

A **District Authority** **A**
The governance of the district shall be vested in the board.
Approved: September 8, 1997

ABE **District Goals and Objectives** **ABE**
The board shall annually establish and review a set of long-range goals and objectives to guide the operations of the district. All personnel in the district shall direct their efforts toward achieving the goals and objectives of the board in order to insure that students are able to function effectively in their environment, employment, and continuing educational efforts. Approved: September 8, 1997

ABE-R **District Goals and Objectives** **ABE-R**
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 priorities, initiatives, and long-range plans. The board also shall consider and act upon objectives and major activities proposed by the superintendent to achieve long-range goals.
The superintendent shall develop necessary procedures, forms, or other measures to implement this policy.
The superintendent shall provide opportunities for interested patrons to become knowledgeable about the district long-range planning process, and to review and to make recommendations concerning specific district long-range plans. The superintendent shall give the board periodic reports. Approved: September 8, 1997

AC **School District Organization Plan** **AC**
The district will be organized on a K-6, 7-8, 9-12 plans. Approved: October 2000

AD **District Attendance Areas** **AD**
The board shall review school attendance areas annually and make changes as warranted.

AD-R **District Attendance Areas** **AD-R**
The superintendent shall, on or before April 1 of each year, prepare a written report for the board, concerning the changing of school attendance areas for the next school year and the reasons for the recommendations. The board shall consider the recommendations at the first regular meeting following receipt of the report but shall take no action on the report at that meeting. The recommended changes shall be made available to the patrons of the district. Should the changes appear to require a public hearing, one will be scheduled.

Boundary Lines
The district operates three elementary attendance centers each having fixed boundary lines. Students shall be assigned to the attendance center serving the area in which they reside. If a student moves from one elementary attendance area to another, the student may be allowed, at the discretion of the superintendent, to continue attending the school serving the previous attendance area if the class size does not exceed that specified elsewhere in these policies (see DCF and JBC-R) provided the parents furnish transportation. In the event that a student wishes to attend an elementary school in an attendance area different than that where the student resides, the student may be permitted to do so in a manner consistent with that provided for non-resident students as found elsewhere in these policies (see DCF and JBC-R).

Special consideration shall be given to contracted employees who are residents of Circle U.S.D. No. 375 such that they shall be permitted to have their children attend classes in the attendance center to which they are assigned if such request is made prior to August 15 of the school year.
Approved: November 10, 1997

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: 2/19

KASB Recommendation 1/01; 4/07; 12/18

AE **School Year** **AE**
 The board shall provide a school year consisting of not less than 1,116 school hours for students in grades 1-11, 465 school hours for students in kindergarten and not less than 1,086 school hours for students in grade 12. Approved: September 8, 1997

AEA **School Calendar** **AEA**
 The board shall establish a school calendar for each school year. Approved: September 8, 1997

AEA-R **School Calendar** **AEA-R**
 On or before March 1 of each year, the superintendent shall present to the board a recommended school calendar for the next school year. In making such recommendation, the superintendent shall consider the customs of the district legal holidays and other relevant matters. The superintendent shall also consider the recommendations of the district's staff in the preparation of the school calendar, but the adoption of the school calendar shall not be a subject of discussion in the negotiating process, except as provided by law. A copy of the current annual calendar shall be on file in the clerk's office. Approved: September 8, 1997

AEB **School Year and Learning Opportunities** **AEB**

(See AE, JBD, JBE, JCDA, and JDD)

Prolonged or Shortened School Year

The board may prolong or shorten the regular academic year. The superintendent shall be responsible for preparing a plan and presenting it to the board, as necessary. The board may prolong or shorten the regularly scheduled academic year because of the following types of

circumstances which are stated by way of illustration and not by way of limitation: adverse weather conditions, building maintenance problems, personnel problems, public health reasons, or budgetary problems.

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

Additional Learning Opportunities for Students

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

- before- or after-school;
- on Saturday; and/or
- during the summer.

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

Approved:

KASB Recommendation – 7/02; 4/07; 8/16

AF School Day

AF

Except as otherwise provided in the negotiated agreement for staff members covered thereby, the board shall establish the time of beginning and of ending the school day and other time schedules.

Approved:8/18

KASB Recommendation – 1/01; 4/07; 6/18

AF-R School Day

AF-R

The beginning and ending times for all classes in each attendance center will be published each August in the district newsletter or activities calendar.

Approved: September 8, 1997

AFC **Emergency Closings** (Cf. JGFA & JGFC)

AFC

The board shall prescribe the emergency situations for which the schools may be closed. Approved:
September 8, 1997

AFC-R **Emergency Closings** (Cf. JGFA & JGFC)

AFC-R

The board delegates to the superintendent the authority to close any school whenever any condition exists which, in the opinion of the superintendent, warrants the closing of one or more or all schools. In the event of unavailability, the board delegates such authority to the first available administrator in the following chain of command: curriculum director, building principal, and vice principal. Closing of school by such an administrator shall be effective until he reopens the school or until the superintendent or the board reviews and takes action on the situation. In any case of extreme emergency, the principal of any school may close such school. All school closings shall be immediately reported to the superintendent.

Emergency closing situations are: adverse weather conditions, building maintenance problems, public health reasons, personnel problems, budgetary problems, etc.

Approved: September 8, 1997

AG Closing School Buildings

AG

(See AD)

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 and may approve, modify and approve, or rescind such resolution upon the conclusion of such hearing.

AG Closing School Buildings

AG-2

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: July 10, 2023

BA

Goals and Objectives

BA

The board shall provide the best educational system possible within the financial limitations of the district. (Cf. ABE)

Approved: October 13, 1997

BA-R **Goals and Objectives**

BA-R

The board is the initial decision-making body of the district. With the board rests the final legal authority and power to determine what the schools shall be. This power and authority is exercised through the board and the superintendent.

In order that a proper relationship between the board and the superintendent can be properly developed, the team approach to decision-making is recognized as the most effective tool to accomplish this goal.

With this team approach in mind, the following roles are necessary:

Board of Education (obligations):

1. To study and acquire the knowledge of all aspects of the educational processes which lead to a successful school program.
2. To apply the knowledge of these processes in the decisions which affect the educational program of the schools.
3. To develop a workable philosophy which shall be reviewed and renewed at least annually and which becomes the basis for operation of the school budget and the total operation of the district.
4. To assume an influential role of educational leadership in the district.
5. The board shall have the power to make its own rules and regulations, subject to the provisions of these policies and rules and current law; to organize and maintain a system of grade schools, a middle school, and a senior high school; and to exercise the sole control over the schools and property of the schools of the district.

BA-R **Goals and Objectives**

BA-R-2

Superintendent of Schools (Obligations):

1. Keep the board fully informed by whatever means necessary.
2. Prepare the agenda in consultation with the president, stating the items and giving comprehensive information when necessary so that the board can make decisions in light of good educational practice.
3. Develop the procedures necessary to interpret and implement the decisions of the board. Approved: October, 2000

BBABA **Duties of the President**

BBABA

In addition to those duties statutorily assigned, the president of the board of education shall also be authorized to sign requests for recertification based fully or partially upon points earned through participation in the State In-Service Plan for certified staff members with an Individual Development Plan on file. Such authority shall be granted only when both the chairperson of the Professional Development Council and the superintendent have given prior approval to the recertification request. The president shall also be authorized to sign request for issuance of Emergency Teaching Certificates when said requests have been previously signed by the superintendent. Approved: October 13, 1997

BBABD **Clerk**

BBABD

Qualifications: Such qualifications as the board and superintendent may find appropriate and acceptable.

Reports to: Board of Education and Superintendent of Schools

Job Goal: To relieve the board and/or superintendent of paper work and impediments and to execute expeditiously the instructions of the board and/or superintendent so that the board and/or superintendent may devote maximum attention to the central problems of education and policy determination.

Performance Responsibilities

1. The clerk shall attend all meetings of the board.
2. The clerk shall keep an accurate journal of the proceedings of the board.
3. The clerk will, after each board meeting, send a copy of the minutes of the meeting to each member of the board, to the superintendent, building principals, and to each attendance center.
4. The clerk will mail a prepared agenda to each member of the board three days in advance of each board meeting.
5. The clerk shall have the care and custody of the records, books, and documents of the board.
6. The clerk will see that all contracts creating a liability against the school district are properly recorded.
7. The clerk shall give public notice of all meetings of the board.

BBABD

Clerk

BBABD

- 8. The clerk shall cause to have published all legal notices concerning district business.
- 9. The clerk shall maintain the "Policies and Administrative Rules of Circle U.S.D. No. 375" as adopted by the board.
- 10. The clerk shall see that records of the board will be open and available to public inspection during regular business hours.
- 11. The clerk shall perform such other duties as may be assigned by the board or the superintendent.

Terms of Employment

The clerk shall be employed on a twelve-month contract. The salary, fringe benefits, and other contract provisions, as determined by the board, shall be enumerated in the contract.

Approved: October 13, 1997

Revised: October 11, 1999

BBBB

New Member Orientation

BBBB

Prior to election, declared candidates shall be invited to attend regular meetings of the board. Newly elected members of the board shall be invited to attend all meetings of the board prior to the time they officially take office except when the board is in executive session. Newly elected and newly appointed board members shall be encouraged to attend workshops for new board members sponsored by the Kansas Association of School Boards. (Cf. BCBK)

Present members of the board and the superintendent shall conduct an appropriate orientation program designed to acquaint new board members with the district, board policy, duties, responsibilities and other activities.

Newly elected board members shall receive copies of all agendas, reports and other communications normally received by current board members except information or material of a confidential nature. Approved: October 13, 1997

BBBF

Reimbursement for Expenses

BBBF

No board member shall be reimbursed for expenses incurred for any travel unless such travel has been approved by the board. Board members who provide their own transportation shall be reimbursed for each mile actually traveled in attending board meetings and in the performance of district business.

Approved: October 13, 1997

BBBF-R

Reimbursement for Expenses

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-R Travel Expense. Approved: October 13, 1997

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 otherwise provided for in this policy. Board members (shall not/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 sub-committees are subject to the open meetings law.

Advisory Committees

After considering administrative recommendations, the board may establish advisory committees. The type and function of each advisory committee shall be dictated by district needs. After considering recommendations of the superintendent and other members of 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: October 13, 1997
Revised: September 9, 2013

BBC-R **Board Committees (Cf. CF)**

BBC-R

In appointing members of advisory committees, the board shall consider the recommendation of the superintendent and other members of the administrative staff, as well as the recommendations of individual board members.

The superintendent shall call a meeting of the committee for the purpose of organizing. At the meeting, the superintendent shall inform the committee of its charge. The superintendent shall monitor the progress of the committee and relay information to the board.

The superintendent shall assign such school personnel, provide materials and present requests for financial assistance to the board for action to assist the committee in its study as the situation warrants. The superintendent shall exercise his discretion in providing such personnel.

All minutes of the committee will be filed with the clerk of the board.

The board may dissolve the committee by appropriate board action. Committee members shall be notified of the board's action. No committee shall exist longer than one year unless reappointed by the board.

Whenever, in the opinion of the board, there is no longer any need for an advisory committee created by the board, the board shall dissolve such committee by appropriate board action. Each member of the committee shall be notified of the board's action, together with an appropriate expression of appreciation from the board for the committee member's efforts. No committee shall exist longer than one year unless reappointed by the board.

Approved: October 13, 1997

Attorney

BBE

The board shall appoint an attorney to handle legal matters.

Approved: July 11, 2022

BBG **Consultants (Cf. CJ)**

BBG

The board may use consultants to assist the board in the operation of the district. Approved: October 13, 1997

BCAB **Meetings**

BCAB

Unless otherwise specified, all meetings of the board shall be held in the central office of the district. Approved: October 13, 1997

BCAB-R **Meetings**

BCAB-R

Regular meeting times shall be established by the board at the July meeting. Approved: October 13, 1997

BCAC Special Meetings

BCAC

Special meetings may be called at any time by the president of the board or by joint action of any three board members. Written notice, stating the time and place of any special meeting and the purpose for which the meeting has been called shall, unless waived, be given to each board member at least two 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: 2/19

KASB Recommendation –1/01; 4/07; 12/18

BCAE Public Hearings (Cf. BCBI)

BCAE

The board may hold public hearings on those matters which so warrant. Approved:
November 10, 1997

BCAE-R **Public Hearings (Cf. BCBI-R)**

BCAE-R

The board may hold public hearings before taking action in regard to the changing of attendance center boundaries, the holding of bond elections, capital outlay levy elections and elections to increase the tax levy or budget, and all other matters which the board deems appropriate. Public hearings will be held at a convenient time and at a suitable place which is believed to be adequate and comfortable for the audience.

The president or vice-president of the board shall preside at such hearings and shall request every participant to state his name, residence and purpose for speaking. The procedure governing public participation at board meetings is found in BCBI.

Approved: November 10, 1997

BCBD **Agenda**

BCBD

The board shall adopt an agenda at the beginning of each meeting.

The superintendent shall distribute to each board member prior to each meeting appropriate background material concerning items on the agenda, which then shall be referred to as the annotated agenda.

Approved: November 10, 1997

BCBD-R **Agenda**

BCBD-R

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

The annotated agenda will be sent to all board members at least three calendar days prior to any regular board meeting. The annotated agenda may include the following information; however, other items and reports may be added to the agenda as the need arises: the agenda format may include items to be discussed and board procedure; monthly reports to the board; financial reports including monthly listing of bills ready for payment; important correspondence; bids, specifications; attendance center reports; requests for hearings and other such information.

Approved: November 10, 1997

BCBF **Rules of Order**

BCBF

The board shall be governed by rules of procedure as adopted by the board and in accordance with law. In no event shall Robert's Rules of Order be adopted by the board.

Approved: November 10, 1997

BCBF-R **Rules of Order**

BCBF-R

The president (or vice-president in the absence of the president) will preside at all meetings. In the absence of both the president and the vice-president, the members present shall elect a president pro tempore who will serve only for that meeting or for that part of the meeting in which the president and vice-president are absent.

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

The president will present each agenda item for discussion or designate the superintendent or other staff member who will present the agenda item.

All formal actions of the board will be taken by ordinary motions unless a formal resolution is required by law. It will not be necessary for a motion to be before the board in order to discuss an agenda item which has been presented by the board president for consideration. In the ordinary course of events, the board will discuss all matters other than routine procedural questions prior to the making of a motion in order that the reaching of consensus may be facilitated.

BCBF-R **Rules of Order**

BCBF-R

The following motions will be in order:

To recess;

To take action:

To amend a motion to take action, but such amending motion will be disposed of before any other motion to amend the main motion will 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.

Order of Business

The following shall be the order of business at regular meetings of the board:

- A. Call to Order
- B. Public Communications
- C. Approval of Agenda
- D. Administration Reports
- E. Minutes and Corrections
- F. Warrant Reports
- G. Financial Reports
- H. Unfinished business
- I. New and miscellaneous business
- J. Adjournment

BCBF-R-2

Rules of Order

BCBF-R-2

Board Schedule of Business

The following calendar may be the board schedule for considering some of the major items of business.

- | | |
|-----------|---|
| July | <ul style="list-style-type: none"> • Reorganization of the board • Annual employment of clerk and treasurer • Designation of official depository banks • Arranging bond for treasurer and clerk |
| August | <ul style="list-style-type: none"> • Budget hearing |
| September | <ul style="list-style-type: none"> • Building principal's report on start of school • Hearing of auditor report |
| October | <ul style="list-style-type: none"> • Reviewing the board policies and regulations |
| January | <ul style="list-style-type: none"> • Review of equipment requests in anticipation of budget • Employment of superintendent |
| February | <ul style="list-style-type: none"> • Employment of building principals |
| March | <ul style="list-style-type: none"> • Employment of teachers |
| April | <ul style="list-style-type: none"> • Approval of annual purchases of supplies |
| May | <ul style="list-style-type: none"> • Employment of custodial help and service personnel |
| June | <ul style="list-style-type: none"> • Employment of auditor • Review of budget proposal |

Approved: November 10, 1997

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 72-1138)

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: 8/18

KASB Recommendation – 1/01; 4/07; 6/18

BCBH

Minutes

BCBH

Accurate minutes of each board meeting shall be taken and transcribed. The board shall review the minutes of each meeting as soon thereafter as practicable, shall make any corrections or changes required to make the minutes accurately reflect the action taken by the board and then approve such minutes as presented or changed. Approved: November 10, 1997

BCBH-R **Minutes**

BCBH-R

The clerk of the board shall be responsible for taking and transcribing the minutes of each meeting of the board. In the absence of the clerk, the board shall designate an acting clerk. Transcribed minutes shall be sent to the board as soon as possible after each meeting. The minutes shall clearly reflect all motions voted on by the board, including action taken by the board on motions which did not pass. The minutes will not contain a summary of each statement, either written or oral, made by the board member, a guest or a member of the staff unless the board chooses to have the written remarks be made part of the minutes. If such request is made, the board shall direct the clerk to attach a copy of the written remarks to the minutes. Approved: November 10, 1997

BCBI **Public Participation (Also KCA)**

BCBI

The general public shall be invited to attend all board meetings, except executive sessions. Approved: August 11, 1997
Reviewed: November 10, 1997

BCBI-R **Public Participation (Also KCA)**

BCBI-R

Any patrons wishing to speak to the board regarding a specific concern requiring board action shall first notify the superintendent seven days prior to the meeting and state the reason(s) for the request. The superintendent shall determine whether said request can be solved by the staff without appearance of the patron before the board. If not, the superintendent shall place the patron's request on the agenda of the next regular board meeting.

At each meeting of the board, the president or the presiding officer of the board shall welcome all visitors to the board meeting.

The board president may, at his discretion, ask those patrons attending the board meeting if any of them have something to bring to the attention of the board. The rules for the public forum are available through the clerk prior to the board meeting and at the meeting itself.

The board president may impose a limit on the amount of time a visitor may have to address the board. The board president may ask groups with the same special interest to appoint a spokesperson.

BCBF-R **Rules of Order**

BCBF-R

If it appears that the matter which the visitor wished the board to consider will consume an amount of time the board feels cannot be spared at said meeting, the board shall invite such visitor to return at a regular or special meeting.

Handling of Complaints (Cf. KN)

Only in those cases where satisfactory adjustment cannot be made by a principal or the superintendent, shall the superintendent refer complaints to the board, except that letters addressed to the board shall be made available to the board at the next meeting.

Approved: August 11, 1997

Reviewed: November 10, 1997

BCBJ **News Coverage**

BCBJ

The news media shall be invited and encouraged to attend all board meetings, except executive sessions.

Broadcasting and Taping

All meetings for the conduct of the affairs of, and the transaction of business by, the school board shall be open to the public. Broadcasting and taping of the public board meeting shall be subject to rules adopted by the board. Approved: November 10, 1997

BCBJ-R **News Coverage**

BCBJ-R

At each meeting of the board, the board may provide accommodations for all members of the news media present. The superintendent may provide copies of the board agenda to all news media prior to each meeting of the board upon request or as required by law. At an appropriate time the board shall give full cooperation in explaining any action or consideration taken by the board.

Broadcasting and Taping

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

BCBJ-R **News Coverage**

BCBJ-R

Cameras

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

Recording Devices

Use of recording devices at any said board meeting shall be permitted when, in the judgment of the board, the use or proposed use of any recording device will not be a disruptive influence upon the proceedings, genuinely annoying or harassing to the board or any member thereof or operated to attract undue attention to the recording device or the proposed use thereof.

All recording devices, including microphones, shall be kept in the area designated for the media and may be placed in the immediate vicinity of the board conference table only with board permission.

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

November 10, 1997

BCBK **Executive Sessions**

BCBK

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

Sample Motion

I move that the board go into executive session for the purpose of discussing _____ (a statutorily approved reason); and

that the board return to the open meeting at _____ o'clock in this room. The executive session is required due to

* _____.

1. Personnel matters for nonelected personnel;
2. Consultation with an attorney for the body or agency which would be deemed privileged in attorney-client relationship;
3. Matters relating to employer-employee negotiations whether or not in consultation with the representative or representatives of the body or agency.
4. Confidential data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships;
5. Matters relating to actions adversely or favorably affecting a person as a student, patient or resident of a public institution, except that any such person shall have the right to a public hearing if requested by the person;
6. Preliminary discussions relating to the acquisition of real property.
7. Matters relating to the security of the board, the school, school buildings or facilities or the information system of the school.

*Explanation of reason for executive session

NO BINDING ACTION SHALL BE TAKEN DURING CLOSED OR EXECUTIVE SESSIONS

Approved: December 8, 1997

Revised: August 9, 1999

BCBK-R **Executive Session**

BCBK-R

When a motion is made to go into executive session, all three blanks in the sample motion (Cf.BCBK) must be filled in as follows:

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

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

The third blank will explain why one of the seven statutorily acceptable reasons was chosen. Examples:

1. Personnel: To protect the privacy interest of an identifiable individual.
2. Consultation with an attorney: to protect attorney-client privilege, and the public interest.
3. Negotiations: To protect the district's right to the confidentiality of its negotiating position, and the public interest.
4. Confidential data: To protect the trade secret. To protect the privacy right of a corporation, partnership, trust, etc. with regard to their financial affairs.
5. Matters concerning an individual, such as a student (not non-elected personnel): To protect the privacy rights of a student who is identifiable.
6. Preliminary discussion of real property acquisition: To protect the district's financial interest and bargaining position.

BCBK-R

Executive Session

BCBK-R

7. Matters relating to the security of the board or the school: To ensure the security of the school, school buildings or facilities and/or the information system of the school is not jeopardized. Approved: December 8, 1997

Revised: August 9, 1999

BDA **Policy Development System Adoption** BDA (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.

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

Changes in board policy shall be disseminated as appropriate. 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 website 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.

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: July 11, 2022

BDC **Policy Adoption** **BCD**
The board shall adopt new policies and delete or modify existing policies. All rules and regulations found in handbooks and supplement for students, teachers or other employees are to be approved by the board and will be considered a part of these policies and rules by reference.

Policy Dissemination

Changes in board policy shall be disseminated in the manner provided by the rules and regulations of the board.

Policy Review

The board shall review its policies and rules on an annual basis. All student handbooks are to be approved by the board and adopted, by reference, as a part of these policies and rules. Approved: December 8, 1997

BDC-R **Policy Adoption** **BDC-R**
The policies, rules and regulations of the board may be amended at any regular, special or adjourned meeting of the board by a majority vote of the members of the board.

A recommendation by an individual or group of citizens or patrons to adopt or amend any policy or rule may be submitted at any regular board meeting. Any action on the recommendation will take place at the next regular meeting of the board unless an emergency is declared. In this case, final action may be taken immediately.

Policy Dissemination

The superintendent shall be responsible for developing a procedure to ensure that persons who have copies of the board handbook receive changes in board policy and the policies which have been amended or deleted are removed from such policy handbooks.

A current copy of the board policy handbook shall be kept in the central business office and/or superintendent's office. The clerk will keep an historical set of board policies which will reflect all revisions, amendments or other such actions pertaining to every policy and rule.

Every attendance center shall have a copy of the policy handbook which shall be kept in the media center. Each board member and building principal shall be furnished a copy of the policy handbook. The custodian of each policy handbook shall be responsible for maintaining its accuracy by incorporating revisions approved by the board in the handbook. Said handbooks shall be submitted to the clerk each summer for review to ensure that policy adoptions and revisions approved during the prior year may be incorporated into the policy books. Said handbooks shall be returned not later than the start of school each year. Approved: December 8, 1997

BE **School Board Records (See CN)** **BE**
The board shall keep records necessary for the understanding of their actions. (CN)
Annual Reports (See CO)
The superintendent, and/or designee, shall furnish the board with annual reports as the board may require.
Academic Reports (See II)

The superintendent, and/or designee, shall report annually in writing to the board concerning the academic testing program of the district.

Approved: December 8, 1997

BE-R **School Board Records** **BE-R**
In addition to those records required to be kept by law, the superintendent shall be responsible for the designing and keeping of such other records as are necessary for the efficient operation of the district. Approved: December 8, 1997

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: July 11, 2022

BH School Board Member Ethics **BH**

As a member of my local board, I will strive to improve public education, and to that end I will:

Attend all regularly scheduled board meetings insofar as possible and become informed concerning the issues to be considered at those meetings;

Recognize that I should endeavor to make policy decisions only after full discussion at publicly held board meetings;

Render all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups;

Encourage the free expression of opinion by all board members, and seek systematic communications between the board and students, district staff, and all elements of the community;

Work with other board members to establish effective board policies and to delegate authority for the administration of the schools to the superintendent;

Communicate to other board members and the superintendent expressions of public reaction to board policies and school programs;

Inform myself about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by my state and national school boards associations;

Support the employment of those persons best qualified to serve as district staff and insist on a regular impartial evaluation of all staff;

Avoid being placed in a position of conflict of interest and refrain from using my board position for personal or partisan gain;

BH School Board Member Ethics **BH**

Take no private action that will compromise the board or the administration and respect the confidentiality of information that is privileged under applicable law; and

Remember always that the first and greatest concern must be the educational welfare of the students attending the public schools.

Approved: December 8, 1997

BK Board Self-Evaluation **BK**

The board shall review the effectiveness of its internal operations at least annually.

Each board member may use a self-evaluation instrument to appraise his individual performance.

Results of these evaluations shall be discussed annually, and revised standards and priorities shall be developed for the next year's evaluation.

Approved: December 8, 1997

BK-R Board Self-Evaluation **BK-R**

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

- 1 Board members should be involved in development of the standards and process by which they shall evaluate themselves. 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 organizations and subcommittee performance, relations with cooperating agencies and other governmental organizations.

- 2 Evaluation shall be at a scheduled time and place with all board members present. 3
The evaluation shall be a composite of the individual board member's opinions.

- 4 The evaluation shall discuss strengths as well as areas needing improvement; and

- 5 Following the discussion, determinations that are made shall be supported by objective evidence.

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: December 8, 1997

CA **Goals and Objectives**

CA

One goal of school administration is to help create and to foster an environment in which students can learn more effectively. All administrative duties and functions should be appraised in terms of the contribution that is made to better instruction, effective learning, the development of worthwhile citizens, and the attainment of the board's goals and objectives. An important responsibility of the administration is the selection of staff who will develop student abilities.

The superintendent should possess those qualities of leadership which motivate all members of his staff to work for the improvement of the educational program and the attainment of the board's goals and objectives. It is his responsibility, under the direction of the board, to mobilize and coordinate all available resources in the development of an educational program designed to stimulate the best effort in all students.

Approved: July 13, 1998

CB **Ethics**

CB

An educational administrator's professional behavior must conform to an ethical code. The code must be both idealistic and at the same time practical, so that it can apply reasonably to all educational administrators. The administrator acknowledges that schools belong to the public and are for the purpose of providing educational opportunities to all. However, the administrator assumes responsibility for providing professional leadership in the school and community. This responsibility requires the administrator to maintain standards of exemplary professional conduct. It must be recognized the administrator's actions will be viewed and appraised by the community, his professional associates and the students. To these ends, the administrator subscribes to the following statements of standards:

The educational administrator:

- Makes the well-being of students the fundamental value for decision making and action;
- Fulfills professional responsibilities with honesty and integrity;
- Supports the principle of due process as required by law and protects the civil and human rights of all individuals;
- Obeys local, state and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government;
- Implements the governing board's policies and administrative rules and regulations;

CB **Ethics**

CB

- Pursues appropriate measures to correct those laws, policies and regulations that are not consistent with sound educational goals;
- Avoids using a position for personal gain through political, social, religious, economic or other influence;
- Accepts academic degrees or professional certification only from duly accredited institutions;
- Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development; and
- Honors his employment contract until fulfillment or release. Approved: July 13, 1998

CC **Organization Chart**

CC

The superintendent shall be responsible for the development of an organizational chart that best describes the organizational structure of the district. The chart will be on file in the district office. Approved: July 13, 1998

CD **Line and Staff Relations**

CD

For the purposes of this policy, line officers are those administrative employees who are responsible for discharging the various functions of the district at the building level. Staff officers are those administrative employees who are concerned with the management of auxiliary activities and who serve as an advisory or consulting agency to the superintendent.

Both line and staff administrative employees are ultimately responsible to the superintendent for the conduct of their official duties. Staff officers will act as advisors and resource persons to all line officers but may, at the discretion of the superintendent or board, exert direct administrative control over line officers. Approved: July 13, 1998

CD-R

Line and Staff Relations

CD-R

The superintendent's designate representative has the authority to administer district programs assigned to him by the superintendent. These responsibilities may include direct supervision of line administrators or, in some instances, line administrators may be required to report directly to the superintendent's designated representative.

Appropriate job descriptions shall be developed by the administration for each line and staff position. Approved: July 13, 1998

CE

School Superintendent

CE

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

The superintendent, at his discretion, may delegate to other school personnel the exercise of any powers and the discharge of any duties imposed upon the superintendent by these policies or by the vote of the board. The delegation of power or duty, however, shall not relieve the superintendent of responsibility for the action taken under such delegation. Approved: July 13, 1998

CEA

Qualifications

CEA

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

The superintendent shall:

- Have earned at least a masters degree from an approved institution of learning with graduate study in educational administration (Although a doctor's degree is not required, work toward the degree is considered desirable.);
- Have acquired at least three years of successful experience in teaching and in the administration of schools;
- Have established himself as an educational leader in the profession through active participation in a variety of areas.

