Enrollment Provisions of this Policy

The district shall not:

- Charge tuition or fees to any nonresident student who transfers to the district pursuant to this policy, except fees that are otherwise charged to every student enrolled in the attending school in the district; or
- Accept or deny a nonresident student transfer based on ethnicity; national origin; gender; income level; disabling condition; proficiency in the English language; or measure of achievement, aptitude, or athletic ability.

Except for a child in the custody of the Department of Children and Families or a child who is experiencing homelessness, a nonresident student shall not transfer more than once per school year to one or more receiving school districts pursuant to the provisions of this policy or authorizing Kansas law.

#### Transportation of Nonresident Students

The district, by virtue of being a receiving school district of nonresident student, shall not be required to provide transportation to nonresident students unless otherwise required to do so by state and/or federal law, as a related service through a student's individualized education program, or as an accommodation pursuant to the student's Section 504 plan. If space is available on district transportation vehicles, the district may assign nonresident students an in-district bus stop to and from which transportation

may be provided by the district for nonresident students. The district shall ensure that transportation for nonresident homeless students is provided comparably to that of house students.

## **Enrollment of Nonresident Students**

**JBCC-5**

### KSHSAA Eligibility

Nothing in this policy or state law shall exempt a nonresident student who transfers into the district from the requirements of the Kansas State High School Activities Association ("KSHSAA") regarding eligibility to participate in KSHSAA activities.

### Information Share with the Kansas State Department of Education

The superintendent shall submit or have submitted to the Kansas State Department of Education this policy, the number of nonresident student transfers approved and denied in each grade level and whether the denials were based on capacity or in accordance with the policy's terms, as required.

### Nonresident Student Continued Enrollment

A nonresident student who has been accepted for enrollment and attendance at a district school shall be permitted to continue enrollment and attendance in the district until such student graduates from high school, reaches the age of 21 (if the student is a student with an exceptionality, not solely eligible for gifted services under an individualized education program), or receives a G.E.D., unless such student is no longer deemed by district administration to be in good standing.

Except as otherwise specified herein, nonresident students who have previously been accepted for enrollment by the school district will be allowed to continue enrolling in the district as specified above. The district will not require parents to resubmit a new application each school year and will advance the previous application of an enrolled student amending only the grade placement of the student unless the district provides notification to the parent, person acting as a parent, or student that enrollment is not going to be continued for the upcoming school year for reasons specified as follows.

Regardless of capacity to accept nonresident students at a nonresident student's grade level or in the student's designated school or program, an individual student may be denied continued enrollment for not being in good standing. Nonresident students admitted to the district shall be evaluated each spring by district and/or school administration to determine standing for continued enrollment.

Students may be denied continued enrollment for the next school year based on the results of these evaluations. However, if the student has a disability, the student's ability to meet these expectations shall be considered prior to denying continued enrollment in the district. Similarly, administration shall consider the adverse impact of homelessness on a student's attendance and any resulting suspensions or expulsions before making a determination on the continued enrollment of a student who is homeless. As part of this reflection, administration shall consider the obstacles a homeless student faces to arrive at school on time or each day due to housing instability, lack of transportation, or lack of other basic resources that can hinder consistent attendance.

## **Enrollment of Nonresident Students**

**JCCC-6**

A student meeting one or more of the following criteria shall automatically be deemed not in good standing and may be denied continued enrollment based solely thereon.

- The nonresident student failed to maintain a 96% attendance rate in the last school year, excluding excused absences under board policy JBD and/or any relevant student handbook language;
- The nonresident student or the student's parent or person acting as a parent provided false or fraudulent information in the application process;
- The nonresident student is not a resident of Kansas;
- The student is currently under a period of suspension or expulsion from any Kansas school district, and such suspension or expulsion will not expire until after the next school year has begun;
- The student has failed multiple classes in the current school year and/or is not on track to graduate with their cohort class;

- The student has had multiple behavior referrals in the current school year, excluding suspensions a manifestation determination determined to be a manifestation of the student's disability or a failure on the part of school staff to implement an individualized education program, Section 504 plan, or behavior intervention plan; or
- The student has been given a long-term suspension or expulsion by the district in the current school year

Parents shall be informed of any administrative decision not to continue enrollment of a nonresident student no later than June 1.

Board Approved: - 11/23

**JBD**      **Absences and Excuses** (See IHEA, JDD, and JBE)

**JBD**

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

Approved: KASB Recommendation- 07/96; 09/097; 08/10; 03/12

**JBD-R**      **Absences and Excuses**

**JBD-R**

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

Excused/Unexcused Absences

Each attendance center will have on file regulations relating to attendance procedures for that particular building. Also in handbook.

Significant Part of a School Day.

If a student is absent 50 percent or more of the school time during the morning session, the student is considered absent for that morning session. Likewise, if a student is absent 50 percent or more of the scheduled school time in the afternoon session the student is considered absent for that afternoon session. A student who is absent more than 60 percent of the scheduled school time during a school day is considered absent for the entire day.

**Make-Up Work**

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

Approved: 07/04; 08/10; 03/12

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**JBE**      **Truancy** (see AEB, IDCE, JBD, and JQ)

**JBE**

Unless reporting would violate the terms of any memorandum of understanding between the district and the authority to which reports would be made. The building principal (or \_\_\_\_ ) 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. Truancy shall not apply to students who have attained a high school diploma, a general educational development credential, or a high school equivalency credential. Exceptions also exist for students attending the Kansas academy of mathematics and science and for students who are part of a recognized church or religious denomination objecting to regular public high school education under circumstances specified in state law.

For truancy purposes, being enrolled and continuously attending a public school; a private, denominational, or parochial school taught by a competent instructor for a period of time which is substantially equivalent to the period of time public school is maintained in the school district in which the private, denominational, or parochial school is located; or a combination of attendance in

both a public school and private, denominational, or parochial school may satisfy compulsory attendance requirements. 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 given an unexcused absence for truancy accounting purposes considered truant.

Prior to reporting to either S.R.S (if student is under 13) or the county or district attorney (if the student is over 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 student is regularly enrolled in the attending a program recognized by the board as an approved alternative educational program;
- The parent (s) or person acting as parent provides written consent to allow the student to be exempt from the compulsory attendance requirement and the student and the student's parent or person acting as parent attend the counseling session required by law and signs the appropriate consent and waiver form;
- The student is not subject to truancy law in accordance with law or this policy;
- The child is regularly enrolled and continuously attending school as required by law and is concurrently enrolled in a postsecondary educational institution; or
- The student is exempt from compulsory attendance requirements pursuant to a court order.

Involvement of Law Enforcement

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

Reporting to Parents

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

Dual Enrollment Students (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, or vocational educational school.

JBE TRUANCY

Waiver of Compulsory Attendance Form

I, (name of parent(s) or legal guardian), understand that pursuant to Kansas law, (name of student) is required to attend school until he/she receives a high school diploma or General Educational Development (GED) credential or reaches the age of 18, whichever occurs first.

Pursuant to K.S.A. 72-3120, as amended, Unified School District No. \_\_\_\_\_ encourages (name of student) to remain in school or to pursue an education alternative.

The school has informed me that the academic skills listed below have not been achieved by (name of student);

[List skills that have not been achieved.]

Based on information attached below, I understand the difference in future earnings power between a highschool graduate and a highschool dropout.

The school has indicated to me and to my child that (name of student) is encouraged to attend one of the following alternative educational programs:

[List available alternative educational programs.]

The undersigned hereby give(s) written consent to allow (name of student), who is [choose one] 16 17 years of age, to be exempt from the Kansas compulsory attendance requirement and state I/we have attended the final counseling session conducted by Unified School District No. \_\_\_\_\_ in which the above information was presented to us.

Signed: \_\_\_\_\_  
Parent or Legal Guardian

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Student

Date: \_\_\_\_\_

Approve:

KASB Recommended -12/20

Approved: KASB Recommendation-07/96; 09/97; 08/98; 07/02; 06/04; 06/06; 01/07; 08/10; 03/12; 6/22; 12/22

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**JBH Release of a Student During the School Day**

**JBH**

(See EBB and EBBD)

Building principal shall only release a student during the school day except with a written or verbal request from the student's lawful parent or person acting as a parent.

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 or if the safety of student(s), staff members(s) or others would be endangered by orchestrating the student's release from school,, 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.

Approved: KASB Recommendation -07/96; 08/10; 03/12; 07/13;12/23

**JCAB Searches of Property**

**JCAB**

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

Approved: KASB Recommendation- 07/96; 08/98; 08/10; 03/12

**JCAB-B Searches of Property**

**JCAB-B**

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 lockers 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.")

Approved: KASB Recommendation- 07/96; 08/98; 08/10; 03/12

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### **JCABB Search 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 shall attempt to call the student's parent/s and may call law enforcement. Items which the principal believes may be connected with illegal activity shall remain in the custody of the principal unless the items are turned over to law enforcement officials. If the student refuses to cooperate, the principal may take disciplinary action and/or seek assistance from law enforcement.

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

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

Written documentation of each search shall be maintained by the principal.

(Whenever the principal is mentioned in this policy, it shall be construed so as to include the superintendent "or designated representative.

Approved: KASB Recommendation- 07/96; 08/98; 04/07; 12/15

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### **JCABB-R Searches of Students**

**JCABB-R**

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

enforcement officials on school property. The principal shall receive and file a receipt for items turned over to law enforcement officials.

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

A written report of each search shall be made by the principal 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.")

Approved: KASB Recommendation- 07/96; 08/98; 08/10; 03/12

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**JCAC**    **Interrogation and Investigations**(See EBC, GAAD, JCABB, JCEC and JHCAA)    **JCAC**

Building administrators, school security officers, and/or others designated by the superintendent may conduct investigations and question students about violation of school rules, the student conduct code, and/or law. Unless otherwise provided herein, such investigators shall not be required to contact the student's parent, guardian, or representative prior to questioning and may request law enforcement, school resource officer(s), and /or school security officer(s) for assistance in conducting the investigations.

If there is reason to believe a violation of a criminal law has been committed, the building administrator, the superintendent's designee, and/or school security officer with authorization of the superintendent or the superintendent's designee shall notify the appropriate law enforcement agency of criminal conduct as provided in law and/or board policy and may request further investigation of the alleged violation.

When a school resource officer or campus police officer initiates an investigation of a potential violation of criminal law by a student on the officer's own initiative and not at the behest of a building administrator or the designee of the superintendent, such officer will notify the building administrator and will make a reasonable attempt to contact the student's parent, guardian, or representative prior to initiating questioning.

**Coordination with Law Enforcement**

School administrators and/or school security officers shall meet at least annually with local law enforcement officials to discuss the district's policies and rules regarding law enforcement contacts with the district and reporting of potential criminal acts at school or school activities.

Approved: KASB Recommendation- 07/96; 06/07; 08/10; 03/12; 12/18

**JCAC-R**    **Interrogation and Investigations**    **JCAC-2**

**Notification of Investigations Conducted by Law Enforcement Officers**

When law enforcement officers initiate an investigation involving questioning of a student on a topic unrelated to a report of child abuse or neglect or to the identity of the student during school hours, the building administrator shall make a reasonable attempt to contact a parent, guardian or representative of the student(s) prior to questioning. Notification or attempted notification of parent, guardian or representative shall be documented by the administrator involved. If a student's parent, guardian or representative is not present during the questioning of a student, the principal may be present unless otherwise specified in law or board policy.

**Child Abuse and Identity Investigations Conducted by Law Enforcement Officers**

The administration shall cooperate with law enforcement officers who are conducting investigations of suspected child abuse or neglect or concerning the student's identity. For any investigations concerning known or suspected child abuse or neglect, school staff shall follow the procedures outlined in board policy GAAD instead of the requirements of this policy.

**Child Abuse and Identity Investigations Conducted by Law Enforcement Officers**

The administration shall cooperate with law enforcement officers who are conducting investigations of suspected child abuse or neglect or concerning the student's identity. For any investigations concerning known or suspected child abuse or neglect, school staff shall follow the procedures outlined in board policy GAAD instead of the requirements of this policy.

#### Law Enforcement Initiated Investigations at School

In cases not involving the investigation of known or suspected child abuse or neglect or involving the student's identity, law enforcement officers shall not be permitted to initiate and conduct investigations involving the questioning of students during school hours unless the student's parent or guardian has given the school permission to allow the questioning, a valid warrant has been presented to the building administrator for such purpose, or in demonstrated emergency situations. If a demonstrated emergency is found, the building administrator shall require identification of law enforcement officials and reasons for the interrogation or investigation of a student. If the building administrator is not satisfied with either the identification or the reason, the request shall not be granted. The building administrator shall attempt to notify the superintendent and the officer's superiors of the reasons for the refusal.

### **JCAC                      Interrogation and Investigations**

**JCAC-3**

#### 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, school resource officers, campus police officers; or Department for Children and Families ("DCF") authorities pursuant to a child abuse investigation. Except as otherwise specified in this policy, a reasonable effort shall be made to notify the student's parent, guardian or representative when students are removed from school for any reason.

Parents shall not be notified by school officials when their child is taken into custody by DCF, school resource officers, campus police officers, and/or law enforcement as a result of allegations of abuse or neglect and there is reason to believe sharing the information may lead to harm of the child or others.

Except as provided above and/or as specified in a court order or arrest warrant, if a student is taken into custody by a law enforcement officer, school resource officer, or campus police officer, building administrators shall make a good-faith effort to contact the student's parent or guardian. Notification efforts shall be documented.

When a student has been taken into custody or arrested on school premises without prior notification to the building administrator, the school staff present shall ask the law enforcement to notify the building administrator of the circumstances as quickly as possible and shall themselves contact the building administrator with any information they have regarding the child being taken into custody. School resource officers and campus police officers are expected to contact the building administrator as soon as practicable after taking a student into custody.

#### 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.

#### Definition

For the purposes of this policy, "campus police officer" is a school security officer employed by and designated by the board to aid and supplement law enforcement agencies of the state, city, and/or county in which the school district is located.

For the purposes of this policy, students will not be deemed to be "taken into custody" when they are being questioned by a school resource officer, school security officer, and/or campus police officer about a violation of state law, county resolutions, city ordinances, board policy or regulation, and/or school rules on property owned, occupied, or operated by the school district or at the site of a function sponsored by the school district.

Approved: KASB Recommendation-07/96; 06/04; 04/07; 06/07; 08/10; 03/12; 12/18; 6/22

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**JCDA Student Conduct**

**JCDA**

Each principal shall develop rules and regulations to govern student conduct consistent with board policies. The rules shall be reviewed by the board and adopted as policy by reference. A copy of the current rules shall be filed with the state board of education.

Approved: KASB Recommendation- 07/96; 08/10; 03/12

**JCDA-R Student Conduct**

**JCDA-R**

The rules of conduct shall be published in student handbooks. (See JA)

Violation of any provision of the behavior code may result in disciplinary action up to and including suspension and/or expulsion. (See JDD)

Approved:KASB Recommendation-07/96; 08/10; 03/12

**JCDAA Tobacco-Free School Grounds for Students (See GAOC and KMA)**

**JCDAA**

The use, possession, or promotion of any tobacco product by any student is prohibited at all time in any district facility; in school vehicles; at school-sponsored-activities, programs, or events; and on school owned or operated property.

Student violations will result in disciplinary actions as outlined by board policy and/or student handbooks. Disciplinary actions may include parent/guardian notification, participation in a tobacco and electronic nicotine delivery systems education program, referral to a cessation program, and/or community service. Student violations may be reported to law enforcement if use or possession is deemed to be illegal.

The following definitions apply to his policy.

“Tobacco product” means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled or ingested by any other means, including, but not limited to, electronic nicotine delivery system (hereafter “ENDS”), a-cigarettes, a cigars, pipe tobacco, chewing tobacco, snuff, or snus.

“Tobacco product” also means any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes, charging devices, cartridges, and any substances used in ENDS, whether or not they contain nicotine. This definition does not include FDA-approved nicotine replacement therapies including transdermal nicotine patches, nicotine gum, and nicotine lozenges prescribed to the student by a medical practitioner or obtained over the counter and used in accordance with label requirement.

“Electronic nicotine delivery system” or “(ENDS)” means any device that delivers a vaporized solution (including nicotine, THC, or any other substance) by means of cartridge or other chemical delivery systems. Such definition shall include, but may not be limited to, any electronic cigarette, vape pen, hookah pen, cigar, cigarillo, pipe, or personal vaporizer. ENDS are not FDA-approved nicotine replacement therapy devices.

“Promotion” includes, but is not limited to, product advertising via branded gear, bags, clothing, any personal articles, signs, structures, vehicles, flyers, or any other materials.

Approved: KASB Recommendation- 07/96; 09/97; 08/10; amended 03/12; 12/18; 6/20

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**JCDB Dress Code**

**JCDB**

Neatness, decency, and good taste are guidelines of the district dress code. Students must dress in a manner that is not obscene; offensive; or substantially or materially disruptive to the learning environment. Apparel that is sexually suggestive; promotes violence, illegal activities, drugs, alcohol, and/or tobacco or is determined to be gang related is prohibited.

Student apparel and grooming must also meet requirements of any courses which are part of the approved curriculum in which they are enrolled.

Dress codes shall be published in the appropriate student handbooks.

**JCDBB Weapons** (See EBC, JDC, JDD, JHCAA and KGD)

**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 shall include, but shall not not be limited to:

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

Penalties for Weapon Violations

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

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 violations shall be conducted by the superintendent or the superintendent's designee.

Approved: KASB Recommendation- 09/97; 06/99; 06/00; 06/01; 06/04; 04/07; 10/12; 01/13; 06/15

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**JCE**      **Complaints of Discrimination**

**JCE**

(See JDDC, JGEC, JGECA, KN, and KNA)

Complaints About Discrimination

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

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, 29020 Mission Belleview Road, Louisburg, KS 66053 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 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.

Any perceived incident of discrimination in any form shall be promptly reported to the building principal, another administrator, the counselor, another certified staff member, or the district compliance coordinator for investigation and corrective action by the building or district compliance officer. 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. Complaints alleging discriminatory and/or harassing conduct on the part of the superintendent shall be addressed to the board of education. Any general student complaint, not alleging an act of discrimination, shall be resolved under the district's general complaint procedures in policy KN. (See KN)

Except as otherwise provided in this policy or board policies GAAC, JGEC, or KNA regarding complaints of discrimination on the basis of sex or regarding child nutrition programs, 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 such discrimination or 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 principal 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 principal, or if the individual does not believe the resolution remains acceptable, the individual may initiate a formal complaint.

#### Formal Complaint Procedures

- A formal complaint shall be filed in writing and contain the name and address of the person filing the complaint. The complaint shall briefly describe the alleged violation. If an individual does not wish to file a written complaint, and the matter has not been adequately resolved through the informal procedures described herein, the building principal may initiate the complaint. Forms for filing written complaints are available in each school 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 may 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 or the superintendent. The investigation shall be informal but thorough. The complainant and the respondent will be afforded an opportunity to submit written or oral evidence relevant to the complaint and to provide names of potential witnesses who may have useful information.
- A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and a copy forwarded to the complainant and the respondent within 30 days after the filing of the complaint. If the investigator anticipates a determination will not be issued within 30 days after the filing of the complaint, the investigator shall provide written notification to the parties including an anticipated deadline for completion. In no event, shall the issuance of the written determination be delayed longer than 10 days from the conclusion of the investigation.

- 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 (as applicable), and 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.

Formal Complaint Appeal

- The complainant or respondent may appeal the determination of the complaint.
- Appeals shall be heard by the district compliance coordinator, a hearing officer appointed by the board or the superintendent, or by the board itself.
- The request to appeal the resolution shall be made within 20 days after the date of the written determination of the complaint at the lower level.
- The appeal officer shall review the evidence gathered by the investigator at the lower level and the investigator's report and shall afford the complainant and the respondent 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 on appeal and a description of its resolution within 30 days after the appeal is filed.

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.

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 of Civil Rights of the U.S. Department of Education nor the Kansas Human Rights Commission.

Approved: 07/04; 08/10; 03/12; 12/22

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**JCEC     Demonstrations**

**JCEC**

Student demonstrations on school property shall be conducted in an orderly and non-disruptive manner. Demonstrations may be terminated at any time by the principal or the superintendent. (See JCAC)

Approved: KASB Recommendation-07/96;08/10; 03/12

**JDA     Corporal Punishment**

**JDA**

Corporal punishment shall not be permitted in the school district.

Approved: KASB Recommendation- 07/96; 08/10; 03/12

**JDB     Detention**

**JDB**

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

Approved: KASB Recommendation- 07/96; 08/10; 03/12

**JDC     Probation (See JCDBB and JDD)**

**JDC**

Any punishment, suspension or expulsion, may be deferred by the principal (and other positions as appropriate). 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.

Approved: KASB Recommendation- 07/96; 08/10; 03/12

**JDC-R Probation**

**JDC-R**

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

Approved: KASB Recommendation- 07/96; 08/10; 03/12

**JDD Suspension and Expulsion Procedures**

**JDD**

**(See AEB, EBC, IHEA, JBD, JCDBB, JDC, JCDA, JDDB, JDDC, and JHCAA)**

Except as limited by Section 504 or the Individuals with Disabilities Education Act ("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.

Reasons for Suspension or Expulsion

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

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

Short-term Suspension

Except in an emergency, a short-term (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 to be notified of the charges and the basis for the accusation. The student shall have the right to make statements in his/her defense after receiving notice of the charges.

Long Term Suspension or Expulsion

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

- The student and parents or guardian 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 weapon 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 students 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;
- 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 years or older or the student's parent or guardian files a written appeal of a suspension or expulsion:

- Written notice of the appeal shall be filed with the clerk within 10 calendar days of receiving the results of the hearing.
- The board or hearing officer appointed by the board shall hear the appeal within 20 calendar days after the notice of appeal is filed.
- The student and the student's parent shall be notified in writing of the time and place of the appeal at least 5 calendar days before the hearing.
- The hearing shall be conducted as a formal hearing using rules similar to those noted earlier for expulsion hearings.
- The board shall record the hearing.
- The board shall render a final decision no later than the next regularly scheduled board meeting after the conclusion of the appeal hearing.

Approved: KASB Recommendation- 07/96; 08/96; 06/99; 06/00; 04/04; 06/06; 04/07; 12/14;12/15; 6/21; 12/22

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**JDD-R Suspension and Expulsion Procedures**

**JDD-R**

- The student and the student's parent shall be notified in writing of the time and place of the appeal at least 5 calendar days before the hearing.
- The hearing shall be conducted as a formal hearing using rules similar to those noted earlier for expulsion hearings.
- The board shall record the hearing.
- The board shall render a final decision no later than the next regularly scheduled board meeting after the conclusion of the appeal hearing.

Approved: KASB Recommendation- 07/96; 08/98; 06/99; 06/00; 04/04; 06/06; 08/10; 03/12; 12/22

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**JDDA Drug-Free Schools**

**JDDA**

Maintaining drug-free schools is important in establishing an appropriate learning environment for the district's students. The possession (including being under the influence), use, sale, or distribution of illicit drugs and alcohol by students at school, on or in 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, manufactured non-medical or non-prescribed mood altering substances or alcoholic beverages at school or on or in the school 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 disciplinary action up to and including expulsion.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-8901, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. Drug and alcohol counseling and rehabilitation programs are available for district students. If a student agrees to enter and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents.

A list of available programs along with names and addresses of contact persons for each program is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program/

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.

Approved: KASB Recommendation-07/96; 09/97; 07/02; 04/07; 06/08; amended 08/10; amended 03/12; amended 09/12

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**JDDAA Student Misuse of Medication**

**JDDAA**

(See JDDA, JGFGB, JGFGBA, and LDD)

Unless otherwise provided herein, students found to be self-administering their own medication at a dosage or rate exceeding product label instructions; distributing over-the-counter or prescription medications to other students; or using or possessing another person's over-the-counter or prescription medication will be subject to disciplinary action, up to and including suspension and expulsion from school.

Notwithstanding the misuses of medication outlined in this policy, Kansas law and board policy allow a bystander to administer an opioid antagonist to a person the bystander believes to be experiencing an opioid overdose.

Approved: KASB Recommendation - 12/23

**JDDB Reporting to Law Enforcement**(See EBC and JDD)

**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 1) in possession of a weapon, 2) in possession of a controlled substance or illegal drug, or 3) 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.

Approved: KASB Recommendation-06/99; 06/01; 04/07; 06/07; 09/07; 06/08; 12/15

**JDDC Bullying**(See EBC, GAAE, JCE, JDD, JGEC, JGECA, and KGC)

**JDDC**

The board of education prohibits bullying in any form by any student, staff member, or parent towards a student or 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 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.

Approved: KASB Recommendation-06/07; 06/08; 06/09; 06/13; 12/15

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**JDDC SHORT MODEL BULLYING PLAN**

**USD 416 Bullying Plan**

**(Also see Policies GAAE and JDDC)**

Bullying means: Any intentional gesture or any intentional written, verbal, electronic, or physical act or threat either by any student, staff member, or parent towards a student or by any student, staff member or parent towards a staff member that is sufficiently

severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment that a reasonable person, under the circumstances, knows or should know will have the effect of:

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

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

Additionally, bullying means any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to K.S.A. 72-6147 or subsection (e) of K.S.A. 72-1138, and amendments thereto. USD 416 will not tolerate these actions by students, staff, or parents.

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

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

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

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

USD 416 focuses on bullying prevention by:

1. Developing a bullying prevention program based on the KSDE Bullying Prevention Resource Toolkit including addressing bullying, building adult capacity to change climate and culture, curriculum and instructional resources, and measuring social-emotional learning;
2. Using the Kansas State Department of Education's Social-Emotional and Character Development Standards to address school bullying and student mental health;
3. Implementing a social-emotional learning curriculum that includes an anti-bullying family engagement component;
4. Providing students and families with information and resources annually on bullying, cyberbullying, digital citizenship and how to make smart choices on-line;
5. Providing students and families with the district's student behavior expectations relating to bullying and explanations for incidences that do not meet the legal definition of bullying;
6. Tracking incidences of bullying including physical, cyber, verbal, and relational bullying and reporting this information to the Kansas State Board of Education;
7. Collecting data on bullying incidents from social emotional data sources and annually reviewing this information with the board of education;
8. Developing cultural awareness and understanding that certain demographic groups are disproportionately bullied at a higher rate than peers based upon sex, disability, socio-economic status, religious beliefs, gender identity and expression, sexual-orientation, and race/ethnicity (including migrant populations);
9. Requiring all school employees to complete the following bullying prevention, identification, reporting and training module (describe district's annual training program.)

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

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

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

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

Approved: KASB Recommendation - 6/18; 6/21

**JDDC REPORT TO LOCAL LAW ENFORCEMENT (BULLYING)**

– **Sample Form** –

Retype to suit local needs, remove from policy book and file with the clerk and principals. Form could also be included in staff or student handbooks.

<b>Report to Local Law Enforcement</b> <b>USD ___</b>
--

Pursuant to Kansas law, the administrator or other school employee whose signature appears below is reporting the following crimes.

Briefly describe each incident and the person/s involved in a misdemeanor or felony behavior at school, on school property, or at a school activity.

<b>Date</b>	<b>School/Location</b>	<b>Student/s or Person/s Involved</b>	<b>Brief Description of bullying incident/s.</b>
1.			
2.			

School Districts are required by Federal Law and K.S.A. 72-6311 to protect the privacy rights of students under the age of 18.
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Signed: \_\_\_\_\_  
Administrator or other school employee

c/superintendent, USD \_\_\_; c/student's file/employee's file as allowed by applicable negotiated language

**JF      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 (See JR et seq.)

Periodic reports on each student's mastery of the approved learning objectives shall be issued to the parents either electronically or with paper copies.

Report Cards (See JR et seq.)

Report cards shall be available 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 or designee shall develop standard reporting forms for each grade level.

Approved: KASB Recommendation-07/96; 08/10; 03/12

**JFA**      **Peer Grading of Assignments**      **JFA**

**Limited Peer Grading Allowed:**

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

Approved: KASB Recommendation-07/02; 08/10; 03/12

**JFB**      **Promotion and Retention**      **JFB**

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

Approved: KASB Recommendation-07/96; 08/10; 03/12

**JFB-R**      **Promotion and Retention**      **JFB-R**

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

Approved: KASB Recommendation-07/96; 08/10; 03/12

**JFC**      **Graduation Exercises**      **JFC**

Students who have completed the requirements for graduation may be allowed to participate in graduation exercises unless participation is denied for appropriate reasons. Graduation exercises shall be under the control and direction of the building principal.

Approved: KASB Recommendation- 07/96; 08/10; 03/12

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**JFCA**      **Early Graduation (See IHF)**      **JFCA**

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

Approved: KASB Recommendation-07/96; 08/10; 03/12

**JFCA-R**      **Early Graduation (See IHF)**      **JFCA-R**

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

Approved: KASB Recommendation- 07/96; amended 08/10; 03/12

**JGA**      **Student Insurance Program**      **JGA**

Parents or guardians shall be notified annually in writing of student insurance provided by the district , and that medical expenses not covered by such policies are the responsibility of the parents.

Principals shall keep a record of the students who enroll in the group insurance program.

Approved: KASB Recommendation-07/96; 08/10; 03/12

**JGC**     **Health Assessments and Physicals** (See JGCB)

**JGC**

Unless otherwise provided herein, all students under 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.

The above requirements is not to serve as a barrier to immediate enrollment of students designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by ESSA. The district shall work with the Department for Children and Families, the school last attended, or other relevant agencies to obtain necessary documentation of health assessments.

All students engaged in athletic activities covered by KSHSAA rules shall provide the building principal with proof of a physical examination and clearance to participate.

Principals shall work cooperatively with local, county, and state health agencies to disseminate materials related to the availability of health assessments.

Approved: KASB Recommendation- 07/96; 04/07; 12/15; 12/16

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**JGCA**     **Local Health and Wellness**

**JGCA**

The board is committed to providing a school environment that promotes student health and wellness as part of the total learning experience for its students. To this end, the board shall promote and monitor a local health and wellness plan that includes methods to promote student health and wellness, prevent and reduce childhood obesity, and provide assurance that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum federal standards. The plan shall:

- Include goals for providing proper student nutrition at school, nutrition education, physical activity, and other school-based activities designed to promote student wellness which are based on evidence-based strategies and techniques;
- Meet federal nutrition standards and guidelines for all foods and beverages provided to students in each school during the school day, with the objectives of the guidelines to be promoting student health and reducing childhood obesity;
- Ensure standards and nutrition guidelines for all foods and beverages provided to students in each school during the school day at each district school are consistent with the requirements of the School Breakfast Program, the National School Lunch Program, and the competitive food standards established pursuant to the National School Lunch Program;
- Provide students with opportunities to improve personal health and disease prevention;
- Develop essential health skills necessary to maintain and enhance personal and community health behaviors;
- Include goals for addressing student social and mental health needs;
- Develop skills to prevent injury; and
- Understand the effects and consequences of nicotine, alcohol, and drug use.

The Superintendent or designee shall be responsible for the implementation and oversight of this policy and plan to ensure each of the district's schools, programs, and curriculum is compliant with this policy, the plan, and existing law and regulations.