Approved: July 13, 1998

CEB

Duties

CEB

The responsibility of the superintendent shall be:

To serve as administrative head of the entire district in charge of both educational and business functions;

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

To administer the development and maintenance of a positive educational program designed to meet the needs of the community, to keep abreast of the best educational developments and to advise regarding changes in programs;

To carry out policies and rules of the board;

To initiate matters of educational policy and to make definite recommendations thereon;

To recommend the number and types of positions required to provide proper personnel for the operation of education programs;

To nominate for appointment, assignment, transfer or termination and to define the duties of all personnel, subject to approval of the board;

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

To advise and recommend in matters of business administration; to pass upon all proper requests for equipment and supplies, to point out possible economies and to supervise activities of the district;

CEB

Duties

CEB

To conduct a continuous study of the development and needs of the schools and to keep the public adequately informed concerning his findings;

To assure that the district finances are credited with interest earned by tax money on deposit with the county treasurer by executing a written agreement with the county treasurer. Approved: July 13, 1998

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 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 search service 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: July 11, 2022

CED Appointment

CED

The superintendent will be offered a one-, two- or three-year contract of employment. Approved: August 10, 1998

CED-R Appointment

CED-R

The superintendent's contract will be considered for renewal at the meeting of the board in January. Approved: August 10, 1998

CEE Compensation and Benefits

CEE

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

Approved: August 10, 1998

CEF Travel Expense

CEF

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

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

Expenses for district travel in personal vehicles or extended travel incurred in performance of official duties shall be reimbursed in accordance with the provisions in GAN.

Approved: August 10, 1998

Updated: August 10, 2015

CEG Staff Development Opportunities

CEG

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

Approved: August 10, 1998

CEI Evaluation

CEI

The board shall evaluate the superintendent in accordance with the minimum statutory requirements for the first four years of employment and annually thereafter, using the appraisal instrument. The appraisal instrument may be used by the superintendent as a self-evaluation instrument prior to this evaluation by the board.

Each individual board member shall complete and submit appraisal forms to the president of the board. The president shall formulate a summary of the individual responses and allow time for necessary discussion. The summary shall use the same format as the individual board member's appraisal form. The board authorizes the president of the board to sign the summary as the agent of the board and as the evaluator.

The board shall review the summary with the superintendent in an executive session. In case an interpretation of written comments may be needed, the president of the board or the superintendent may seek additional clarification from individual board member(s). After completion of the evaluation of the superintendent, the individual board member appraisal forms shall be destroyed; and the summary and any rebuttal thereto will be maintained in the superintendent's personnel file.

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

The evaluation instrument shall be on file at the district office with the clerk of the board. Current evaluation procedures and policies shall be filed with the Kansas State Department of Education. Approved: October 2000

CEJ Separation

The board may elect not to renew the contract of the superintendent.. Approved: August 10, 1998

CEK Resignation

CEK

The superintendent shall submit his resignation to the president of the board at a regular or special meeting. The board will consider the acceptance of the said resignation in light of the needs of the district. Approved: August 10, 1998

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 expenditures of funds; and it will normally proceed in those areas only after receiving the superintendent's recommendations.

. Approved: 9/20

CG Administrative Personnel

CG

The board will employ such administrative personnel as needs of the district require.

Compensation Guides and Contracts

All administrative personnel will be compensated for their services in conformity with an administrative salary as determined by the board.

Qualifications and Duties

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

Recruitment

The board delegates to the superintendent the authority to identify and recommend the appointment of qualified individuals to fill vacant administrative positions. The board reserves the right to reject any and all recommendations and to proceed on its own initiative.

Assignment

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

Orientation

The superintendent will conduct an appropriate administrative orientation program designed to acquaint such personnel with the district, board policies, duties and responsibilities and other such activities as time and the needs of the district require.

CG Administrative Personnel

CG Supervision

The superintendent or designated representative shall be responsible for supervising all administrative personnel.

Time Schedules

Administrative time schedules and workloads will be dictated by the terms of the employment contract and by assigned responsibilities

Part-Time Administrators

The board may employ part-time administrators as the needs of the district dictate.

Administrative Intern Program

The board may cooperate with any approved administrative training institution in the establishment and maintenance of an administrative intern program.

Personnel

The administrative staff shall fill only those positions authorized by the board.

Travel Expense

The superintendent shall have the authority to suspend district administrators with pay pending further board action.

The superintendent may suspend administrators with pay for any reason, including, but not limited to, one or more of the following: alleged violation of or failure to implement board policy, rule, or regulation; refusal or failure to follow a reasonable directive of the administrator's supervisor, the superintendent, or the board; the filing of a complaint against the administrator 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 administrator, the administrator is entitled to pay until the administrator has been advised of the basis for suspension and has been given an opportunity to respond.

Approved: 9/20

CGPFB **Conferences and Visitations**
Professional Meetings In-State
Meetings

CGPFB

All in-state professional meetings of concern shall have the representation of principals from the district. Principals must make a request to attend such meetings to the superintendent as soon as possible, who may then grant permission and arrange to pay for expenses directly connected with the meeting.

Out-of-State Meetings

Certain regional or national professional organization meetings have importance and value to district principals and thereby warrant representation by district personnel. Principals shall be limited to one such meeting per person per year. Except by special approval of the board, no more than two district principals may be absent at one time from the district. Approved: August 10, 1998

CJ Consultants (Cf. BBG)

CJ

The administration and supervisory staff of the district shall encourage the use of professional consultants and other resource persons when such consultative services will be helpful in the improvement of the educational program in the district. All consultants shall be hired on the basis of a written contract. Approved: August 10, 1998

CK Professional Development Opportunities

CK

Line and staff administrators of the district shall make every effort to stay abreast of the latest developments in their respective fields. The board may require or otherwise encourage administrators to attend summer sessions, conferences, workshops or other activities which will directly benefit the district's schools. Expenses of tuition, board and room, travel and other incidental expenses will be paid by the district to attend state, national and local meetings approved by the superintendent in accordance with money budgeted for this purpose; to attend periodic in-service workshops sponsored by the district; to improve skills in personnel management, supervision and improvement of instruction, public relations and other aspects of school management. Approved: August 10, 1998

CL Councils, Cabinets and Committees

CL

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

Types and Functions

The administrative council will be organized on the premise that the multiple responsibilities of the superintendent and the best interests of the entire district can be better served by establishing a means which will permit the best thinking of all administrative staff members to be brought to bear on school problems. Although the board and the superintendent cannot absolve themselves from the responsibility for the establishment of policy and its administration, the council does provide for a two-way flow of information and effective action resulting from group thinking.

Members of the council act strictly in an advisory capacity. Their mission is to gather ideas, to present reactions of the personnel, to express opinions and to interpret school policy to other staff members in the light of detailed information they receive through the discussions in council meetings. The council provides for a frank and honest exchange of fact and opinion between the superintendent and administrative staff representatives.

Methods of Appointment

All administrators are automatically members of the administrative council while employed in the district.

Organization

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

CL Councils, Cabinets and Committees

CL

Resources

The administrative council shall have at its disposal all of the personnel resources of the district normally used by the professional staff in fulfilling the organization's needs. The council may utilize outside consultants and resources to implement the council's activities to the extent that the district's financial capabilities will allow.

Personnel

The administrative council may utilize any of the noncertified staff of the district to implement the council's activities.

Material

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

Financial

The superintendent may recommend a budget to the board for the

administrative council. Liaison

The administrative council may develop and cultivate liaison with other organizations in order to further the educational interest for the district.

Reporting

The board may, from time to time, call for such reports from the administrative council as the board deems necessary. Such reports should pertain to the activities of the council within the district and may take the form of recommendations of the council to the board on suggested topics.

CL Councils, Cabinets and Committees

CL Dissolution

The board, at its discretion, may dissolve the administrative council at any time by resolution. Approved: September 14, 1998

CL-R Councils, Cabinets and Committees

CL-R

Meetings of the administrative council will be held at times deemed appropriate by the chairman or as the needs of the district dictate. All member of the council shall attend regular meetings of the board unless excused by the board.

Financial

Funds for the administrative council's budget shall be included in the general fund of the district. Approved: September 14, 1998

CM Policy Implementation (See BDA, CGK, GAA, and JA)

CM

Administrative employees who fail to implement board policies may, by board action, be suspended without pay, demoted, placed on probation, nonrenewed, or terminated.

Approved: July 11, 2022

CN Public Records

CN

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

The board designates the superintendent 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 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.)

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. The district may charge and require advance payment of a fee for providing access to or furnishing copies of public records.

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 of the Kansas Open Records Act that would allow the record to remain closed. The custodian may also refuse to provide access to a public record or to permit inspection if a request places an unreasonable burden in producing public records or if the custodian has reason to believe that repeated requests are intended to disrupt other essential functions of the district. The custodian shall either grant or deny each 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.

Each custodian shall file all requests and their dispositions in the appropriate office and make reports as requested by the superintendent or the board.

Copies of Records

Copies of open records shall be available upon written request, unless otherwise specified in Kansas or federal law. Requestors may only make abstracts or obtain copies of public records to which they have access under the Kansas Open Records Act. The district shall not be required to provide copies of radio or recording tapes or discs, video tapes, films, pictures, slides, graphics, illustrations, or similar audio or visual items or devices, unless such items or devices were shown or played during open session of a district board meeting. Similarly, the district shall not be required to provide such items or devices which are copyrighted by a person other than the board. Furthermore, nothing in the Kansas Open Records Act requires the district to electronically make copies available by allowing a requestor to obtain copies by inserting, connecting, or otherwise attaching an electronic device provided by the requestor to the computer or other electronic device of the district.

Advance payment of the expense of providing access to or furnishing copies of open records shall be borne by the requestor. Under no circumstances shall the documents be allowed out of their usual building location without approval of the official custodian.

CN Records

CN-4

The board may prescribe reasonable fees for providing access to or furnishing copies of public records, subject to the following:

- in the case of fees for copies of records, the fees shall not exceed the actual cost of furnishing copies, including the cost of staff time required to make the information available and printing fees as applicable;
- In the case of fees for providing access to records maintained on computer facilities, the fees shall include only the cost of any computer services, including staff time required.

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: 9/20

CNA **Document Production, Including Electronic Information** * CNA
(See BCBK, BE, CN, ECA, IDAE, II, JGGA, JR et 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 as long as the legal action is pending.

Approved: 9/20

CO **Reports** CO
The board may require reports from the staff.
Types

The superintendent shall prepare and submit to the board an annual report summarizing the operations of the district for the preceding school year. The superintendent shall present a monthly budget report to the board. The administrative council may submit a monthly report to the board upon request.

The board delegates to the superintendent the authority to request certain reports from the district's staff concerning the operation of the district or on any subject relating to the educational program of the district.

Dissemination (Cf. JR et seq.)

The board, upon request, will receive copies of all reports submitted to the superintendent. Copies of staff reports may be sent to staff members for their confidential use at the discretion of the superintendent. Staff reports will be made public only upon direct approval of the board.

Approved: September 14, 1998

CO-R **Reports**

CO-R

Types

The superintendent's annual report shall be submitted to the board 30 days after the end of the school year. In the event the superintendent resigns or otherwise leaves the district, he shall complete and submit the annual report to the board prior to final payment of compensation under his employment contract.

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

Approved: September 14, 1998

CYA **Document Production, Including Electronic Information**

CYA

(BCBK, BE, CN, ECA, IDEA, II, JGGA, JR et 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: November 12, 2007

DA **Goals and Objectives**

DA

It shall be the policy of the board to adhere to strict fiscal accountability procedures as outlined in board policies and rules. The board shall make every effort to secure goods and services from responsible merchants and vendors at a price and quality that will enable the district's staff to fulfill the educational goals of the district. Approved: November 9, 1998

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: July 11, 2022

(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 budget allocations 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 a list of budget priorities. An explanation of line-item expenditures will be included in the letter. Fund expenditures and line categories will also be explained in terms of how the budget meets the goals and objectives of the district and enhances completion of priority programs. A preliminary draft of the district's budget will be

Annual Operating Budget

DC-2

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: July 11, 2022

Enrollment
Resident Students

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

Non-resident Students

Non-resident students are those who do not meet the definition of a resident student. Non-resident students may be admitted only to the extent that staff, facilities, equipment and supplies are available.

A non-resident student who has been suspended or expelled from another district will not be admitted to the district unless approved by the board.

Non-resident students may attend Circle schools tuition free if they have enrolled and are in attendance a full day on or before September 20 of the current school year, provided they are not a disciplinary problem and they furnish their own transportation to and from school or to the nearest bus route that would have available seating.

In order to maintain reasonable class sizes, non-resident students enrolling for the first time in one of the district's elementary schools may be permitted to enroll until the following class sizes are reached. Kindergarten – 20, First Grade – 21, Second Grade – 22, Third Grade – 23, Fourth Grade – 24, Fifth Grade – 25, Sixth Grade – 26, Seventh Grade – 27, Eighth Grade – 28. Class size estimates prior to the start of school shall be based upon the previous year's ending enrollment adjusted for known changes.

Following completion of the upcoming year's registration and enrollment, non-resident students may be selected from a waiting list to fill class sizes to the limit established in this policy. Non-resident students selected for admission shall be done at the discretion of the building principal. Non-resident student who have previously attended Circle school shall generally be allowed to continue in attendance without regard to the class size limitation; however, that permission may be withdrawn by the building principal for disciplinary reasons or other reasons as determined by the building principal. Special consideration shall be given to contracted employees of Circle USD 375 such that if they are non-residents, they may be permitted to have their children attend classes in the school district if such request is made prior to August 15 of the school year.

Enrollment Procedure

The superintendent shall establish orderly procedures for enrolling all students, including pre-enrollment, changes in enrollment, normal enrollment time and communications to parents and to the public. Approved: January 11, 2010

Part-Time Students

Part-time students may enroll with the (board's/administration's) permission if they complete all paperwork in a timely fashion and are in attendance no later than the start of the school year. Part-time students may be admitted only to the extent that staff, facilities, equipment and supplies are available.

Identification of Students

All students enrolling in the district for the first time shall provide required proof of identity. Students enrolling in kindergarten or first grade shall provide a certified copy of their birth certificate or other documentation which the board determines to be satisfactory. Students enrolling in grades 2-12 shall provide a certified transcript or similar pupil records.

Enrollment Information

The enrollment documentation shall include a student's permanent record card with a student's legal name as it appears on the birth certificate, or as changed by a court order and the name, address, telephone number of the lawful custodian. The records shall also provide the identity of the student as evidenced by a certified birth certificate, copy of a court order placing the student in the custody of Kansas Social and Rehabilitation Services, a certified transcript of the student, a baptismal certificate or other documentation the board considers satisfactory. If proper proof of identity is not provided within 30 days of enrolling, the building principal shall notify local law enforcement officials as required by law and shall not notify any person claiming custody of the child.

Assignment to a School Building, Grade Level or Classes

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

Transferring Credit

In the middle school and in the senior high school, full faith and credit shall be given to units earned in other accredited schools, unless the principal determines there is valid reason for not doing so.

Transfers from Non-Accredited Schools

Students transferring from non-accredited schools will be placed by the principal. Initial placement will be made by the principal after consultation with parents or guardians and guidance personnel. Final placement shall be made by the principal based on the student's documented past educational experiences and performance on tests administered to determine grade level placement. Approved: December 11, 2010

DE Fraud Prevention and Investigation

DE

Fraud Prevention and Investigation

All employees, board members, consultants, vendors, contractors and other parties maintaining a business relationship with the district shall act with due diligence in duties involving the district's fiscal resources. The superintendent shall develop internal controls that aid in the prevention and detection of fraud, financial impropriety or irregularity.

Reporting Fraud

An employee who suspects fraud, impropriety or irregularity shall promptly report those suspicions to the immediate

supervisor and/or the superintendent. If the superintendent is the subject of the complaint, reports shall be made to the board president or the board's legal counsel. The superintendent shall have primary responsibilities for any investigations, in coordination with legal counsel and other internal or external departments and agencies as appropriate. If the superintendent is the subject of the report of fraud, impropriety, or irregularity, the board shall retain control over the investigation or may designate its legal counsel or another investigator to act on behalf of the board in investigating the matter and reporting any findings back to the board.

Whistleblowers

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

Complaints, reports or inquiries may be made under this policy on a confident or anonymous basis. They should describe in detail the specific facts demonstrating the bases for the complaints, reports or inquires. They should be directed to the superintendent unless otherwise provided above. If the superintendent is implicated in the complaint, report or inquiry, it should be directed to the board of education. The district will conduct a prompt, review or investigation. The district may be unable to fully evaluate a vague or general complain, report, or inquiry that is made anonymously.

Approved: 9/18

KASB Recommendation - 6/18

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 individual at school, a school sponsored activity, or a related event and/or accepting free product samples having a retail value no greater than \$100.00 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: July 11, 2022

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

DFAC

Federal Fiscal Compliance

DFAC

(See CN, DFAA, and DFAB)

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 all costs charged to each federal award is accurately determined and documented.

Federal Fiscal Compliance

DFAC-2

Time and Effort Reporting by Employees

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.

Federal Fiscal Compliance

DFAC-3

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: July 11, 2022

Procurement – Federal Programs

This document is intended to integrate standard district purchasing procedures with additional requirements applicable to procurements that are subject to the federal Uniform Grant Guidance regulations concerning the use of federal funds and/or U.S. Department of Agriculture (USDA) regulations governing school food service programs. The district maintains the following purchasing procedures, in accordance with federal and state laws, regulations, and board policy to aid in making purchases with federal funds. (2 CFR 200.318-200.325; 7 CFR 210.16, 210.19, 210.21, 215.14a, 220.16; K.S.A. 72-1151; board policies DFAB, DFAC, DJE, DJEB, DJED, DJEE, DJEF, DJEG, DJEJ, DJFA, and DJFAB)

2017 Procurement Thresholds		
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Kansas Bid Threshold	\$20,000	For construction, reconstruction or remodeling or for the purchase of materials, goods or wares
Federal Micro-Purchase Threshold	\$3,500	Adjusted periodically and published in Federal Register (48 CFR Subpart 2.1)
Federal Simplified Acquisition Threshold	\$150,000	Adjusted periodically and published in Federal Register (48 CFR Subpart 2.1)

*Please review this Procurement attachment annually and update amounts accordingly

Responsibility for Purchasing

The board has outlined standard district purchasing responsibility, methods of purchasing, price quotations and bid, requirements in the following board policies and their accompanying administrative regulations and/or procedures:

- DFAB: Standard of Conduct for Federally Funded Contracts
- DFAC: Federal Fiscal Compliance
- DJE: Purchasing
- DJEB: Quality Control
- DJED: Bids and Quotations Requirements
- DJEE: Local Purchasing
- DJEF: Requisitions
- DJEG: Purchase Orders and Contracts
- DJEJ: Payment Procedures
- DJFA: Purchasing Authority
- DJFAB: Administrative Leeway

Purchase Methods

When a request for expenses for construction, reconstruction, or remodeling or for the purchase of materials, goods, or wares has been submitted and approved as outlined below, the procurement method to be used will be determined based on the type of purchase and the total cost of the purchase as further outlined below. This procedure outlines how the cost thresholds for determining when the quote or formal bidding procedures that are required by state law as reflected in Policy DJED must be modified when making purchases for federally funded purposes to which the Uniform Grant Guidance or USDA regulations apply to comply with both state and federal requirements. At each point where requirements for food service-related procurement under USDA regulations differ, a note will refer to the Food Service Program Notes at the end of this procedure. Final determination of which purchasing procedures are to be applied is delegated to the { } *Purchasing Agent* { } *Superintendent* { } *Business Manager* under the authority of the Board.

Standard Procurement Documents and Purchase Request Process

The district shall use { } *purchase orders* { } *requisitions* for purchase requests in accordance with the applicable purchase method.

The district shall use { } *paper* { } *electronic* purchasing records, which are pre-numbered and are accessible to designated purchasing staff in { } *the district office* { } *the business office* { } *Purchasing Agent's office* { } *Other* _____.

Purchase requests by an employee must be submitted to the building administrator or immediate supervisor. Purchase of all budgeted items or items approved by an administrator or supervisor must be initiated by use of a purchase order or requisition submitted to the purchasing agent.

Purchase orders and requisitions shall contain information including, but not necessarily limited to:

1. Description of the services to be performed or goods to be purchased;
2. Location of where services will be performed or goods will be delivered;
3. Appropriate dates of service or delivery;
4. { } Other (describe) _____.

Documentation on purchase orders and requisitions shall be maintained in accordance with the district's Public Records policy (CN) and Federal Fiscal Compliance policy (DFAC).

Contracts shall be reviewed by the { } *Board Clerk* { } *Business Manager* { } *Superintendent* { } *Board's Attorney* prior to submission to the board for approval.

Contracts to which the Uniform Grant Guidance apply shall contain the clauses specified in Appendix II to 2 CFR Part 200 (Contract Provisions for Non-Federal Entity Contracts Under Federal Awards), when applicable.

[See Food Service Program Notes below for specific clauses required by USDA regulations to be included in cost reimbursable procurement contracts.]

Micro-Purchases Not Requiring Quotes or Bidding

For purposes of this procedure, **micro-purchase** means a purchase of supplies or services for use in federally funded programs using simplified acquisition procedures, the aggregate amount of which does not exceed a base amount of \$3,500. The micro-purchase dollar threshold is adjusted periodically by the federal government, and the threshold most recently established and published in the Federal Register shall apply if other than \$3,500.(48 CFR Subpart 2.1)

Note: The micro-purchase maximum for federal purposes is lower than the amount below which the Policy DJED allows purchase for nonfederal purposes to be made without using formal competitive bidding.

The micro-purchase method is used to expedite the completion of its lowest dollar small purchase transactions and minimize the associated administrative burden and cost. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold.

To the extent practicable, the district distributes micro-purchases equitably among qualified suppliers when the same or materially interchangeable products are identified and such suppliers offer effectively equivalent rates, prices, and other terms. The { } Superintendent { } Business Manager { } Purchasing Agent { } Board Clerk { } Board Treasurer will be responsible to determine the equitable distribution of micro-purchases.

Micro-purchases may be awarded without soliciting competitive quotations if the district considers the price to be reasonable. The district will maintain evidence of this reasonableness in the records of all micro-purchases.

Reasonable means that sound business practices were followed, and the purchase is comparable to market prices for the geographic area. Such determinations of reasonableness may include comparison of the price to previous purchases of the same item or comparison of the price of items similar to the item being purchased.

Even if the cost of a purchase qualifies it as a micro-purchase, bidding or small purchase procedures may be used optionally when those procedures may result in cost savings.

Small Purchase Procedures

For purposes of this procedure, **small purchase procedures** are those relatively simple and informal procurement methods for securing materials, goods, or wares or for completing construction, reconstruction, or remodeling that cost more than the amount qualifying as a micro-purchase and do not cost \$20,000 or more, or in the case of services other than construction, reconstruction or remodeling, where the total cost does not exceed the \$150,000 federal Simplified Acquisition Threshold at which formal competitive bidding or competitive proposals are required. Small purchase procedures cannot be used for construction, reconstruction or remodeling costing \$20,000 or more or for the purchase of materials, goods or wares costing \$20,000 or more because the board policy and Kansas law requires formal competitive bidding at that level of cost.

The base amount at which bidding is required under state law for construction, reconstruction or remodeling or for the purchase of materials, goods or wares is \$20,000. (K.S.A. 72-1151)

The federal Simplified Acquisition Threshold at which competitive bidding or competitive proposals are required is adjusted periodically by the federal government, and the threshold most recently established and published in the Federal Register shall apply if other than \$150,000. (48 CFR Subpart 2.1)

Because state law does not require **competitive** bidding for the purchase of services other than for construction, reconstruction or remodeling with a cost in excess of \$20,000, small purchase procedures, including a request for proposal (RFP) procedure, may be used for procurement of such other services except when the estimated total cost will be at or over the federal threshold at which formal competitive bidding or competitive proposals are required (\$150,000).

[See Food Service Program Notes below for exemption from bidding for purchases of perishable food items costing less than \$150,000.]

Formal Competitive Bidding

Publicly Solicited Sealed Competitive Bids:

For construction, reconstruction, or remodeling or for the purchase of materials, goods or

wares, sealed competitive bids are publicly solicited and awarded to the lowest responsible bidder as provided in Policy DJED when the total cost is estimated to be \$20,000 or more.

Note: The amount at which formal competitive bidding or competitive proposals are required by federal regulations is much higher than the base amount at which the policy and state law requires competitive bidding. Therefore, the lower base amount specified by Policy DJED will be used for purchases of equipment or supplies, or for obtaining services for construction, reconstruction or remodeling costing \$20,000 or more.

State law does not require bidding for the purchase of services other than for construction, reconstruction or remodeling regardless of total cost. For procurement of such other services for federally funded purposes to which the Uniform Grant Guidance applies, formal competitive bidding or competitive proposals will be used when the estimated total cost will be at or over the federal threshold of \$150,000.

The federal Simplified Acquisition Threshold at which competitive bidding or competitive proposals are required is adjusted periodically by the federal government, and the threshold most recently established and published in the Federal Register shall apply if other than \$150,000. (48 CFR Subpart 2.1)

For procurement of services costing at or over the \$150,000 federal threshold other than for construction, reconstruction or remodeling, the use of competitive sealed bidding is considered feasible and appropriate when:

1. A complete, adequate, and realistic specification or purchase description is available;
2. Two (2) or more responsible bidders are willing and able to compete effectively for the business; and
3. The procurement lends itself to a firm fixed-price contract, and the selection of the successful bidder can be made principally on the basis of price.

Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of. Any or all bids may be rejected if there is a sound documented reason.

[See Food Service Program Notes below for reference to state requirements regarding contracts with food service management companies and contractors of pre-plated meals.]

Competitive Proposals

State law does not require public school entities to solicit competitive bids for services other than for construction, reconstruction or remodeling, for which competitive bidding is required if the cost will be a base amount of \$20,000 or more.

Federal regulations allow the use of competitive proposals as an alternative to formal competitive bidding when conditions are not appropriate for the use of sealed bids.

In the case of services other than for construction, reconstruction or remodeling costing less than that threshold, the district may use small purchase procedures or micro-purchase procedures as applicable based on total cost. A

request for proposal (RFP) process can also meet or exceed the small purchase competition requirements under state law and Policy DJED for the acquisition of services other than for construction, reconstruction or remodeling, and can be used if the total cost will be less than \$150,000.

When permitted, the technique of competitive proposals is normally conducted with more than one (1) source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. Competitors' qualifications are evaluated, and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The district shall comply with other applicable state and federal law and regulations, board policy and administrative regulations or procedures regarding purchasing; the district may consult with the school solicitor or other qualified counsel in determining the required process for purchasing through competitive proposals when necessary.

If this method is used, the following requirements apply:

1. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical.
2. Proposals must be solicited from an adequate number of qualified sources.
3. There must be a written method for conducting technical evaluations of the proposals received and for selecting recipients.
4. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.
5. Competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified is selected, subject to negotiation of fair and reasonable compensation, are allowed. The method where price is not used as a selection factor can only be used in procurement of A/E professional services and cannot be used to purchase other services through A/E firms.

Competitive proposals shall be evaluated by the { } *Superintendent* { } *Business Manager*
{ } *Federal Programs Coordinator* based on factors including but not limited to:

1. Cost.

{ } *Experience of contractor.*

{ } *Availability.*

{ } *Personnel qualifications.*

{ } *Financial stability.*

{ } *Minority business, women's business enterprise, or labor surplus area firm status.*

{ } *Project management expertise.*

{ } *Understanding of district needs.*

{ } *Other _____.*

Evaluations shall be completed in a timely manner, documented and shall be reviewed by the { } *Board* { } *Superintendent* { } *Business Manager* { } *Federal Programs Coordinator* { } *school solicitor*.

Contract/Price Analysis

The district performs a cost or price analysis in connection with every procurement action in excess of \$150,000, including contract modifications. (2 CFR Sec. 200.323(a)).

A **cost analysis** generally means evaluating the separate cost elements that make up the total price, while a **price analysis** means evaluating the total price, without looking at the individual cost elements.

The method and degree of analysis is dependent on the facts surrounding the particular procurement situation; however, the { } *Superintendent* { } *Business Manager* { } *Federal Programs Coordinator* must come to an independent estimate prior to receiving bids or proposals. (2 CFR Sec. 200.323(a)). As part of the analysis, the _____ will enact established business practices which may include evaluation of similar prior procurements and a review process.

Negotiated Profit

In any procurement in which there has been no price competition, or in which a cost-analysis is performed, profit must be negotiated separately as an element of price. Accordingly, solicitations of bids, proposals or quotes shall require that bids, proposals or quotes be limited to costs other than profit, and exclude profit.

To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work. (2 CFR Sec. 200.323(b)).

When profit must be negotiated as a separate element of the total price, it shall be negotiated by the { } *Superintendent* { } *Business Manager* { } *Federal Programs Coordinator*.

Noncompetitive Proposals (Sole Sourcing)

Procurement by noncompetitive proposals means procurement through solicitation of a proposal from only one (1) source and may be used only when one or more of the following circumstances apply:

1. The item is available only from a single source.
2. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation. An **emergency** exists whenever the time required for the board to act in accordance with regular procedures would endanger life or property or threaten continuance of existing school classes.

3. The federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the district.
4. After solicitation of a number of sources, the district determines the competition is inadequate.

In addition to standard procurement policy and procedures, the district will document the grounds for using the noncompetitive method in lieu of an otherwise required competitive method of procurement, which may include written confirmation from the contractor as the sole source of the item. Documentation must be submitted to and maintained by the district office.