Each building principal or designee shall annually report to the superintendent or designee regarding compliance in his/her school. Staff members responsible for programs related to school health and wellness shall also report to the superintendent or designee regarding the status of such programs. The superintendent or designee shall then annually report to the board on the district's compliance with law, policy, and the district's plan related to school wellness.

Health and Wellness Committee



The board shall establish a health and wellness committee comprised of, but not necessarily limited to, at least one of each of the following: school board member, district administrator, district food service representative, student, parent/guardian, school health professional, physical education teacher, and member of the public.

The health and wellness committee shall serve as an advisory committee regarding student health issues and shall be responsible for developing, implementing, and periodically reviewing and updating a school health and wellness policy and plan that complies with law to recommend to the board for adoption.

The health and wellness committee shall review and consider evidence-based strategies and techniques in establishing goals for nutrition education and promotion, physical activity, and other school-based activities that promote student health and wellness as part of the policy and plan development and revision process.

The superintendent or designee and the health and wellness committee shall conduct an assessment at least once every three (3) years on the contents and implementation of this policy and plan as part of a continuous improvement process to strengthen them and ensure proper implementation. This triennial assessment shall be made available to the public in an accessible and easily understood manner include:

- The extent to which district schools are in compliance with law, policy, and its plan related to school health and wellness;
- The extent to which this policy and plan compare to model local health and wellness policies; and
- A description of the progress made by the district in attaining the goals of this policy.

At least once every three (3) years, the district shall update or modify this policy and health and wellness plan based on the results of the most recent triennial assessment and/or as district and community needs and priorities change; health and wellness goals are met; new health science, information, and technologies emerge; or new federal or state guidance or standards are issued.

The district shall annually inform and update the public, including parents/guardians, students, and others in the community, about the contents, updates and implementation of this policy and plan via the district website, student handbooks, newsletters, or other efficient communication methods. This annual notification shall include information on how to access the school health and wellness policy and plan; information about the most recent triennial assessment; information on how to participate in the development, implementation, and periodic review and update of the school health and wellness policy and plan; and a means of contacting health and wellness committee leadership.

#### Recordkeeping

The district shall retain records documenting compliance with the requirements of the school health and wellness policy, which shall include:

- The written school health and wellness policy and plan;
- Documentation demonstrating that the district has informed the public, on an annual basis, about the contents of the school health and wellness policy and plan and any updates to these documents;
- Documentation of efforts to review and update the school health and wellness policy and plan, including who was involved in the review and methods used by the district to inform the public of their ability to participate in the review; and
- Documentation demonstrating the most recent assessment on the implementation of school health and wellness policy and plan and notification of the assessment results to the public.

**JGCA District Health and Wellness Plan  
(Sample Plan)  
DISTRICT HEALTH AND WELLNESS PLAN**

The board offers the following district health and wellness plan as a supplement to its health and wellness policy, JGCA. This plan reflects some of the board's elected methods to promote student health and wellness, prevent and reduce childhood obesity, and provide assurance that school meals and other food and beverages sold and otherwise made available on the school

campus during the school day are consistent with applicable minimum federal standards. This plan is periodically revised in accordance with policy JGCA. Questions concerning its contents may be directed to \_\_\_\_\_, president of the district's health and wellness committee at \_\_\_\_\_ or to the superintendent at \_\_\_\_\_.

#### NUTRITION PROMOTION AND EDUCATION

Designated instructional staff will integrate nutrition education into the district's sequential, comprehensive health education program. The program will be reviewed and updated, as appropriate.

Nutrition education will be interactive and will endeavor to provide students with the knowledge and skills needed to adopt healthy eating behaviors.

Nutrition education may be provided in school cafeterias, as well as in the classroom, with coordination between the food service personnel and teachers.

The district will provide appropriate training to the staff members responsible for providing nutrition education and training to students on strategies for promoting healthy eating behaviors.

Consistent nutrition messages will be disseminated throughout the district, schools, classrooms, cafeterias, homes, and community utilizing one or more of the following methods:

1. Handouts;
2. Posters and bulletin boards;
3. Postings on the district's website;
4. Articles and information provided in district or school newsletters;
5. Presentations that focus on nutritional value and healthy lifestyles;
6. Special programs that highlight aspects of nutrition education; and
7. News media

#### **JGCA DISTRICT HEALTH AND WELLNESS PLAN**

(Sample Plan)

#### Lessons and Activities

District staff will develop and implement nutrition education lessons and activities for all grades that are appropriate to the student's age and developmental levels.

Instructional staff will be requested to integrate nutritional themes into daily lessons and activities, as appropriate, to complement the academic standards based on nutrition education.

Nutritional themes may include, but are not limited to:

1. Knowledge of USDA dietary guidelines;
2. Sources and variety of foods;
3. Guide to healthy diet, including snacks and the importance of breakfast;
4. Concepts of control and prevention of disease and nutritional deficiencies;
5. Use and misuse of dietary supplements;
6. Understanding calories;
7. Understanding and using food labels;
8. Essential nutrients and their relationship to physical performance and body composition;
9. Appreciating cultural diversity related to food and eating;
10. Recognizing appropriate serving sizes;
11. Safe food preparation, handling, and storage; and
12. Identifying and limiting junk food.

District staff members are expected to be supportive in helping students to practice the nutritional themes used in lessons and activities.

## Family and Community Involvement

The superintendent or designee will be responsible for promoting family and community involvement in supporting and reinforcing nutrition education in the schools utilizing one or more of the following methods:

1. Nutrition education materials are sent home with students, posted in school buildings, and made available on the district's website;
2. parents/Guardians are encouraged to send healthy snacks/meals to school;
3. Families are invited to attend any exhibitions of student nutrition projects or health fairs;
4. Nutrition education workshops and screening services may be offered;
5. Links with nutrition service providers (e.g., qualified public health and nutrition professionals) may be established on the district's website to inform families about supplemental nutritional services available in the community;
6. Nutrition education curriculum may include homework that students can do with their families, such as:
  - a. Reading and interpreting food labels,
  - b. Reading nutrition-related articles, and
  - c. Preparing healthy recipes; and
7. School staff members will be encouraged to cooperate with other agencies and community groups to provide opportunities for student projects related to nutrition, as appropriate.

## PHYSICAL ACTIVITY

Developmentally appropriate physical activities during the school day for students will be designed to achieve optimal health, wellness, fitness, and performance benefits, and may include the following:

1. Daily school-wide exercise program for students in which all students participate in their classrooms;
2. Physical activity breaks for students between lessons or classes, as appropriate; activities will be planned to maximize student participation;
3. Providing information to parents/guardians that encourages students' physical activity outside the school environment, such as outdoor play at home, sports, recreation programs, before and after-school programs, community programs, etc.;
4. Establishing guidelines governing the age-appropriate physical activity opportunities for students that will be provided in each school;
5. Offering and supervising walking programs for students on school property before school, at lunch, or after school;
6. Daily recess periods for elementary school students featuring time for unstructured but supervised active play;
7. Introducing physical activities other than competitive sports to students;
8. Organizing and supervising walking trains for students going to and coming home from school;
9. Programs conducted before and after school in district facilities providing developmentally appropriate physical activities to students in an effort to promote physical activity. Designated staff will meet with providers of before and after-school programs in district facilities to discuss and support opportunities for physical activity for attendees;
10. Sending students home with suggestions for physical activities for use by parents/guardians through:
  - a. Monthly suggested activity calendars
  - b. Periodic information and updates,
  - c. Notices of family activity events taking place in the schools or community;
11. Promoting the use of school facilities by students and the community for physical activity, fitness, sports, and recreation programs offered by district schools and /or community-based organizations outside of school hours through:
  - a. Announcements,
  - b. Posted notices,
  - c. Newsletters,
  - d. District's website,

- e. District's calendar,
- f. News media.

### PHYSICAL EDUCATION

Professional staff will provide physical education instruction that complies with the established curriculum and academic standards to ensure that students develop required skills and knowledge.

The physical education curriculum and program will be reviewed and updated, as appropriate.

District schools will encourage all students to participate in physical education classes.

Physical education staff will utilize appropriate instructional strategies that provide meaningful inclusion of all students, regardless of skill or fitness level.

The district's physical education programs will:

1. Provide physical activity options and alternatives from a variety of categories such as outdoor, rhythmical, and lifetime;
2. Feature cooperative as well as competitive games;
3. Teach self-management skills as well as movement skills;
4. Actively teach cooperation, fair play, and responsible participation;
5. Promote participation in physical activity outside of school;
6. Endeavor to be an enjoyable experience for students;
7. Encourage lifelong participation in health-enhancing physical activities;
8. Attempt to create a positive learning environment in which students feel safe and supported; and
9. Utilize physical activities that are developmentally appropriate.

Suitably adapted physical education will be included, when practicable, as part of a student's IEP, Section 504 Plan, or accommodation when chronic health problems, disabling conditions, or other special needs preclude such student's participation in regular physical education instruction or activities. Documented medical conditions and disabilities will be accommodated in accordance with the applicable IEP or Section 504 Plan.

An annual assessment and inventory of equipment, facilities, and resources used for physical education courses will be made by physical education staff. Equipment, facilities, and resources determined to be obsolete, out-of-date, unusable, or unsafe will be reported for disposition.

Physical education staff will attend professional development opportunities and inservice programs, in accordance with board policy. District schools will discourage the withholding or use of physical education solely as a form of punishment.

Student physical activity on school grounds during school hours will be supervised to enforce safety rules and to attempt to prevent injuries.

Building administrators will notify staff members to withhold recess from students ONLY when other options have been tried and deemed impractical and/or unsuccessful. Every attempt will be made to encourage students to meet expectations without the loss of recess minutes. Parents/Guardians will be contacted about the loss of recess minutes.

#### Assessment

A local assessment system may be implemented to track student progress on the Health and Physical Education academic standards. Course grades will be awarded in the same manner grades are awarded in other subject areas and will be included in calculations of grade point average, class rank, and academic recognition programs.

#### Family and Community Involvement

To promote family and community involvement in supporting and reinforcing physical education in the schools, the building principal or designee will be responsible for ensuring that:

1. Physical education activity ideas are sent home with students;
2. Parents/Guardians are actively encouraged to promote their child's participation in the school's physical education programs and any after-school activities through information distributed by the school;
3. Families are invited to attend and participate in physical education activity programs and health fairs when held;
4. Physical education curriculum may include homework that students can do with their families.
5. School staff is encouraged to consider student preferences and interests when developing physical education programs.
6. School staff are encouraged to work with local recreation agencies and community organizations to provide opportunities for students to participate in physical activity programs outside of school.

#### OTHER SCHOOL BASED ACTIVITIES

Drinking water shall be available and accessible to students, without restriction and at no cost to the student, at all meal periods and throughout the school day.

Nutrition professionals who meet hiring criteria established by the district and in compliance with federal regulations shall administer the school meals program. Professional development and continuing education shall be provided for district nutrition staff, as required by federal regulations.

1. Students shall be provided a clean and safe meal environment.
2. District administrators may consider offering alternative service models to increase school breakfast participation, such as breakfast served in the classroom and "grab & go breakfast" to reinforce the positive educational, behavioral, and health impacts of a healthy breakfast.
3. Students shall have access to hand washing or sanitizing before meals and snacks.
4. {} Access to the food service operation shall be limited to authorized staff.
5. {} Nutrition content of school meals shall be available to students and parents/guardians upon request.
6. {} The district shall provide appropriate training to staff on the components of the school health and wellness policy and plan.
7. {} Fundraising projects submitted for approval shall be supportive of healthy eating and student health and wellness or at least neutral on that topic.
8. {} The district shall support the efforts of parents/guardians to provide a healthy diet and daily physical activity for children by communicating relevant information through various methods.
9. {} \_\_\_\_\_ other.

#### FUNDRAISERS

Fundraising projects must be submitted for district approval in accordance with district policy. School fundraising activities will be approved with consideration of the following:

1. Fundraising activities held during the school day involving the sale of food or beverages will be limited to foods that meet the USDA Smart Snacks in School nutrition standards, unless an exemption is approved by the building principal;
2. Availability of any food or beverage items sold as part of a fundraising activity will be restricted until at least thirty (30) minutes after the last lunch period;
3. Fundraising activities that promote physical activity will be encouraged; and
4. District staff members are encouraged to select foods and beverages which are low in sugar and fat content to be sold as part of any fundraisers for school sponsored activities, programs, or events outside of the school day.

For purposes of this regulation, school day means the period from midnight before school begins until thirty (30) minutes after the end of the official school day.

Copies of this administrative regulation will be available in the central office and will be distributed to activity sponsors, student treasurers of school activities, and other interested individuals and groups.

Exempt fundraiser foods or beverages may not be sold in competition with school meals in the food service area during the meal service.

## NUTRITION GUIDELINES FOR ALL FOODS/BEVERAGES AT SCHOOL

All foods and beverages available in district schools during the school day shall be offered to students with consideration for promoting student health and reducing obesity.

Foods and beverages provided through the National School Lunch or School Breakfast Programs shall comply with established federal nutrition standards.

Foods and beverages offered or sold at school-sponsored events outside the school day, such as athletic events and dances, shall offer healthy alternatives in addition to more traditional fare.

### Competitive Foods

Competitive foods available for sale shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School). These standards shall apply in all locations and through all services where foods and beverages are sold to students, which may include, but are not limited to: a la carte options in cafeterias, vending machines, school stores, snack carts, and fundraisers conducted during the school day.

Competitive foods are defined as foods and beverages offered or sold to students on school campus during the school day, which are not part of the reimbursable school breakfast or lunch.

For purposes of this policy, school campus means any area of property under the jurisdiction of the school that students may access during the school day.

For purposes of this policy, school day means the period from midnight before school begins until thirty (30) minutes after the end of the official school day.

The district may impose additional restrictions on competitive foods, provided that the restrictions are not inconsistent with federal requirements.

### Non-Sold Competitive Foods

Non-sold competitive food available to students, which may include but are not limited to foods and beverages offered as rewards and incentives, at classroom parties and celebrations, or as shared classroom snacks, shall meet or exceed the standards established by the district.

If the offered competitive foods do not meet or exceed the Smart Snacks in School nutrition standards, the following standards shall apply:

1. Rewards and Incentives: (CHOOSE ONE OF THE OPTIONS BELOW)
  - a.  Foods and beverages shall not be used as a reward or incentive in district schools.
  - b.  Foods and beverages shall not be used as a reward for classroom or school activities unless the reward is an activity that promotes a positive nutrition message (e.g., guest chef, field trip to a farm or farmers market, etc.).
  - c.  \_\_\_\_\_ other.
2. Classroom Parties and Celebrations: (CHOOSE ONE OR MORE OF THE OPTIONS BELOW)
  - a.  Only non-food based parties and celebrations shall occur on the school campus during the school day in district schools.
  - b.  Classroom parties/celebrations with food/beverages shall be limited to no more than one (1) per month in each classroom.
  - c.  Parents/Guardians shall be informed through newsletters or other efficient communication methods that foods/beverages should only be brought in when requested for scheduled parties.
  - d.  Classroom parties shall offer a minimal amount of foods (maximum 2-3 items) containing added sugar as the primary ingredient (e.g., cupcakes, cookies) and will provide the following:
    - i. Fresh fruits/vegetables; and
    - ii. Water, 100 percent juice, 100 percent juice diluted with water, low-fat milk, or nonfat milk.

- e. { } When possible, foods/beverages for parties and celebrations shall be provided by the food service department to help prevent food safety and allergy concerns.
  - f. { } Food celebrations shall not occur until thirty (30) minutes after the end of the last lunch period.
  - g. { } \_\_\_\_\_ other.
3. Shared Classroom Snacks:
- a. { } Shared classroom snacks are not permitted in district schools
  - b. { } \_\_\_\_\_ other.