All noncompetitive proposals will ultimately be approved by the board. The district may utilize legal advice regarding noncompetitive proposals.

Profit must be negotiated separately for noncompetitive proposals, and a cost or price analysis will also be performed for noncompetitive proposals when the price exceeds \$150,000.

Purchase Cards

The district approves the use of procurement cards for permissible purchases by designated employees to improve the efficiency of purchasing activities, reduce processing expenses, improve controls for small-dollar purchases, and streamline contractor payment.

Procurement cards may be used for purchases under federal programs.

Full and Open Competition

All procurement transactions must be conducted in a manner providing full and open competition consistent with 2 CFR Sec. 200.319. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:

1. Placing unreasonable requirements on firms in order for them to qualify to do business.
2. Requiring unnecessary experience and excessive bonding.
3. Noncompetitive pricing practices between firms or between affiliated companies.
4. Noncompetitive contracts to consultants that are on retainer contracts.
5. Organizational conflicts of interest.
6. Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement.
7. Any arbitrary action in the procurement process.

Minority Businesses, Women's Business Enterprises, Labor Surplus Area Firms

The district must take necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps must include: (2 CFR Sec. 200.321)

1. Placing qualified small and minority business and women's business enterprises on solicitation lists.
2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources.
3. Dividing total purchasing requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business and women's business enterprises.
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses and women's business enterprises.
5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.
6. Requiring the prime contractor, if subcontracts are let, to take the affirmative steps listed above.

Geographical Preferences Prohibited

The district must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals for purchases made with federal funds, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

[See Food Service Program Notes below for permissibility of geographic preferences and "Buy American" practices in purchasing certain food products]

Prequalified Lists

The district must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the district must not preclude potential bidders from qualifying during the solicitation period.

[See Food Service Program Notes below for reference to state requirements regarding contracts with food service management companies and contractors of pre-plated meals.]

Solicitation Language

The district must ensure that all solicitations incorporate a clear and accurate description of the technical

requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if possible.

When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

Avoiding Acquisition of Unnecessary or Duplicative Items

The district must avoid the acquisition of unnecessary or duplicative items. Additionally, consideration must be given to consolidating or breaking out procurements to obtain a more economical purchase; and, where appropriate, an analysis must be made of leases versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

These considerations are given as part of the process to determine the allowability of each purchase made with federal funds. Such considerations are accessible in the procedure to Policy DFAC: Allowability of Costs – Federal Programs.

Use of Intergovernmental Agreements and Cooperative Purchasing

To foster greater economy and efficiency, the district enters into state and local intergovernmental agreements where appropriate for cooperative purchasing or use of common or shared goods and services, as permitted by the Intergovernmental Cooperation Act.

When procuring supplies or services for federally funded purposes to which the Uniform Grant Guidance applies, the district shall verify that the organization conducting the procurement pursuant to such agreements complies with the applicable procurement methods, requirements, and standards of the Uniform Grant Guidance as outlined in this procedure.

Use of Federal Excess and Surplus Property

The district considers the use of federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

Debarment and Suspension

The district awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

[See Food Service Program Notes below for reference to state requirements regarding contracts with food

service management companies and contractors of pre-plated meals.]

The district may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over \$25,000 the district verifies that the contractor with whom the district intends to do business is not excluded or disqualified. (2 CFR Part 200, Appendix II, and 2 CFR Sec. 180.220 and 180.300).

All successful contractors must provide written certification that they have not been suspended or debarred from federal projects. The { } *Business Manager* { } *Federal Programs Coordinator* will be responsible for verification. Such verification may include accessing the online federal System for Award Management (SAM) to determine whether any relevant party is subject to any suspension or debarment restrictions.

Maintenance of Procurement Records

The district must maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.

Maintenance of records of procurement will be governed by board Policies CN and DFAC.

Time and Materials Contracts

The district may use a time and materials type contract only: (1) after a determination that no other contract is suitable; and (2) if the contract includes a ceiling price that the contractor exceeds at its own risk. **Time and materials type contract** means a contract whose cost to the district is the sum of: the actual costs of materials, and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the district must assert a high degree of oversight to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

Settlements of Issues Arising Out of Procurements

The district alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the district of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

Protest Procedures to Resolve Dispute

The district maintains protest procedures to handle and resolve disputes relating to procurements and, in all instances, discloses information regarding the protest to the awarding agency. Protest procedures will be acted on in accordance with current state law and regulations, board policy and administrative regulations and procedures, and the advice of the board's legal counsel.

Food Service Program Notes:

Exemption from Bidding for Perishable Food Items -

Kansas law exempts purchases of food and foodstuffs necessary for the implementation or operation of any child nutrition program from bidding requirements. Bidding for such items is required only if the cost would be at or over the federal threshold at which formal competitive bidding is required (\$150,000). Small purchase procedures may be used for purchases below \$150,000, or micro-purchase procedures for purchases below \$3,500. Use of bidding should be considered as an option if it is feasible and likely to result in cost savings.

Geographic Preferences -

The district is permitted to apply a geographic preference when procuring unprocessed, locally grown or locally raised agricultural products. When a geographic preference is applied, the district has discretion to determine the local area to which the geographic preference option will be applied.

Unprocessed locally grown or locally raised agricultural products means only those agricultural products that retain their inherent character. The effects of the following food handling and preservation techniques shall not be considered as changing an agricultural product into a product of a different kind or character: cooling; refrigerating; freezing; size adjustment made by peeling, slicing, dicing, cutting, chopping, shucking, and grinding; forming ground products into patties without any additives or fillers; drying/dehydration; washing; packaging (such as placing eggs in cartons), vacuum packing and bagging (such as placing vegetables in bags or combining two (2) or more types of vegetables or fruits in a single package); the addition of ascorbic acid or other preservatives to prevent oxidation of produce; butchering livestock and poultry; cleaning fish; and the pasteurization of milk. (7 CFR Sec. 210.21, 215.14a, 220.16)

Buy American -

The district shall purchase, to the maximum extent practicable, domestic commodities or products for food service purposes. The term **domestic commodity or product** means: (7 CFR Sec. 210.21, 220.16)

1. An agricultural commodity that is produced in the United States; and
2. A food product that is processed in the United States substantially using agricultural commodities that are produced in the United States.

Mandatory Contract Clauses -

The following provisions shall be included in all cost reimbursable contracts for food services purchases, including contracts with cost reimbursable provisions, and in solicitation documents prepared to obtain offers for such contracts: (7 CFR Sec. 210.21, 215.14a, 220.16)

1. Allowable costs will be paid from the nonprofit school food service account to the contractor net of all discounts, rebates and other applicable credits accruing to or received by the contractor or any assignee

under the contract, to the extent those credits are allocable to the allowable portion of the costs billed to the school food authority;

2. (a) The contractor must separately identify for each cost submitted for payment to the school food authority the amount of that cost that is allowable (can be paid from the nonprofit school food service account) and the amount that is unallowable (cannot be paid from the nonprofit school food service account); or

(b) The contractor must exclude all unallowable costs from its billing documents and certify that only allowable costs are submitted for payment and records have been established that maintain the visibility of unallowable costs, including directly associated costs in a manner suitable for contract cost determination and verification;
3. The contractor's determination of its allowable costs must be made in compliance with the applicable departmental and program regulations and Office of Management and Budget cost circulars;
4. The contractor must identify the amount of each discount, rebate and other applicable credit on bills and invoices presented to the school food authority for payment and individually identify the amount as a discount, rebate, or in the case of other applicable credits, the nature of the credit. If approved by the state agency, the school food authority may permit the contractor to report this information on a less frequent basis than monthly, but no less frequently than annually;
5. The contractor must identify the method by which it will report discounts, rebates and other applicable credits allocable to the contract that are not reported prior to conclusion of the contract; and
6. The contractor must maintain documentation of costs and discounts, rebates and other applicable credits, and must furnish such documentation upon request to the school food authority, the state agency, or the department.

Contracts with Food Service Management Companies -

Procedures for selecting and contracting with a food service management company (FSMC) shall comply with guidance provided by the Kansas State Department of Education, Division of Child Nutrition and Wellness, including standard forms, procedures and timelines for solicitation, selection and approval of proposals and contracts. (7 CFR Sec. 210.16, 210.19, 210.21, 215.14a, 220.16)

Pre-Plated Meals -

Procedures for selecting and contracting with contractors of pre-plated meals shall comply with guidance provided by the Kansas State Department of Education, Division of Child Nutrition and Wellness, including standard forms, procedures and timelines for solicitation, selection and approval of proposals and contracts. (7 CFR Sec. 210.16, 210.19, 210.21, 220.16)

Approved:8/18

KASB Recommendation – 6/17; 6/18

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 may 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.

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.

DFE Investment of Funds

DFE-2

Monies shall be invested with the financial institution offering the highest interest 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 interest 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 institutions located in the district due to their inability, for whatever reason, to accept the funds, shall be invested in secured deposits in financial institutions which have offices located in counties in which a part of the school district is located.

Any monies not invested in financial institutions 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.

DFE Investment of Funds

DFE-3

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: 9/20

DFG Fees, Payments and Rentals (Cf. KG)

DFG

Proceeds from fees for building or equipment use or rental will be credited to the capital outlay fund. Approved: November 9, 1998

DFK Gifts and Bequests

DFK

Income derived from gifts and bequests will be credited, if possible, to the fund requested by the donor. If the request of the donor cannot be fulfilled, the gift or bequest will be deposited in the capital outlay fund. Approved: December 14, 1998

DFK-R Gifts and Bequests

DFK-R

All gifts and grants shall be made to the district and not individual schools or school organizations. The district will accept, acknowledge receipt of, and express appreciation for all gifts. All gifts after acceptance become the property of Circle USD 375.

The board believes that it is bound by its public function and responsibility to provide facilities, equipment, and staff adequate to maintain its regular instructional program and cannot in good conscience accept gifts which could be interpreted as an assumption of this responsibility on the part of the donor.

Gifts which fall outside of the restrictions specified in the previous section and which will heighten the educational experience of the student will be considered appropriate and acceptable. Gifts which duplicate certain existing facilities and equipment, thus accelerating the attainment of particular educational goals, will be considered appropriate and acceptable. Prior to communicating their offers to the district, prospective donors should consult with the appropriate instructional or administrative departments of the public schools and follow this by clearance with the district administration. Approved: December 14, 1998

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: December 14, 1998

DH **Bonded Employees**

DH

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

Approved: December 14, 1998

DH-R **Bonded Employees**

DH-R

A surety bond in the amount of \$50,000.00 is required for the treasurer of the board. A blanket bond may be purchased by the board for district employees as follows:

Clerk of the Board

Board Treasurer

Approved: December 14, 1998

DIC **Inventories**

DIC

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

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 personal property.

Each building principal shall take an annual inventory of district-owned personal 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: 8/18

KASB Recommendation - 4/07; 6/18

DID

Audits

DID

The superintendent shall review methods of accounting for control and analyze plans of accounting and shall be responsible for the development, maintenance, and appraisal of adequate internal checks in the accounting system. Approved: December 14, 1998

DID-R Audits
DID-R

The superintendent shall be responsible for (1) verification and appraisal of the reliability of accounting records and statistical data, (2) ascertainment that assets of all kinds are safeguarded and have been properly accounted for and that the accounting process provides information that discloses losses and wasteful practices, (3) determination that operating units are complying with management-prescribed plans, policies, and procedures, and (4) reporting of observations with recommendations for improvement. Approved: December 14, 1998

DJB Petty Cash Accounts

DJB

The board may establish petty cash accounts by resolution. All petty cash funds will be audited annually at the same time as the general fund budget. The board shall also receive monthly reports of the expenditures from and reimbursements to each petty cash account.

Approved: 8/18

KASB Recommendation – 4/07; 6/18

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. School employees are not allowed to purchase personal items from vendors using district accounts.

Purchasing Authority

The board shall appoint a purchasing agent for the district.

Approved: January 1, 2022

**DJEAA Board Approval
DJEEA**

The board shall be responsible for approval of all requests for payment for goods and services. Approved: December 14, 1998

**DJEAA-R Board Approval
DJEEA-R**

A list of all vouchers submitted for approval shall be submitted to the board at each regular meeting. The district Treasurer shall have the authority to release payments to vendors prior to approval by the board if release is necessary to take advantage of discounts or to avoid a penalty for late payment.

The district Treasurer shall be authorized to reimburse transportation and related travel expenses to employees when board approval will require a wait of more than fifteen (15) days from the date the reimbursement claim is filed.

The district Treasurer shall report to the board any payments released to vendors or reimbursements to employees in a manner consistent with that of other vouchers submitted for approval. All such early payments shall be approved by the superintendent. Approved: December 14, 1998

DJEB Quality Control

DJEB

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

Specifications

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

Standardization

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

Quantity Purchasing

Quantity purchasing is encouraged.

Approved: 8/18

KASB Recommendation - 4/07; 6/18

DJED Bids and Quotations Requirements

DJED

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

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

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

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

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

Bid Specifications

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

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.

DJED Bids and Quotations Requirements

DJED-2

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 date and time. All bidders and other interested persons may be present when the bids are opened.

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

Responsible Bidder

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

The board may investigate whether the bidder is responsible by using information at hand to form an intelligent judgment, such as, but not necessarily limited to, the district’s architect, previous clients of the bidder, their own investigation, or an outside investigation agency.

DJED Bids and Quotations Requirements

DJED-3

Withdrawal of Bids

Any bid may be withdrawn and/or corrected prior to the scheduled time for opening of bids and no later than two days after the bids have been opened if a non-judgmental error has been made.

Any bid received after the publicized date and time shall not be considered by the board.

Rejection of Bids

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

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

Multi-State Purchasing Pools

The board may participate in multi-state purchasing pools.

Approved: 8/18

KASB Recommendation – 7/03; 4/07; 6/18

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.

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

The school or district entity shall not be used to order or purchase supplies, goods, or wares for the personal use of employees. Use of the “school entity” in this manner would include, but may not be limited to, the use of the school or district’s name, letterhead, purchase order, fund, credit card, and/or check.

Approved: 8/18

KASB Recommendation - 4/07; 6/16; 6/18

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 for the district.

Purchase orders in excess of \$10,000.00 require board approval with the exception of set expenses such as social security, bus operating expenses, withholding, utilities, etc.

Approved: December 14, 1998

DJEG-R

Purchase Orders and Contracts

DJEG-R

Purchase orders shall include the following essentials:

A specification of the item which adequately describes to the supplier 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; and signature of the purchasing agent and budget account code 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 situation 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: December 14, 1998

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 of any contracts. Approved: January 14, 2008

DJFAB **Administrative Leeway**

DJFAB

(See DJEG and DJEJ)

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: July 11, 2022

EA

Goals and Objectives

EA

The goal of the board will be to manage the business affairs of the district in the most economical and efficient manner possible.

In order to accomplish the goals of the board, personnel will be employed to administer the various tasks associated with the district's business affairs. The superintendent, business manager or designee is delegated the authority to manage the business affairs of the district, and he/she may delegate said responsibility to other qualified employees. However, the superintendent, because of his/her status as chief administrative officer of the district, must bear the final responsibility of the success or failure of all business affairs.

Approved: January 11, 1999

Revised: November 13, 2000

DP **Collection Procedures** (See EE and JS)

DP

Unpaid Fees and Negative Account Balances

Unpaid or overdue accounts disrupt accounting practices within the district. All persons who owe overdue fees or have negative account balances with the district shall be notified of the delinquency up to three times in not less than ten day increments by the superintendent or

superintendent's designee via letter sent by U.S. First Class Mail providing that the individual owes the district fees or that a specified account has insufficient funds or a negative balance and the reason for the fees or account withdrawals.

If, within ten days after the second notice was mailed, the debt is not paid in full or arrangements have not been made with the superintendent or superintendent's designee to pay it, a third and final notice shall be sent to the debtor by mail. Postage and stationary costs may be added to the original bill.

If full payment is not received by the clerk within ten days after mailing of the final notice, authorization for the enforcement of collection may be obtained through the local small claims court in compliance with Kansas statutes, the superintendent or superintendent's designee may turn the matter over to legal counsel to commence debt collection proceedings on behalf of the district, or the matter may be handled through the Kansas SetOff Program.

Insufficient Funds Checks

Option 1:

The superintendent or the superintendent's designee is authorized to request charges to be filed against a person or persons giving worthless or insufficient fund checks to the school district. In addition, the board adopts the

DP Collection Procedures

DP-2

following procedures for dealing with returned checks in the school setting.

Once the person is notified of the first returned check via U.S. First Class Mail, if restitution is made within five working days from the notification being mailed, there will be no charge for a returned check. If after a second notification is sent, restitution is not made within an additional five working days, a fee of \$10.00 will be charged.

- If a person has a second returned check, he/she will be notified and assessed a \$15.00 fee, providing restitution is made within five working days. After the second

notification is mailed concerning the second returned check, a fee of \$20.00 will be assessed.

- For a third returned check, the person will be notified, assessed a \$30.00 fee, and informed that the district and its schools will not accept any future checks from such person. All future payments to the district or individual schools would then need to be in the form of cash, cashier's check, or credit/debit card payment.
- If restitution of the third check is not made within five working days from mailing the final notification, the superintendent or superintendent's designee will be notified, and the superintendent or superintendent's designee may turn the matter over to the county attorney for legal action.

Option 2:

The superintendent or the superintendent's designee is authorized to retain the services of a bad check collection agency to collect funds due to the district upon receipt of insufficient funds checks.

DP Collection Procedures

DP-3

Approved: 8/18

KASB Recommendation – 12/16; 6/18

EB Buildings and Grounds Management

EB

All buildings and surrounding property will be maintained and inspected on a regular basis by the superintendent or by his/her designated representative.

Approved: January 11, 1999

Revised: November 13, 2000

EB-R Buildings and Grounds Management

EB-R

The superintendent or designated representative will develop a comprehensive program which will ensure proper maintenance of all district-owned real property.

Approved: January 11, 1999

EBA Insurance Program

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: July 11, 2022

EBA-R

Insurance Program

EBA-R

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

Approved: January 11, 1999

EBA

Workers' Compensation

EBA

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.

Approved: January 11, 1999

Revised: November 8, 1999

EBA-R

Workers' Compensation

EBA-R

All employees of the board shall be covered by workers' compensation insurance or a workers' compensation pool paid for and provided by the board. Workers' compensation insurance coverage is provided for all employees regardless of assignment, length of assignment, and/or hours worked per day. Benefits are for personal injury arising from accident or industrial diseases suffered or contracted as a result of employment in the district.

The workers' compensation plan will provide coverage for medical expenses and wages to the extent required by statute to those employees who qualify, however, the amount of workers compensation benefits and sick leave benefits shall not exceed a regular daily rate of pay. An employee using sick leave, or other available leave, in combination with workers will be charged for one full or partial day of sick leave, as provided 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 shall be allowed to return to work. In addition, should the employee be released to return to work by a doctor and fail to do so, all benefits under sick leave shall be ended and those benefits under workers' compensation shall be restricted as provided by current statute.

Choice of Physician

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

Approved: January 11, 1999

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

No student will be permitted to participate in the class until satisfactory knowledge of 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 maintenance personnel will inspect each attendance center, playgrounds and playground equipment, boilers, bleachers and other such 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, superintendents, or immediate supervisor in writing. Necessary steps either to repair or to remove the defect will be taken as soon as possible. Defects requiring expenditure of money (in excess of \$20,000) will be reported to the board. Any defects not immediately removed, repaired or otherwise eliminated shall be blocked off with fences or other restraining devices.

Heating and Lighting

All furnaces, boilers, and lighting fixtures will be inspected annually to ensure safety for students, district employees and patrons. These devices shall meet minimum state and federal standards.

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

Approved: January 11, 1999

EBBA **Hazardous Waste Inspection and Disposal**

EBBA

Inspection

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

Disposal

When hazardous waste material is produced in a class, or otherwise located in the district, its disposal shall be in accordance with the rules and regulations of the Kansas Department of Health and Environment. Approved: January 11, 1999

Inspection and Disposal

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

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

Approved: January 11, 1999

EBBD **Evacuations and Emergencies** (See EBBF and JBH)

EBBD

If an emergency interferes with the normal conduct of school affairs, students may be dismissed from school only by the superintendent (or_____). 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.

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

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

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), (_____).

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. 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: February 8, 2021

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.

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. Although plans for evacuation are essential, the state fire marshal may grant exemptions to the number or manner of drills required by law with regard to students receiving special education or related services, upon request.

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.

The four fire drills and three crisis drills required by law may be scheduled at any time during the school year. However, the two tornado drills required shall be conducted in September and March. All these drills must be conducted by each school during school hours and cannot be made part of regular dismissal at the close of the school day.

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

Approved: 9/20

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

Reporting Crimes at School to Law Enforcement

Unless reporting would violate the terms of any memorandum of understanding between the district and local law enforcement, any district employee who knows or has reason to believe any of the following has occurred at school; on school property; or at a school-sponsored activity, program, or event shall immediately report this information to local law enforcement.

Reportable events would include:

- any act which constitutes the commission of a felony or a misdemeanor; or
- any act which involves the possession, use, or disposal of explosives, firearms, or other weapons as defined in current law.

It is recommended the building administrator also be notified.

Reporting Certain Students to Administrators and Staff

Administrative, professional, or paraprofessional employees of a school who have information that any of the following has occurred shall report the information and the identity of the student responsible to the superintendent.

Reportable events include:

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

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

Annual Reports

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

Staff Immunity

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

Approved:

KASB Recommendation-7/96; 6/98; 6/99; 7/03; 4/07; 8/16

EBCA

Vandalism
Vandalism Protection

EBCA

All school personnel are expected to 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 because of malicious mischief, vandalism, burglary and other wrongful acts by adults or juveniles.

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

When a juvenile is involved, the superintendent shall contact the parents at the conclusion of his investigation and apprise them of their legal responsibility. He will notify the parents in writing of the amount of loss or damage sustained by the district. A routine procedure will be followed for any necessary follow-up to secure restitution from the responsible party.

Restitution payments will be made by juveniles or their parents to the business office, and their accounts will be accredited accordingly. Persons of legal age will be held responsible for their own payments. If necessary, provisions may be made for payment in several installments.

EBCA

Vandalism

EBCA

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 moves out of the district, the district may refuse to forward student records according to law.

Offering a Reward

In the best interests of the district and its responsibility to protect its property and the property of its students and employees, the board may offer a reward for information leading to the discovery, arrest and conviction of persons committing acts of vandalism on district property. Such offer will conform to state law and the policy adopted by the board.

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

The board of education, as authorized by K.S.A. 12-1672a, hereby offers a \$_____ (up to \$500.00) reward

to any person who first provides information leading to the discovery, arrest and conviction of the person or persons responsible for acts of vandalism on property, real or personal, owned by the school district or rightfully located on school district premises by its employees or students.

Persons having any knowledge are urged to contact the superintendent of schools at _____, _____, KS _____, telephone area code _____ . The board reserves the right to determine the deserving recipients of the reward

_____ in the event of corroborating and supplementary information. Approved: January 11, 1999

EBE

Cleaning and Maintenance Program

EBE

The superintendent or designated representative will develop a building and grounds cleaning program.

Sanitation

The superintendent or designated representative will develop such cleaning schedules as are necessary to see that all attendance centers and grounds are free from litter and refuse.

Repairs

The superintendent or designated representative shall have any item repaired at the earliest possible time after a defect has been discovered. Approved: January 11, 1999

EBE-R

Cleaning Program

EBE-R

Any cleaning program initiated by the district shall include but not be limited to the following: at least once each fiscal year, all attendance centers will be thoroughly cleaned; all floors will have the wax removed and rewaxed or refinished as the case may be; all gym floors will be refinished as necessary; all student and faculty desks will be sanded and/or cleaned as necessary; all windows

and sills will be cleaned and/or recaulked as necessary; all door locks will be repaired and cleaned as necessary; all gym shower rooms will be cleaned and disinfected once daily; and all restrooms will be cleaned daily.

Repairs

If the cost of repair of any item exceeds the funds in the general budget for said repairs, the superintendent will seek permission from the board to issue no-fund warrants, if necessary, or use capital outlay funds to repair the defect. Approved: January 11, 1999

EBI **Long-Range Maintenance Program**

EBI

The superintendent or designated representative will develop an annual priority list outlining long-range maintenance of school property, buildings and grounds.

Approved: January 11, 1999

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

EBI-R

The superintendent or designated representative will present a report to the board annually on or before June 1 concerning the district's maintenance priorities. A cost analysis report will be attached to the annual maintenance report. Approved: January 11, 1999

EBJ **Records**

All records pertaining to district-wide maintenance costs will be filed in the central office. To the extent possible, a cost analysis of existing and proposed maintenance programs will be developed by the superintendent. Approved: January 11, 1999 **EC**

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

The superintendent or designated representative will keep up-to-date inventory records on all equipment and supplies.

Equipment and supplies shall be kept by the district in the central office storage area or in attendance centers.

Receiving

All packing lists will be checked by the superintendent or designee or person responsible for receiving such supplies for accuracy against all invoices as merchandise is received.

Equipment Maintenance

Necessary repairs to district owned equipment will be made as quickly as possible. Approved: February 8, 1999

EC-R **Equipment and Supplies Management**

A quantity control system is encouraged in order to prevent shortages or mismanagement of district-owned equipment or supplies. Such system will be kept up-to-date on a monthly basis and shall be accurate enough to be the basis for budget preparation for such items each year.

Receiving

Upon proper verification by the purchasing agent or designated representative that receivables are in order, the merchandise shall be sent to the appropriate attendance center as soon as possible. Each building principal or designated representative shall be responsible for the allocation or storage of all such supplies and equipment. If the items cannot be delivered to the proper destination, they will be stored at the central office storage area until deliverable.

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

Use by School Personnel

The superintendent shall be responsible for the use of district equipment as directed by the board.

Shop and repair tools, equipment and facilities shall be used only by district students in pursuit of instructor approved projects, while under the supervision of an instructor. It is understood that any authorized district employee may use district facilities, tools, and equipment pursuant to his duties.

EC-R **Equipment and Supplies Management**

EC-R **Maintenance**

Principals and teachers will check facilities and equipment used under their supervision in the classroom. Audio-visual equipment shall be checked and serviced periodically with an annual complete servicing during the summer months, as directed by the principal of the building in which the equipment is located.

Maintenance and inspecting of physical education apparatus, drama properties, and other student activity associated equipment shall receive attention as determined by the person who supervises the use of such equipment. Approved: Feb. 8, '99

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", as set forth in ECH-R.

Approved: February 8, 1999

ECH-R Printing and Duplicating Services

ECH-R

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 of the 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 would 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 20minute 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 presents the danger of greater penalties.

Prohibited Practice

A teacher may not make multiple copies of a work for classroom use if it has already been copied for 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 an 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

ECH-R **Printing and Duplicating Services**

ECH-R

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.

ECH-R **Printing and Duplicating Services**

ECH-R

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. They 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. Approved: February 8, 1999

ED **Student Transportation Management**

ED

(See EDDA and JGG)

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: July 11, 2022

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

Liability

All school vehicles will be adequately insured.

Safety

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 provide proof of a valid driver's license appropriate for the vehicle(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 authorizes 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.

School Buses and Vehicles

EDAA-3

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

vehicle(s) requested; which district staff member(s) will be accompanying the student(s) on such trips; and whether or not additional school transportation providers would be required to provide such transport.

The 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: July 11, 2022

EE **Food Services Management** **EE**

A food service supervisor will be hired by the board to oversee the district's lunch services.

Sanitation Inspections

The building principal shall inspect each lunchroom under his supervision to ensure that proper sanitation procedures are being maintained.

Records

The food service supervisor will be responsible for keeping such records as are required by state and federal school lunch regulatory agencies. Approved: February 8, 1999

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

The food service supervisor shall be under the direct supervision of the superintendent or designated representative and shall have control over all aspects of the lunch program in the district subject to board policy and rules and state and federal school lunch regulations.

The price of each individual lunch will be determined by the board prior to the opening of school each year. Approved: February 8, 1999

EF **Data Management** **EF**

Data Dissemination

Data collected by the district's staff may be disseminated to authorized individuals or agencies at the discretion of the board.

To Education Agencies

Data collected in the district will be given to any authorized educational agency of the State of Kansas or the federal government upon proper request subject to the approval of the superintendent or provisions of law. Approved: February 8, 1999

FA **Goals and Objectives** **FA**

Facility planning program of the district will provide for new developments in instructional and related activities which affect facility utilization, shifts in population and changes in condition or obsolescence of facilities. Approved: April 12, 1999

FB **Building Committees**

FB

Building committees may be appointed by the board for assessing general or specific facility needs of the district and advising the board. Approved: April 12, 1999

FB-R **Building Committees**

FB-R

The superintendent shall appoint staff members to committees as needed to develop a sound long range plan for the district. The superintendent with the approval of the board shall appoint local citizens to committees as needed to develop a sound long range plan for the district.

The superintendent is authorized to seek outside assistance only as directed by the board for the development of a sound long range plan for the district.

Approved: April 12, 1999

FC **Memorials, Funerals, and Naming of District Facilities**

FC

(See KG)

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 funeral 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: July 11, 2022

FD

Capital Outlay Long Range Planning

FD

Capital outlay needs are continuing in nature. The board expects the administrative staff to conduct long range planning activities in order that the district may be able to project capital outlay needs in an organized manner. Such long range plans may include provisions for recommendations from patrons, consultants, architects, the board attorney, the district staff and representatives from local, state and federal governmental agencies.

A long range needs study will consist of an inventory of existing facilities and potential use or obsolescence in the projected instructional and related programs, enrollment trends, needs for community use, site provisions and financial implications. Approved: April 12, 1999

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

FD-R

The superintendent shall report to the board not later than the regular March meeting each year his recommendations concerning the capital outlay needs of the district.

Approved: April 12, 1999

FDB **Long Range Needs Determination**

FDB

The board and administration may periodically conduct a district-wide assessment of utilization of facilities and projection of building needs. A task force, which shall include a broad representation of community citizens appointed by the board, may give direction to such studies and may also be involved in the review of recommendations for school closings.

Approved: April 12, 1999

GA **Personnel Policy Organization**

GA

These policies are arranged in the following manner:

- GA policies apply to all employees.
- GB policies apply to teachers and other certified staff covered by the negotiated agreement.
- GC policies apply to classified staff.

Revised: December 11, 2000

GAA **Goals and Objectives** (See BDA, CM, and JA)

GAA

(See BDA, CM, and JA)

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, 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.

Approved: July 11, 2022

direction to such studies and may also be involved in the review of recommendations for school closings. Approved: April 12, 1999

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, national origin, religion, sex, age, disability, or genetic information. Discrimination on any of these characteristics will not be tolerated. The district will make reasonable accommodations to applicants and employees who need them for medical or religious reasons, as required by law.

Inquiries regarding compliance may be directed to Human Resource Office or to:

Equal Employment Opportunity Commission
Gateway Tower II
400 State Ave., Suite 905
Kansas City, KS 66101
(913) 551-5655
kansascityintake@eeoc.gov

or

Kansas Human Rights Commission
900 SW Jackson, Suite 568-S
Topeka, KS 66612-1258
(785) 296-3206
khrc@ks.gov

or

United States Department of Education
Office for Civil Rights
One Petticoat Lane
1010 Walnut Street, Suite 320
Kansas City, Missouri 64106
(816) 268-0550
OCR.KansasCity@ed.gov

Approved: 9/20

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

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. (Superintendent 901 Main St Towanda, KS 67144 dpotter@usd375.org 316-541-2577) 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 (Superintendent 901 Main St Towanda, KS 67144 dpotter@usd375.org 316-541-2577). 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.

Complaints of Discrimination

GAAB-2

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 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

Complaints of Discrimination

GAAB-3

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.

Complaints of Discrimination

GAAB-4

If it is determined at any level that 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 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: 1/9/2023

GAAC **Sexual Harassment** (See GAF and JGEC)

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 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 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 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; 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 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 reoccurrence.

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;
- 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, 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 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 base:

- 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 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.

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 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.

GAAC Sexual Harassment

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: July 12, 2021

(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, 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 of the 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 Act. 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. 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, national origin, or disability, in a manner which interferes with or limits the ability of the employee to participate in or benefit from the services, activities or programs of the school;

- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile working environment;

GAACA Racial and Disability Harassment: Employees

- 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.

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.

GAACA Racial and Disability Harassment: Employees

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 face 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.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be

balanced with the district's obligation to conduct a thorough investigation, to take appropriate

corrective action or to provide due process to the accused.

False or malicious complaints of racial 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 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: July 12, 2021

GAAD Child Abuse (See JCAC and JGEC)

GAAD

Any district employee who has reason to know or suspect a child has been injured as a result of physical, mental, or emotional abuse or neglect or sexual abuse, shall promptly report the matter to the local Kansas Department for Children and Families (DCF) office or to the local law enforcement agency if the DCF office is not open. Employees may file a report of suspected abuse anonymously to either DCF by phoning 1-800-922-5330 or to local law enforcement officials. The Code for Care of Children also provides civil immunity from prosecution if the report is made in good faith.

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

DCF or Law Enforcement Access to Students on School Premises

The building principal shall allow a student to be interviewed by DCF or law enforcement representatives on school premises to investigate suspected child abuse and shall act as appropriate to facilitate the agency's access to the child and to protect the student's interests during the process. State law grants the investigating agency the authority to determine

whether a school employee may be present while the interview is being conducted, taking into account the child's best interests. If asked to sit in on the interview by the agency representative conducting it, the building principal or designee thereof shall oblige such request in order to provide comfort to the child throughout the process and to facilitate the investigation.

Cooperation Between School and Agencies

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

Reporting Procedure

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

If the building principal has been notified, the principal shall immediately notify the superintendent that the initial report to DCF has been made. If appropriate, the principal may confer with the school's social worker, guidance counselor or psychologist. At no time shall the principal or any other staff member prevent or interfere with the making of a suspected child abuse report.

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

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

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

Mobile Crisis Helpline

Crisis support for Kansas families and children to resolve an emotional, psychiatric, or behavioral health crisis is available through the Department of Children and Families Mobile Crisis Helpline, 1-833-441-2240, including:

- Problem solving to resolve behavioral health crisis;
- Referral to community resources or recommendation to engage in stabilization services;
- In-person support via mobile crisis response; and
- Contacting mobile crisis response unit to assist in emergency situations.

Services are available to all Kansans 20 years or younger including anyone in foster care or formerly in foster care.

Annual Training

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

Approved: January 10, 2022

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

GAAE

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

The administration shall propose, and the board shall review and approve a plan to address bullying as prohibited herein. The plan shall include provisions for the training and education of staff members.

Staff members who bully others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or termination. If appropriate, staff members who violate the bullying prohibition shall be reported to local law enforcement.

Approved: September 9, 2013

GAAF **Emergency Safety Interventions**

GAAF

(See GAO, JRB, JQ, and KN)

The board of education is committed to limiting the use of Emergency Safety Intervention (“ESI”), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student's conduct necessitates the use of an

emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

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

Definitions

“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.

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

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

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

“Parent” means:

1. a natural parent;
2. an adoptive parent;
3. a person acting as a parent as defined in K.S.A. 72-3122(d)(2), and amendments thereto;

GAAF Emergency Safety Interventions

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4. a legal guardian;
5. an education advocate for a student with an exceptionality;
6. a foster parent, unless the student is a child with an exceptionality; or
7. a student who has reached the age of majority or is an emancipated minor.

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

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

“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.

“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:

1. School personnel purposefully isolate the student; and
2. 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:

GAAF Emergency Safety Interventions

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- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student’s airway;
- Using physical restraint that impacts a student’s primary mode of communication;
- Using chemical restraint, except as prescribed treatments for a student’s medical or psychiatric condition by a person appropriately licensed to issue such treatments; and
- Use of mechanical restraint, except:

- Protective or stabilizing devices required by law or used in accordance with an order from a person appropriately licensed to issue the order for the device;
- Any device used by a certified law enforcement officer to carry out law enforcement duties; or
- Seatbelts and other safety equipment when used to secure students during transportation.

Use of Emergency Safety Interventions

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to 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 the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment, or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

ESI Restrictions

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

Such written statement shall include an explanation of the student’s diagnosis, a list of any reasons why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. 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.

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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 is equipped with a locking door designed to prevent a student from leaving the area of purposeful isolation, the door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the area of purposeful isolation, 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 those of 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 the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

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

Notification and Documentation

The principal or designee shall notify the parent the same day as an incident. The same-day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of contacting the parent. A parent may designate a preferred method of contact to receive the same-day notification. Also, a parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day.

Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include:

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- A. The events leading up to the incident;
- B. student behaviors that necessitated the ESI;
- C. steps taken to transition the student back into the educational setting;
- D. the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI;
- E. space or an additional form for parents to provide feedback or comments to the school regarding the incident;
- F. a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and
- G. email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items in subparagraphs (A), (B) and (C) if the triggering issue necessitating the ESIs is the same.

The parent shall be provided the following information after the first and each subsequent incident during each school year:

3. A copy of this policy which indicates when ESI can be used;

4. a flyer on the parent's rights;
5. 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
6. information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas.

Upon the first occurrence of an incident of ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by email. Upon the occurrence of a second or subsequent incident, the parent shall be provided with a full and direct website address containing such information.

Law Enforcement, School Resource, and Campus Security Officers

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

If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day

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using the parent's preferred method of contact. A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of an emergency safety intervention, or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

Documentation of ESI Incidents

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

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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 a functional behavior assessment or a behavior intervention plan for any student if such student would benefit from such measures.

Local Dispute Resolution Process

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

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

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

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

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 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 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.

Approved: July 10, 2023

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.)
(date) (time)

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

K.A.R. 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:

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: July 11, 2022

GAAG

Transportation – Cell Phone GAAG

GAAG

USD 375 employees, while driving a USD 375 vehicle, a vehicle leased by USD 375, or a vehicle not owned by USD 375 but the owner is reimbursed by USD 375 and on school business, is prohibited from using text messaging devices, cell phones, and other distracting devices (laptops, digital note pads, MP3 players, and PDAs, etc.) while transporting students. Text messaging, or social media communications of any kind, using cell phones or other technology devices, including hands-free, is specifically prohibited while transporting students.

The correct procedure when receiving or sending a cell phone call, while transporting students is:

1. allow your voice mail to record the message and answer it when not driving;
2. to pull off the road into a safe location and bring the vehicle to a complete stop. Use of the device should not continue once driving is resumed.

The correct procedure when text messaging while transporting students is:

1. to text only when an emergency makes it necessary;
2. to pull off the road into a safe location and bring the vehicle to a complete stop. Use of the device should not continue once driving is resumed.

Drivers are absolutely prohibited from reading, sending, or responding to emails or text messages, answering received cell phone messages or sending cell phone messages while transporting students in a motor vehicle owned by USD 375, leased by USD 375, or a privately owned vehicle when the owner is reimbursed by USD 375 for the use of the vehicle. Drivers must stop at a safe location off the roadway before checking messages, returning calls, text messages, or emails. Use of any texting device should not interfere with route schedules and shall not be used except in a bona fide emergency. This policy does not prevent the use of CB radio provided that such use is directly related to the transportation of students and the safety of all persons on the bus.

Violation of this policy will subject the employee to discipline up to and including termination.

Approved: August 14, 2014

GAC **Policies and Rules Development Involvement**

GAC

In the development of personnel policies, rules and regulations, the board shall, to the fullest extent practicable, involve the employees of the district with respect to their ideas, comments and criticism. Revised: December 11, 2000

GACA **Positions** (See CD and GACB)

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 their qualifications, duties, and responsibilities, for board consideration.

Approved: 2/19

KASB Recommendation - 2/98; 4/07; 12/18

GACA

GACA-R **Positions**
GACA-R

The superintendent shall prepare a comprehensive list of all positions of employment within the school system, together with the qualifications for the duties and responsibilities of each such position. Such compilations of job descriptions shall be filed in the office of the clerk of the board and made available to all employees for their inspection during regular office hours

Revised: December 11, 2000

GACB **Qualifications and Duties**
GACB

A comprehensive job description for each classification of employees will be developed by the district. Such job description shall be filed by the clerk and shall be published in the appropriate handbook.

Revised: December 11, 2000

GACC **Recruitment and Hiring**
GACC

Recruitment

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

Hiring

The board shall approve the employment 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 is extended to the candidate subject to revocation or, if provisional employment has already begun, termination of employment based upon unsatisfactory results of any reference and/or background checks performed;
- Acceptance by the candidate is received;
- Contract or other appropriate document sent to the candidate and candidate's acceptance signified by a signed document returned to the superintendent; and
- Approval of the contract and or other documents by the board.

Revised: December 11, 2000

Revised: August 14, 2014

GACCA **Nepotism**

The board shall not employ anyone who is the father, mother, brother, sister, spouse, son, daughter, son-in-law, daughter-in-law, or any other immediate family member in a position involving one employee supervising or evaluating the other. The district may employ relatives for seasonal or limited part-time work or in emergency situations when employment of such persons is in the best interest of the district. The board or the superintendent acting for the board may make a decision to prohibit employment of related personnel where such employment may cause conflicts of interest on the part of the board or other school personnel.

Approved: December 11, 2006

GACD **Employment Eligibility Verification (Form I-9)**

GACD All employees of the district, at the time of employment, shall provide verification of identity

and employment status to the superintendent.
Revised: December 11, 2000

GACD-R Employment Eligibility Verification (Form I-9)
GACD-R

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. Evidence to be used to verify identity, employment status, U.S. citizenship, or legal alien status should include at least two of the following documents, one of which contains a current photo of the employee: birth certificate, social security card, or a current driver's license; or one of the following: U.S. passport, certificate of U.S. citizenship, certificate of naturalization, unexpired foreign passport, or resident alien card. Revised: December 11, 2000

GAD Employee Development Opportunities

GAD

-Except as may be specified in the negotiated agreement concerning staff members covered thereby, 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.

Approved: 8/18

KASB Recommendation - 2/98; 4/07; 6/18

GADA

In-Service Education

GADA

The superintendent, in consultation with the management team, will develop a program of in-service education for employees that will promote the continuous development, improvement and on-the-job performance of all personnel and submit such program to the board for approval prior to the adoption of the annual budget. Revised: December 11, 2000

GADA-R

In-Service Education

GADA-R

All employees are expected to attend in-service education sessions unless excused by the superintendent or designated representative. Workshops, seminars and similar programs may utilize all or a portion of the work day. On occasion these programs may be combined with regular staff meetings. Appropriate personnel will be selected to conduct the sessions. Revised: December 11, 2000

GACE

Assignment and Transfer

GACE

The board reserves the right to assign, reassign, or transfer all employees, unless otherwise provided in the negotiated agreement.

The board may delegate its authority to assign, reassign, or transfer any or all employees to the superintendent.

Approved: 9/20

GAE

Complaints

GAE

Any employee may file a complaint with their supervisor concerning a school rule, regulation, policy or decision that affects the employee. The complaint shall be in writing, filed within ten (10) days following the event complained of, and shall specify the basis of the complaint. The supervisor shall meet with the employee and provide a written response within ten (10) days. If the employee disagrees with the decision, the 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: 9/20

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

GAF

Staff members shall maintain professional relationships with students which are conducive to an effective educational environment. Staff members shall not 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: July 12, 2021

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: 9/20

GAH-R **Staff-Community Relations**
Participation in Community Relations

GAH-R

Prior permission must be obtained from the superintendent for participation in any non-school community activity which takes place during school time, during which time the employee will be absent from their job.

All school employees shall make an effort to improve school-community relationships by their courteous efficient manner on the job and by their attitudes and expressions in the community. Revised: December 11, 2000

GAHB **Political Activities**

GAHB

Holding Public Office

Staff members elected or appointed to a public office which restricts the employee's

Solicitations of student or other school employees by staff members during regular school hours for any reason other than school-sponsored activities are prohibited.

Solicitations of Staff Members

Solicitations of staff members by any vendor, student, other district employee or patron during normal school hours are prohibited unless permission is granted by the employee's supervisor. Revised: December 11, 2000

GAI-R

Solicitations

GAI-R

Solicitations of Staff Members

All vendors must secure permission from the employee's supervisor to interview a school employee. If any vendor violates this procedure, he may be barred from making appointments with school employees. The supervisor may also recommend to the superintendent not to purchase products or other such items from said vendor. If a vendor violates board policy and is subsequently barred from soliciting in the school system, the superintendent shall send appropriate notices to each supervisor. The notice will include the name of the vendor, his company and reasons for and length of suspension. The superintendent may bar a vendor from soliciting sales from district employees for a period of time not to exceed 12 months from the date of suspension. Said notice will be sent to the vendor in question and to his immediate employer.

Collection of Funds

There is no authorization for the collection of funds for any organization in the classrooms. The school office may be used for the placement of containers for the collection of funds approved by the superintendent. Revised: December 11, 2000

GAJ

Gifts (Cf. JL, KH)

GAJ

Gifts by Staff Members

Staff members are discouraged from giving gifts to any student or class of students when such gifts arise out of a school situation, class or school-sponsored activity unless approved by the superintendent.

Gifts to Staff Members

Staff members are prohibited from receiving gifts from vendors, salesmen or other such representatives. Revised: December 11, 2000

GAJ-R

Gifts (Cf. JL, KH)

GAJ-R

Gifts to Staff Members

If an employee of the district is found to have accepted a gift from any person as outlined in the policy on gifts, the superintendent may recommend to the board that said employee be subject to disciplinary action.

The superintendent or designated representative will be responsible for the administration of this policy for all principals, central staff members, certified staff members who travel between buildings, substitute teachers, all supervisors and all classified employees not assigned to a building. The building principal will be responsible for the administration of this policy for all assigned employees. Revised: December 11, 2000

GAK

Records

GAK

Student Records Kept by Teachers

Teaching staff members who maintain and compile student records not required by the district are responsible for the security of those student records.

Employee Personnel Files Kept by the District

Personnel files kept by the district concerning district employees shall be under the custodianship of the appropriate building supervisor. An employee has the right to inspect his file upon proper notice.

Request for release of any personal record by a third party shall be made in writing and submitted to the appropriate supervisor or record custodian for disposition as required by law.

All records and files, including personnel records and files, maintained by the district should be screened annually by the custodian of said records to discard obsolete materials.

Revised: December 11, 2000

GAL

Salary Deductions

GAL

Only those salary deductions authorized by law or by board policy will be permitted. Revised:
December 11, 2000

GAL-R **Salary Deductions**

GAL-R

The superintendent shall develop appropriate forms which will supply the necessary information needed by the business manager to make approved salary deductions. All requests for salary deductions must be submitted to the superintendent during enrollment periods established by the board.

Revised: December 11, 2000

GAM **Personal Appearance**

GAM

The board advocates an appropriate dress code for all district employees. Revised:
December 11, 2000

GAN **Travel Expenses**

GAN

The board shall provide reimbursement for expenses incurred in travel related to the performance and duties of the district's employees when approved in advance by the superintendent. Revised: December 11, 2000

GAN-R **Travel Expenses**

GAN-R

Authorization for reimbursed travel expenses will be considered by the superintendent. Mode of travel will be based on the availability of transportation, distance and number of persons traveling together. In air travel, a first class fare will be reimbursed only when coach space was not available.

Receipts for transportation, parking, hotels or motels, meals and such other expenses for which receipts are ordinarily available will be attached to expense vouchers. For the authorized use of a personal car, staff members will be reimbursed at a mileage rate established by the board.

Meal expenses shall be limited to \$35 per day for three meals (breakfast, lunch, dinner). If fewer than three meals are required because of time schedule or meals provided at the conference or activity, the following expenses will be reimbursable: breakfast -\$5.00, lunch- \$10.00, dinner- \$20.00. The cost of alcoholic beverages may not be included as part of reimbursable meal expenses.

Travel between buildings or in the district in the exercise of official assignments will be reimbursed at a mileage rate established by the board. Revised: December 11, 2000

GAO **Staff Protection**

GAO

Each employee bears a responsibility for maintaining proper control and discipline in the school. An employee may use such reasonable force as is necessary to ward off an attack, to protect another person, to quell a disturbance threatening physical injury to others or to obtain possession of weapons or other dangerous objects in the possession or in the control of a student.

All disciplinary actions and methods invoked by teachers shall be reasonable and just and in accordance with established board policy. The board and administration recognize responsibility in supporting teachers in the maintenance of appropriate control and discipline in the classroom.

Each teacher is responsible for reporting to the building principal the name of any person who is in apparent need of attention by specialized personnel.

Revised: December 11, 2000

GAO-R **Staff Protection**
Personal Injury Benefits

GAO-R

Whenever a teacher or other employee is absent from school because of personal injury resulting from an assault on school property or at a school-sponsored event, the teacher or employee will be paid full salary less the amount of any workmen's compensation or district disability insurance received due to such injury until the termination of the employment contract.

No part of such covered absence will be chargeable to annual sick leave.

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

The board, in its discretion and upon proper investigation of all facts of the incident, shall provide full support, including its legal counsel, for any assault upon a teacher acting in the discharge of official school duties or any assault as a result of a school-related incident arising out of the discharge of official duties. Revised: December 11, 2000

GAOA Drug-Free Workplace

GAOA

(See LDD)

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.

Alternative I

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

Employees shall not unlawfully manufacture, distribute, dispense, possess, and/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. 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, suspension, placement on probationary status, or other disciplinary action including termination. Alternatively, or in addition to any action short of termination, the employee may be required to participate satisfactorily in an approved drug abuse assistance or rehabilitation program as a condition of continued employment. The employee shall bear the cost of participation in such program. Each employee in the district shall be given a copy of this policy.

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

Alternative II

As a condition of employment in the _____ 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 within five days after 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: July 10, 2023

GAOB Drug Free Schools

GAOB

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

Revised: December 11, 2000

**GAOB-R Drug Free Schools
Employee Conduct**

GAOB-R

As a condition of continued employment in the district, all employees shall abide by the terms of this policy. Employees shall not unlawfully manufacture, distribute, dispense, possess, use or be under the influence of illicit drugs, controlled substances, or alcoholic beverages on district property or at any school activity. Compliance with the terms of this policy is mandatory.

Employees who are found violating the terms of this policy will be reported to the appropriate law enforcement officers. Additionally, an employee who violates the terms of this policy will 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, rehabilitation program.

5. Termination or dismissal from employment.

Prior to applying sanctions under this policy, employees will be afforded all due process rights to which they are entitled under their contracts or the provisions of Kansas law.

Nothing in this policy is intended to diminish the right of the district to take any other disciplinary action which is provided for in district policies or the negotiated agreement.

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

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

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

Revised: December 11, 2000

Approved: April 12, 2004

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

GAOC

The use, possession, or promotion 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, 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 prescribed to the employee by a medical practitioner or obtained over the counter and used in accordance with label requirements.

“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. ENDS are not FDA-approved nicotine replacement therapy devices.

GAOC Tobacco-Free School Grounds for Staff

GAOC-2

“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: 9/20

GAOD Drug and Alcohol Testing

GAOD

This policy shall apply to all employees who are performing safety sensitive jobs for the district which require a commercial driver’s license (CDL) as defined by the Omnibus Transportation Act of 1991. A board-approved plan stating compliance requirements is on file with the clerk. Copies of the plan shall be given to each appropriate employee in the safety sensitive position as defined by board policy.

Revised: December 11, 2000

GAOE Workers Compensation (See KFD)

GAOE

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

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

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

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

Any employee who is off work and receiving workers compensation benefits shall be required to provide the designated workers compensation

GAOE Workers Compensation

GAOE-2

coordinator with a written doctor's release before the employee is allowed to return to work.

In addition, should the employee be released to return to work

by a doctor and fail to do so, all benefits under paid leave shall terminate, and those benefits under workers compensation shall be restricted as provided by current statute.

Whenever an employee is absent from work and is receiving workers compensation benefits due to a work-related injury or is receiving district paid disability insurance, the employee may use available paid leave to supplement the workers compensation or district paid disability insurance payments. Workers compensation benefits and FMLA benefits provided in a board approved plan shall run concurrently if both are applicable.

In no event shall the employee be entitled to a combination of workers compensation benefits, district paid disability insurance, and salary in excess of his/her full salary. Available paid leave may be used for this purpose until 1) available paid leave benefits are exhausted; 2)

the employee returns to work; 3) the employee is released by the medical provider and a position is offered by the employer, but the employee declines to return to work; or 4) employment is terminated. Paid leave shall be calculated on a prorata amount equal to the percentage of salary paid by the district.

Testing

The board, through its designated workers compensation coordinator, may require employees who claim or are involved in an accident in the course of employment to submit to a post-injury chemical test. This includes instances where the district administration or workers compensation coordinator has

GAOE Workers Compensation

GAOE-3

actual knowledge of an accident whether the employee has or has not requested medical treatment. If an employee refuses to submit to an employer requested post-injury chemical test, the employee forfeits all related workers compensation benefits as provided in K.S.A. 44-501(b)(1)(E). Chemical test collection, labeling, and performance shall meet the requirements found in K.S.A. 44-501(b)(3).

Choice of Physician

The board shall have the right to choose a designated health care provider to provide medical assistance to any employee who suffers an injury while performing their job. However, if the injured employee chooses to go to a medical provider other than the designated provider, the recovery for such expenses shall be limited to \$500.00.

Approved:9/20

Salary deductions shall be made if permitted by board policy, the negotiated agreement, or required by law. The superintendent shall develop forms to provide information needed to make approved salary deductions. All request for salary deductions shall be submitted to the superintendent during enrollment periods established by the boards. Revised: December 11, 2000

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 or the superintendent's designee 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 school 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 school employee has been diagnosed as having a communicable disease and the superintendent has been notified by the employee, the superintendent or the superintendent's designee shall determine whether a release shall be obtained from the employee's physician or local health officer before the employee returns to duty.

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

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

No information regarding employees with communicable diseases shall be released by school personnel without the employee's consent except as allowed by state or federal law.

Additional Certifications of Health

If at any time the board has reason to believe that an employee is suffering from an illness detrimental to the health of pupils, the board reserves the right to require such employee to provide the board with a new certificate of health in order to protect the health, safety, and welfare of the school's students.

Approved: February 8, 2021

GARA Bloodborne Pathogen Exposure Control Plan

GARA

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

The plan shall be accessible to all employees and shall be reviewed and updated at least annually. All staff shall receive the training *and* equipment necessary to implement the plan. Revised: December 11, 2000

GARI Family 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.

Revised: December 11, 2000

GARID Military Leave

GARID

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

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

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

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

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

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

The returning employee is entitled to be reemployed in the job that they would have attained had they not been absent for military service, with the same seniority, status and pay, as well as other rights and benefits determined by law. If necessary, the employer must provide training or retraining that enables the employee to refresh or upgrade their skills so they can qualify for reemployment. While the individual is performing military service, he or she is deemed to be on a furlough or leave of absence and is entitled to the non-seniority rights accorded other individuals on non-military leaves of absence. Individuals performing military duty of more than 30 days may elect to continue employer sponsored health care for up to 24 months at a cost of up to 102 percent of the full premium. For military service of less than 31 days, health care coverage is provided as if the individual had never left. All pensions which are a reward for length of service are protected.

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

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

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

TIME SPENT ON MILITARY DUTY

RETURN TO WORK OR APPLICATION FOR REEMPLOYMENT

Less than 31 days:

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

More than 30 but less than 181 days:

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

More than 180 days:

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

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

- 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 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 military 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: July 10, 2023

GBD-R

Hiring (see GAAA)

GBD-R

All personnel recommended by the superintendent are subject to ratification by the board.

To aid in obtaining the best available staff members for the district's schools, the board adopts the following general criteria which shall be utilized in the selection process for initial employment:

Candidates, if elected, will be assigned to teach primarily their major field and/or major subject area, with elementary education defined as a major field; and The employment of any staff member is not official until the contract is approved by the board and signed by the candidate.

The employment sequence shall be as found in other policies of this district (see GACC).

When nominations made by the superintendent are not satisfactory to the board, the board shall direct him to make additional nominations as soon as is feasible.

Teacher Responsibilities

A teacher must hold a valid Kansas certificate to be eligible for employment. The teacher must present such certificate to the clerk of the board for registration as soon as feasible after signing a contract.

All teachers are responsible for filing their certificates and college transcripts showing all hours completed, including summer school, with the clerk of the board as stipulated in the negotiated agreement. A pay check will not be issued to a teacher until

the teacher has complied with this procedure.

Revised: December 11, 2000

GBE **Assignment and Transfer**

GBE

The board of education retains and reserves the right to assign, reassign and transfer all personnel. Revised: December 11, 2000

GBG **Probation**

GBG

The authority to recommend to the board that certified staff members be placed on probation is delegated to the superintendent. The board, after hearing the superintendent's recommendation for probation and after evaluating the evidence gathered by the administrative staff, may place a certified staff member on probation. The term of probation will be established by the board, but in no event shall said probation extend beyond a one-calendar-year period unless the board first reviews all pertinent evidence pertaining to the probation including a report by the superintendent on the progress of the certified staff member to remedy causes for probation.

Revised: December 11, 2000

GBG-R **Probation**

GBG-R

All conditions of probation shall be in writing. One copy shall be given to the employee, and one copy shall be placed in the employee's personnel file.

Failure by an employee to remedy the causes of probation may result in nonrenewal or termination of the employment contract. Revised: December 11, 2000

GBH Supervision**GBH**

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

Approved: 9/20

GBI Evaluation**GBI**

The evaluation policy and evaluation instrument adopted by the board governing evaluation of certified teachers is on file in the central office with the clerk of the board and will be published in the teachers' handbook.

Availability of Evaluation Documents

Board policy provides that evaluation documents shall be available to the superintendent, assistant superintendent, central office personnel administrators under whose supervision the teacher works, the administrator who evaluates, the teacher, the building administrator under whose direct supervision the teacher will work and others authorized by law. Revised: December 11, 2000

GBJ Promotion**GBJ**

Promotions within the instructional and administrative staff are made by the board after hearing the recommendations of the superintendent.

Revised: December 11, 2000

GBJ-R Promotion**GBJ-R**

Openings and qualifications for supervisory and administrative positions will be announced for faculty information. Guiding factors in the selection of employees for promotion are professional competencies and teaching experience, leadership qualities, personal characteristics, and the capacity for growth.

Preference in promotions will be given to those within the system. However, this will not preclude the recommendation of qualified persons from outside the system. When vacancies do occur, all interested persons shall be given the opportunity to apply in writing for the positions that are open.