The district shall provide a list of suggested nonfood ideas and healthy food and beverage alternatives to parents/guardians and staff, which may be posted via the district website, student handbook, newsletters, posted notices and /or other efficient communication methods.

#### Marketing/Contracting

Any foods and beverages marketed or promoted to students on the school campus during the school day shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School) and comply with established Board policy and administrative regulations.

Exclusive competitive food and/or beverage contracts shall be approved by the board, in accordance with provisions of law. Existing contracts shall be reviewed and modified to the extent feasible to ensure compliance with established federal nutrition standards, including applicable marketing restrictions.

#### SAFE ROUTES TO SCHOOL

District schools may provide appropriate instruction on walking and bicycling safety to students.

To make walking and biking to school safer and easier for students, improvements to school zone traffic safety may be made by:

1. Developing drop-off and pick-up procedures and informing students, parent/guardians, and district staff by means of:
  - a. Publication in handbooks;
  - b. Reminders of parent/guardians in the form of letters or emails at the start of each school term and as necessary throughout the school year;
  - c. Presentation at a student assembly;
  - d. Presentation at a parents meeting; and/or
  - e. Posting of notice/signs.
2. Designating a drop-off and pick-up zone to discourage traffic congestion in front of schools;
3. Conducting regular traffic safety training for school personnel, volunteers, and students who drive to school;
4. Encouraging carpooling to alleviate traffic congestion in front of schools;
5. Staggering school arrival and dismissal times for different grades to minimize the flow of traffic; and
6. Using a designated employee, parent/guardian, or volunteer at drop-off locations to open the student's door and expedite the drop-off process.

Designated school personnel, police, and volunteers may periodically evaluate drop-off and pick-up conditions and provide safety information and instruction to drivers.

The Superintendent or designees may meet periodically with local municipality officials, law enforcement, and community organizations to develop, evaluate, and maintain safe routes to school.

In cooperation with the local ordinances and laws, physical improvements such as curb striping and signage revision may be made to the school's drop-off and pick-up zones and/or parking and stopping spots.

#### PERSONAL AND COMMUNITY HEALTH

The district will provide a framework to educate, support, and promote health enhancing behaviors and programs for students levels. Research demonstrates that healthy students do better in school and score higher on achievement tests. Parents should be involved with the health education provided to their students. Students will be provided opportunities to learn and understand personal health,

prevention and control of disease, the dangers of substance use, abuse and addictions, mental and emotional health, injury prevention and safety, and community health needs which may include:

1. Major body systems, functions, and relationships between systems;
2. Healthy personal hygiene habits;
3. Importance of person health and seeking health care;
4. Value of and recommended sleep amounts;
5. Health and unhealth habits;
6. Leading causes of death and risk behaviors;
7. Disease prevention skills;
8. Communicable and noncommunicable diseases;
9. Relationship between nutrition, exercise, and disease prevention;
10. Structure and functions of the immune system;
11. Drug types and dangers of alcohol, tobacco, and other illegal drugs;
12. Refusal skills;
13. Physical and psychological addictions;
14. Cumulative risk behaviors;
15. Addictive substances and effect on health;
16. Personal strategies for drug free living;
17. Communicating care, consideration, and respect;
18. Developing stress management skills;
19. Avoiding negative self-talk, self-harm, and suicide;
20. Developing positive body image and self esteem;
21. Expressing feelings, wants and needs in a health manner;
22. Role of the individual in maintaining a healthy community;
23. Local community health needs, issues, and events; and
24. Opportunities to develop and maintain a healthy community.

Approved: KASB Recommendation - 12/20

Approved: KASB Recommendation - 6/05; 4/07; 6/14

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#### **JGCB Inoculations** (see JDC)

#### **JGCB**

Unless provided otherwise herein, 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 mandated by the Secretary of the Department of Health and Environment are also required.

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

The above requirements are not to serve as barriers to immediate enrollment of students designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by ESSA. The district shall work with the Department for Children and Families, the school last attended, or other relevant agencies to obtain necessary documentation of inoculations.

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 and shall work cooperatively with local, county, and state health agencies to disseminate materials related to the availability of inoculations.

Approved: KASB Recommendation - 7/96; 9/97; 4/07; 6/08; 12/15; 12/16

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**JGCBA Automated External Defibrillators**

**JGCBA**

If the board approves their use in district schools and other facilities, automated external defibrillators shall be properly maintained as required by law and used in accordance with recommended instructions.

Approved: KASB Recommendation - 6/06; 4/07; 6/08; 6/09; 12/15

**JGC-R Health Assessments and Physicals**

**JGC-R**

Principals shall work cooperatively with local, county and state health agencies to disseminate materials related to the availability of health assessments and inoculations.

Approved: KASB Recommendation - 7/96; 08/10; 3/12

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**JGCBA Automated External Defibrillators**

**JGCBA**

If the board approves the 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 - 6/04; 4/07; 6/08; 08/10; 3/12

**JGCC Communicable Diseases**

**JGCC**

Any student noted by a physician, or the school nurse, or local health officer as having a communicable disease may be excluded 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 students' physician, the local health officer, or after the expiration of any period of isolation or quarantine.

The board reserves the right to require a written statement from the student's physician or local health officer 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 or is suspected of having communicable disease, the principal shall determine whether a release shall be obtained from the student's physician or local health department before the student reenters school.

Decisions regarding the type of education and the setting for provision of educational services for a student with a communicable disease shall be based on the child's medical condition, the child's educational needs, and the expected type of interaction with others in the educational setting. Final decisions will be made by school administration after receiving input from the

student's physician, public health personnel, the student's parent or guardian, and personnel associated with the proposed care or educational setting.

**JGCD Health Screenings**

**JGCD**

Vision, hearing, and dental screenings will be conducted in the district as part of the overall health services program. Such screenings will be administered in accordance with state law. When appropriate, other screenings deemed beneficial to students, may be performed in the school health program.

When these screenings cannot be performed by district staff, the board authorizes the superintendent to identify healthcare service providers to provide them. Such healthcare service providers shall be required to enter into a contract with the district prior to providing any screenings or other services to students in the school setting.

Vision Screenings

Basic vision screenings shall be provided to students without charge according to the following schedule:

- Annually for every child participating in IDEA part B programs:
- At least once each school year for students in kindergarten and grades one, two, three, five, seven, and ten;
- Within the first year of enrollment in the district;
- Upon request by the parent or guardian of a student enrolled in an accredited nonpublic school who resides in the school district.

These basic vision screenings shall be performed by a vision screener designated by the board, who shall follow current state vision screening guidelines for performing the screenings. The results of the screening and, if necessary, referral for an examination by an ophthalmologist or optometrist shall be reported to the parents or guardians of the student. Any referral shall not show a preference in favor of any particular ophthalmologist or optometrist to provide an additional examination.

While not part of the board provided vision screening program, each student needing assistance in achieving mastery of basic reading, writing, and mathematics skills shall be encouraged to obtain an eye examination by an optometrist or ophthalmologist to determine if the student suffers from conditions impairing the ability to read. Expense for such an examination, if not reimbursed through Medicaid, private insurance, or any other governmental or private program, shall be the responsibility of the student's parent or guardian.

Each year hearing screening procedures will be conducted for students in their first year of school attendance in the district. Such procedures will be provided for other students at a frequency of not less than once every three years unless otherwise specified by state law. Students known to have hearing difficulties and students referred by teachers, parents, and/or physicians will be screened regardless of grade level.

Under certain conditions, hearing screening services are provided for students residing within district boundaries who are enrolled in accredited non-public schools. These services are coordinated between the administration of the accredited nonpublic school and district administration and require a request from the student's parent or guardian. Implementation of the program for nonpublic school students follows the same guidelines as for district students.

The results of the test and, if necessary, the desirability of examinations by a qualified physician shall be reported to the parents or guardians of students screened.

Dental Screenings

Free dental inspections will be provided to students annually, planned for by designated school staff, and conducted by appropriate dental care providers. Students presenting a certificate from a legally qualified dentist providing that a dental examination was completed in the three months prior to the school dental inspection need not be provided with an inspection.

A certificate of the result of a school dental inspection, together with suggestions of requirements for the curing of any defects found, shall be made by the dental care provider making such inspection. One copy of this certificate is to be furnished to the child examined, and another will be filed with the clerk of the board. No dental work other than the inspection and provision of the certificate shall be performed by the examining dental care provider without the consent of the parents or guardian of the child.

Selected Screenings

Other screening procedures may be deemed appropriate and beneficial to students. Designated staff will assist in the planning and implementation of other screening programs following standard procedures.

Screening results; and referrals, when necessary, will be communicated to parents.

In accordance with state law, the parent or guardian of any child entering school for the first time shall be informed of the availability of sickle cell screening and of the location of the nearest facility providing blood tests for sickle cell trait and sickle cell anemia.

Approved: KASB Recommendation - 7/96; 6/01; 4/07; 12/20; 6/22

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**JGD**

**Student Psychological Services**

**JGD**

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

Approved: KASB Recommendation - 7/96; 08/10; 3/12

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**JGEC**

**Sexual Harassment**(See GAAC, GAAD, GAF, JDDC and KN)

**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. The district does not discriminate on the basis of sex in admissions, employment, or the educational programs or activities it operates and is prohibited by Title IX from engaging in such discrimination. Discrimination on the basis of sex, including sexual harassment will not be tolerated in the school district. Discrimination on the basis of sex of employees or students of the district in any district education program or activity 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 Act Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs, or events within the United States.

It shall 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 shall include conduct on the basis of sex involving one or more of the following: (1) A district employee conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcomed sexual conduct; (2) unwelcomed conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's educational program or activity; or (3) sexual assault, dating violence, domestic violence, or stalking.

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 of a sexual nature; 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. Complaints of sexual harassment will be promptly investigated and resolved. Any person may make a verbal or written report of sex discrimination by any means and at any time.

(Position or name, address, email address, and phone number of the Title IX Coordinator) has been designated to coordinate compliance with nondiscrimination requirements contained in Title IX of the Education Amendments of 1972, title VII of the Civil Rights Act of 1964 regarding discrimination on the basis of sex, and the Kansas Act Against Discrimination. Information

concerning the provisions of these Acts, and the rights provided thereunder, are available from the Title IX Coordinator. Inquiries about the application of Title IX to the district may be referred to the Title IX Coordinator; to the Assistant Secretary for Civil Rights at the U.S. Department of Education, Office of Civil Rights, 400 Maryland Avenue, SW, Washington D.C. 20202-1100, (800) 421-3481, or at [OCR@ed.gov](mailto:OCR@ed.gov); or both.

#### Response to Harassment Complaints

The district takes all reports of sexual harassment seriously and will respond meaningfully to every report of discrimination based on sex, including sexual harassment, of which the district has actual knowledge.

Any students who believe that he or she has been subjected to sexual harassment should report the alleged harassment to the building principal, another administrator, the guidance counselor, the Title IX Coordinator, or another licensed staff member. All employees receiving reports of sexual harassment from a student shall notify the Title IX Coordinator.

#### Definitions

The following definitions apply to the district in responding to complaints of sexual discrimination including sexual harassment as defined by Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Act Against Discrimination.

The “complainant” means an individual who is alleged to be a victim of conduct that could constitute sexual harassment.

“Dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved.

The “decision-maker” reviews all the evidence and prepares an impartial written responsibility determination as to whether the alleged conduct occurred and provides an opportunity for the parties and their representatives to prepare written questions to be answered by the other party. The decision-maker shall not be the Title IX Coordinator or investigator.

“Domestic violence” includes crimes of violence committed by a person who is a current or former spouse, partner, person with whom the victim shares a child, or who is or has cohabited with the victim as a spouse or partner, by a person similarly situated to a spouse of the victim under Kansas or applicable federal law, or by any other person against an adult or youth victim having protection from such person’s acts by Kansas or applicable federal law.

A “formal complaint” means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment.

The “investigator” is the person who carries out the investigation after the formal complaint is filed and conducts interviews of the witnesses, collects and documents evidence, and drafts an investigative report.

A “respondent” is an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

“Sexual assault” means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

“Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or to suffer substantial emotional distress.

The “Title IX Coordinator” is the individual designated at the district level who has responsibility to coordinate compliance with Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 regarding discrimination on the basis of sex, and the Kansas Act Against Discrimination. The Title IX Coordinator’s responsibilities include, but are not limited to; developing materials and ensuring professional development occurs for staff involved in Title IX compliance, creating systems to centralize records, gathering relevant data, contacting the complainant (and/or parents or guardians, if applicable) once the district has actual knowledge of alleged sexual harassment, coordinating the implementation of supportive measures, signing a formal complaint to initiate a grievance process, and ensuring any remedies are implemented.

The Title IX Coordinator, any investigator, decision-maker, or any person who facilitates an informal resolution process shall not have a conflict of interest or bias for or against the complainant or respondent. These individuals shall receive

training on the definition of sexual harassment; the scope of the education program and activities; how to conduct an investigation, including appeals and informal resolution processes; and how to serve impartially, including avoiding prejudgment of the facts, conflicts of interests, and bias. Decision-makers shall receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant. Investigators shall receive training on issues of relevance of questions and evidence in order for them to create investigative reports that fairly summarize relevant evidence.

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 their immediate supervisor, building administrator, or Title IX Coordinator. Employees who fail to report complaints or incidents of sexual harassment to appropriate district officials may face disciplinary action. District officials who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

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

If discrimination or harassment has occurred, the district will take prompt, remedial action to stop it and prevent its recurrence.

The Title IX Coordinator shall promptly respond in a meaningful way to any reports of sexual discrimination including sexual harassment of which the district has actual knowledge as follows:

- Contact the complainant within 10 business days and discuss the availability of supportive measures, with or without the filing of a formal complaint, and consider the complainant's wishes as to supportive measures; and
- Inform the complainant of the right to a formal complaint investigation consistent with Title IX and the informal resolution process.

#### Supportive Measures

The district will treat the complainant and respondent equitably by offering supportive measures. These non-disciplinary and non-punitive measures will be offered as appropriate, as reasonably available, and without cost to the complainant or the respondent. Supportive measures are designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party. "Supportive Measures" shall include, but not be limited to, measures designed to protect the safety of all parties, to protect the district's educational environment, or to deter sexual harassment. These measures may include counseling, extensions of deadlines or course-related adjustments, modifications of work or class schedules, escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring, and other similar measures. The Title IX coordinator is responsible for coordinating the effective implementation of supportive measures.

#### The Formal Complaint

No investigation of alleged sexual harassment may occur until after a formal complaint has been filed.

A formal complaint is a document filed by the complainant or signed by the Title IX Coordinator alleging sexual harassment and requesting an investigation. The procedures for filing a formal complaint are as follows:

- At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the district concerning which the formal complaint is filed.
- 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. Filing of the complaint with the Title IX Coordinator may be done in person, by mail, or by email. If an individual does not wish to file a complaint, and the matter has not been adequately resolved, the Title IX Coordinator may initiate the complaint. Forms for filing written complaints are available in each school building office and the central office.

- A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 calendar days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.
- 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 a qualified individual designated by the Title IX Coordinator or another individual appointed by the board. The investigation shall be thorough. All interested persons, including the complainant and the respondent, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.

#### Formal complaint Notice Requirements

Upon filing of a formal complaint, the district shall provide written notice to the known parties including:

- Notice of the allegations of sexual harassment including sufficient details to prepare a response before any initial interview including:
  - The identities of the parties involved, if know;
  - The conduct allegedly constituting sexual harassment; and
  - The date and location of the alleged incident, if know
- An explanation of the district's investigation procedures, including any informal resolution process;
- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made by the decision -maker at the conclusion of the investigation;
- Notice to the parties they may have an advisor of their choice and may inspect and review any evidence; and
- Notice to the parties of any provision in the district's code of conduct or policy that prohibits knowingly making false statements or knowingly submitting false information.