Revised: December 11, 2000

GBK Suspension**GBK**

The superintendent shall have the authority to suspend certified employees with pay until the suspension is resolved by board action at the next regular or special meeting of the board. Revised: December 11, 2000

GBK-R Suspension**GBK-R**

The superintendent may suspend certified employees with pay for any one or more of the following reasons: alleged violation of board policy, rule or regulation; the filing of a formal complaint against the employee with any civil authority or with the board charging the employee with the alleged commission of an offense involving moral turpitude; and other good cause.

A certified employee may be suspended with pay. If the suspension is imposed on a certified employee pending dismissal, the employee is entitled to pay until the employee has had a due process hearing before the board. The hearing shall determine whether further suspension shall be with or without pay and whether the employee will be terminated.

A negotiated agreement or any applicable grievance policy may provide the procedures for the teacher to obtain such a hearing and may have a time precedence over such a board determination. Revised: December 11, 2000

GBN Nonrenewal and Termination**GBN**

Nonrenewal or termination shall be in accordance with Kansas law and the negotiated agreement, as applicable.

Approved: 9/20

GBO Resignation

GBO

Option 1:

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

A licensed 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 licensed 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 license suspended.

Option 2:

The board shall consider any licensed employee's resignation which is submitted to the board in writing. The board may accept resignations from employees under contract when the resignation will be in the best interests of the district and when such resignations are accompanied by full payment for any applicable liquidated damages due to the board for release from contract pursuant to the negotiated agreement.

If the licensed employee terminates employment in the district without complying with board policy and the negotiated agreement on liquidated damages, the board may petition the State Board of Education to have the teacher's license suspended.

Exit Interviews

Exit interviews may be conducted after an employee resigns.

Approved: 8/18

KASB Recommendation – 2/98; 6/06; 4/07; 6/18

GBP **Reemployment**

GBP

The board shall give no preference to former employees in filling vacancies. Revised: December 11, 2000

GBQA **Reduction of Teaching Staff**

GBQA

If the board decides that the size of the teaching staff must be reduced, guidelines in the negotiated agreement shall be followed. Insofar as possible reduction of staff shall be accomplished by attrition due to resignations and retirement. Revised: December 11, 2000

GBR **Work Schedule**

GBR

For the district to develop the educational environment to the best advantage, certain guidelines are necessary.

Time Schedules

To facilitate the supervision of students and the instructional program of the district, professional personnel must be at their places of assignment preceding, during, and following classes each school day.

Work Load

Based upon each teacher's time schedule and needs of the district, certain related nonteaching duties may be assigned on a regular or rotation basis by the superintendent or designated representative. Revised: December 11, 2000

GBR-R **Working Conditions**

GBR-R

Time Schedules

The duty day for all certified staff members will be established each year in August by the superintendent or building principal. Each certified employee shall receive a copy of such publication before each school year begins.

Work Load

The number of sections to which a teacher is assigned by the building principal shall be dependent upon availability of staff and number of students. Building and playground assignments on a regular basis will be made by the building principal.

School Day

The school day shall start at 7:45 a.m. until 3:45 p.m.

Teachers to Remain in the Classroom

Any teacher who finds it necessary to leave his duty station while supervising students shall first secure approval from the building principal or his designated representative.

Salaries and Schedules

The board annually shall review the differential for years or service and for hours of preparation and make adjustments as necessary. They annually shall adopt monetary values for tenure, special ability, special assignments and special inducements to further education.

Teachers are placed on the salary schedule relative to their college hours and experience levels and as recommended by the superintendent.

College hours must be earned after the awarding of the college degree in order for hours to count toward lateral movement across the salary schedule. The hours earned must be graduate hours toward a graduate degree or hours needed for recertification purposes.

Revised: December 11, 2000

GBRC

In-Service Education (See GBRH and GAN)

GBRC

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

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

Revised: December 11, 2000

GBRD

Staff Meetings

GBRD

Staff meetings for certified personnel shall be called by the administration. Revised: December 11, 2000

GBRD-R

Staff Meetings

GBRD-R

The superintendent's office shall schedule regular meetings during the duty day for certified employees of the district. These shall be posted on the district's activity calendar and shall be scheduled insofar as possible while classes are not in session. Changes in dates, places and meeting times will be announced.

Regular or special meetings will be called by each building principal as needed.

Professional Meetings

The board shall consider attendance to regional and national professional meetings by representative of classroom teachers only within the area of Kansas and the states bordering Kansas. Application for such attendance must be placed well in advance of the meeting date with the superintendent for approval or disapproval.

Attendance at professional meetings beyond Kansas or neighboring states may be allowed with written permission of the superintendent.

Revised: December 11, 2000

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 bullying, harassment, or discrimination prohibited by board policy. 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; 8/16

GBRG Non-School Employment

GBRG

Certified employees shall not be permitted to engage in outside employment which, by its nature or duration, will impair the effectiveness of their instructional service.

Revised: December 11, 2000

GBRGA **Consulting**

GBRGA

Certified employees may be excused from regular duty by the board to perform technical or instructional services as consultants to other districts, government agencies or private industry. Revised: December 11, 2000

GBRGA-R **Consulting**

GBRGA-R

Requests for approval to serve as a consultant shall be submitted in writing to the superintendent who shall forward the request together with his recommendation to the board for their consideration. Revised: December 11, 2000

GBRGB **Tutoring for Pay**

GBRGB

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

Recognizing that circumstances may dictate some variations from this policy, the board reserves the right to make exceptions.

Revised: December 11, 2000

GBRGB-R **Tutoring for Pay**

GBRGB-R

Parents who feel that their children need tutoring may discuss the situation with the building principal, counselor or the teacher. Tutoring assignments may be accepted by the teacher involved when recommended by the principal and superintendent and approved by the board prior to the beginning of any such instruction. Revised: December 11, 2000

GBRH **Professional Leave**

GBRH

Personnel may be granted professional leave.

Sabbaticals

No sabbatical leave shall be granted with pay. Sabbatical leaves without pay may be granted at the discretion of the board.

Conferences and Visitations

The superintendent shall have the authority to grant leaves of absence not to exceed five consecutive school days for any employee during any school year for the purpose of attending educational conferences or school visitations.

Exchange Teaching

All leaves for exchange teaching shall be granted at the discretion of the board. Revised: December 11, 2000

GBRH-R **Professional Leave**

GBRH-R

Sabbaticals

Any employee desiring a sabbatical leave shall file written application with his principal or supervisor at least 90 days prior to the first day of the requested leave. The application shall be in writing on a form prescribed by the superintendent and shall explain in detail the length of the desired leave, the purpose of the desired leave and the applicant's reasons why the leave will be of benefit to the district. The superintendent shall present the request to the board at its next regular or special meeting together with his recommendation.

No sabbatical leave shall be granted for a period longer than one semester. The employee receiving a sabbatical leave shall be entitled to all of the rights and privileges of employment he would have received had he performed his regularly contracted functions during the period of such leave, except salary shall be discretionary with the board.

Conferences and Visitations

Employees desiring to attend conferences and make visitations shall file an application in writing with the superintendent at least two weeks prior to the first date of the leave being requested. The application shall be on a form prescribed by the superintendent. Said request shall explain in detail the length of the leave, the purpose and the opinion of the person requesting said leave as to how it will benefit the district.

Exchange Teaching

Any employee desiring a leave for the purpose of teaching in another district shall file a written application with his principal at least 90 days prior to the first day of the requested leave. Such application shall be in writing and shall explain in detail the length of the desired leave, the purpose of the desired leave and the applicant's reasons why said leave will be of benefit to the district. The superintendent shall present said request to the board at its next regular or special meeting together with his recommendation for the board's consideration.

GBRH-R Professional Leave

GBRH-R

No exchange teaching leave shall be granted for a period longer than provided by law. The employee receiving such a leave shall be entitled to all of the rights and privileges of employment he would have received had he performed his regularly contracted functions during the period of such leave. No such leave shall be granted unless and until the question as to which district shall pay the salary of such teacher and other employment obligations have been resolved in a written agreement between the districts concerned.

Revised: December 11, 2000

GBRI Personal Leaves and Absences

GBRI

Certified personnel may be granted personal leaves and absences in accordance with the provisions of the negotiated agreement.

Emergency and Legal

Emergency and legal leaves without pay may be granted by the superintendent. Emergency leaves with pay shall be granted at the discretion of the board. No legal leaves shall be granted with pay unless authorized by the board.

Illness (Sick Leave)

Certified employees may be provided with leaves of absence with pay for illness in accordance with the provisions of the negotiated agreement.

Religious

Leaves of absence without pay may be granted for participating in religious activities.

Bereavement

Bereavement leave may be granted in accordance with the provisions of the negotiated agreement. Revised: December 11, 2000

GBRI-R Personal Leaves and Absences

GBRI-R

Jury Duty

An employee called to jury duty may be paid regular school wages if said employee endorses all jury duty pay, except reimbursement for mileage and subsistence, over to the district.

Religious

Request for religious leave without pay must be made to the superintendent at least five school days prior to the first day of such requested leave. Such leave may be granted by the superintendent, but such leave shall not exceed two school days per school year. Such request for religious leave shall be in writing and shall fully explain the time and date of such leave and the reasons therefore.

Revised: December 11, 2000

GBRIBA Disability Leave

GBRIBA

The board may grant leave of absence for disability with or without pay. Revised: December 11, 2000

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.

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: July 11, 2022

GBU

Ethics

GBU

An educator in the performance of his duties shall: recognize basic dignities of all individuals with whom he interacts in the performance of his duties;

Exercise due care to protect the mental and physical safety of students, colleagues and subordinates for whom he is responsible;

Be accountable for maintaining his integrity and shall avoid accepting anything of substantial value offered by another which is known to be or which may appear to be for the purpose of influencing his judgment or the performance of his duties;

Accurately represent his qualifications;

Be responsible to present any subject matter in a fair and accurate manner; and

Extend to students the opportunity for individual action in pursuit of learning and shall take steps to ensure that the students shall have access to varying points of view.

Revised: December 11, 2000

GCA

Compensation Guides and Contracts

GCA

Classified employees shall be paid according to pay rates established by the board.

No public funds will be spent by the board in the form of wages or salary for any school employee to sponsor any religious activity. No public funds will be spent by the board to pay any expenses of any student or school employee to attend any religious activity or conference.

Revised: December 11, 2000

GCA-R

Compensation Guides and Contracts

GCA-R

Attendance at meetings, for which the district will be expected to make reimbursements, may require board approval prior to attendance. Regular and substitute bus drivers shall be reimbursed for the cost of physicals (\$20.00 maximum) required to maintain employment if the employee's insurance does not pay for the office visit. Employees shall present written evidence to the district office to be eligible for reimbursement. The district shall furnish transportation and a meal for drivers attending required first aid and defensive driving courses.

Revised: December 11, 2000

GCB

Positions

GCB

The board will hire classified employees as the needs of the district dictate. Revised: December 11, 2000

All classified employees shall be evaluated twice during their first year of employment and at least once a year during subsequent years. Evaluation documents will be on file with the clerk of the board. Revised: December 11, 2000

GCI-R **Classified Employee Evaluation**

GCI-R

Classified employees shall be evaluated by the principal of the building to which they are assigned. District-level classified employees shall be evaluated by the superintendent or designee.

Classified employees shall be evaluated on their personal qualities, their commitment to duty and specific workrelated skills which are directly related to their job description. A copy of the completed evaluation will be given to each employee after it is signed by the employee and the evaluator. A copy will also be placed in the employee's personnel file at the district office. Revised: December 11, 2000

GCIA **Evaluation of Coaches and Sponsors**

GCIA

All employees contracted to coach or sponsor an activity shall be evaluated annually. 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: July 11, 2022

GCK **Suspension**

GCK

The superintendent or designated representative may suspend classified employees for cause with pay pending a board determination. Revised: December 11, 2000

GCN **Separation**

GCN

The contract of a classified employee may be terminated at the will of the board or as otherwise provided in the employment contract. Revised: December 11, 2000

GCO **Resignation**

GCO

Classified employees may resign from their jobs in accordance with the employment contract and/or rules of the board. Revised: December 11, 2000

GCR **Work Conditions**

GCR

The board will make reasonable effort to establish and maintain adequate working conditions.

Time Schedules

The board delegates to the superintendent the authority to develop time schedules for all classified employees, subject to approval by the board.

Work Load

Work load assignments for classified personnel, i.e., clerical, aides, nurses, maintenance, custodial, food service and transportation, shall be made by the superintendent or designated representative after careful deliberation and evaluation of personnel positions.

Revised: December 11, 2000

Time Schedules

Time schedules for classified employees will be assigned at the beginning of the employment term by the superintendent or designated representative.

Work Load

The normal work load for classified personnel shall consist of 40 hours per week for full-time employment.

Compensation for Out-of-Town/Overnight Trips

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 (Name of town) 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. Revised: December 11, 2000

GCRA Health Examinations

GCRA

Kansas law requires each staff member to secure a certificate of health signed by a licensed physician. The form for the certification of health is provided by the Kansas State Board of Health and may be obtained from the superintendent’s office. The expense of the physical examination is to be borne by the staff member. Revised: December 11, 2000

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: 1/9/2023

GCRFA Part-Time Employees

GCRFA

Part-time employees will be hired on an hourly basis as directed by the superintendent. Revised: December 11, 2000

Leaves

GCRG

(See GBRH)

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: July 11, 2022

GCRGB **Jury Duty**

GCRGB

A classified employee shall be granted leave for jury duty. Revised:
December 11, 2000

GCRGB-R **Jury Duty**

GCRGB-R

A classified employee who is required for jury duty shall be granted leave to do so. Such absence shall not be deducted from the leave days accumulated by the employee. A classified employee required for jury duty shall be paid his regular salary provided he endorses all jury duty pay, less that allowed for expenses, to the district. Revised: December 11, 2000

GCRH **Vacations**

GCRH

Full-time classified employees may be granted a paid vacation each year. Revised:
December 11, 2000

GCRH-R **Vacations**

GCRH-R

District classified employees who are contracted for 11 months or more will be granted a two week (10 working days) vacation, with pay, each year. Vacation time must be completed by the end of the first week in August. Compensation shall not be paid for unused vacation time except in the case of termination prior to the end of the current contract year.

Custodians - 10 days

Board Clerk - 10 days

Secretaries - 10 days

Revised: December 11, 2000

GCRI **Paid Holidays**

GCRI

Paid holiday leave may be granted to classified employees. Revised:
December 11, 2000

GCRI-R **Paid Holidays**

GCRI-R

The central office staff and the secretaries to the principals shall be granted time off from duty, with pay, on the following special days:

- A. Labor Day
- B. Thanksgiving Day
- C. Christmas Day and the 24th or 26th of December
- D. New Year's Day
- E. Good Friday (Easter)
- F. Memorial Day G. Fourth of July

During the school year, secretarial personnel will take time off without pay, or all days not listed above, when school is not in session.

Duty for periods before the school term begins and after it ends, will be specified by written contract.

An extra day of vacation is to be granted if a holiday listed above falls on Sunday. Revised: December 11, 2000

HAA **Legal Status**

HAA

The board shall negotiate with its employees as provided by board rules and regulations, except where such negotiation is covered by applicable law.

Approved: December 11, 2000

HAA-R **Legal Status**

HAA-R

In the event a teacher's association requests and is granted recognition by the board, as provided by law, the board shall negotiate with representatives of such association in the manner outlined elsewhere in these policies.

If at any time informal meetings between the board and the employees are attempted to be turned into formal negotiation sessions by the employees, the board shall immediately cease such conferences until such time as the employees request formal recognition and meet the statutory requirements therefore.

Approved: December 11, 2000

HAB **Goals and Objectives**

HAB Negotiating is

for the purpose of improving the terms and conditions of employment as defined by law. Approved: December 11, 2000

HAC **Scope of Negotiations (Cf. HAD)**

HAC

Negotiations shall cover only topics that are mandatorily negotiable under current law. Approved: December 11, 2000

HAE **Board Negotiating Representatives**

HAE

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: 9/20

HAF **Superintendent's Role**

HAF

The superintendent shall not be the chief negotiator for the board. The superintendent shall act in an advisory capacity to the board's chief negotiator and to the board's negotiating team. Approved: December 11, 2000

HAHBA **Use of School Facilities**

HAHBA

School facilities shall be made available for negotiating sessions. Approved: December 11, 2000

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: December 11, 2000

HAHBB **Use of School Equipment**

HAHBB

The board may make school equipment available for negotiating sessions. Approved: December 11, 2000

HAHBB-R **Use of School Equipment**

HAHBB-R

If the teacher's representatives desire certain school equipment for negotiating sessions, a request for such equipment shall be made to the superintendent at least one day in advance of the day scheduled for negotiating. Approved: December 11, 2000

HAI **Bargaining Meeting Procedures**

HAI **Time and Place**

The time and place of negotiating sessions shall be decided by the board's team and the teachers' team.

Time Limits

Time limits on negotiating sessions shall be as agreed to between the board's team the teachers' team.

Agenda Determination

The agenda for negotiating sessions shall be as agreed upon between the board’s team and the teachers’ team.

Distribution of Information

Board distribution of information concerning negotiating sessions shall be discretionary with the board.

Research Assistance

The board shall furnish to the association such information as is a matter of public record in such form as the board determines. (Cf. EFDB)

Quorum

Quorum for negotiating sessions shall be as agreed upon by the board’s team and the teachers’ team.

Rules of Order

The rules of order or procedure to be followed during negotiating sessions shall be as agreed upon between the board’s team and the teachers’ team.

HAI **Bargaining Meeting Procedures** **HAI**

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 Press and Public

The board reserves the right to report to the press and to the public at any time any fact regarding negotiations. Approved: December 11, 2000

HAI-R **Bargaining Meeting 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. Immediately following each session, such 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 following each such session. The board shall, through the superintendent, report to the staff such information as the board deems advisable.

Reporting to the Press 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

If any additional expense is incurred by the board in making available information pursuant to this policy, such information shall not be supplied to the teachers’ team unless the board is first reimbursed for any such expense. Matters not of public record shall not be made available to the teachers’ team without the prior consent of the board. Approved: December 11, 2000

HAI **Preliminary Agreement Disposition** **HAI**

All preliminary agreements shall be immediately reported to the board at either a special or regular board meeting, or prior to such meeting at the discretion of the board’s chief negotiator. Approved: December 11, 2000

HAK **Ratification Procedures** **HAK**

The board will not engage in piecemeal ratification of agreements. The board will not take action on the total "package of agreements" until after the teachers' association has acted upon the same package of agreements unless impasse has been declared; but

if impasse has been declared, the board may take action after the completion of impasse procedures as provided in law. Approved: December 11, 2000

HAK-R **Ratification Procedures**

HAK-R

All tentative or preliminary agreements shall be placed in one package and presented as such to the board for its consideration of the entire package. The board shall consider all of the tentative agreements in the package and communicate to its team as soon as possible those items to which the board can agree and those items to which the board cannot agree. The board shall then send the board's team to additional negotiating sessions with appropriate instructions in regard to unresolved proposals. Approved: December 11, 2000

HAL **Announcement of Agreement**

HAL

The board may announce its ratification of the agreement. Approved: December 11, 2000

HAN **Sanctions and Slowdowns**

HAN

The board opposes sanctions and slowdowns by its teachers. Approved: December 11, 2000

HAN-R **Sanctions and Slowdowns**

HAN-R

If any district teachers shall engage in a practice commonly known as a "slowdown," the board shall immediately direct the superintendent and other administrators to investigate the situation and report back to the board each and every instance in which a teacher is not performing in accordance with the terms of the contract. The board shall take whatever action may be deemed appropriate, including termination of the teacher, as the facts in each situation warrant. Approved: December 11, 2000

HAO **Boycotts and Strikes**

HAO

The board opposes boycotts and strikes by its teachers. Approved: December 11, 2000

HAO-R **Boycotts and Strikes**

HAO-R

The superintendent shall prepare and submit to the board a draft of a comprehensive plan for the board to follow in the event district teachers strike. This plan shall be kept as confidential as possible, with only key personnel (as designated by the board) having knowledge of its contents. The board, before implementing its draft strike plan, will adopt said plan. Approved: December 11, 2000

IA **Philosophy**

IA

Realizing that individuals live in a complex society, the board is hopeful that each student, in addition to the more academic preparations provided by the public schools, will have the opportunity for basic training in desirable moral and ethical values in preparation for assuming a useful role in society.

It is understood that all students will not learn all things equally well, but all should have an equal opportunity in the pursuit of and acquisition of knowledge. The board will attempt to balance its program to provide for the varied needs and interests of the student in its schools. The board accepts the premise that the student is the center of the school curriculum and that the instruction program should be tailored to fit a child-centered program of education.

The board views that educational process as a comprehensive program which must be undertaken in cooperation with other institutions of our society and will seek to establish and maintain strong ties with parents and community programs.

Goals and Objectives

Our goals may be stated as follows:

1. To offer a breadth of school program on all levels which will meet the individual needs, interests, desires, and abilities of students. The emphasis should be on individual dignity and the worth of each student.
2. To offer a quality of instruction which will assure speedy and efficient learning on the part of students. This should prepare an individual to live in a world society of many cultures, religions, and philosophies.
3. To offer a program of guidance and direction that will enable each student to take 4. The greatest advantage of the part of the school program best suited to him. This

IA **Philosophy** **IA** should make it possible for greater acceptance of one's personal responsibility to self, to a democracy, and to world society.

In prescribing courses of study for students during each year of the district's educational program, the board subscribes to the following goals and objectives.

Academic Development

The academic program will assist students (depending upon their individual needs, interests and abilities) to grow intellectually and to think rationally.

Development of Desirable Qualities of Citizenship

Each student will be assisted to use knowledge and skills for perpetuating and improving a democratic society and for developing a respect for the rights, opinions and values of others so that the student may live as a responsible, mature, functional member of the community.

Improved Physical Fitness

The twofold purpose of physical fitness is to assist the development of healthy minds and bodies and to provide experience in activities which will provide beneficial leisure time activities as adults.

Development of Employment Skills

Because many students will seek employment upon completion of their secondary schooling, all students will be given the opportunity to engage in career-oriented preparation courses.

Development of Moral and Cultural Values

The instructional program will attempt to assist students in understanding the various traditions and morals of other cultures.

IA **Philosophy** **IA**

Academic Freedom

Academic freedom shall be guaranteed to students, and no arbitrary limitations shall be placed by teachers upon study, investigation, presentation and interpretation of facts and ideas concerning man, human society, the physical and biological world and other branches of learning when pursued in accordance with board policy, rules and regulations or in the absence thereof, administrative approval. Approved: March 12, 2001

IB **Planning for Quality Education** **IB**

The board believes that planning is a strategic, common-sense process for attaining quality education, that planning must be a continuous process to realize projected goals and that planning preserves a sense of mission in education and an understanding of the educational environment.

Approved: March 12, 2001

IB-R **School Site Councils** **IB-R**

A site council shall be established in each building in the district.

Each council shall be responsible for providing advice and counsel for evaluating state, school district, and school site performance goals and objectives and in recommending the methods which may be employed at the school site to meet these goals and objectives.

The membership of each council shall include, at a minimum, the building principal, and representatives of: teachers, and other school personnel, parents of pupils attending the school, the business community, and community leaders. Approved: March 12, 2001

IB-R **School Site Councils**

IB-R

Each principal shall submit, for the board's consideration, names of individuals to be considered for appointment to the site council. The board shall appoint site council members.

Each site council shall establish meeting schedules which shall be subject to board approval. Each council shall report to the board at least one time per 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: March 12, 2001

IC **Curriculum Development (Cf. GAC)**

IC

It shall be the policy of the district to encourage the certified staff to cooperatively develop a comprehensive curriculum K-12 which is based on valid educational research and which encompasses a philosophy of education compatible with the needs of the student and the resources of the district.

The certified staff will evaluate the curriculum of the district in view of the district's goals and objectives on a periodic basis. The findings, conclusions and recommendations of the staff will be transmitted to the board.

Resources

The certified staff is encouraged to utilize any available resource in the development of a comprehensive curriculum.

Personnel

The board encourages the use of district personnel as well as resource personnel from outside the district in the development of a comprehensive curriculum and related materials.

Materials

The board recommends that the certified staff utilize and develop materials which will aid in the development of curriculum to be approved by the board for use in the district.

Financial

The board encourages the superintendent to continuously investigate the availability of other-than-district funds to defray expenses incurred in the development of a district-wide curriculum.

Planning

The board advocates a policy of continuous curriculum study.

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 Educational Programs

Additional educational programs shall be in one of the following categories:

Special Programs (IDAA), Support Programs (IDAB) and Exceptional Programs (IDAC).

Approved: 9/20

ICA **Pilot Project**

ICA

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

For the purpose of this policy, pilot project means any research or experimentation program or project designed to explore or develop new, unproven teachers' manuals, films, tapes or any other supplementary instructional material which will be used in connection with a pilot project shall be available for inspection by parents or guardians of the students engaged in the program or project.

Pilot Project Evaluation

Before any pilot project proposal is submitted to the board for approval, an evaluation format shall be developed and included with the pilot project. (See IJ: JR et seq.)

Approved: March 12, 2001

ICAA **Teaching Methods (See ICA)**

ICAA

The teaching staff is required to keep abreast of current and innovative teaching methods. Use of current research findings to improve instruction is encouraged as a part of the district's school improvement efforts. With prior administrative approval, experimentation with teaching methods is permitted.

Approved: March 12, 2001

IDA **Basic Program**

IDA

The board shall consider the basic program of the district each year, and if approved, the program shall constitute the basic curriculum of the district. Handbooks outlining any course held in the district must be approved by the board in advance of the school year in which the courses are to be operative. Said handbooks when approved shall become a part of these policies and rules by reference.

Goals and Objectives

The district's goals and curricular objectives are on file in the district office and available for inspection as required by current law.

Drug Education

All students shall be made aware of legal, social and health consequences of drug and alcohol use. Students shall be instructed on effective techniques for resisting peer pressure to use illicit drugs or alcohol. Students shall be informed that the use of illicit drugs and the unlawful possession and use of alcohol is both wrong and harmful.

The board's comprehensive drug and alcohol abuse and prevention program shall be included as part of the district's curriculum. The curriculum at each grade level shall be age appropriate and developmentally based.

A student who voluntarily seeks assistance, advice or counseling from school personnel regarding drugs or drug abuse shall not be disciplined by school authorities solely on the basis of seeking assistance.

Student Mental Health

Appropriate mental health awareness and suicide prevention programs shall be initiated and continued in the district.

IDA **Basic Program**

IDA

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 health agencies able to provide the necessary assistance and seek to establish a continuing cooperative relationship with the appropriate agencies.

Work-Study Programs

The board believes that work-study programs may be worthwhile and encourages the certified staff and administration to cooperate with students and members of the business community who request to participate in such a program.

Homebound Instruction

If a child is unable to attend school because of lengthy illness or injury, homebound instruction may be provided if:

- The parent makes the request for homebound instruction; and
- The family physician recommends homebound instruction in writing.
- The principal shall be responsible for obtaining a teacher for the student. When appropriate, the director of special education is responsible for filing the necessary papers with the Division of Special Education, State Board of Education.

Dropout Prevention

The board endorses special programming efforts geared to enticing students who are in danger of becoming dropouts back to learning.

The board desires to provide students and their parents with an understanding and appreciation of the need for academic learning and relate academic learning to work experience.

This can be accomplished both outside the school in cooperation with business and industry and

IDA Basic Program

IDA

within the school in simulated experiences. Students must know how to read and communicate if they are to be able to succeed in the business world.

Co-Curricular Activities

The board encourages the development of co-curricular activities compatible with these policies.

Any student who does not wish to participate in any required, school-sponsored activity must file a written statement with the superintendent requesting that the student not be required to participate in the activity. The written statement must be signed by one of the student's parents and must explain the reason(s) why the student should be exempt from participating in the activity.

Any high school student who participates in any extra-class activity that is adjusted (athletics, music, speech, debate, drama, etc.), in any student government body such as a student council or in service as a class officer or president of a student organization or association must meet the KSHSAA requirements and a satisfactory citizenship record. This rule also applies to the last grading period preceding high school.

Vocational Program

The district shall provide vocational courses as deemed necessary by the administrative staff and the board. Senior students will be allowed to attend Butler County Community College and Wichita Area Schools on a part-time basis. Senior students are allowed to enroll in the vocational program at Butler County Community College and Wichita Area Schools with tuition to be paid by the district.

IDA Basic Program

IDA

Grade Point Average

The grade point average shall be computed by dividing the total grade points earned by the number of subjects taken.

Points shall be computed on the following basis: A=4, B=3, C=2, D=1, F=0, Incomplete=0. When an incomplete grade is changed, the grade point average shall be computed. "Incomplete" is not a passing grade. Plus and minus marks shall be ignored in computing the grade point average. Approved: March 12, 2001

IDA-R Basic Program

IDA-R

Work-Study Programs

Participation by students in a work-study program will be handled by the superintendent or designated representative on an individual basis. The superintendent or designated representative shall develop guidelines for use in approving/rejecting applications from students or the business community for participation in a work-study program. Approved: March 12, 2001

In addition to the educational program, the district shall provide programs to meet special needs. These programs shall be outlined in the appropriate handbooks or other documents following board review and approval.

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: July 12, 2021

(See IC and LDD)

Support program information approved by the board shall be filed with the clerk and made available to staff as needed.

Drug Education

All students shall be made aware of the legal, social and health consequences of drug and alcohol use. Students shall be instructed on effective techniques for resisting peer pressure to use illicit drugs or alcohol. Students shall be informed that the use of illicit drugs and the unlawful possession and use of alcohol is both wrong and harmful.