If, in the course of an investigation, the investigator decides to investigate allegations about the complainant or respondent that are not included in the notice initially provided, notice of the additional allegations shall be provided to known parties.

#### Formal Complaint Investigation Procedures

To ensure a complete and thorough investigation and to protect the parties, the investigator shall:

- Ensure that the preponderance of the evidence burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the district and not the parties;
- Provide an equal opportunity for the parties to present witnesses and evidence;
- Not restrict either party's ability to discuss the allegations under investigation or to gather and present relevant evidence;
- Allow the parties to be accompanied with an advisor of the party's choice;
- Provide written notice of the date, time, location, participants, and purpose of any interview or meeting at which a party is expected to participate;
- Provide the parties equal access to review all the evidence collected which is directly related to the allegations raised in a formal complaint, including the investigative report, and the opportunity to respond to that evidence before a determination is made;
- Be impartial and objectively evaluate all relevant evidence without relying on sex stereotypes;
- Not have conflicts of interest or bias for or against complainants or respondents;
- Not make credibility determinations based on the individual's status as complainant, respondent, or witness.

#### Formal Complaint Investigation Report

The investigator shall prepare an investigative report that fairly summarizes relevant evidence and share the report with the parties and their advisors for review and response.

Before completing the investigative report, the investigator must send each party and their advisor the investigative report for review and allow the parties 10 days to submit a written response for the investigator's consideration.

#### Decision-Maker's Determination

Upon receiving the investigator's report, the decision-maker must make a determination regarding responsibility and afford each party the opportunity to submit written, relevant questions that the parties want asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions.

The decision-maker must issue a written determination regarding responsibility based on a preponderance of the evidence. The decision-maker's written determination shall:

- Identify the allegations potentially constituting sexual harassment;
- Describe the procedural steps taken, including any notifications to the parties, site visits, methods used to gather evidence, and interviews;
- Include the findings of fact supporting the determination;
- Address any district policies and/or conduct rules which apply to the facts;
- A statement of, and rational for, the result as to each allegation, including a determination regarding responsibility and
- The procedures and permissible bases for the complainant and/or respondent to appeal the determination.

The written determination may, but is not required to, recommend disciplinary sanctions and any remedies designed to preserve access to the educational program or activity that may be provided by the district to the complainant.

A copy of the written determination shall be provided to both parties simultaneously.

The range of disciplinary sanctions and remedies may include, but may not be limited to, supportive measures, short term suspension, long term suspension, expulsion for students, and/or termination for employees. Complainants and respondents shall be treated equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made. The Title IX Coordinator is responsible for the effective implementation of any remedies. 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 with or without pay or terminated, procedures outlined in board policy, the negotiated agreement (as applicable), and/or state law will be followed.

Records relating to complaints filed and their resolution shall be maintained by the Title IX Coordinator for seven years.

The decision becomes final on the date the parties receive the results of an appeal, if any appeal is filed; - or on the date the opportunity for an appeal expires.

#### Appeals

The complainant or respondent may appeal the decision - maker's determination regarding responsibility or a dismissal of a formal complaint, on the following bases:

- Procedural irregularity that affected the outcomes;
- New evidence that was not reasonably available at the time that could affect the outcome; and/or
- The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias against either party that affected the outcome.

The request to appeal shall be made in writing to the Title IX Coordinator within 10 days after the date of the written determination. Appeals shall be a review of the record by an attorney, an independent hearing officer appointed by the board, or the board. The appeal decision-maker may not be the Title IX Coordinator, the Investigator, or the decision-maker from the original determination.

The appeal decision-maker shall:

- Review the evidence gathered by the investigator, the investigator's report, and the original decision-maker's determination;

- Notify both parties in writing of the filing of an appeal and give an opportunity to submit further evidence in writing;
- Not have a conflict of interest or bias for or against complainant or respondent and receive the required training;
- Issue a written decision and the rationale for the decision within 30 days after the appeal is filed;
- Describe the result of the appeal and the rationale for the result in the decision; and
- Provide the written decision simultaneously to both parties and to the Title IX Coordinator.

#### Informal Resolution Process

At any time during the formal complaint process and prior to reaching a determination regarding responsibility, the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and determination of responsibility.

The informal resolution process may be facilitated by a trained educational professional, consultant, or other individual selected by the Title IX Coordinator under the following conditions;

- The parties are provided a written notice disclosing the allegations, the requirements of the informal resolution process, and information on when it may preclude the parties from resuming a formal complaint arising from the same allegations;
- At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process, resume the investigation of the formal complaint, and be informed of any consequences resulting from participating in the informal resolution process;
- The parties voluntarily and in writing consent to the informal resolution process; and
- The informal resolution process cannot be used to resolve allegations that an employee sexually harasses a student.

If the matter is resolved to the satisfaction of the parties, the facilitator shall document the nature of the complaint and the proposed resolution, have both parties sign the documentation and receive a copy, and forward it to the Title IX coordinator. Within 20 days after the complaint is resolved in this manner, the Title IX Coordinator shall contact the complainant to determine if the resolution of the matter remains acceptable. If the matter is not resolved, or if the individual does not believe the resolution remains acceptable within 20 days after the informal resolution document is executed, the individual or the Title IX Coordinator may proceed with the formal complaint process.

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

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.

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

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

A summary of this policy and the complaint procedures including how to report or file a formal complaint of sex discrimination or sexual harassment shall be posted in each district facility shall be published in student handbooks, and on the district's website as directed by the Title IX Coordinator. Notification of the policy may include posting informational notices, publishing in local newspapers, publishing in newspapers and magazines operated by the school, or distributing memoranda or other



written communications to students and employees. In addition, the district is required to include a statement of nondiscriminatory policy in any bulletins, announcements, publications, catalogs, application forms, or other recruitment materials that are made available to participants, students, applicants, or employees.

Approved: KASB Recommendation - 7/96; 8/98; 08/10; 3/12; 07/13; 12/18, 6/20; 7/20; 6/21

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## **JGECA Racial and Disability Harassment: Students**

**JGECA**

(See GAAGA, GAAB, GAF, JDDC and KN)

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, national origin, or disability. Discrimination or harassment on the basis of race, color or national origin ("racial harassment") or on the basis of disability ("disability harassment") shall not be tolerated in the school district. Racial or disability harassment of employees or students of the district in any district education program or activity 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 Acts of 1964, and the Kansas Act Against Discrimination. Disability harassment is unlawful discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. All forms of racial or disability harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. It shall 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.

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

1. Affords a student different treatment, solely on the basis of race, color or national origin, or disability, 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 or disability harassment may result from verbal or physical conduct or written graphic material.

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

Any student who believes he or she has been subject to racial or disability harassment or has witnessed an act of alleged racial or disability 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 or disability harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure in policy KN.

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

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

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

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 or disability harassment shall not reflect upon the student's status or grades. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted, or participated in an investigation, proceeding, or hearing involving a racial or disability 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 or disability harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy shall be posted in each district facility and shall be published in student handbooks and on the district's website 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, if applicable.

Approved: KASB Recommendation - 8/98; 08/10; 3/12; 07/13; 12/18; 6/21

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**JGFB**

### **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 para professionals 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 make a school day duty roster of teachers, aides, paraprofessionals and administrators for supervising students at specific times and in designated areas. (See GAO)

Approved: KASB Recommendation - 7/96; 08/10; 3/12

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**JGF**

### **Use of Vehicles**

**JGFF**

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

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

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.

**JGFF Student Transportation** (See JGG)

**JGFF**

Use of Vehicles and Bicycles

The superintendent may develop procedures regulating the driving, parking, and use of vehicles and the use and parking of bicycles or other similar equipment during the school day. Failure to observe district rules and/or procedures may result in disciplinary action.

Rules and procedures concerning use of vehicles and bicycles on school property may be included in the student and/or other district handbooks.

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 procedures relevant to their use of transportation to school and school-related activities.

Approved: KASB Recommendation - 7/96; 08/10; 3/12; 07/13; 6/22

**JGFG Student Accidents and Health Emergencies**

**JGFG**

When a staff member becomes aware that a student has been involved in an accident or is in need of emergency care at school, on school property or at a school-sponsored activity, the staff member shall follow the rules for the care of an injured student and shall report the accident to the building principal. If a student has an accident which appears to require medical treatment, an employee shall send for medical help and try to make the student as comfortable as possible while waiting for medical assistance to arrive.

When appropriate, the student's parent(s) shall be notified of the student's condition 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.

Emergency Care

At the scene of an emergency or accident when medical help is not readily available to assist in the care of an injured student, an employee may render emergency care or assistance, including, but not limited to, first aid, as deemed reasonably necessary until medical help arrives. Kansas law provides protection from civil liability for any person who, in good faith and without compensation, renders emergency care or assistance to any person, including a minor without first obtaining the consent of the parent or guardian of such minor, at the scene of an emergency or accident. However, this protection does not extend to individuals whose acts or omissions in rendering emergency care in these circumstances were grossly or wantonly negligent.

Records

Appropriate records documenting student accidents shall be maintained.

Approved: KASB Recommendation - 4/07; 2/15; 12/18

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**JGFGA Administration of Emergency Opioid Antagonists**

**JGFGA**

Kansas law creates standards governing the use and administration of emergency opioid antagonists approved by the U.S. Food and Drug Administration ("FDA") to inhibit the effects of opioids and for the treatment of an opioid overdose. Any first responder or school nurse is authorized to possess, store, and administer emergency opioid antagonists as clinically indicated, provided that all personnel with access to emergency opioid antagonists are trained in proper protocol.

Similarly, Kansas law allows a patient or bystander (meaning a family member, friend, caregiver, or other person in a position to assist a person who the bystander believes to be experiencing an opioid overdose) to acquire and utilize emergency opioid antagonists.

Therefore, to prioritize student health and safety in its schools, programs, and activities, the board authorizes the district to obtain, store, and administer naloxone, Narcan, and/or other opioid antagonists for emergency use in its schools. The school nurse or other properly trained staff member may administer such medication in emergency situations. Opioid antagonists may be available during the regularly scheduled school day. They may be available at other times at the discretion of the superintendent.

The board establishes the following rules governing the utilization and administration of emergency opioid antagonists, such as, but not necessarily limited to, naloxone and Narcan, by members of district staff.

#### Training

If obtaining the emergency opioid antagonist through a pharmacy, the providing pharmacy of the emergency opioid antagonist (hereafter "the product") shall provide written education and training materials to the individual to whom the product is dispensed. First Aid for Opioid Overdose must be obtained by each school nurse and other staff members designated by the superintendent to respond to potential opioid overdose situations.

District staff members personally acquiring such products for use as a patient or bystander are encouraged to inform the school nurse or the superintendent's designee, so that they may be trained in proper protocol and included in the school or district's crisis response plan regarding potential opioid overdose.

#### Procurement of the Product

The school nurse or other staff member(s) designated by the superintendent will be responsible for the procurement of the product.

#### Storage

The following storage protocols shall be followed:

- The product will be clearly marked and stored in an accessible place at the discretion of the school nurse or the superintendent's designee.
- The product will be stored in accordance with the manufacturer's instructions to avoid extreme cold, heat, and direct sunlight.
- Inspection of the product shall be conducted at least quarterly.
- The individual responsible for the product's safekeeping shall check, document, and track the expiration date found on the box and replace the product once it has expired.

#### Use of the Product

In case of suspected opioid overdose, the school nurse, designee, or other individual shall follow the protocols outlined in the training or product instructions.

#### Follow-up

- After administration of the product, the school nurse, or other designated staff, will report appropriate information to emergency services, parents (guardians), central office personnel, and if determined necessary, the patient will be transported to a hospital.
- The school nurse or other designated staff will complete the designated incident report and file the report with the school nurse or district office, whichever is applicable.

#### Protection from Liability

Any patient, bystander, school nurse, a first responder, or technician operating under a first responder agency, who, in good faith and with reasonable care, receives and administers an emergency opioid antagonist pursuant to this policy to a person experiencing a suspected opioid overdose shall not, by an act or omission, be subject to civil liability or criminal prosecution, unless personal injury results from the gross negligence or willful or wanton misconduct in the administration of the emergency opioid antagonist.

JGFGA - NALOXONE (NARCAN) INCIDENT REPORT

NALOXONE (NARCAN) INCIDENT REPORT

Instructions: *To be completed as soon as possible after the incident occurred and appropriate response actions/interventions were taken. File form with the building principal.*

Date of report: \_\_\_\_\_

Name of person completing this report: \_\_\_\_\_

Patient name: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Grade: \_\_\_\_\_

Date incident occurred: \_\_\_\_\_ Time: \_\_\_\_\_ am pm

Person providing medication: \_\_\_\_\_

Dose: \_\_\_\_\_

\_\_\_\_\_

**SUMMARY OF INCIDENT**

Provide a summary of the incident and describe how it occurred: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ACTION TAKEN/INTERVENTION**

911 Called: Yes No

School nurse notified: Yes, Date: \_\_\_\_\_ Time: \_\_\_\_\_ No N/A

Parent/Guardian notified: Yes, Date: \_\_\_\_\_ Time: \_\_\_\_\_ No N/A

If yes, name of the parent/guardian who was notified: \_\_\_\_\_

Describe interventions taken and outcome: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FOLLOW-UP AND PREVENTION** (To be completed by building principal)

List any follow-up information related to the incident and prevention measures enacted to prevent similar incidents in the future:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Building administrator's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name of District: \_\_\_\_\_

**JGFG-R Student Accidents**

**JGFG-R**

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

**Records**

Appropriate records documenting student accidents shall be kept on file in the nurse's office.

Approved: 07/04; 08/10; 3/12

**JGFGB Supervision of Medications**

**JGFGB**

The supervision of oral medications shall be in strict compliance with the rules and regulations of the board as carried out by district personnel.

Approved: KASB Recommendation - 9/96; 08/10; 3/12

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**JGFGB-R Supervision of Medications**

**JGFGB-R**

Diagnosis and treatment of illness and the prescribing of drugs, and medicines are not the responsibility of the public schools and are not to be practiced by any school personnel, including school nurses, unless authorized.

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

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

The medication shall be examined by the school employee administering the medication to determine that it appears to be in the original container, to be properly labeled and to be properly authorized by the written order of licensed medical person. Two containers, one for home and one for school, should be requested from the pharmacist. Only oral medications should be administered except in emergency situations.

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 included medication requiring refrigeration.

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

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

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

Approved: KASB Recommendation -9/96; 08/10; 3/12

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

**JGFGBA-2**

(See JDDA, JDDAA, JGFGB)

The self-administration of medication is allowed for eligible students in grades K-12. As used in this policy, medication includes, but is not limited to, a medicine for the treatment of anaphylaxis or asthma listed in current federal regulation as an inhaled bronchodilator or auto-injectable 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 or written parental authorization on file in the school office for over-the counter medications. Self-administration of medication at a dosage or rate exceeding product label instructions may result in denial of privilege to self-administer medications and/or disciplinary action as appropriate.

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:

- Have a written statement from the student's health care provider stating the name and purpose of any prescription medication/s or written authorization from the student's parent for use of over-the-counter medication/s;
- Know the prescribed or recommended dosage;
- Know the time the medication is to be regularly administered;
- Be able to articulate any additional special circumstances under which the medication is to be administered;
- Know the length of time for which the medication is prescribed; and
- The student shall also demonstrate to the health care provider or the provider's designee, as applicable, 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. In the absence of a school nurse, the school shall designate a person who is trained to witness the demonstration.