The board's comprehensive drug and alcohol abuse and prevention program shall be included as part of the district's curriculum. The curriculum at each grade level shall be age-appropriate and developmentally based.

A student who voluntarily seeks assistance, advice or counseling from school personnel regarding drugs or drug abuse shall not be disciplined by school authorities because the student sought assistance.

Student Mental Health

The superintendent may develop and implement a student mental health awareness program. The superintendent shall identify community or area mental health agencies able to provide assistance.

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 serve all students.

Counselor(s) shall provide guidance services consistent with district philosophy, job descriptions and board policies.

Homebound Instruction

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: 1/6/2023

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. 72-3404) 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.

Adopted: August 14, 2014

Approved:8/18

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 programs and activities to accommodate otherwise qualified students with disabilities, unless such modifications would impose an undue burden on the operation of the particular program or activity or would fundamentally alter the nature or purpose of the program or activity. No district board member, employee, or contractor shall retaliate against any person because of his or her exercise of rights under Section 504.

Adopted: August 14, 2014

IDAD Title I Programs

IDAD

The board shall ensure that the district's Title I programs operate in accordance with federal laws and conditions. The superintendent is responsible for administering the district's Title I programs, assessing the educational needs of all students, particularly the needs of educationally deprived children, developing appropriate communication channels between all parties, developing inservice training for parents and staff, and developing appropriate evaluation procedures. Approved: March 12, 2001

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 that will encourage parental participation that may include but not be limited to the following activities: providing parents with access to meeting space and materials; providing parents with information concerning current Title I law, regulations, and instructional programs; and training programs to instruct parents how to become involved in their child's Title I program. In order to fully meet the federal guidelines established for Title I programs, the Title I Director 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: March 12, 2001

IDAE Student Privacy Policy
(See BCBK, ICA, ICAA, II, and JR et seq.)

IDAE

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

Student Data Restrictions

Any student data submitted to and maintained by 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 and maintained by a statewide longitudinal data system only be disclosed as follows.

Student data may be disclosed to:

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

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

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

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

Unless an adult student or parent or guardian of a minor student provides written consent to disclose personally identifiable student data, student data may only be disclosed to a governmental entity not specified above or any public or private audit and evaluation or research organization if the data is aggregate data. “Aggregate data” means data collected or reported at the group, cohort, or institutional level and which contains no personally identifiable student data.

The district may disclose:

- Student directory information when necessary and the student’s parent or legal guardian has consented in writing;
- directory information to an enhancement vendor providing photography services, class ring services, yearbook publishing services, memorabilia services, or similar services;

- any information requiring disclosure pursuant to state statutes;
- student data pursuant to any lawful subpoena or court order directing such disclosure; and
- student data to a public or private postsecondary educational institution for purposes of application or admission of a student to such postsecondary educational institution with the student’s written consent.

Student Data Security Breach

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

Biometric Data

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

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

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

Select Student Surveys

No 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 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 authorize 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.

IDCE **College Classes (JBE and JQ)**

IDCE

With parental permission, eligible students who can complete graduation requirements as prescribed by the board are eligible to be released from school during the regular school day to attend classes at a Regent's university, community college, technical college, vocational educational school or Washburn University.

Concurrent Enrollment

A student enrolled in grades 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: November 12, 2007

IDCF **Dropout Prevention Program (Cf. JQH & JQH-R)**

IDCF

The board endorses special programming efforts geared to enticing students who are in danger of becoming dropouts back to learning.

The board desires to provide students and their parents with an understanding and appreciation of the need for academic learning and relate academic learning to work experience.

This can be accomplished both outside the school in cooperation with business and industry and within the school in simulated experiences. Students must know how to read and communicate if they are to be able to succeed in the business world.

Approved: March 12, 2001

IDDE **Driver Education**

IDDE

The driver education program is available to students as part of the summer school curriculum. Each student taking the course is given 40 hours of classroom instruction, six hours of behind the wheel driving and a minimum of 18 hours of observation while riding in the driver training cars.

Approved: March 12, 2001

IDE **Partnerships**

IDE

The board may enter into partnership programs between the district or the schools of the district and business and/or educational institutions for the mutual benefit of the students, professional staff, and the outside organization. Such partnerships may include, but are not limited to: adopt-a-school programs, cooperative vocational education agreements, or the lending of equipment.

Approved: March 12, 2001

IDE-R **Partnerships**

IDE-R

For each partnership created within the district, a joint steering committee will be formed composed of at least the building principal or a district level administrator and a line officer of the business or an appropriate administrator of the educational institution. The steering committee will have additional members representing staffs of both the school and the partner. Responsibilities of the steering committee will be to: determine appropriate goals and objectives, schedule meetings times, decide appropriate activities, and identify available resources to help meet the goals and objectives.

There will be an annual review of the partnership's goals and objectives by the steering committee. An annual report of this review will be made by the committee to the board.

Initial partnerships will be created for one year. After the initial year, a partnership may continue as long as there is mutual benefit to those involved and as long as the annual report of the joint steering committee recommends its continuance. Approved: March 12, 2001

IDFA **Athletics**

IDFA

Athletic practice for competition shall not be conducted during physical education classes or be counted for credit or as part of the school term.

Approved: March 12, 2001

IE

Instructional Arrangements

IE

Each building principal shall organize the building for instructional purposes in a manner compatible with these policies/rules generally and in cooperation with the superintendent or designated representative.

Class Size

Student-teacher ratios in the district will be determined by class enrollment, teacher availability, budget limitations and facility utilization and shall not be subject to negotiations.

Scheduling for Instruction

Class schedules will be developed each year in accordance with the needs of the students and these policies generally.

Student Schedules

Students will be enrolled in classes which conform to the master class schedule.

Independent Study

The board advocates a program of independent study.

Team Teaching

Team teaching programs are encouraged where feasible and educationally sound. These programs are cooperatively planned by the teachers, principals, and the superintendent.

Approved: March 12, 2001

IE-R

Instructional Arrangements

IE-R

Scheduling for Instruction

Grades 8-11 will conduct pre-enrollment activities in the spring of each year. The administrative team will develop and coordinate pre-enrollment activities each year in such a manner as not to disrupt the educational process of any student for prolonged periods of time.

Student Schedules

The building principal and counselor will make every attempt to schedule students in the classes desired by the students.

Class Size

The district strives to keep the enrollment below 25 in each primary classroom (K-3), below 30 in each intermediate classroom (4-6), and below 30 in the secondary classrooms.

Allowances are made for large group instruction in the secondary schools as approved by the principal.

Independent Study

The superintendent or designated representative together with a faculty committee shall develop guidelines which outline the framework of an independent study program. The superintendent and faculty committee shall also develop criteria to be used in the selection of students to participate in an independent study program. Approved: March 12, 2001

Textbooks, Instructional Materials and Media Centers

IF

(See IKD and KN)

All textbooks, instructional materials and the selection criteria for district media center materials shall be subject to board approval.

Textbooks and instructional materials shall support the district's instructional program. 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.

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 skill;

Information which helps students develop an appreciation of American cultural, ethnic and racial diversity, and balanced views concerning international, national, state, and local issues and problems; and

Sufficient flexibility for meeting the special needs of individuals and groups.

The superintendent shall develop selection procedures which meet the above criteria, which shall include a review of available material by appropriate staff members.

Selection Criteria: Media Center Materials

Materials shall be chosen for accuracy, artistic quality, format, and authoritativeness.

Materials shall be chosen on various reading levels presenting different points of view, including current issues.

Books and other media materials shall be evaluated before purchase, either through direct examination or by using reputable, unbiased, professionally prepared selection tools.

The media center(s) shall obtain, process, and circulate materials and equipment and provide references and other services to students and faculty. Media specialists shall work toward providing resources so that students have an opportunity to achieve high levels of performance.

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.

Textbooks, Instructional Materials and Media Centers

IF-2

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

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 of:

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.

Textbooks, Instructional Materials and Media Centers

IF-3

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 is received on the same book or material, such requests may be consolidated to reduce redundancy in review at any stage of this process.

Approved: July 11, 2022

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.

Approved: 1/9/2023

IFAC

Equipment Supplies

IFAC

Materials are ordered, stored, and distributed by the librarian. All requests for materials that are charged to the library fund shall be approved by the librarian.

Each attendance center has audio-visual equipment which is housed there permanently. The principal will assume the responsibility for proper distribution of the equipment. Audio-visual equipment may be used in other buildings if permission is granted by the principal of the building to which the equipment is assigned. Approved: March 12, 2001

IFBC **Instruction Materials and Media Centers**

IFBC

The principal functions of the media centers are to process and circulate materials and equipment through an orderly procedure and to provide references and other services to students and faculty. The media specialists are committed to work toward excellence in providing students with resources so that they have the opportunity to achieve at their highest levels of performance. Efforts are made so that the collection reflects the board interests represented in the curriculum, complemented by enrichment materials in a variety of forms. To meet recommended standards, the administration and board must support the development of a collection adequate to meet curricular needs of the students. Such collection should be large enough so that materials can be placed in classrooms for extended periods of time, should be designed to provide for personal growth and should be adequate for those engaged in independent study.

Objectives

The objectives for the person in charge of the district's media center(s) are as follows:

To participate effectively in the school program which will endeavor to meet the needs of students, teachers and patrons of the district;

To stimulate and guide students in their reading, viewing and listening so that they will become skillful and discriminating users of various types of media;

To provide an opportunity through media center experiences so that students will be able to develop helpful interests, to make satisfactory personal adjustment and to acquire desirable social attitudes;

To work with teachers in the selection and use of media which will contribute to the teaching program;

To make available consultant services which will provide for the improvement of learning, instruction and the use of media resources and equipment;

IFBC **Instruction Materials and Media Centers**

IFBC

To provide adequate equipment so that students and teachers will be able to make efficient use of media; and

To cooperate with teachers and administrators in programs which will promote the professional growth of the school staff.

Criteria for the Development of Media Center Materials

Collection Development

The media collection should be developed systematically so that it is well balanced in coverage in coverage of subjects, types of materials and variety of content.

Selection Criteria

Materials will be chosen to support and supplement the curriculum, to promote wise use of leisure time, to develop literary discrimination and appreciation and to encourage students to become productive citizens.

Materials will be chosen on various reading levels presenting different points of view concerning the problems and issues of the times.

Books and other instructional materials will be evaluated before purchase, either through direct examination or by consulting reputable, unbiased, professionally prepared selection tools approved by the building principal.

Accuracy, artistic quality, format and authoritativeness will all be considered before making purchase of materials.

Staff Libraries

A professional library may be maintained in the office of the curriculum coordinator.

The superintendent, in conjunction with building principals will ascertain the titles of professional magazines, books, pamphlets and other such literature to be placed in the

FBC **Instruction Materials and Media Centers**

IFBC

professional library of a building. A budget for professional libraries shall be included in the instructional resource budget each year.

Review Committee for Patron Complaints Concerning Instructional Materials

The board will establish a review committee to handle complaints from patrons concerning instructional materials. Approved: March 12, 2001

IFBC-R **Instruction Materials and Media Centers**

IFBC-R **Purchase Procedures**

All orders for instructional materials other than textbooks expendable materials and film rentals will be channeled through the person in charge of the media center or the building principal, to the purchasing officer of the district. Such materials would include all items to be cataloged and circulated, e.g., books, filmstrips, loop films, records, slides, maps, posters, etc.

All purchases will be made in accordance with board policies.

At the beginning of each fiscal year, the person in charge of the media center or the building principal, will be informed of the amount of the media center budget and will operate within that budget.

The person in charge of the media center or the building principal will assess the needs of the collection with the help and advice of teachers and with due consideration given to needs of students. Final decisions as to the areas of emphasis in any given year will rest with the person in charge of the media center and the building principal.

Recommendations

Recommendations received from the certified staff, students and patrons will be placed in a consideration file and will be reviewed to ascertain whether they meet selection criteria as set forth by the board.

Teachers' professional advice will be solicited in making selections of materials.

Person(s) in charge of media centers or the building principal, as the case may be, may order for that level or department from standard selection tools.

Evaluation

The collection will be evaluated in relation to changing curriculum, new instructional methods and current needs of teachers and students.

IFBC-R **Instruction Materials and Media Centers**

IFBC-R

Service

Materials will be purchased throughout the school year as needed. Areas of emphasis will be determined by needs of each media center as adjudged by the person in charge of the media center or the building principal, within budgetary limits.

Authority

The board authorizes the district's trained personnel to make selections for the media centers subject to board policies and rules.

Gifts

All gift materials must meet qualitative standards of selection as stated above. Gift materials will be acknowledged and credit given in the media center records.

Procedures for Evaluating Challenged Materials (Cf. IKC, IKD, KN)

The parent of any student in the district shall have the right to register a complaint about controversial reading materials or media.

Supplemental material may be substituted for completing the requirements of the course for that student.

The parent may notify the teacher in writing using the request for reconsideration form attached to these rules and schedule a meeting with the teacher and/or principal to set forth the part or parts of the assigned material which the parent finds to be objectionable. Should the parent exercise the above right, the student shall not be penalized in any way in academic endeavors because of the complaint.

In the case of a complaint, the person receiving the complaint shall present the complainant with the request for reconsideration form (Cf. IFBC-R-6) invite the complainant to file objections in writing and notify the building principal, the school library media specialist and the coordinator of learning resources that a complaint has been registered.

IFBC-R **Instruction Materials and Media Centers**

IFBC-R

When the form has been completed and returned, the review committee composed of the building, principal, media specialist, two subject area specialists and two community members will be asked to evaluate the material in question. Challenged materials shall not be removed from the classroom during the evaluation periods.

The following guidelines shall apply to the evaluation process:

To examine and evaluate the material as a whole, not on the basis of passages pulled out of context;

To check appropriate selection aids for evaluation of material;

To weigh strengths and weaknesses and form opinions based upon the selection criteria, the appropriateness of material to the reading ability and maturity level of the student, the nature of its use in the educational program, relevance to the curriculum and educational goals of the school; (Cf. IKD)

- To meet to discuss the material and prepare a written report containing conclusions and recommendations within 30 days;
- To direct written report to the board; and
- To send the complainant copy of the written report.

If the complainant is dissatisfied with the decision of the media review committee, an appeal of the decision may be made through the superintendent to the board for a hearing and final decision. The report shall be discussed with the board by the members of medial review committee.

Bill of Rights for Instructional and Library Materials Schools are concerned with generating understanding of American freedoms and with the preservation of these freedoms through the development of informed and responsible

IFBC-R Instruction Materials and Media Centers

IFBC-R

citizens. To this end, the board asserts that its responsibility for instructional materials and school library materials is as follows:

To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served;

To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards;

To provide a background of information which will enable students to make intelligent judgments in their daily life;

To provide materials on opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical reading and thinking;

To provide materials representative of the many religious, ethnic and cultural groups and their contributions to our American heritage; and

To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to ensure a comprehensive collection appropriate for the users of the library. Approved: March 12, 2001

Citizen’s Request for Reconsideration of Curriculum Materials

Book or other material _____

Author (if known) _____

Publisher (if known) _____

Request initiated by _____

Telephone _____ Address _____

City _____ State _____ Zip _____

Code _____

Complainant represents himself _____,

Organization _____

(Identify other group) _____

1. To what in the material do you object? (Please be specific; cite pages or items.)

2. What do you feel might be the result of using this material?

3. For what age group would you recommend the material?

4. Is there anything good about this material?

5. Did you read or view the entire material? _____ What parts?

6. Are you aware of the judgment of this material by literary critics?

7. What do you believe is the theme of this material?

8.

What would you like your school to do about this material?

Do not assign it to my child.

Withdraw it from all students as well as my child.

Send it back to the curriculum committee for reevaluation.

9. In its place, what material of equal literacy quality would you recommend that would convey as valuable a picture and perspective of your civilization?

Date Received by Signature of Complaint

IFBH

Resource Speakers (Cf. IKB)

IFBH

Books, films and other media are valuable for giving students exposure to many differing ideas; however, it is also useful to invite appropriate persons not on the staff to speak to, or meet with, groups of students as part of the educational process. In an effort to uphold the students' freedom to learn while also recognizing obligations which the exercise of this freedom entails, the board does establish guidelines that govern the selection of resource speakers to be used in any attendance center in the district.

Approved: March 12, 2001

IFBH-R

Resource Speakers

IFBH-R

The teacher/sponsor and school building administrator are expected to exercise judgment regarding those who are being considered as resource speakers in the district.

Teachers/sponsors should encourage the use of resource persons representing various points of view in order to help students gain a more comprehensive understanding of any topic.

The ideas presented and the resource person invited to present them shall have a demonstrable relation to the curricular or extra-curricular activity in which the participating students are involved.

Prior to appearance or participation, the resource speaker shall be given a copy of this policy and rules, and each speaker shall agree to abide by these regulations;

Profanity, vulgarity and lewd comments are prohibited;

Any language that calls for a student strike, may incite a riot or may otherwise influence students to behave in an unlawful manner is prohibited; and

Smoking is not permitted while speaking or consulting with students.

The teacher/sponsor or any member of the school administration responsible for inviting the resource speaker has the right and duty to interrupt or suspend any proceedings if the resource speaker, by his conduct, is judged to have disregarded the agreement to abide by these regulations.

Approved: March 12, 2001

IFC

Community Resources

IFC

The board encourages the utilization of community resources in the instructional program of the school.

Use of Community Resource Persons

The use of community resource personnel is encouraged where a legitimate educational objective may be advanced.

School Volunteers (Cf. KFD)

The use of school volunteers is encouraged whenever a legitimate educational objective may be advanced. Approved: March 12, 2001

IFC-R

Community Resources

IFC-R

The administrative and certified staff shall maintain and keep up-to-date a list of available resource people residing in the district. The certified staff shall also maintain and keep up-to-date a list of suitable community resources which may be utilized for field trips and other such excursions.

Use of Community Resource Persons

Under certain circumstances, community resource personnel may be paid an honorarium if approved by the board in advance.
Approved: March 12, 2001

IFCB **Field Trips and Excursions (Also KFB)**

IFCB

Field trips and excursions are encouraged when a reasonable educational objective can be established. Approved: March 12, 2001

IFCB-R **Field Trips and Excursions**

IFCB-R

The teacher shall notify the principal of each trip planned and of the resources needed in advance of the trip. Each building principal shall develop appropriate forms to notify parents of forthcoming field trips and excursions. The form shall include the nature of the trip, departure time, expected return time, names of sponsors, mode of travel, and anticipated costs to the student. The form shall include a space where a parent may ask that his child be excused and the reasons for the excuse. Approved: March 12, 2001

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 any 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: July 10, 2023

IG **Guidance Program (Cf. JE)**

IG

The guidance program shall be organized to meet the needs, interests and abilities of all individual students each with their own particular capabilities, aptitudes and personalities.

The counselor shall perform guidance services within the guidelines of district philosophy, job description and established policies of the board.

Approved: March 12, 2001

IHA Grading System

IHA

The board encourages a uniform grading system for use in the elementary and secondary grades. Approved: March 12, 2001

IHA-R Grading System

Kindergarten through 2

The following grades are used in Kindergarten through second grades: E –Exceptional Progress; S- Satisfactory; N – Needs Improvement

Grades 3 through 12

The following grades are used for grade 3 through 12: A – Excellent; B – Above Average; C – Average; D – Below Average; F – Failing; P- Passing.

Class Examinations

Examinations shall be given periodically to determine the progress of the individual child. The examinations will be given at the option of the teacher following prescribed guidelines set up by the principal and established by the superintendent. Approved: March 12, 2001

IHAA Final Examinations

IHAA

Final examinations may be given in every course in grades 7-12 with approval of the building principal. Approved: March 12, 2001

IFCB-R NOTE: This form must be signed and returned to the school by _____ if the student named below is to participate in the field trip or activity. (date) -----

Consent to Participate in Field Trip or Other Activity and Consent for Treatment

I, _____, the parent and legal guardian of _____ give my consent for my child to participate in the field trip/other activity described here: on _____ date. I further give my legal consent and authorize any representative of _____ School to authorize emergency medical treatment, including any necessary surgery or hospitalization, for my above-named child, for any injury or illness of an emergency nature he/she incurred while

participating in the field trip or other activity noted above by any physician or dentist licensed in accordance with the provisions of the Kansas Healing Arts Act, K.S.A. 65-2801, and any hospital.

I agree to pay and assume all responsibility for medical and hospital expenses and any emergency services incurred on behalf of my child.

I acknowledge and agree that _____ School is not responsible for any medical, hospital expenses and/or

other charges that are incurred in the medical treatment or hospitalization of my child. A photocopy of this document shall have the same force and effect as the original. If my child requires emergency medical treatment, I understand that school personnel will make a responsible attempt to contact me to seek my permission to authorize treatment. To facilitate contacting me, I agree to continue to provide current work and home phone numbers to the school.

Parent or Legal Guardian Date

Parent or Legal Guardian Date

IHC

Class Rankings (Cf. JR et seq.)

IHC

Class rankings may be computed for seniors.

Approved: March 12, 2001

IHD **Honor Rolls and Grade Point Average** (Cf. JR et seq.) **IHD**
Honor rolls will be maintained for grades 4-12.
Grade Point Averages will be maintained for grades 7-12.
The following point system is assigned in figuring grade point averages:
A = 11; A - = 10; B + = 9; B = 8; B - = 7; C + = 6; C = 5; C - = 4; D + = 3; D = 2; D - = 1; F = 0.
Approved: March 12, 2001

IHEA **Make-up Opportunities** (Cf. JBD, JDD) **IHEA**
All teachers will supply make-up work assignments when requested by the student or parents.
The district reserves the right to determine whether or not credit will be granted for make-up work resulting from unexcused absences or absences due to suspension or expulsion.
After consultation with the appropriate teachers, the building principal will make such a determination subject to possible review by the superintendent.
Approved: March 12, 2001

IHF **Graduation Requirements** **IHF**
The board may adopt graduation requirements exceeding the minimums set forth by state regulations. Unless otherwise provided herein, in order to qualify for graduation, the board requires each candidate to earn 29 academic credits of a type meeting state and district requirements
Exceptions may be granted by the board to waive local graduation requirements that are in excess of the state minimum requirements for students on a case by case basis.
The board shall award a student a diploma if the student is at least 17 years old; is enrolled or resides in the district; was in custody of the Secretary of the Kansas Department of Corrections (KDOC), the Secretary for DCF, or a federally recognized Indian tribe in this state at any time on or after the student's 14th birthday; and has achieved at least the minimum high school graduation requirements adopted by the state board of education.
Other situations which may warrant waiver of graduation requirements in excess of the minimum adopted by the state board include, but may not be limited to, the following circumstances:
• If such student is an adult learner whose four-year cohorts have graduated; or
• If such student is attending an alternative school or program and has experienced high mobility, teen pregnancy, long-term illness, or other hardship conditions.
Approved: March 12, 2001
Updated: August 10, 2015

IHF-R **Graduation Requirements** **IHF-R**
To be awarded a diploma signifying graduation from Circle High School, a student must have satisfactorily completed graduation requirements as listed in the Circle High School student handbook and approved by the board of education annually.
Approved: March 12, 2001

II **Testing Program** (See JR et seq.) **II**
There will be a basic testing program designed to evaluate the outcomes of the educational program and to provide information needed in working with individuals. The basic testing program will be supplemented by such individual tests as the needs of the educational program and the district would seem to indicate. This program will be coordinated from kindergarten through grade 12 in order to provide continuity in the total program.
Test Selection and Adoption
Psychological and guidance oriented tests may be selected for use in the district upon recommendation of the guidance counselor and building principal. The guidance staff is encouraged to develop such tests which measure local norms based on characteristics of students in the district. The use of personality-measuring tests will be used with great discretion.

Test Administration

Each building principal in cooperation with the guidance staff shall schedule individual and group testing at times which will not disrupt the educational program of the school.

Use and Dissemination of Test Results

Under no circumstances will the results of any individual or group test as defined in these policies be given to unauthorized people. When interpreting individual or group test results, staff members will use great care so as not to identify any individual.

Generalized results of group testing may be given to parents and other authorized persons in the form of a report if adequate interpretation of said results accompanies the report.

No report shall be given to any person without prior approval of the superintendent. Procedure in such matters is defined in these policies, generally.

All test results must be filed in a secure place not available to unauthorized individuals.

II **Testing Program** (See JR et seq.)

II

Approved: March 12, 2001

II-R **Testing Program** (See JR et seq.)

II-R

Testing Selection and Adoption

The counseling staff may use tests other than those purchased and approved for use in the district if requested by individual students. Costs of administering such tests are to be borne by the student.

Use and Dissemination of Tests Results

The custodian of student records is responsible for safekeeping all test results. Approved: March 12, 2001

IIA **Performance-Based Credits**

IIA

A student may earn credits towards high school graduation by demonstrating mastery of the course outcomes through a performance instrument. The standards for designing and passing the performance instrument shall be set sufficiently high to ensure credits earned by such means shall be equivalent to those offered in the framework of the Carnegie unit.

A written request to “test out” of a class must be submitted prior to the beginning of each semester/year. A student may not request to “test out” of a class in which he or she is currently enrolled or has been enrolled.

The request is to be evaluated within 30 school days by a review committee composed of: a building administrator, a school counselor, a faculty member appointed by the principal, and the students’ parent(s) or guardian(s).

If the request is approved, the course instructor will have 30 school days to design a performance instrument that reflects mastery of all course outcomes. Commercially available instruments may be used if they cover all course objectives. A performance instrument shall be approved by the principal. 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.

The student has 10 school days in which those designated tasks developed by the teacher and approved by the administration must be performed.

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.

- “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 that 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 the 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 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: July 11, 2022

IIBG

Computer Use (See GAA and JCDA) **Use of District Computers/Privacy Rights**

IIBG

Computer systems are for educational and professional use only. All information created by staff and students shall be considered district property and shall be subject to unannounced monitoring by district administrators. The district retains the right to discipline any student, up to and including expulsion and any employee, up to and including termination, for violations of this policy.

Copyright (See ECH)

Software acquired by staff using either district or personal funds, and installed on district computers, must comply with copyright laws. Proof of purchase (copy or original) must be filed in the district office.

Installation

No software, including freeware or shareware, may be installed on any district computer until cleared by the network administrator. The administrator will verify the compatibility of the software with existing software and hardware, and prescribe installation and de-installation procedures. Freeware and shareware may be down loaded only onto workstation floppy disks not hard drives. Program files must have the Superintendent's approval to be installed on any district server or computer. Students shall not install software on district computers or computer systems.

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.

IIBG

Computer Use (See GAA and JCDA)

IIBG

Privacy Rights

Employees and/or students shall have no expectation of privacy when using district email or other official communication systems. Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the administration.

Ownership of Employee/Student-Produced Computer Materials

Computer materials or devices created as part of any assigned district responsibility or classroom activity undertaken on school time shall be the property of the board. The board's rules governing ownership of employee or student-produced computer materials are on file with the clerk and are available upon request.

Approved: March 13, 2000

Revised: March 12, 2001

Staff Handbook

Employees shall have no expectation of privacy when using district e-mail or other official communication systems. E-mail messages shall be used only to conduct approved and official district business. All employees must use appropriate language in all messages.

Employees are expected to conduct themselves in a professional manner and to use the system according to these guidelines or other guidelines published by the administration.

Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the administration. The district retains the right to duplicate

IIBG **Computer Use (See GAA and JCDA)**

IIBG

any information in the system or on any hard drive. Employees who violate district computer policies are subject to disciplinary action up to and including termination.

Student Handbook

Students shall have no expectation of privacy when using district e-mail or computer systems. E-mail messages shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration.

Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules, or any other classroom rules relating to computer use are subject to disciplinary action, up to and including suspension from school.

IIBG-R **Computer Assisted Instruction and Computer Material**

IIBG-R

Inasmuch as district computers are regarded primarily as instructional devices, instructional projects have first priority in their use. No district project may supersede an instructional need.

Instructional Projects

All instructional projects and possible change-orders are to be submitted to the superintendent or his designee to be subject to approval after he confers with the person in charge of computer operations.

If additional costs are necessary for the development of the project, the superintendent may wish to seek board approval.

Budget Control

All purchase orders and billings will be drafted by the person in charge of computer operations, approved by the superintendent or his designee and submitted to the clerk of the board.

Ownership of Employee/Student-Produced Computer Materials

Computer materials or devices created as part of any officially assigned district responsibility or classroom activity undertaken on school time will be the property of the board.

The board may patent or copyright all such materials or devices in its own name; however, such items will bear the name(s) of the creator(s). All royalties and other proceeds from the production, sale or distribution of the materials or devices will be paid to the district.

Ownership of computer materials produced by an employee/student in a federal program during hours for which the employee was paid by federal funds and/or in which the use of federally funded supplies or equipment played a substantial role lies in the public domain.

The employee/student has all rights of ownership of computer materials produced by him on his own time without any substantial involvement of district equipment and supplies.

IIBG-R **Computer Assisted Instruction and Computer Material**

IIBG-R

Computer Assisted Instruction and Computer Materials

The school district may enter into an agreement with an employee/student regarding rights of use and ownership of computer instructional materials.

The agreement shall settle any existing doubt about who has the rights of ownership.