### Authorization Required

With regard to prescription medications which are not administered on a regular schedule, the student's health care provider shall prepare a written treatment plan for managing the student's condition, such as asthma attacks 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 district and its officers, employees, or agents incur no liability

**JGFGBA**                      **Student Self-Administration of Medications**                      **JGFGBA-3**

for damage, injury, or death resulting directly or indirectly from the self-administration of medication and agreeing to release, indemnify, and hold the district and its officers, employees, and agents harmless from and against any claims relating to the self-administration of medication allowed by this policy.

Additional Requirements for Students Prone to Specified Emergencies

- 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 and 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; or
- 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.

Approved: KASB Recommendation - 6/04; 6/05; 4/07; 12/16; 12/23

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**JGG**                                      **Transportation (See ED and EDDA)**                                      **JGG**

School-provided transportation shall be available 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.

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 unless authorized in writing by the student's parent or guardian.

All rules shall be published in the student handbook.

Approved: KASB Recommendation - 7/96; 08/10; 3/12; 6/22

**JGG-R**                                      **Transportation**                                      **JGG-R**

Students who use school-provided transportation shall be under the jurisdiction of the vehicle driver while in the vehicle. Students shall be subject to the district's student behavior code and other regulations developed by the superintendent and approved by the board.

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.



Approved: KASB Recommendation - 7/96; 08/10; 3/12

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**JGGA**                      **Use of Electronic Devices (See JR and JRB)**                      **JGGA**

The district may use electronic means to monitor student activity. Electronic devices may be used to monitor students riding in district vehicles and to monitor student behavior in or around any district facility.

Electronic media that are records of student behavior shall be secured in a locked file. The electronic media shall be considered a student record and shall be subject to current law for the release of student record information.

Approved: KASB Recommendation - 7/96; 08/10; 3/12

**JGH**                      **School Food Service Programs**                      **JGH**

The district shall provide a school food service program. Food service rules shall be published in student handbooks. Building principals shall develop individual building rules.

**Free or Reduced Price Meals**

Free or reduced price meals shall be provided for students who qualify under state and federal rules and regulations.

The eligibility forms, rules and regulations governing this program shall be provided by the administration to students or their parents.

**Contracts With Nonpublic Schools or Child-care Institutions**

The board may enter into contracts with the governing authority of any non-public 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.

**JGHB**                      **Vending Machines and Other Automated Play Machines**                      **JGHB**

No vending machine or play machine may be placed in any building without prior approval of the superintendent

Approved: KASB Recommendation - 7/96; 08/10; 3/12

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**JGHB-R** **Vending Machines and Other Automated Play Machines** **JGHB-R**

The building principal shall manage the machine(s). A monthly report shall be prepared by each principal showing all receipts and expenditures for each machine. Proceeds from machines shall be deposited in the appropriate activity account. (See DK)

Approved: KASB Recommendation - 7/96; 08/10; 3/12

**JH**                      **Student Activities (See DK and JGFB)**                      **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**

Unless otherwise provided herein, 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.

#### Participation in Kansas State High School Activity Association Activities

Any student meeting the following requirements shall be permitted to participate in any district activities that are regulated, supervised, promoted, and developed by the Kansas State High School Activities Association ("KSHSAA"). The requirements include:

- Being a resident of the school district;
- Being enrolled and attending a nonpublic elementary or secondary school;
- Complying with the health certification and inoculation requirements of K.S.A. 72-6262, as amended, prior to participation in any such activity;
- Meeting applicable age and eligibility requirements required by KSHSAA; and
- Paying any fees required by the district for participation in such activity, if such fees are generally imposed upon all other students who participate in the activity; seeking participation at the appropriate school of the district that corresponds to where the student resides within the school district's respective school attendance boundaries established by the board.

Any student attending a home school, who is a resident of the district and seeks to participate in a KSHSAA activity sponsored by the district, shall be deemed to meet any academic eligibility requirements established by KSHSAA for participation in such activity if:

- The student is maintaining satisfactory progress towards achievement or promotion to the next grade level; and
- The parent, teacher, or organization that provides instruction to the student submits an affidavit or transcript to KSHSAA indicating the student meets these academic eligibility requirements.

Upon submission of an affidavit, the student attending a home school shall be deemed to meet any academic eligibility requirements established by KSHSAA and shall retain such academic eligibility during the activity season for which the affidavit was submitted.

The board may require a student who participates in an activity pursuant to this policy to enroll in or complete a particular course as a condition of participation, if such requirement is imposed upon all other students who participate in a particular KSHSAA activity.

Except as provided in this policy regarding modified academic eligibility requirements for home school students, and any student who seeks to participate in an activity pursuant to this policy shall be subject to any tryout or other participation requirements that are otherwise applicable to all other students for participation in the activity.

#### Adding or Eliminating Activities

Administrative recommendations to add or eliminate specific activities shall 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)

The building principals shall maintain an accurate record of all student activity funds in the respective attendance centers. A monthly report to the board of the revenue and expenditures of the activity fund shall be made. No funds shall be expended from these accounts except in the support of the student activity program.

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

Approved: KASB Recommendation -06/00; 08/10; 03/12; 6/23

#### **JHC**      Student Organization

**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 property during non-instructional time, then non-school sponsored student clubs may also meet on school property at such times.

#### Non-School Sponsored Student Clubs

Non-school sponsored clubs shall submit a request for use of school facilities and have such request granted prior to using the facilities. The non-school sponsored club shall specify in its facility use request the adult who will provide supervision of the activity.

#### 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.

Approved: KASB Recommendation-07/96; 04/07; 12/15; 6/22

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## **JHCA    Student Publications**

**JHCA**

### 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; pr
- Creates a material or substantial interference with normal school activity or appropriate discipline in the operation of the school.

Student publications which are not listed 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 make 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 a 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.

Approved: KASB Recommendation-07/96; 08/10; 03/12

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**JHCAA Gang Intimidation**

**JHCAA**

Gang intimidation is the communication of any threat of personal injury to another, actual personal injury to another, or any threat of or actual damage to another's property. Gang intimidation on school owned or operated property; at school-sponsored activities, programs, or events, or which disrupt the school environment is prohibited.

Disciplinary action may be taken against any student for participating in gang intimidation, or causing and/or participating in gang-related activities on school owned or operated property or at school-sponsored activities, programs, or events. (See JCAC, JCDA, JCDBB and JDD)

District staff may be provided in-service training regarding gang behavior and characteristics to facilitate identification of students involved in gang activities.

Approved: KASB Recommendation- 07/96; 08/10; 03/12; 12/20

**JJ Community Activities**

**JJ**

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

Approved: KASB Recommendation 07/96; 04/07; 12/15

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**JJ Employment of Students (See IDAA)**

**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**

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.

All board policies remain applicable to students participating vocational or other work experience programs.

Approved Recommendation- 07/96; 04/07; 12/15

**JK Solicitations**

**JK**

Commercial firms shall not be permitted to solicit students during school hours or on school property without prior approval of the administration.

Solicitations by students of students during school hours and on school property shall be done only when they are related to school sponsored activities. All student sales projects shall require the principal's prior approval.

Representatives from commercial schools, colleges, armed forces 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)

Approved: KASB Recommendation- 07/96; 08/10; 03/12

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**JL Gifts**

**JL**

The giving of gifts between students and staff members is discouraged without prior approval from 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.

Approved: KASB Recommendation-07/96; 08/10; 03/12

**JM**      Contests for Students

**JM**

No student shall enter any contest as a school representative unless the contest is approved by the KSHSAA or by the administration. (See JH)

Approved: KASB Recommendation- 07/96; 08/10; 03/12

**JN**      Awards

**JN**

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

Approved: KASB Recommendation- 07/96; 08/10; 03/12

**JQ**      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.

Concurrent Enrollment

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

Approved: KASB Recommendation- 07/96; 08/07; 08/10; 03/12

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**JQA**      Temporarily Disabled Students (See IDACB and JGFBA)

**JQA**

Students who are temporarily disabled by illness, operation, or accident authenticated by a health care provider's order, may be eligible for alternative educational services or accommodations in their regular program which allow for meaningful participation in the program. Students with injuries which prohibit participation in physical education or other classes shall present to the building principal a health care provider'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 an evaluation under Section 504.

For the purposes of this policy, health care providers shall have the meaning subscribed to it in the board policy JGFGBA.

Approved: KASB Recommendation-07/96; 04/07; 12/15

**JQKA**      Foreign Exchange Students(See JBC)

**JQKA**

Foreign exchange students from approved organizations may be admitted to the district on a tuition-free basis to the extent staff, facilities, equipment, and supplies are available. Other foreign exchange students who meet residency requirements may be allowed to enroll in the district under rules established by the board. Students who enter the country on an F-1 visa shall prepay tuition equal to the current cost per pupil as calculated by the Kansas State Department of Education.

Approved: KASB Recommendation 7/96; 9/97; 4/7; 12/15; 6/20

**JQA-R Physically Disabled Students**

**JQA-R**

Students with injuries which prohibit participation in physical education or other classes shall present to the building principal a physician's statement prohibiting such activity.

Teachers shall follow medical instructions relating to limitations on the student's participation, and shall either provide alternative methods for the student to earn a credit/grade in the class during the period of the disability or contact the district 504 coordinator for consideration of appropriate accommodation for the student.

Approved: KASB Recommendation-07/96; 08/10; 03/12

**JQE Alternative Arrangements for Nontraditional Students**

**JQE**

Married students, pregnant students, and students who are parents shall have access to the same educational opportunities, services, and extracurricular activities provided to other students.

A pregnant student may be required to provide a health care provider's release to be allowed to participate in school activities which could pose a health or safety risk.

If there is a delay in obtaining a health care provider's release, in the student's best interest, the administration may deny activity participation until the release is made available.

Approved: KASB Recommendation-07/96; 04/07; 12/15

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**JQI Adult Students**

**JQI**

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

Approved: KASB Recommendation-07/96; 08/10; 03/12

**JQKA Foreign Exchange Students (See JBC)**

**JQKA**

Foreign exchange students from approved organizations shall be admitted to the district on a tuition-free basis. Other foreign exchange students who meet residency requirements may be allowed to enroll in the district under rules established by the board. Students who enter the country on an F-1 visa shall prepay tuition equal to the current cost per pupil as calculated by the State Department of Education.

Approved: KASB Recommendation- 07/96; 09/97; 04/07; 12/15

**JQL Hearing Procedures for Exceptional Students**

**JQL**

A hearing procedure shall be available to parents or guardians of exceptional students according to state board of education regulations, the state special education plan, locally adopted procedures, and applicable laws.

Approved: KASB Recommendation-07/96; 04/07; 12/15

**JQLA Class-size/Caseload Limits for Exceptional Students**

**JQLA**

The superintendent shall develop and review periodically class-size/caseload limits for students with exceptionalities.

Approved: KASB Recommendation-12/00; 04/07; 12/15

**JR Student Records**

**JR**

All Student records shall be treated as confidential and primarily for local school use unless otherwise stipulated.

Approved: KASB Recommendation-07/96; 08/10; 03/12

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**JR-R     Student Records**

**JR-R**

When records include information on more than one student, the parents/guardians of any student shall have access to copies of that part of the record that pertains to their child. Each school shall establish procedures for the granting of a request by parents/guardians for access to their child's school records within a reasonable period of time, but in no case more than 45 days after the request has been made.

In situations where the parents of a student are divorced or separated, each parent, custodial and/or non-custodial, shall have equal rights to their child's records unless a court order specifies otherwise. Private agreements between the student's parents shall not be recognized by the district's personnel.

Parents/guardian 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/guardian of the student, 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.

Approved: KASB Recommendation- 07/96; 08/10; 03/12

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**JRA     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 records: Verified information important in operating the educational system but is of a more sensitive nature and of less historical importance. It includes: test data, such as scores on standardized achievement, aptitude and intelligence tests; 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 reports of teachers or counselors that may be needed in ongoing counseling or disciplinary actions.

Approved: KASB Recommendation - 07/96; 06/00; 08/10; 03/12

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**JRB     Release of Student Records**

**JRB**

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

### Directory Information

Annual notice shall be given to parents and eligible students concerning the student's records. In addition, the custodian of the educational records shall give annual public notice of the class of records the institution has designated as directory information, and of the right of the parent of 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 of records shall make student recruiting information (name, address, and telephone listing) available to military recruiters and postsecondary institutions unless parents or eligible students request the information not be released without written consent.

If you do not want Louisburg USD 416 to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by August 31st each year Louisburg USD 416 has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Date of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. ( A student's SSN, in whole or in part, cannot be used for this purpose.)

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

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

No personally identifiable information contained in personal school records shall be furnished to any person other than those named, herein. When there is written instruction from the student's parents, guardian or the eligible student specifying the records, thereasons 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, parents, guardian and the student shall be notified of the orders or subpoenas in advance of compliance, with the order or subpoena unless

- The order or subpoena specifically forbids such disclosure; or
- The order is issued in the context of a court proceeding where a parent is a party and the proceeding involves 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, The data collection by such officials 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 date 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.

Approved: KASB Recommendation-07/96;06/00; 07/02; 08/10; amended 03/12; 07/13

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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 stored electronically.

Approved: KASB Recommendation-07/96; 06/06; 08/07; amended 08/10; 03/12

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### **JRD      Hearing Request**

**JRD**

When a hearing has been requested by a parent, guardian or an eligible student to challenge the content of the student's education record, the procedure to be followed in the hearing shall be:

The hearing shall be conducted and the decision rendered by a person who does not have a direct interest in the hearing outcome.

The parent, guardian or 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 students shall be afforded a full and fair opportunity to present relevant evidence.

A written decision shall be rendered within 20 business days 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.

Approved: KASB Recommendation-07/96; amended 08/10; 03/12

### **JS      Student Fees and Charges**

**JS**

Building principals shall be authorized to collect fees approved by the board or to seek restitution for any school property lost, damaged or destroyed by a student.

#### Credit Card Payments

Credit and debit cards may be accepted to pay fees, fines, and charges due the district. A fee (may/shall) 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;
- Classification of students exempt from the fee or charge;
- A system for accounting for an 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 principal shall attempt to collect unpaid fees and 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.

Approved: KASB Recommendation-07/96; 06/99; 06/00; 06/01; 04/07;12/15

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### **K--General Public Relations Index**

KA	<a href="#">Goals and Objectives</a>
KB	<a href="#">Public Information Program</a> -KSA 75-4317 <i>et seq.</i> KB Public's Right to Know (See BCBI)
KB	School-Sponsored Information Media
KBC(See KB)	<a href="#">News Media Relations</a> -KSA 72-8205; 75-4318
KBC	News Releases
KBC	News Conferences and Interviews
	Use of Students
KCB	<a href="#">Custodial and Non-Custodial Parent Rights</a>
KDC	<a href="#">Solicitations</a>
KDC	Solicitations by Staff (Also GAI) (See KDC, KI)
KDC	Solicitations of Staff(Also GAI) (See KDC, KI)
KFD	<a href="#">School Volunteers</a> (Also IFC)
KG	<a href="#">Use of School Facilities by Community Groups</a> (See DFG and JH)
KG(A(See KG)	<a href="#">Use of District Personal Property and Equipment</a> -KSA 72-8212
KGAB	<a href="#">Memorials and Memorial Services</a>
KGC	<a href="#">Bullying by Parents</a> (See EBC, GAAE, JDDC, KGD)
KGD	<a href="#">Crowd Control at School Sponsored Activities</a>
KH	<a href="#">Gifts to Schools</a> - KSA 12-1252;72-8210; 72-8212
KI	<a href="#">Free Materials Distribution in Schools</a>
KI	Political Campaign Materials
KI	Teaching About Religion and the Bible
KI	Special Interest Materials
KI	Advertising in the Schools
	<u>SN Includes advertising in school publications, on school property and sponsored advertising of school events.</u>
KI	Use of Religious Materials
KI	Distribution of Religious Materials
KK	<a href="#">Public Sales on School Property</a>
KM	<a href="#">Visitors to the School</a> -KSA 21-3721
KMA	<a href="#">Tobacco-Free School Grounds for Visitors</a>
KN	<a href="#">Complaints</a> (See BCBI, GAAC, GAACA, GAAB, GAAF, IF, IKD, JCE, JGEC, JGECA, and KNA)
KN	General Complaints
	Informal Procedures
	Formal complaint Procedures
	Complaints About Discrimination on the Basis of Sex
	Complaints About Discrimination or Discriminatory Harassment Not on the Basis of Sex
	Complaints Concerning Child Nutrition Programs
	Complaints About Policy
	Complaints About Curriculum
	Complaints About Instructional Materials
	Complaints About Facilities and Services

Complaints About Personnel  
Complaints About Emergency Safety Intervention Use  
Complaint About School Rules  
About School Policies

KN  
KNA

[Complaints Regarding Child Nutrition Programs](#)

KNA

Complaints About Discrimination in Child Nutrition Programs

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**KA** **Goals and Objectives**(See IB)

**KA**

The goal of educational public relations is to facilitate a process of communication between the district and its internal and external publics. The public relations program is intended to develop better public understanding of the district's goals, objectives, accomplishments, and needs.