If the employee/student does not initiate and enter into such an agreement within one year of the completion of the computer materials or device, the rights of ownership shall belong to the board. Forms for such agreement may be obtained from the superintendent or the person in charge of computer operations. Procedures to be followed include:

The employee/student producer will complete the original with two copies for each claim. The original and two copies will be referred to the superintendent or his designee for review;

If approved, it will be recommended to the board for final approval; if denied, the reasons shall be prepared in writing and forwarded to the employee/student; and The original copy of the final agreement will be forwarded to the initiating employee/student, one copy will be forwarded for filing in the office of the person in charge of computer operations, and one copy will be retained by the clerk of the board.

The agreement shall provide a specific description of all materials covered by the agreement, shall be valid to the extent that any minor student can legally enter such an agreement and may include statements to the effect:

That the material was produced by the employee/student on his own time without substantial involvement of district equipment and supplies.

That the employee/student is the sole or partial owner of certain specific materials and may alter such materials as he chooses;

IIBG-R Computer Assisted Instruction and Computer Material

IIBG-R

That the board shall have use of such materials without charge, may alter such materials as it chooses and may prepare at its own expense such materials for use in the district classes;

That the board will not distribute such material to persons outside the district without the written consent of the employee/student, except for free distribution without reproduction rights to other Kansas school districts;

That the employee/student may copyright or patent the material as he chooses; and that the employee/student may distribute and or sell the material as he chooses.

Approved: March 12, 2001

IIBGA Children's Internet Protection Act

IIBGA

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

Such plan shall include technology protection measures and such other measures as deemed appropriate to address the following issues:

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

For the purposes of this policy, "minors" shall be defined to mean any student who is under 18 years of age. 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, regardless of their age.

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 made available upon request. The superintendent shall ensure compliance with CIPA by completing Federal Communication Commission forms as required.

Adopted: September 9, 2013

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: July 11, 2022

IJ Evaluation of Instructional Program

IJ

(See IC, ICAA, ID, and II)

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

The superintendent may establish special curriculum committees to study the district's instructional program on a regular schedule. The superintendent may require reports from these committees which 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: 9/20

IKA Teaching Methods

IKA

The teaching staff is encouraged to keep abreast of current and innovative teaching methods. Experimentation is encouraged in the area of teaching methods. The building principal should be informed by the teaching staff of any intended experimentation in the classroom.

Approved: March 12, 2001

IKB **Controversial Issues**

IKB

If education is to remain a viable force, controversial issues cannot be ignored. Good teaching techniques provide, however, that adequate preparation on the part of student and teacher take place before controversial issues are explored. Every controversy has two or more sides; it is therefore imperative that teachers ensure that all issues, facets and questions of any controversial subject are thoroughly studied. Teachers should be aware that controversy may spring from the most innocuous beginnings and be prepared for it to the best of their ability.

Approved: March 12, 2001

IKB-R **Controversial Issues**

IKB-R

Included in the area of controversial subjects are religions, ideas, words, movies, still pictures, books socioeconomic aspects of life and political policies, theories and platforms.

Approved: March 12, 2001

IKC **Teaching About Religion**

IKC

Teachers may teach about religion, religious literature and history but are prohibited from teaching, expounding, criticizing or ridiculing a religion. Religious texts may be used to teach about religion, but the use of religious texts is prohibited if used to teach a particular religious doctrine or in any other way except as outlined above.

Approved: March 12, 2001

IKCA **Human Sexuality and AIDS Education**

IKCA

Opt-Out Procedure and Form

A parent or guardian (or student eighteen years of age or older) may use the district opt-out provision to remove their child from some portion or all of human sexuality and AIDS classes that are included in the district's required curriculum.

Following appropriate review of the curriculum goals on file at the board of education office, the parent or guardian must complete the district opt-out form and state the portion(s) of the curriculum in which the student is not to be involved. Approved: March 12, 2001

IKCA-R **Human Sexuality and AIDS Education**

IKCA-R

Opt-Out Procedure

Any parent or guardian (or student over eighteen years of age) that does not want their 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 appropriate Human Sexuality and AIDS class to which the student is assigned. This information may be provided to the parent or guardian prior to the opening of school upon request.

Notice of the availability of the Human Sexuality and AIDS curriculum goals and objectives will be made to the public by means of the district newsletter.

Opt-Out Form

Parents or guardians (or students eighteen years of age or older) may complete the opt-out request by obtaining a copy of the district opt-out form from the clerk of the board,

IKCA-R **Human Sexuality and AIDS Education**

IKCA-R

completing and signing the form and returning the form to the superintendent. The signed form will be kept on file in the clerk of the board's office.

The appropriate building principal will receive a copy of the signed form so the named student can be correctly omitted from all or a portion of the Human Sexuality and AIDS classes. In addition, arrangements shall also be made for class reassignment of the student during the opt-out period.

No parent or guardian (or student eighteen years of age) shall be allowed to make a written opt-out request prior to the opening day of class of the year the opt-out request applies.

Opt-out requests shall be required annually and are valid only for the school year in which they are submitted. Approved: March 12, 2001

Unified School District

To All U.S.D. Patrons:

The school district will be teaching Human Sexuality/AIDS education materials from _____ to _____. If you wish to have your child exempt from this instruction, you must sign this form and return it to the office in the building attended by your child prior to (date) _____. A copy of the curriculum guide is on file at each school office.

Thank you,

Superintendent
Human Sexuality and AIDS Education

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

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

Date Parent/Guardian Signature

IKD **School Ceremonies and Observances (Cf. IKC)**

IKD

Recognition of Religious Beliefs and Customs

It is accepted that no religious belief or non-belief should be promoted by the district or its employees, and none should be disparaged. Instead, the district should encourage all students and staff members to appreciate and to be tolerant of each other's religious views. The district should utilize its opportunity to foster understanding and mutual respect among students and parents, whether it involves race, culture, economic background or religious beliefs. In that spirit of tolerance, students and staff members should be excused from participating in practices which are contrary to their religious beliefs unless there are clear issues of overriding concern that would prevent it.

The board recognizes that one of its educational goals is to advance the students' knowledge and appreciation of the role that religious heritage has played in the social, cultural and historical development of civilization.

Rules found in IKD-R will be followed by district employees. Approved: March 12, 2001

IKD-R **School Ceremonies and Observations**

IKD-R

The practice of the district shall be as follows:
schools. The several holidays throughout the year which have a religious and a secular basis may be observed in the public

The historical and contemporary values and the origin of religious holidays may be explained in an unbiased and objective manner without sectarian indoctrination.

Music, art literature and drama having a religious theme or basis are permitted as part of the curriculum for schoolsponsored activities and programs if presented in a prudent and objective manner and as a traditional part of the cultural and religious heritage of the particular holiday.

The use of religious symbols such as a cross, menorah, crescent, Star of David, crèche, symbols of native America religions or other symbols that are a part of a religious holiday is permitted as a teaching aid or resource provided such symbols are displayed as an example of the cultural and religious heritage of the holiday and are temporary in nature.

Among these holidays are included Christmas, Easter, Passover, Hanukkah, St. Valentine's Day, St. Patrick's Day, Thanksgiving and Halloween.

The district's calendar should be prepared so as to minimize conflicts with religious holidays of all faiths.

Religion in the Curriculum

Religious institutions and orientations are central to human experience, past and present. An education excluding such a significant aspect would be incomplete. It is essential that teaching about--and not of--religion be conducted in a factual, objective and respectful manner. Therefore, the practice of the district shall be as follows:

IKD-R School Ceremonies and Observations

IKD-R

The district supports the inclusion of religious literature, music, drama and the arts in the curriculum and in school activities provided that it is intrinsic to the learning experience in the various fields of study and is presented objectively.

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. Such studies should never foster any particular religious tenets or demean any religious beliefs.

Student-initiated expressions to questions or assignments which reflect their beliefs or non-beliefs about a religious theme shall be accommodated. For example, students are free to express religious belief or non-belief in compositions, art forms, music, speech and debate.

Dedications and Commencement

Traditions are a cherished part of the community life, and the district expresses an interest in maintaining those traditions which have had a significance to the community. Such ceremonies should recognize the religious pluralism of the community. Therefore, the practice of the district shall be as follows:

A dedicated ceremony should recognize the religious pluralism of the community and be appropriate to those who use the facility. An open invitation should be extended to all citizens to participate in the ceremony.

Traditions, i.e., invocation and benediction, inherent in commencement ceremonies, should be honored in the spirit of accommodation and good taste.

Because the baccalaureate service is traditionally religious in nature, it should be sponsored by agencies separate from the district.

Approved: March 12, 2001

IKE Assemblies

IKE

Each building principal may schedule assemblies as the needs of students and school dictate. Approved: March 12, 2001

IKE-R Assemblies

IKE-R

Each building principal shall develop a behavior code for students attending school assemblies. Approved: March 12, 2001

IKH Substitute Teaching

IKH

The board encourages the administrative staff to secure qualified substitute teachers for use in the district.

The superintendent or his representative shall call all potential substitutes together before the start of the school year for a group meeting. The candidates will receive a substitute's handbook, and explanation of the substitute program, application forms, and necessary records to be completed (tax forms).

The superintendent and principals will compile a list of all substitute teachers available to the district, and each building principal shall have a copy of said list prior to the beginning school each year.

Each building principal shall secure substitute teachers for use in the building on a need basis and from the master list noted above.

Approved: March 12, 2001

IKH-R **Substitute Teaching**

IKH-R

The superintendent or his representative shall be responsible for developing a substitute's handbook to be given to the prospective substitutes. The handbook shall include information on when and how candidates should apply to the substitutes, the rates of pay, the time of the morning or day that substitutes can expect to be called for duty, instructions on where to report for all attendance centers of the district, maps of the school district and of each attendance center school building, a current copy of the school calendar, a copy of the board's educational philosophy (IA), hints on working with students, a statement of expectations the district has for those who substitute (similar to those expected of regular teaching staff), a list of things the substitute must do before leaving for the day and a sample report form for reporting incidents that may take place during the day.

Substitutes are encouraged to prepare, in advance, emergency lesson plans for the subjects in which they are most likely to substitute in case the situation arises that lesson plans are not available as required in IKI. Such preparations should also include a set of prepared questions probing the meaning of the material presented to ensure that student learning takes place. At the end of each pay period, each principal shall file a detailed report with the superintendent regarding the substitutes used by such principal in the building during such pay period.

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

If a substitute is employed continuously in one assignment for 20 consecutive days, the pay rate shall follow the regular per diem rate of the beginning salary for the district for continuous work in that position, and shall be retroactive to the first day of that particular assignment. Substitute teachers shall take over all duties of the regular teacher, including playground supervision and noon duty and observe regular teachers' hours. Full and proper

IKH-R **Substitute Teaching**

IKH-R

qualification are a must in the area of substitution. Continuous half-day substitute teaching shall not be subject to accumulation toward the 20 days of consecutive teaching, for which a teacher qualifies for regular salary under the salary provisions.

Part-time Teachers

Part-time teachers shall be treated as regular teachers in the district. They will be paid in accordance with the adopted salary schedule and on the step as determined by the superintendent and in accordance with the amount of time they teach. Approved: March 12, 2001

IKI **Lesson Plans**

IKI

Each building principal, in conjunction with the superintendent, is authorized to develop rules and regulations concerning the use and maintenance of lesson plans in each building in the district.

Approved: March 12, 2001

IKI-R **Lesson Plans**

IKI-R

Each building principal shall assume the responsibility of seeing that each teacher develops and maintains appropriate lesson plans.

Approved: March 12, 2001

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: July 11, 2022

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: July 11, 2022

JAA **Equal Educational Opportunities** (Cf. GAAA)

JAA

It is the policy of the board to offer an educational program which attempts to meet the needs of the students of the district. All school personnel will be encouraged to utilize the suggestions of students in the development and formulation of policies, rules and regulations which are directly related to student concerns. All administrators and teachers, in developing curriculum and activity program recommendations for the consideration of the board, shall give a high priority to the meeting of individual student needs in the overall context of school concerns.

Approved:

JAAA **Student Equal Opportunity** (Cf. JAA)

JAAA

Students, patrons and employees of the district are hereby notified that this district does not discriminate on the basis of sex and it is required by Title IX not to discriminate on the basis of sex in its educational activities. Any person having inquiries

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 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 nonaccredited 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 _____. (Insert date) 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” instead of the building corresponding to the assigned attendance area. (For definition of “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 school/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.

Transfers from Non-Accredited Schools

Students transferring from non-accredited schools will be placed by the principal. Initial placement will be made by the principal after consultation with parents or guardians and guidance personnel. Final placement shall be made by the principal based on the student’s documented past educational experiences and performance on tests administered to determine grade level placement.

Approved: July 11, 2022

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 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.

Point of Contact

The board shall designate an employee to serve as a point of contact for child welfare agencies on behalf of the district.

Mobile Crisis Helpline

Crisis support for Kansas families and children to resolve an emotional, psychiatric, or behavioral health crisis is available through the Department of Children and Families Mobile Crisis Helpline, 1-833-441-2240, including:

- Problem solving to resolve behavioral health crisis;
- Referral to community resources or recommendation to engage in stabilization services;
- In-person support via mobile crisis response; and
- Contacting mobile crisis response unit to assist in emergency situations.

Services are available to all Kansans 20 years or younger including anyone in foster care or formerly in foster care.

Approved: January 10, 2022

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

JBD

Absences and Excuses

JBD

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

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

Excused/Unexcused Absences

The definition of "excused absences" includes the following:

- Personal Illness
- Health-related treatment, examination or recuperation;
- Serious illness or death of a member of the family;
- Obligatory religious observances;
- Participation in a district-approved or school sponsored activity;

- Absences prearranged by parents and approved by the principal; and
- Students of active duty military personnel may have additional excused absences at the discretion of the principal for visitations relative to leave or deployment.

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

Significant Part of a School Day

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

Make Up Work

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

Approved: August 10, 2015

JBD-R **Absences and Excuses**

JBD-R

The principal shall determine by telephone the reason any student is absent from school or shall have the parent or guardian telephone the school.

The district’s policy on excused/unexcused absence is listed in the student handbook.

It is the responsibility of the student to obtain the necessary information from his teachers with respect to making up the school work lost during the absence.

Significant Part of a School Day

The days a student is suspended or expelled shall not be count as unexcused absences in allowing to make up work, since the loss of those days have already served as the basis for a penalty for the behavior causing the suspension or expulsion. Approved:

JBE **Truancy**

JBE

(See AEB, IDCE, JBD, and JQ)

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 Superintendent 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 a 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 a 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 the Department for Children and Families (if the student is under 13) or the county or district attorney (if the student is 13 or more years of age but less than 18 years of age), a letter shall be sent to the student’s parent(s) or guardian notifying them that the student’s failure to attend school without a valid excuse shall result in the student being reported truant.

Waiver of Compulsory Attendance Requirements

Students 16 or 17 years of age may be exempt from compulsory attendance regulations if:

- The student is regularly enrolled in and 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;

Truancy

JBE-2

- 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

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

Approved: 1/9/2023

JBG **Readmissions**

JBG

Students whose enrollment has been terminated, either voluntarily or otherwise, may be readmitted by following the procedures established by the board.

Approved:

JBG-R **Readmissions**

JBG-R

All applications for readmission to schools shall be submitted to the appropriate building principal in writing. If the student who is applying for readmission has been previously expelled from the school, the principal shall attempt to establish communication

Principals are authorized to search students if there is reasonable suspicion that district policies, rules or directive 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.

Approved: November 9, 1998

JCABB-R **Searches of Students**

JCABB-R

The student shall be told why a search is being conducted. The student shall be requested to empty items such as, but not limited to, pockets, purses, shoulder bags, book bags and briefcases.

The principal 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. (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. (Whenever the principal is mentioned in this rule, it shall be construed so as to include the superintendent "or designated representative.")

Approved: January 11, 1999

JCAC **Interrogation and Investigations**

JCAC

(See EBC, GAAD, JCABB, JCEC and JHCAA)

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.

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 such questioning. Notification or attempted notification of a parent, guardian, or representative shall be documented by the administrator involved. If a student's parent, guardian, or representative is not present during such 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.

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.

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 officer 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: July 11, 2022

JCB

Policies and Rules Development Involvement

JCB

The board shall consider ideas and recommendations of students of the school system in adopting policies, rules and regulations governing the conduct of students and their rights and responsibilities. Approved:

JCB-R

Policies and Rules Development Involvement

JCB-R

Each building principal shall develop a plan whereby students may present their ideas in regard to rules and regulations governing their conduct. At least once each year principals may submit ideas and suggestions to the superintendent for consideration by the board.

Approved:

JCD

Conduct

JCD

Students shall assume their share of responsibility in maintaining a positive school climate in all classes and activities.

Approved:

JCDA

Behavior Code

JCDA

The principal of each school shall develop rules and regulations consistent with policies, rules and regulations of the board which may be necessary to govern the conduct of the students under his supervision. Such rules shall be reviewed by the board and adopted by reference.

Approved:

JCDA-R

Behavior Code

JCDA-R

Disruption of School

A student shall not use any conduct intentionally to cause the substantial and material disruption or obstruction of any lawful function of the school. Neither shall he urge other students to engage in such conduct for the purpose of causing a disruption or obstruction of any lawful function of the school.

The unacceptable conduct shall include but not be limited to: (1) occupying any school buildings, school grounds, or part thereof with intent to deprive others of its use; (2) blocking the entrance or exit of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of, the building or corridor or room; (3) setting fire to or damaging any school building or property; (4) firing, displaying or threatening use of firearms, explosives or other weapons on the school premises for any unlawful purpose; (5) preventing of or attempting to prevent by physical act the convening or continued functioning of any school, class or activity or of any lawful meeting or assembly on the school campus; (6) preventing students from attending a class or school activity; (7) continuously and intentionally making notes or acting in any manner so as to interfere with the teacher's ability to conduct class.

A student shall not intentionally cause or attempt to cause damage to private property or attempt to steal private property either on the school grounds or during a school activity.

Verbal/Physical Assault on a School Employee or Student

A student shall not intentionally cause or attempt to cause physical injury or to behave verbally in such a way that could reasonably injure a school employee. (Cf. GBRL):

1. On the school grounds during, before or after school hours;
2. On the school grounds at any other time when the school is being used by any school personnel or school group; or

JCDA-R

Behavior Code

JCDA-R

3. Off the school grounds at a school activity, function or event.

Neither self-defense nor action undertaken on the reasonable belief that it was necessary to protect some other person is to be considered an intentional act under this rule.

Weapons and Dangerous Instruments

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon:

1. On the school grounds during, before or after school hours;
2. On school grounds at any other time when the school is being used by any school personnel or school group; or
3. Off the school grounds at a school activity, function or event.

Narcotics, Alcoholic Beverages, Drugs and Controlled Substances

A student shall not knowingly possess, sell, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, any controlled substance or alcoholic beverage of any kind: 1. On the school grounds during, before or after school hours;

2. On school grounds at any other time when the school is being used by any school personnel or school group; or 3. Off the school grounds at a school activity, function or event.

this rule. Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of

Violation of any provision of this behavior code may result in suspension and/or expulsion.

JCDA-R **Behavior Code**
JCDA-R

Repeated School Violations

A student shall not fail to comply with a reasonable request of school personnel during any period of time when he is properly under the authority of school personnel.

Violation of any provision of this behavior code may result in suspension and/or expulsion. Approved:

JCDA **Tobacco-Free School Grounds for Students**

JCDA

(See GAOC and KMA)

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 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, 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 requirements.

“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: 9/20

JCDAB Alcohol Use (Cf. JCDA, JDD)
JCDAB

The consumption and/or possession of any alcoholic beverage by students is prohibited in any attendance center, on school grounds or at any school-sponsored activity.

Any student who consumes alcoholic beverage before entering any school grounds or attendance center, at any school-sponsored activity off school grounds or traveling to and from any school-sponsored activity, shall be refused entrance and admission and may be suspended or expelled in accordance with the provisions of JDD and state law.

District personnel may refer students to any medical, treatment or social service agency when such student is reasonably believed to be abusing or incapacitated by the use of alcohol or other drugs. Approved:

JCDB Dress Code
JCDB

The board advocates a dress code for all attending the district’s schools.

Any student whose appearance is disruptive and not in good taste will be asked to make the

necessary adjustments. Interpretation will be the responsibility of the principal and his/her rulings will be final.

Those students participating in extra-class activities will be expected to conform to the additional requirements as suggested by the sponsoring staff member and approval by the building principal. Approved:

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 be limited to:

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

Penalties for Weapon Violations

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

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

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

Possession of an air gun at school, on school property, or at a school supervised activity will not be prohibited for students participating in an air gun-related activity sponsored by an organization held at school or when in transit to or from such activities held off district property.

Approved:

KASB Recommendation—9/97; 6/99; 6/00; 6/01; 6/04; 4/07; 10/12; 1/13; 6/15; 8/16

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. (Superintendent 901 Main St Towanda, KS 67144 dpotter@usd375.org 316-541-2577) 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.

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

Complaints of Discrimination

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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

Complaints of Discrimination

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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 for Civil Rights of the U.S. Department of Education or the Kansas Human Rights Commission.

Approved: 1/9/2023

JCEC **Demonstrations and Strikes**
JCEC

The principal of each school will establish rules for orderly demonstrations by students subject to the following condition: that there is no disruption of the operation of any class or school function and that the demonstration is peaceful and does not violate any state or federal law, any city ordinance or school regulation.

Strikes by students are prohibited. A strike shall mean the concerted effort by two or more students in any of the following activities: refusal to go to class, refusal to leave a class; refusal to obey an order of a teacher, principal or other person having authority to give the order which is being refused; and refusal to leave a school building or grounds. Approved:

JCEC-R **Demonstrations and Strikes**
JCEC-R

Any demonstration which is disruptive of a class(es) or school function or is about to become so, may be ended by the building principal. Demonstrations on school property are a privilege and may be revoked at any time by the principal or the superintendent. (See JCAC) Approved:

JDA **Corporal Punishment**
JDA

Corporal punishment shall not be permitted in any of the district schools.

Approved:

JDA-R **Corporal Punishment**
JDA-R

Corporal punishment will not be used as a first line of discipline for misbehavior but shall be used only after alternative disciplinary measures such as counseling with students and/or parents or detention have been used without success, except for those acts of misconduct which are severely antisocial or disruptive in nature. Corporal punishment shall be used only in relation to behavior arising in the student-school relationship.

No corporal punishment shall be cruel, unusual or excessive. Such punishment shall be administered by striking the student on the buttocks with a paddle. No such punishment shall be inflicted so as to cause any permanent or disabling injury to the student. No punishment shall be administered in anger or with malicious intent. The extent of the punishment shall correspond to the seriousness of the offense as is possible. The punishment shall also take into account the general health and physique of the student. Corporal punishment may also be administered for any violation of the behavior code (JCDA and JCDA-R). In addition to the foregoing, each building principal may adopt rules for corporal punishment which specify offenses which may

- Conduct at school, on school property, or at a school supervised activity which constitutes the commission of a misdemeanor;
- Disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operation; and
- Possession of a weapon at school, on school property or at a school- sponsored event.

Short-term Suspension

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

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.

Suspension and Expulsion Procedures

JDD-2

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 guardians shall be given written notice of the time, date and place of the hearing.
- The notice shall include copies of the suspension/expulsion law, and appropriate board policies, regulations and handbooks.
- The hearing may be conducted by either a certified employee or committee of certified employees authorized by the board, the chief administrative officer, or other certified employee of the district in which the student is enrolled, or by an officer appointed by board. Expulsion hearings for weapons violations shall be conducted in compliance with Kansas law by persons appointed by the board.

- Findings required by law shall be prepared by the person or committee conducting the hearing.
- A record of the hearing shall be available to students and parents or guardians according to Kansas law.
- Written notice of the result of the hearing shall be given to the pupil and to parents and guardians within 24 hours after determination of such result.

Rules Which Apply in all Cases When a Student May be Suspended or Expelled

- Refusal or failure of the student and/or the student’s parents to attend the hearing shall result in a waiver of the student’s opportunity for the hearing.
- A student suspended for more than 10 school days or expelled from school shall be provided with information concerning services or programs offered by public and private agencies which provide services to improve the student’s attitude and behavior.
- A student who has been suspended or expelled shall be notified of the day the student can return to school.
- If the suspension or expulsion is not related to a weapons violation, the principal may establish appropriate requirements relating to the student’s future behavior at school and may place the student on probation. (See JDC)

Suspension and Expulsion Procedures

JDD-3

- If the expulsion is related to a weapons violation the superintendent may establish appropriate requirements relating to the student’s future behavior at school and may place the student on probation if the student is allowed to return. (See EBC, JCDBB and JDC)
- The days a student is suspended or expelled are not subject to the compulsory attendance law.
- During the time a student is suspended or expelled from school, the student may not:
 - Be on school property or in any school building without the permission of the principal.
 - Attend any school activity as a spectator, participant or observer.

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

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

Student Rights During a Long-Term Suspension/Expulsion Hearing

The student shall have the right:

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

Appeal to the Board

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

- Written notice of the appeal shall be filed with the clerk within 10 calendar days of receiving the results of the hearing.
- The board or hearing officer appointed by the board shall hear the appeal within 20 calendar days after the notice of appeal is filed.

Suspension and Expulsion Procedures

JDD-4

- 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: 1/9/2023

JDDA Drug-Free Schools (See GAOB, JGFGB, JGFGBA, and LDD) JDDA

Maintaining drug-free schools is important in establishing an appropriate learning environment for the district's students. Unless otherwise specified in this policy, the possession, use, sale, distribution, and/or being under the

influence of illicit drugs, controlled substances, and/or alcohol by students at school, on or in school property, or at school sponsored activities or events is prohibited.

Possession, use, and/or being under the influence of a controlled substance by a student for the purposes of this policy shall only be permitted if such substance was:

1. Obtained directly from, or pursuant to a valid prescription or order, issued to such student from a person licensed by the state to dispense, prescribe, or administer controlled substances;
2. In the case of use or possession, approved and administered, if administered at all, in accordance with board policy JGFGB and/or board policy JGFGBA; and
3. Used, if at all, in accordance with label directions.

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, use, and/or be under the influence of illicit drugs, controlled substances, or alcoholic beverages at school, on or in school district property, or at any school activity,

JDDA Drug-Free Schools

JDDA-2

program, or event. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to:

[Insert local sanctions here: Possible sanctions for noncompliance must

include expulsion as a consequence for violation of JDDA.]

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. 72-6114, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. If a student agrees to enter and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents.

A list of area drug and alcohol counseling and rehabilitation programs, along with names and addresses of contact persons for the programs, is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.

A copy of this policy will be provided to all students and the parents of all students. Parents of all students will be notified that compliance with this policy is mandatory.

Approved: 8/18

KASB Recommendation – 7/96; 9/97; 7/02; 4/07; 6/08; 6/12; 12/13; 6/18

JDDB Reporting to Law Enforcement (See EBC and JDD)

JDDB

Unless reporting would violate the terms of any memorandum of understanding between the district and local law enforcement, whenever a student engages in conduct which constitutes the commission of any misdemeanor or felony at school, on school property, or at a school supervised activity and/or has been found 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 – 6/99; 6/01; 4/07; 6/07; 9/07; 6/08; 12/15; 8/16

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.

Hearing Screening

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

Health Screenings

JGCD-2

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: July 11, 2022

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. Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

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

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

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when: (1) submission to such conduct is

JGEC Sexual Harassment

JGEC-2

made, explicitly or implicitly, a term or condition of the individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

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

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

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report

the complaint and any proposed resolution of the complaint to the building

JGEC Sexual Harassment

JGEC-3

principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal or district compliance coordinator shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure in policy KN.

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

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

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

When a complaint contains evidence of criminal activity or child abuse,

the building coordinator or district coordinator shall report such conduct to the appropriate law enforcement or DCF authorities.

JGEC Sexual Harassment

JGEC-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.

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

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

A summary of this policy 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.

Approved:2/19

KASB Recommendation – 7/96; 8/98; 7/03; 4/07; 6/13; 6/15; 12/18

JE **Guidance Program**

JE

The guidance and counseling services of the district may be made available to any student. The guidance program may assist students in the area of educational guidance. Approved:

JE-R **Guidance Program (Cf. IG)**

JE-R

In the program of educational guidance, the guidance counselor will acquaint students with the educational system and its offerings. Students will be given assistance in selecting and enrolling in programs and courses.

Guidance and counseling on a personal basis shall attempt to assist students to understand themselves, their capabilities and limitations; to identify alternate courses of action; and to make appropriate personal decisions.

Vocational guidance will be available to assist students in career goals and objectives and to pursue programs of study related to those ends and assistance in job placement may be given students both directly and by working with other agencies. Approved:

JF **Academic Achievement**

JF

Each student should be encouraged to achieve the highest academic standing commensurate with his abilities.
Reporting (Cf. JR et seq.)

Periodic reports shall be issued to the parents of all students on the academic progress of the student. Academic standards shall be established by the administration and faculty. Parent and student conferences shall be held at regularly scheduled intervals.

Report Cards (Cf. JR et seq.)

Report cards shall be issued to each student at the end of each specific grading period for each subject taken.

Reasons for deficiencies and/or failures shall be given.

Approved:

JF-R **Academic Achievement**

JF-R

Report Cards (Cf. JR et seq.)

Report cards may be given to students five days following the end of each nine week period.

Approved:

JFAB **Student Conferences**

JFAB

Teachers will make themselves available to students for conferences concerning their academic achievement at mutually convenient times.

Approved:

JFAC **Parent Conferences**

JFAC

Parent-teacher conferences are scheduled with all parents of students in grades K-12 after approximately nine-weeks of school during the first semester.