The community shall be informed about school functions and activities, the accreditation status of each school, and the progress of school improvement efforts. Patron involvement is encouraged.

Approved: KASB Recommendation-03/00; 12/09; 09/11

U.S.D. # \_\_\_\_\_ COMPLAINT FORM The policies of Board of Education of U.S.D. No. ### prohibit discrimination on the basis of race, color, national origin, disability, religion, genetic information, and sex in all programs and activities of the district. Additionally, discrimination on the basis of age is prohibited in employment. Harassment of individuals on any of these grounds is strictly prohibited. Individuals who believe they have been discriminated against on any of these grounds may file a complaint with the following discrimination coordinators: District Discrimination Coordinator: Name: \_\_\_\_\_ Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Building Discrimination Coordinators: Name: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Title IX Coordinator: Name: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Name of Complainant: Address: Email Address:

Telephone Number: \_\_\_\_\_

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

\_\_\_\_\_ Nature of the Complaint (Please Select

Any that Apply): I believe that I have or someone I know has been subjected to discrimination on the basis of: Race Color National Origin Racial Harassment Sex Sexual Harassment Disability Religion Age Genetic Information Harassment on the basis of \_\_\_\_\_; OR General Complaint/Not Related to Perceived Discrimination My complaint is not one of perceived discrimination or harassment but is regarding the situation described below. Please describe the incident or act complained of: Please include information about: • Who was the person engaging in the conduct? • Who was the conduct directed toward? • What was the nature of the conduct? • When did it occur? • Where did it occur? • What effect did the incident have on you? What effect did it have on the person allegedly targeted? \_\_\_\_\_

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\_\_\_\_\_ I\_ Attach additional sheets if necessary. Were there any witnesses to this

incident? Yes No If yes, please indicate who the witnesses were:

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What action do you believe the school or district should take with regard to this incident?

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If this matter proceeds to an investigation or hearing, will you appear and be interviewed and/or testify as to your knowledge of the matter? Yes or No

**KB** **Public Information Programs** (See CEE, CEF, and KBA)

**KB**

The board shall keep the public informed about the school system's functions and operations.

Newsletter and Other Media

The board may issue a patron newsletter. The superintendent or the superintendent's designee 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.

Approved: KASB Recommendation-03/00; 12/09; 09/11; 6/22

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**KBA** **District or School Websites** (See DB, DC, ECH, IDAE, II, IIBG, JBC, JR et seq., and KB)

**KBA**

The board may establish a district website and may allow creation of websites for individual schools. The district website shall be maintained and updated as directed by the superintendent or the superintendent's designee. The school websites shall be maintained and updated as directed by the principal or the principal's designee.

Website Rules

Detailed rules relating to websites are found in appropriate handbooks or in documents approved by the board and filed with the clerk and/or principals.

Website 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)
- Instruction on what information and materials will be prominently posted on district and/or school homepages, which shall include, but may not be limited to:
  - A copy of Kansas State Department of Education's Form 150 estimating the legal maximum general fund budget as well as the budget summary for the current school year and actual expenditures for the immediately preceding two school years showing total net dollars of transfers and dollars per pupil as specified in Kansas law, using the full-time equivalent enrollment of the school district for such required calculations;
  - District budgets, the summary of the proposed budget, the needs assessment, and the state assessment documentation described in board policy DB;
  - The board's policy for the part-time enrollment of students; and
  - A copy of any nonacademic test, questionnaire, survey, or examination containing any questions about the personal and private attitudes, values, beliefs, or practices of the student or the student's parents,

guardians, family members, associates, friends, or peers that is administered during the school day in accordance with board policy IDAE.

- The boards and administration's right to determine website content and monitor use by employees and students.

District and school websites are maintained to support the public relations and educational programs of the district and/or the schools. Websites may be modified or terminated at any time by board action.

Approved: KASB Recommendation-06/00; 12/09; 09/11; 6/22

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## **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 or other personally identifiable information about any student shall not be posted on district or school websites. All applicable requirements of the Family Educational Rights and Privacy Act (FERPA) shall be followed.

#### Copyrighted Material Posted on Websites(See KBA)

Any original material created by students are owned by those students. Original materials will not be posted on district or school websites without prior written permission of the student who created the work. \_\_\_\_ (Webmaster/Principal, etc) shall be in charge of monitoring permission to post copyright materials.

#### Software Copyright(See ECH)

Software acquired by staff using district or school websites, and installed on district computers, must comply with copyright laws. Proof of purchase (copy or original) must be filed in the district office.

#### Downloading Copyrighted materials (See ECH)

Students and staff shall not download copyrighted materials without prior, written permission being obtained from the author or creator of the material in question. See ECH for "fair use exceptions" which may allow for limited use of copyrighted materials.

### **KBC     Media Release     \_\_\_\_\_**

**KBC**

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

#### Broadcasting and Taping

The superintendent is authorized to establish rules and regulations for broadcasting and taping district activities.

The appropriate building principal shall be responsible for determining eligibility and issuing passes to press members on assignment to cover school events. Members of the broadcast media shall notify the superintendent or designee prior to the event they wish to cover so arrangements may be made for their equipment.

#### News Release

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 superintendent's approval prior to release. The superintendent 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.

Approved: KASB Recommendation- 03/00; 12/09; 09/11

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**KCB**     **Custodial and Non-Custodial Parent Rights**

**KCB**

The district recognizes that parents often share caregiving and custody of their children and that parents, if not otherwise prohibited by court order, should have equal access to information regarding their child's school records.

Any parent may obtain copies of school information such as report cards and progress reports upon request to a child's principal, unless otherwise prohibited by law or court order.

Approved: KASB Recommendation - 6/14; 12/18

**KDC**     **Solicitations**

**KDC**

The board shall discourage all solicitations of and by staff members during regular school hours and at school-sponsored activities.

Approved: 07/04; 12/09; 09/11

**KDC-R**     **Solicitations**

**KDC-R**

Agents, solicitors and salesmen shall not be permitted to take time of teachers or students from education 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 unreasonable 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.

Approved: 07/04; 12/09; 09/11

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**KFD**     **School Volunteers**(See EBAA and IFC)

**KFD**

School volunteers work under the school staff's direction with the principal's approval.

School volunteers are bound by the policies, rules and regulations of the district, serve without financial compensation and are not covered by workers' compensation.

Approved: KASB Recommendation- 03/00; 12/09; 09/11

**KG**     **Use of School Facilities by Community Groups**(See DFG and JH)

**KG**

The board may allow use of school buildings and school grounds by community groups. Use of any school facility or school grounds, however, shall not interfere with daily school use or any school-sponsored activity. Priority for facility use outside of the

school day goes to use prompting student academic achievement. Notwithstanding the previous statement, the district shall provide equal access to groups which are neither school sponsored nor co-curricular in nature.

#### Use in Accordance with Board Policies

As a condition to initial use of and continued access to district property and facilities, groups and/or organizations must follow Kansas law and board policy prohibiting the use of drugs, alcohol, and tobacco on district property and ensure individuals in attendance refrain from using such substances on district property as well. Failure to abide by this provision may result in a revocation of facility use privileges.

#### Fees and Rental Charges

The board shall establish reasonable fees and/or rental charges for the use of any school facility or school grounds; fees and/or rental charges will cover costs of wages of school personnel involved and utilities. The fee and/or rental charges shall be approved by the board and shall be reviewed annually.

#### Lease Arrangements

The board shall approve any lease arrangements.

#### Supervision of Non-School Groups

Whenever any school facility is used by non-school groups or individuals, a school employee (shall/may) be on duty to see that the building and equipment are properly used. A school employee may not be required to be on duty when, in the principal's opinion, it is not necessary.

#### Insurance and/or Bond

The board, through its duly authorized agent, reserves the right to require bonds (cash or otherwise), insurance, or other damage deposits, acceptable to the board before allowing use of the schools' facilities. Use is subject to limited access and availability. Any damage occurring during use will be billed to the individual and/or organization renting the facility.

Approved: KASB Recommendation- 03/00; 04/07; 06/14

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### **KGA     Use of District Personal Property and Equipment**

**KGA**

Requests for use of district personal property or equipment by outside tax-exempt organizations shall be submitted to the superintendent or the superintendent's designee.

Any request shall be granted or denied pursuant to guidelines for using Personal property or equipment approved by the board. The superintendent may establish a deposit or requirement for the purchase of insurance for use of district personal property or equipment before it is removed from the school grounds or other district property. The deposit will be paid to the principal (or/ \_\_\_) and will be refunded when the property or equipment is returned in working order.

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

No request for use of district personal property 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 district personal property or 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 district personal property or equipment. If district personal property equipment is returned damaged beyond normal wear and tear of acceptable use, the requester shall be responsible for the cost to repair such personal property equipment. The district may also require the purchase of insurance.

#### Personal Use

No district personal property or 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 \_\_\_\_}. No district personal property or equipment shall be used by the superintendent for personal reasons at school or away from its designated location without the prior approval of the board of education.



### Definition

District personal property means any property other than property that is land, buildings and property that is physically attached to land or buildings which is owned by or under the control of the school district.

Approved: KASB Recommendation-03/00; 12/09; 09/11; amended 09/12; 6/22

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### **KGAB Memorials and Memorial Services**

**KGAB**

A memorial is intended to bring closure to a period of grieving and serves as a point from which healing may begin. Memorials should reflect the needs of the school community while being respectful of the deceased individual's family and friends. The Board of Education is mindful of the precedent that is being set with each memorial and the potential long-term implications of each memorial. The purposes of this policy is to have many decisions made, in a dispassionate environment, prior to the crisis event.

### **Use of School Facilities/Grounds for Memorial Services and Funerals**

The primary purpose of school facilities and grounds is to support the educational and extracurricular endeavors of all students. It is the intent of Louisburg USD 416 Board of Education to maintain all facilities and grounds for this purpose and to give first priority to these endeavors.

Furthermore, the Board of Education believes learning best take place in an environment protected from undue emotional stress. Therefore, the regular school day will not be shortened or dismissed in order for students and staff to attend a funeral or memorial service. Students who wish to attend funerals or memorial services will be released with parental permission. In that same vein, school activities and games will continue as scheduled except when the Superintendent, in the event of a catastrophic event(such as an accident with multiple student/staff deaths), determines that such activities would be inappropriate.

It is the belief of the school district that using school grounds or facilities for memorial and/or funeral services is not in the best interest of all students. Therefore, the granting of such requests during school time is prohibited. Requests for use of school grounds or facilities for such purposes after school and on weekends will be discouraged.

### **Memorials**

The Louisburg USD 416 Board of Education recognizes that memorials established upon school district property must be proposed, reviewed, and adopted cognizant of the concepts of; equality, proper concern for all students, staff and community members, appropriateness of the memorial, and best usage of available property. Memorials will be considered for students and staff member who were enrolled or employed in one of the district schools at the time of their death. The school board or its designee reserves the right to accept or deny any memorial gift.

Louisburg USD 416 has an established Educational Foundation. One purpose of the Foundation is for receiving and administering monetary memorials given in memory of an alumnus, student or staff member. This is the preferred method of establishing memorials.

Other appropriate memorials:

1. Scholarship and endowments in memory of a deceased student or staff member.
2. Donated books, CD's, videos, or other materials recommended by the principal and the Director of Curriculum and Instruction. These educational materials may have wording limited to "Donated in Memory of.." on the item. Disposal of the donated item, due to its being outdated or obsolete is at the discretion of the school board or designee.
3. Permanent items (benches, picnic tables, playground equipment, etc.) may be purchased and placed in a location specified by the Director of Buildings and Operations. A plaque with wording limited to "Donated in Memory of..." may be affixed to the structure. Disposal of the donated item, due to its being outdated or obsolete is at the discretion of the school board or designee.

4. Trees, shrubs, or other perennials on school grounds may be permitted provided that the location has received prior approval from the Director of Operations. It will be with the understanding that the plant may not survive weather conditions and may be removed if deemed appropriate and necessary for the overall operation and plan of the school.
5. A flower bouquet may be on display at graduation ceremonies in a location deemed appropriate by the high school principal acknowledging that it is "In memory of all deceased students who were a part of this graduating class." This will only be done if requested by the parent(s) of one of the deceased students.
6. Memorial pages dedicated to the deceased may be placed in student yearbooks, student newspapers or other student publications only after approval of the school board or designee.

Inappropriate memorials include but are not limited to:

1. Plaques, pictures and other memorabilia may not be placed in any attendance center or grounds in memory of the deceased.

### **Existing Memorials**

Any memorial in existence at the time of the adoption of this policy, or, in the future, whether in compliance with this policy or not, may be removed five years after the death of the student/staff member and offered to the family.

Approved: 06/12

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### **KGC Bullying by Parents** (See EBC, GAAE, JDDC, KGD)

**KGC**

The board of education, in its commitment to provide a positive and productive learning and working environment for its students and staff in accordance with state law, 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 activities 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.

Parents participating in prohibited bullying conduct aimed at district students and/or staff members may jeopardize their access to district facilities; district property; school sponsored activities, programs, and events; and/or district students and/or staff members through the district's communication systems. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors.

This policy and the district bullying plan may be posted on the district's website and copies of such documents shall be made available to parents of current students upon request.

Adopted 07/13; 6/22

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### **KGD Crowd Control at School Sponsored Activities** (See EBC)

**KGD**

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

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

Possession of a Firearm (See JCDBB)

It shall be prohibited for any person, other than a law enforcement officer, to possess a weapon in or on any school property, school grounds or any district building or structure used for student instruction or attendance or extracurricular activities of pupils, or at any regularly scheduled school sponsored activity or even. This prohibition includes possession of 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 hold 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.

**KH**      **Gifts to Schools**

**KH**

Any organization or individual making a gift to the district shall have the prior approval of the board. All gifts will be regarded as district property.

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

Approved: KASB Recommendation- 03/00; 12/09; 09/11

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**KI**      **Distributing Materials in Schools**(See JHCA)

**KI**

In accordance with rules adopted by the board, the superintendent reserves the right to refuse distribution to students any material by outside individuals or groups which creates a material or substantial interference with normal school activity or appropriate discipline in the operation of the school.

**Materials Produced by Outside Groups-Including Religious Materials**

The principal may establish rules and regulations which control the time, place and manner in which non-school/educational materials are displayed and disseminated in the building or on school property. No student shall be forced to participate in the distribution or receipt of any non-school materials in the schools.

**Political Campaign Materials**

The board encourages responsible use of political materials as part of the board-approved curriculum. No student shall be forced to participate in the distribution or receipt of any political materials.

**Advertising in the Schools**

No advertising for commercial purposes shall be permitted in the school buildings or on the grounds of the district without prior board approval. Advertising in student publications shall be regulated by rules and regulations developed by the superintendent. Advertising in the student publication may promote products by brand name. Ads promoting the sale of any controlled substance, drug paraphernalia or any other illegal material or activity are prohibited.

**Mailing Lists**

No mailing lists of students shall be given to individuals, organizations or vendors for the purpose of distributing materials.

Approved: KASB Recommendation- 03/00; 12/09; 09/11

**KK**      **Disposal of District Property (See DFM)**

**KK**

**Except when disposing of a school district building**, the board may dispose of property in a manner the board deems to be in the district's best interest. Whenever such excess district property is to be sold at auction, all sales shall be to the highest bidder. No credit shall be extended.

Disposal of a School District Building

Within 30 days after the board of education adopts a resolution to dispose of school district building, the board shall submit written notice of its intention to dispose of such building to the legislature. Such notice shall be filed with the chief clerk of the house of representatives and the secretary of the senate and shall contain the following:

- A description of the school district's use of such building immediately prior to the decision to dispose of such building;
- The reason for such building's disuse and the decision to dispose of such building;
- The legal description of the real property that is to be disposed; and
- A copy of the resolution adopted by the board of education.

Upon receipt of the notice, the legislature may adopt a concurrent resolution state the legislature's intention that the state acquire the school district building in the following manner.

If the notice is received by the legislature during a regular legislative session, the legislature shall have 45 days to adopt a concurrent resolution as outlined below.

If the notice is received when the legislature is not in regular session, then the legislature shall have 45 days from the commencement of the next regular session to adopt a concurrent resolution as outlined below.

If the legislature does not adopt a concurrent resolution as outlined below within the 45-day period, then the school district may proceed with the disposition of such school district building in accordance with state law.

Such concurrent resolution shall include:

- The name of the school district that owns such building;
- The information contained in the written notice as outlined above; and
- The state agency that intends to acquire such building and the intended use of such building upon acquisition.

Upon adoption of a concurrent resolution, the state agency named in such resolution shall have 180 days to complete the acquisition of such school district building and take title to the real property.

Upon request of the state agency acquiring the school district building, the legislative coordinating council may extend the 180 -day period for a period of not more than 60 days.

The board shall not sell, gift, lease or otherwise convey such building or any of the real property described in the written notice or take any action or refrain from taking any action that would diminish the value of such property during the 180 -day period or any extension thereof.

If the state agency does not take title to the property within the 180-day period or any extension thereof, then the school district may proceed with disposition of such school district building in accordance with state law and any written agreements entered into between such state agency and the school district.

For purposes of this policy, the term "state agency" means any state agency, department, authority, institution, division, bureau, or other state governmental entity.

Approved: KASB Recommendation- 03/00; 12/09; 09/11;6/23

## **KM** Visitors to the School

KM

The board encourages patrons and parent to visit district facilities. Patron visits shall be scheduled with the teacher and the building principal.

Notices shall be posted in school building 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 visitors 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.

Approved: KASB Recommendation-03/00; 12/09; 09/11

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**KMA**     **Tobacco-Free School Grounds for Visitors**  
**(See GAOC and JCDA)**

**KMA**

The use of any tobacco product by parents, contractors, volunteers, and all other visitors is prohibited at all times in any district facility; in school owned or operated property.

The following definitions apply to this policy.

"Tobacco product" means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated chewed, absorbed, dissolved, inhaled, or ingested by any other means, including, but not limited to, electronic nicotine delivery system (hereafter "ENDS"), cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or snus. Tobacco products also means any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes, charging devices, cartridges, and any substance used in ENDS, whether or not they contain nicotine. This definition does not include FDA-approved Nicotine Replacement Therapies including transdermal nicotine patches, nicotine gum, and nicotine lozenges.

"Electronic nicotine deliver system" or "ENDS" means any device that delivers a vaporized solution (including nicotine, THC, or any other substance) by means of cartridges or other chemical delivery systems. Such definition shall include, but may not be limited to, any electronic cigarette, vape pen, hookah pen, cigar, cigarillo, pipe, or personal vaporizer.

Approved: KASB Recommendation 6/20

**KN**     **Complaints**  
**(See BCBI, GAAC, GAACA, GAAB, GAAF, IF, IKD, JCE, JGEC, JGECA, and KNA)**

**KN**

**General Complaints**

The board encourages all complaints regarding the district to be resolved at the lowest possible administrative level. If the investigation and determination procedures of a complaint are regulated in another board policy or the negotiated agreement, as applicable, it will be designated a general complaint subject to processing under this policy. Whenever a general 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.

**Informal Procedures**

The building principal shall attempt to resolve general complaints in an informal manner at the building level. Any school employee who receives a general complaint 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 is resolved in this manner, the principal 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 principal, or if the individual does not believe the resolution remains acceptable, the individual may initiate a formal complaint.

**Formal Complaint Procedures**

- A formal complaint shall be filed in writing and contain the name and address of the person filing the complaint. The complaint shall briefly describe the alleged violation. If an individual does not wish to file a written complaint, and the matter has not been adequately resolved through the informal procedures of this policy, the building principal may initiate the complaint. Forms for filing written complaints are available in each school 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 may 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 or the superintendent. The investigation shall be informal but thorough. The complainant and the respondent will be afforded an opportunity to submit written or oral evidence relevant to the complaint and to provide names of potential witnesses who may have useful information.
- A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and a copy will be forwarded to the complainant and the respondent within 30 days after the filing of the complaint. If the investigator anticipates a determination will not be issued within 30 days after the filing of the complaint, the investigator shall provide written notification to the parties including an anticipated deadline for completion. In no event shall the issuance of the written determination be delayed longer than 10 days from the conclusion of the investigation.
  - If the investigation results in a recommendation that a student or staff member be subject to discipline, the specifics will not be included in the written determination provided to the parties to protect the privacy rights of the student or staff member.
  - 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 (as applicable), and 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.

#### Appeal Procedures

- The complainant or respondent may appeal the determination of the complaint. Appeals shall be heard by the district compliance coordinator, a hearing officer appointed by the board or superintendent, or by the board itself. The request to appeal the determination shall be made within 20 days after the date of the written determination of the complaint at the lower level. The appeal officer shall review the evidence gathered by the investigator at the lower level and the investigator's report and shall afford the complainant and the respondent an opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is filed. Whenever an appeal officer is appointed to review an appeal, the appeal officer will prepare a written report to the board within 30 days after the appeal is submitted for decision. The board shall render its decision not later than the next regularly-scheduled meeting of the board following the receipt of the report and provide the parties with a notice of the result of the appeal. Any matter determined by the board in accordance with this process shall be valid to the same extent as if the matter were fully heard by the board without an appeal officer.
- 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.

If it is determined at any level that a violation of board policy or school rules occurred, the district will take prompt, remedial action to prevent its reoccurrence. The district prohibits retaliation or discrimination against any person for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.

#### Complaints About Discrimination on the Basis of Sex

Complaints regarding alleged discrimination on the basis of sex, as prohibited by Title IX of the Education Amendments of 1972 and other federal and state laws regulating such discrimination and discriminatory harassment, shall be handled in accordance with the procedures outlined in board policies GAAC, for staff, and JGEC, for students and shall be directed to the Title IX Coordinator at (Position or name, address, email address, and phone number of Title IX Coordinator).

#### Complaints About Discrimination or Discriminatory Harassment Not on the Basis of Sex

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, genetic information, or religion in the admission to, access to, treatment, or employment in the district's programs and activities is prohibited. (Position,

address, email address, and phone number of the district compliance coordinator) has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI and Title VII of the Civil Rights Act of 1964 (with the exception of discrimination on the basis of sex), Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, the Personal REsponsibility Work Opportunity Reconciliation Act of 1996, and the Food Stamp Act of 1977, as amended.

For more information regarding what qualifies as discrimination or harassment on the basis of race or disability, see board policies GAACA applying to staff members and JGECA applying to students.

For information regarding the investigation or resolution process for complaints of discrimination or discriminatory harassment not involving sex-based conduct or district child nutrition programs, see board policies GAAB for staff members and JCE for students.

#### Complaints Concerning Child Nutrition Programs

Complaints alleging discrimination in child nutrition programs offered by the district shall be handled in accordance with the procedures outlined in board policy KNA.

#### Complaints About Policy

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

#### Complaint About Curriculum

The superintendent shall report a failure to resolve any complaint about curriculum to the board at the next regularly scheduled board meeting. See board policy IF for complaints dealing with textbooks and instructional materials.

#### Complaints About Instructional Materials

The building principal shall report any unresolved complaint about instructional materials to the superintendent promptly after receiving the complaint. See board policy IF.

#### 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.

#### Complaints About School Rules

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

Approved: KASB Recommendation-09/97; 08/98; 03/00; 07/04; 12/09; 09/11; 07/13, 6/20; 7/20; 12/22;6/23

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**Louisburg Unified School District No. 416**

29020 Mission Belleview – P. O. Box 550  
Louisburg, KS 66053

Phone: (913) 837-1700 Fax: (913) 837-1701 [usd416@usd416.org](mailto:usd416@usd416.org)

**COMPLAINT FORM**  
(Reference BOE Policy: KN)

Date of Report: \_\_\_\_\_  
Name of Complainant: \_\_\_\_\_  
Address of Complainant: \_\_\_\_\_  
Phone Number of Complainant: \_\_\_\_\_

Reported To: \_\_\_\_\_

Position(if work in the school district): \_\_\_\_\_

Is the nature of the complaint about:

Parent/Guardian       Facilities and Services       Instructional/Curriculum Materials  
 Personnel       Students       Discrimination/Harassment

Please describe the situation:

When did it occur? \_\_\_\_\_  
Where did it occur? \_\_\_\_\_

What effect did the incident have on you?

Were there any witnesses to this incident?  Yes       No  
If yes, indicate who the witnesses were:

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date Complainant Signed

Please submit completed form to immediate supervisor (Principal or Director) and  
to Kristin Copeland, Director of Human Resources

Board policy provides that complaints be resolved at the lowest level possible. Complaints will be directed to the appropriate administrative level for investigation and resolution.

**KNA      Complaints Regarding Child Nutrition Programs**

**KNA**

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or retaliation for prior civil rights activity in any program or activity conducted or funded by the United States Department of Agriculture is prohibited. (Position or name, address, email address, and phone number of compliance coordinator) has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975, personal Responsibility Work Opportunity Reconciliation Act of 1996, and the Food Stamp Act of 1977, as amended.

**Complaints About discrimination in child Nutrition Programs**

To File a complaint of discrimination regarding child nutrition programs offered by the district, complete the USDA Program Discrimination Complaint Form (AD-3027) at:

[http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html); or write a letter and provide the information requested in the form. To request a complaint form, call (866)-632-9992.

Submit the completed form to:

U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410.

FAX: (202) 690-7442

Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

Approved: KASB Recommendation 6/20

**KN-R      Complaints**

**KN-R**

About Discrimination or Discriminatory Harassment

(See GAAA, GAAB, GAAC, GAACA, JGEC and JGECA)

Complaints of discrimination or discriminatory harassment by an employee should be addressed to the employee's supervisor, the building principal, or the district compliance coordinator. Complaints by a student should be addressed to the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives 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 complaint 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 resolved in this manner, the building compliance coordinator shall contact the complainant to determine if the resolution of the matter remains acceptable. If the matter is not resolved to the satisfaction of the individual in the meeting with the building compliance coordinator, or if the individual does not believe the resolution remains acceptable, the individual may initiate a formal complaint.

Formal Complaint Procedures

- A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. If an individual does not wish to file a written complaint and the matter has not been adequately resolved, the building principal may initiate the complaint. Forms for filing written complaints are available in each building office and 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 a 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.
- 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 of Civil Rights of the U.S. Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.

#### About Policy

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

#### About Curriculum (See IF)

The superintendent shall report a failure to resolve any complaint about curriculum to the board at the next regularly scheduled board meeting.

#### About Instructional Materials

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

#### About Facilities and Services

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

About Personnel

The superintendent or the building principal involved shall report any unresolved complaint about personnel to the board at the next regularly scheduled board meeting.

U.S.D 416

Complaint of Discrimination Form

The policies of Board of Education of U.S.D No. \_\_\_ prohibit discrimination on the basis race, color, national origin, disability, religion and sex in all programs and activities of the district. Additionally, discrimination on the basis of age is prohibited in employment.

Harassment of individuals on any of these grounds is strictly prohibited.

Individuals who believe they have been discriminated against on any of these grounds may file a complaint with the following discrimination coordinators:

District Discrimination Coordinator: Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Building Discrimination Coordinators: Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Complainant:  
  
Address:  
  
Telephone:

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Nature of the  
Complaint:

believe that I have been subjected to discrimination on the basis of:

Race     Color     National Origin     Racial Harassment

Sex     Sexual Harassment     Disability     Religion

Age     Harassment on the basis of \_\_\_\_\_.

\_\_\_\_\_

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**LB      School-Community Cooperation      LB**

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

Approved: KASB Recommendation-03/00; 12/09; 09/11

**LC      School-Community Programs      LC**

The board shall consider establishing programs sponsored jointly by the district and community groups or organizations whenever, in the board's judgment, these programs cannot or should not be wholly under the board's control.

Approved: KASB Recommendation-03/00; 12/09; 09/11

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**LCC      Enforcement of City and County Codes**

All City and County Codes may be enforced by local law enforcement in all school district parking lots and district-owned property. This policy supports KS Statute 72-6527 and KS Statute 72-6528.

Approved: 11/23

**LDD      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 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.

Approved: KASB Recommendation-09/97; 04/99; 03/00; 04/07; 06/08; 12/09; 09/11 amended 09/12

**LDDA      Fiscal Management of Federal Grants      LDDA**

The district shall meet the requirements of the Education Department General Administrative Regulations (EDGAR). The outline used to meet the 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.

Approved: 01/07; 06/11/07; 12/09; 09/11

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**M--Relations With Other Education Agencies Index**

- MA      [Goals and Objectives](#)
- MD (See MA)      [Inter-District Relations](#)-KSA 72-933 et seq.; 72-4408 et seq.
- MF(See MA)      [College and Universities](#) -KSA 72-116
- MI      [State Education Agency Relations: Quality Assurances](#)

**MA      Goals and Objectives      MA**

The board shall seek to work harmoniously with educational agencies having an interest in the district's schools. Staff shall follow all regulations required by state and federal education agencies.

Approved: KASB Recommendation- 03/00; amended 12/09; 09/11

**MD      Interdistrict Relations      MD**



The board shall work cooperatively with other districts to provide services to students when it is in the best interest of students and the district.

Approved: KASB Recommendation-03/00; 12/09; 09/11

**MF**      **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 to the board for their consideration and approval.

**Other Relationship**

Other relationships between the district institutions of higher education may be considered upon recommendation of the administration.

Approved: KASB Recommendation-03/00; 12/09; 09/11

**MI**      **State Education Agency Relations: Quality Assurances**

**MI**

The board is committed to school improvement for all schools, academic achievement for all students, and results-based professional development for all district staff members. The board maintains the goal of full accreditation for all district schools. Good faith efforts shall be made by all staff to implement district school improvement plans. The board shall monitor compliance. The superintendent shall regularly report to the board on the district's progress in meeting the 11 required QPA quality assurances.

The board shall fully inform the public in languages commonly used in the community about school improvement plans, the progress of school improvement efforts, the accreditation status of each district school, and other pertinent information as the board may direct.

Adopted: 06/05; 12/09; 09/11

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