Parents of a student in a special reading class will be scheduled for conferences with the special reading teacher once each semester, in addition to the conference with the classroom teacher.

In addition to the regularly scheduled conferences, parents are encouraged to visit classes and schedule conferences with teachers as needed.

Conferences with parents of kindergarten and secondary students (grades 9-12) will be scheduled through the principal's office and as directed by the superintendent.

Conferences are usually scheduled from 8:00 a.m. to 5:00 p.m. Each conference is scheduled for 20 minute duration. If parents desire a conference at another time, so that both parents may be present, the appointment will be scheduled through the principal's office. Approved:

JFB **Promotion and Retention**

JFB

The policy of the board is to encourage and assist each student to progress in a continuous growth pattern of academic achievement in harmony with normal intellectual, social and emotional development. The best interest of the student will be the guiding philosophy for determining acceleration, promotion or retention. Approved: December 14, 1998

JFB-R **Promotion and Retention**

JFB-R **Promotion**

Promotion (skipping a grade level) of students, other than students in special education, during the school term will be recommended in writing, by the teacher, to the appropriate building principal. A conference involving the parent, teacher and principal will be held to discuss a recommended program for the student. The building principal must agree with all decisions. All parties must be informed that if the advanced promotion or placement is unsuccessful, the student will be returned to the original grade or retained in the present grade for another year. All decisions must be confirmed through the superintendent.

Students in special education will be promoted in accordance with the student's Individual Educational Plan (IEP).

welfare. The superintendent and his staff shall develop and enforce the necessary rules and regulations relating to student

All rules and regulations relating to student welfare are to be presented to the board for its action.

The building principal, in cooperation with the district nurse and building custodian, will periodically inspect areas of the school building and ground, for potential health and safety hazards; and, if found, such hazards are to be reported to the superintendent immediately or as provided herein.

Every building principal shall have the authority to correct any health or safety hazard without consulting with the superintendent if no costs are involved.

If the building principal determines that the costs of correcting a potential or real health or safety hazard exceed his allocated funds for building maintenance or that his custodial staff or school nurses does not have the equipment to correct the hazard, the principal shall requisition from the superintendent the necessary funds or personnel to correct the situation (Cf. JGF-R) Approved:

JGA **Student Insurance Program**

JGA

The board recommends that all students be covered by some type of accident insurance.

Such insurance may be provided by each student's parents through personal insurance coverage or through the student group insurance program available from each building principal.

Any medical expenses not covered by the student's accident insurance, the KSHSAA catastrophic insurance or activities insurance is the responsibility of the parents.

Approved:

JGA-R **Student Insurance Programs**

JGA-R

The superintendent and building principals will develop the most economical and comprehensive student group insurance plan available for consideration by the board during the regular board meeting in July of each year.

On the first day of regular classes, every principal will notify the parents of students enrolled in the building of the availability of the student group insurance program, the cost thereof, the procedure for enrolling students and the method of making claims against the insurance carrier.

Each building principal will initiate bookkeeping procedures to ensure the maintenance of a complete record of each student enrolled in the insurance program.

One copy of a building's roster of students enrolled in the student group insurance program will be kept in the building principal's office and one copy in the office of the superintendent.

At the beginning of each school year, the building principal of each secondary school will send to the parents of each student involved in interschool activities copies of the KSHSAA catastrophic insurance and the activities insurance plan and a detailed explanation of how claim are made against these insurance plan. Approved:

JGC **Health Assessments and Physicals**

JGC

All students up to the age of nine shall submit evidence they have undergone a health assessment prior to entering kindergarten or before enrolling in the district for the first time.

All students engaged in activities covered by appropriate KSHSAA rules shall provide the building principal with proof of a physical examination.

Principals shall work cooperatively with local, county and state health agencies to disseminate materials related to the availability of health assessments and inoculations.

Approved: January 11, 2010

JGC-R **Student Health Services**

JGC-R

Every building principal shall cooperate with local, county and state health agencies in disseminating materials designed to encourage students and their parents to maintain a high standard of health.

The district nurse will be responsible for the general conduct of such health programs which are deemed advisable by the board.

The building principal may require proof of physical examination for any student engaged in activities covered by board policy.

Health Records

The school secretaries shall keep health records and compile reports necessary for the operation of the school's health program. The health records shall be available to the teachers, parents, and students as directed by the superintendent.

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 promotion and 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;
- Ensure standards and nutrition guidelines for all foods and beverages sold to students 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 wellness committee shall serve as an advisory committee regarding student health and wellness 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 and 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 the school health and wellness policy and plan and notification of the assessment results to the public.

Approved: February 8, 2021

JGCB

Inoculations

JGCB

All students enrolling in any school shall provide the building principal or his designated with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. A copy of this policy shall accompany applicable state law which shall be distributed to all students at the beginning of the school year. The superintendent shall annually issue a news release regarding this requirement of state law.

Students who fail to provide said documentation as required by law may be excluded from school by the superintendent or his designated representative until statutory requirements are satisfied.

Notice of exclusion shall be given to the parents/guardians as prescribed by law.

The appropriate principal shall forward evidence of compliance with health tests and the inoculation law to other schools or school districts when requested by such schools or the student's parents/guardians. Approved:

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 student's 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 a 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.

Approved: February 8, 2021

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 et seq. Approved:

JGD-R **Student Psychological Services** **JGD-R**

Under the rules and regulations of the district's cooperative special education program, each building principal will identify, with the help of the district nurse and/or guidance center staff, every student in need of the district's psychological services. Every student in need of this service will be referred to the appropriate staff member in order that consultation with the student and his parents can be arranged.

All psychological data collected by the district's staff will be held in strict confidence and secure at all times from access by unauthorized personnel. (See JR et seq.)

All psychological data collected by the staff will be made available only to building principals and guidance personnel, parents or other persons authorized by law to have access to such information. (See JR et seq.) Approved:

JGEA **Home Visits** **JGEA**

Home visitations by teachers and principals are encouraged whenever possible. A phone call or letter should precede the visitation.

Approved:

JGEAA **Crisis Planning** **JGEAA**

The board directs the superintendent to develop and implement an organized plan to deal with any crisis which may arise in an attendance center. The administration and staff must have a plan on file in each building and a copy of the plan shall be filed with the clerk. Staff will be trained in the implementation of the building crisis plan. All such plans shall be approved and adopted by the board.

As necessary, students and parents will be informed about the details of any approved crisis plan.

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

JGEB **Child Abuse** **JGEB**

Any employee of the district who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect will immediately report or cause a report to be made to the local Social Rehabilitation Services (SRS) office or to the local law enforcement agency if the SRS office is not open.

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

SRS Access to Students on School Premises (Cf. JCAC)

The building principal is authorized to act in loco parentis to protect the interests of the student when allowing a student to be interviewed by SRS representatives on school premises.

Cooperation Between School and Agencies

Elementary and secondary schools, SRS and law enforcement agencies shall cooperate with each other in the investigation of reports or suspected child abuse or neglect. To the extent that safety and practical consideration allow law enforcement officers on school premises for the purpose of investigating a report of suspected child abuse or neglect shall not be in uniform. Approved:

JGEB-R

Child Abuse

JGEB-R

To comply with the child abuse law, any teacher or other school employee who suspects that a child's physical or mental health or welfare is being adversely affected by abuse or neglect will immediately report such suspicions in the following manner:

Emergency Situations

An emergency situation includes but is not limited to life-threatening situations, reports of sexual abuse, obvious physical impairment, marks of abuse or overt behavior changes.

The building principal shall notify the superintendent of the disposition of the initial report to the SRS.

Non-Emergency Situations

It is recommended that the person suspecting abuse or neglect shall report his suspicions to the building principal. The principal will confer with the school's social worker, guidance counselor or psychologist, if any, and notify the local SRS office. At no time shall the principal or any other staff members prevent or interfere with the intent to prevent the making of a report of suspected child abuse.

As much of the following information shall be given by the person making the initial report: name, address, and age of the student; name and address of the parents or guardians; nature and extent of injuries or description of neglect or sexual 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.

JGEB-R

Child Abuse

JGEB-R

An oral report to the principal must be made as soon as possible and will be followed by a written report.

In Kansas, anyone making a report in accordance with state law or participating in a resulting judicial proceeding is presumed to be acting without malice and in good faith and, in so doing, is immune from any civil or criminal liability that might otherwise be imposed.

Approved:

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.

JGEC Sexual Harassment

JGEC-2

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; or both.

JGEC Sexual Harassment

JGEC-3

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

JGEC Sexual Harassment

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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 Edu

JGEC Sexual Harassment

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cation 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 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

JGEC Sexual Harassment

JGEC-6

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 reoccurrence.

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.

JGEC **Sexual Harassment**

JGEC-7

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.
- 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 advi-

sors 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 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.

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 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 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 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.

The filing of a complaint or otherwise reporting sex discrimination including sexual

harassment shall not reflect upon the individual's status or

JGEC Sexual Harassment

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grades. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted, or participated in any investigation, proceeding, or hearing involving 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: July 12, 2021

JGECA Racial and Disability Harassment: Students

JGECA

(See GAACA, 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 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 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:

- Affords a student different treatment, solely on the basis of race, color, 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;

- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or
- 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 or disability 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 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 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: July 12, 2021

JGF	<u>Student Safety</u>	JGF
activities.	The district will endeavor to provide a safe environment for students while in school attendance or in extra-class	
	<u>Bicycle Use</u>	
property.	Each building principal will formulate plans and procedures for the safe use of and parking of bicycles on school	
	<u>Walkers and Riders</u>	
activities.	Any student who uses school-provided transportation will be under the jurisdiction of the vehicle driver while in the vehicle and will be subject to all rules and regulations developed by the superintendent and building principals to cover such activities. Students who walk to and from school are urged to become familiar with traffic safety laws governing such	

patrols. The School Safety Council
School safety councils may be organized at the discretion of the principal and as directed by the superintendent.
Approved: Safety Patrols
It is the policy of the board that school officials cooperate with local law enforcement officials in the use of safety

JGF-R Student Safety **JGF-R**
student The superintendent together with the staff will develop and determine the necessary rules and regulations relative to safety.
It shall be the responsibility of each building principal to instruct the faculty to stress the importance of safety to the students periodically during the school year.

Each teacher will be provided with an outline of safety rules and regulations for the district as recommended by the superintendent and approved by the board.

Local building safety rules and regulations will be explained to students at the beginning of each school year and periodically thereafter by the building principal or classroom teacher.

Safety Units

Those teachers who instruct in hazardous curriculum areas such as physical education, shop or science laboratories will teach a unit of work each year or semester dedicated to safety rules inherent in the particular subject matter.

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

Each student enrolled in a hazardous curriculum area will be given a test concerning the appropriate safety rules of the particular class. The test results will be kept on file until the end of the school year or the end of the class term, whichever is sooner. No student will be permitted to participate in the class until satisfactory knowledge of the safety rules is demonstrated to the teacher.

Teachers will conduct periodic reviews of safety rules during the school year.

Inspection of Buildings and Grounds

The building principal, together with his custodial staff, will make frequent inspections of areas of the building and grounds which may be potential safety hazards. If any such hazards are found, the building principal will order the hazard removed, corrected or marked in some appropriate way as a "dangerous area" (Cf. JG-R)

JGF-R Student Safety **JGF-R**
Students will be notified of such "dangerous areas."
All hazards or "dangerous areas" will be reported in writing to the superintendent if the costs exceed the local building maintenance budget, and the building principal will immediately submit a requisition to the superintendent asking for the appropriate funds to correct the situation. (Cf. JG-R)

All equipment ordered by the district shall be inspected for any defects immediately at the time of assembly and periodically thereafter by the appropriate administrator. Such defects, if found, shall be brought to the attention of the vendor for repair or replacement.

Bicycle Use

At the beginning of each school year, every student will be notified in writing by the principal of the rules and regulations concerning the use of bicycles at his schools.

Walkers and Riders

Every building principal will issue instructions to his faculty to review with the students at the first of every school year all traffic regulations for pedestrians along with other safety rules and regulations. Approved:

JGFA **Emergency Drills (Cf. AFC-R)**

JGFA

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

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

Approved:

JGFA-R **Emergency Drills**

JGFA-R

Each building principal will develop a plan for all emergency drills required by law.

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

Each plan for emergency drills may be forwarded to the superintendent.

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

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

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

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

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

Civil Defense

The faculty and students will cooperate fully with the Civil Defense and emergency preparedness authorities in the planning and carrying out of civil defense program pertaining to the students and employees and in the utilization of the school facilities during emergency periods.

Approved:

JGFB **Supervision of Students**

JGFB

Students will be under the supervision of appropriate school personnel at all times when they are under the jurisdiction of the school.

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

Approved:

JGFB-R **Supervision of Students**

JGFB-R

Every building principal will make a duty roster comprised of teaching faculty, aides, paraprofessionals and administrative staff to supervise students before school, during the lunch hour, after school and as the need arises.

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

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

The school does not have general authority to supervise students in the normal coming to school and going home. Teachers who observe students in a potentially dangerous situation should attempt, as they are responsibly able, either to halt or prevent injury to student or property.

No student will be allowed to run personal errands off school premises for any teacher during the school day. Approved:

JGFC **Dismissal Precautions (Cf AFC-R)**

JGFC

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

Approved:

JGFC-R **Dismissal Precautions**

JGFC-R

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

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

If adverse weather conditions exist before school begins, the building principals will consult with the superintendent concerning dismissal of school.

If the superintendent decides the weather to be of such a nature that the safety of students is threatened, he will notify the radio/TV stations, KFH (1370) and KSPG, have a school closing announcement broadcast.

Every student will be notified of these rules and regulations at the beginning of each school term.

In the event of a bomb scare or similar emergency, the principal may immediately vacate the school and conduct the students to a place of safety.

The principal will notify the police station, the county sheriff's office or the Kansas Highway Patrol of the threat and request a thorough inspection of the buildings and grounds.

If students are evacuated from the building, if no threat is found to the safety of the students and if there is sufficient time remaining in the school day to warrant continuation of classes, school may be resumed.

Emergency procedures will be formulated by the superintendent and administrative staff covering situations where local building administrator or staff has been isolated or incapacitated by any group during an emergency situation. Such plans are to be held in strict confidence by each staff member having a direct responsibility in the implementation of the plan. Approved:

Student Transportation

JGFF

(See JGG)

Use of Vehicles and Bicycles

The superintendent may develop procedures regulating to 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.

Approved:

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: July 11, 2022

Approved:

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.

Approved:

Records

Appropriate records documenting student accidents shall be maintained.

Approved: 2/19

KASB Recommendation - 4/07; 12/15; 12/18

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

Approved:

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:

Administration of Emergency Opioid Antagonists

JGFGA-2

- 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 a 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.

Approved: July 10, 2023

Approved:

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 administrators.

Approved:

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 herein under. School personnel are advised that the Nurse Practice Act KSA 65-1113 et seq., as amended, makes it illegal for school nurses to administer medications and treatment that have not been prescribed by a medical person authorized to prescribe medication. The law under this statute also prohibits any acts of diagnosis.

It is the policy of the board that the public school should not provide students with aspirin or any other medication. The decision as to whether aspirin is needed is a form of diagnosis, and the dispensing of this medication is a form of treatment. Unauthorized administration of aspirin or other unprescribed medications shall not be practiced by any school personnel including school nurses.

In certain explained 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; but the parents must submit a written request to the building administrator requesting the school's cooperation in such supervision and release the school district and personnel from liability.

Under the following rules, the supervision of medications of school personnel, including school nurses, is authorized:

School personnel shall not be required to be custodians of any medications except as required by a written order of a licensed medical person and/or the parent.

The medication shall be examined by the school employee administering the medication to determine in his judgment 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.

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

JGFGB-R-2 Supervision of Medications

JGFGB-R-2

All medication maintained in the school setting should be kept in a location inaccessible to students. This includes medication requiring refrigeration.

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

Prescription medications should not be maintained on any school premises, including athletic areas, unless the prescription medication is accompanied with written parent permission to administer the medication.

The building administrator may choose to discontinue the administration of medication provided that he has first notified the parents or medical person in advance of the date of such discontinuance with the reasons therefore.

The administration of any such authorized medication shall be logged by the building administrator or his designee in the school's medical diary which shall be maintained for these purposes and filed by the administrator for future reference. 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 to himself any other legal responsibility other than acting as a duly authorized employee of the school district. Approved:

Transportation

JGG

(See ED and EDDA)

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.

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.

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: July 11, 2022

JGGA Use of Video Cameras JGGA

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

Approved: October 13, 2014

JGGA-R Use of Video Cameras

JGGA-R

Surveillance footage of personally identifiable students depicting their involvement in an altercation or other violation of law or district policy shall be considered a student record and shall be subject to current law for the release of student record information.

Approved: October 13, 2014

JGH School Food Service Programs

JGH

The district will provide each student with the opportunity to participate in the school food service program. Rules and regulations governing this activity will be developed by the superintendent and those building principals in whose building a school food service program is being operated.

Approved:

JGH-R School Food Service Programs

JGH-R

Students will remain at the school through the lunch period. Lunch will be eaten in the designated area according to the schedule established by each building principal. Lunch may be purchased at the lunch program, or lunch may be brought from home. Milk may be purchased to supplement lunches brought from home.

An emergency exception from the above regulations will be made only for specific instances in the same manner in which a student may be excused from a class.

Approved:

JGHA Free or Reduced Price Meals

JGHA

Free or reduced price meals are provided for students who are qualified under district, state and federal rules and regulations

governing this program.
Approved:

JGHA-R **Free or Reduced Price Meals**

JGHA-R

The necessary forms, rules and regulations governing this program will be provided by the superintendent or the appropriate building principal to any student and his parents to determine their eligibility to receive free or reduced price meals.

In order to determine which students are eligible for free or reduced price meals, the superintendent will design a form to be made available to every parent in August of each year in conformance with state and federal requirements for free or reduced price meal eligibility.

Those students qualifying for free or reduced price meals will be notified by the person designated by the board to approve free and reduced price meals.

A conscious effort will be made by each school participating in the program to see that such qualified students are not singled out and discriminated against because they receive free or reduced price meals. Approved:

JGHB **Vending Machines and Other Automated Play Machines**
(See DK and JGCA)

JGHB

No vending machine or play machine may be placed in any building without prior approval of the superintendent.

Vending machine foods and beverages available for sale to students will comply with established federal nutrition standards and guidance on snacks in school.

Advertising associated with product vending will be limited to signage on equipment, paper cups and other serving containers, and will promote a positive nutrition message.

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.

Approved: 8/17

KASB Recommendation—7/96; 4/07; 6/17

JH **Student Activities**

JH

(See DK, JGFB, JM and KG)

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/may} be considered by the board. Individual patrons or groups of patrons may request the addition or elimination of activities using rules approved by the board and filed with the clerk.

Activity Fund Management

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: July 10, 2023

JHC Student Organizations

JHC

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

Student Clubs

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

School sponsored clubs shall be under the direct control of school personnel. Every school sponsored club shall have a constitution which has been approved by the building principal and filed in the school office. If non-curriculum related school sponsored clubs are allowed to meet on school 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: July 11, 2022

JHCAA Gang Activity JHCAA

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

The superintendent shall establish procedures and regulations for disciplinary action to be taken against any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in gang-related activities. (See JCAC, JCDA, JCDBB and JDD

District staff shall be provided in-service training in gang behavior and characteristics to facilitate identification of students involved in gang activities.

Approved:

JJ **Student Volunteers**

JJ

Students are encouraged to volunteer their time and services to school-sponsored activities and to community activities so long as their studies are not adversely affected.

The district encourages students to become involved in civic activities. The district, however, prohibits students from working for such organizations in a volunteer capacity during school time unless prior approval is granted by the building principal. Students will not participate in any community activities during school hours without the prior permission of the building principal.

Approved:

JJ **Employment of Students**

JJ

While formal education with its related services is a primary function of the district, the board recognizes that employment during school hours may be desirable for some students and necessary for some students. Student employment, then, must strike a balance between "education for living" on the one hand and "education for making a living" on the other. The district's first objective is that students satisfactorily complete their educational requirements of state law, the State Board of

Education and the board.

Students may be employed by the district for certain positions which conform to budget limitations and personnel requirements.

Students will not be excused from school for employment purposes when such work infringes upon their school work.

Approved:

JJ-R **Employment of Students**

JJ-R

School Employment

School employment for students will be of a non hazardous nature.

Outside Employment

The principal will report all violations of the board's policy on outside employment to the superintendent for his disposition.

Students who desire to work on a regular part-time basis during the school day must first secure the approval of the principal and file a work schedule with him. Such work schedule will not conflict with any of the particular student's class schedule. Any deviations from this schedule must be reported immediately to the principal by the student. Students who work in conjunction with work experience activities common to board-approved vocational programs must have all work schedules, which are cooperatively developed by the employer and the supervising teacher, approved by the principal prior to the beginning of any work activity.

Approved:

JK **Solicitations**

JK

Except as approved by the building principal, commercial firms shall not be permitted to solicit students during school hours in attendance centers or on school grounds.

Solicitations from organizations outside the school are forbidden except that organizations who receive use of school facilities under policy KG-R-I and KG-R-II may solicit students when the nature of the solicitation is to advertise activities or programs which are determined by the principal to enhance the programs of the school and/or benefit students of the school district.

All special sales projects by students are subject to the approval of the building principal.

This policy shall include sale of advertising, magazines and merchandise.

Commercial schools, colleges or other agencies shall be permitted to meet with seniors or solicit prospective students only when the invitation and arrangements are approved by the building principal. Counseling of students relative to continuation of their schooling or to job placement by outside organizations shall be handled through the guidance department under the supervision of the guidance counselor according to law.

Solicitation of Students

Solicitation of students by anyone within the schools or on school grounds for any cause is prohibited. This prohibition includes the selling of tickets to students for any purpose or cause other than for a school-sponsored activity.

Solicitation by Students

Solicitations by students within the schools or on school grounds for any cause is prohibited except as they relate to school-sponsored activities.

Approved:

JL Gifts (cf. GAJ, KH) **JL**
discouraged. Because of the potential for abuse, the giving or receiving of gifts between faculty or staff and students shall be

Student Gifts to Staff Members

Students shall be discouraged from collecting money, allocating activity funds or purchasing gifts for faculty members.

Students Gifts to the School

Student organizations, with prior approval of the organization's sponsor and building principal, may donate a portion of the organization's funds to a school or to the district for specific purposes enumerated by them. Such donations must have final approval of the superintendent or the board.

Faculty Gifts to Students

Faculty members are discouraged from giving gifts to individual students or to classes of students during school hours in any attendance center or on school property.

Approved:

JL-R Gifts (Cf. GAJ, KH) **JL-R**
A gift is defined as any donation, present or endowment in the form of cash, merchandise or personal favor.

Student Gifts to Staff Members

Nothing in these rules and regulations will be construed to prohibit the giving of gifts where there is a family relationship. If such a gift is contemplated, the giving of said gift shall not be during a school day or school activity.

Students Gifts to the School (Cf. DK)

Any such gift shall become the property of the district upon acceptance. Approved:

JM Contests for Students **JM**

No student shall enter any contest as a representative of a school in the district unless such contest is acceptable to the KSHSAA or approved by the board.

Students shall be advised by the appropriate sponsor that accepting cash or merchandise for participation in an activity may jeopardize the student's amateur standing and eligibility in that identical activity before the KSHSAA.

Each faculty sponsor bears the responsibility for monitoring his student activity sponsorship and must make his students aware of those activities which put them in violation of the policy and KSHSAA regulations. Approved:

JN Awards and Scholarships **JN**

Student awards for having represented a school in the district shall be limited to those approved by the administration. Awards for interscholastic activities shall be limited to those approved by the KSHSAA.

Students shall be advised by the appropriate sponsor that accepting cash or merchandise for participation in an activity may jeopardize the student's amateur standing and eligibility in that identical activity before the KSHSAA.

Each faculty sponsor bears the responsibility for monitoring his student activity sponsorship and must make his students aware of those activities which put him in violation of this policy and KSHSAA regulations. Approved:

JQ Exceptional Students **JQ**

A hearing procedure will be available to parents or guardians of exceptional students according to law. A hearing will be held for the purpose of ascertaining whether a staffing/placement committee's recommendations for assignment, reassignment, exclusion, transfer or withdrawal of a student are warranted. Approved:

JQ-R Exceptional Students **JQ-R**
Exceptional Student Due Process Procedures

The school administration shall follow these placement procedures before a student who is an exceptional student in need of special education services is assigned, reassigned, transferred or excluded from any school program assignment by a staffing/placement committee.

A written notice of proposal to take any of the above named actions shall be given to the parents or guardians of the student involved. Such notice shall be mailed by certified mail or personally delivered to said parents or guardians and shall:

Describe the proposed action and state the reasons why such action is deemed appropriate for the student; evaluation procedures, tests, records or reports upon which the action is based shall be included; this description should include options considered by the district and reasons for rejection of any option;

Afford the parent the right to consent or object to the proposed action in writing upon forms provided by the board;

Describe all of the rights regarding procedural due process including the right to a hearing;

Inform parents that, if they fail to consent, the district may request a due process hearing on its own initiative;

JQ-R

Exceptional Students

JQ-R

Inform the parent of any free or low cost legal services or other relevant services in the area;

Indicate the opportunity to obtain an independent evaluation of the student;

Describe parents' right of access to school reports, files and records related to the proposed action; and

State that the student will remain in his present education placement until such time as there is a decision following the due process hearing or until a proposed educational placement is accepted by both parties.

If the complaint involves admission of the student to public school, the student, with the consent of his parent, shall be placed in a public school program pending completion of all proceedings.

No action to assign, reassign, transfer or exclude a student on the ground of exceptionality in special education services shall be taken by a staffing/placement committee within the period afforded the parents or guardians to request a hearing except that the proposed action may be taken at any time with the written consent of the parents or guardians. If the parent objects, the district may accept that decision or request a due process hearing which must be conducted not later than 30 days from the date on which the objection was received.

In the absence of written consent, no action shall be taken within the 30 day period afforded the parent to request a hearing. If, after this waiting period, the parents have failed to consent, the district may request a due process hearing which must be conducted not later than 30 days from the date on which the initial 30 day waiting period ended. When a determination has been made that a student is exceptional and that special education services are necessary for such student, it shall be the duty of the parent or guardian of such exceptional student to require such student to enroll in and attend the special education classes which are indicated in the determination. The requirement does not apply to gifted students or parents of gifted students. The parent or guardian has the right to revoke consent and request a hearing at any time.

JQ-R

Exceptional Students

JQ-R

When it is determined that an exceptional student can no longer materially benefit from the district's regular instruction or the program of special education offered by the district and/or needs more specialized remedial instruction in a state institution and is officially admitted therein, the district may not be required to provide such exceptional student with special education services.

Procedural Due Process Hearing

A hearing officer shall be selected in accordance with state law and the rules adopted by the State Board of Education which require that the parent or guardian be informed of the right to disqualify any or all of the hearing officers proposed by the board. No such hearing officer shall be a member of the board, an employee of the district or the State Board of Education, a person responsible for recommending the proposed action or a person with a conflicting personal or professional interest. Any such appointment shall apply to a particular hearing or to a set or class of hearings as specified by the board in making such appointment. The hearing which is provided for herein shall be held at a time and place reasonably convenient to the parents or guardians of the involved student. The hearing shall be a closed hearing unless the parents or guardians shall request an open hearing and shall be conducted according to the rules and regulations as specified below.

Upon receipt of a request for a hearing from one of the parties, the hearing officer shall convene the hearing not less than 15, nor more than n 30 days from the date of receipt of notice.

During the hearing, both parties shall have the right to have counsel of their own choice present and to receive the advice of such counsel or other person whom they may select. The parents or guardians have the right to be present at the hearing. Both parties and their counsel or advisor shall have the right to read, hear and cross-examine the complete testimony of witnesses responsible for recommending the proposed action and of any other material witnesses appearing. The student has a right to present his own witnesses

in person or their testimony by affidavit, including expert medical, psychological or educational testimony; and the student has the right to

JQ-R **Exceptional Students**

JQ-R

testify in his own behalf and give reasons in opposition to the proposed action. Both parties have a right to prohibit presentation of evidence not disclosed to the opposite party at least five days prior to the hearing. The student has a right to an orderly hearing and a fair and impartial decision based upon substantial evidence. Both parties have a right to have a record of the hearing made by a mechanical or electronic recording or by an official court reporter.

At a reasonable time prior to the hearing, the parents or guardians or counsel of the involved student shall be given access to all records, tests, reports, or clinical evaluations relating to the proposed action.

Written notice of the results of any hearing held pursuant to law shall be sent by registered mail to the affected student, his parents/guardians or his counsel within 10 days after such result is determined.

The hearing officer appointed by the board shall after the hearing prepare a written report thereon and present it to the board. Any decision by the hearing officer in accordance with this section shall be final, subject to appeals as provided by law. Any hearing officer holding a hearing under these regulations may administer oaths for the purpose of taking testimony therein.

The cost of any hearing shall be paid by the district.

Appeal Provision

Both parties have the right of appealing such decision to the State Board of Education according to law. Approved:

JQA **Physically Handicapped Students**

JQA

Physically handicapped students including those temporarily disabled by illness, operation or accident authenticated by a physician's order will be eligible for homebound instruction; however, all programs will meet the criterion of the least restrictive environment.

Students who are temporarily handicapped are encouraged to attend school if able. If the student is unable to attend school and is ineligible for homebound instruction, it shall be the responsibility of the student or parents to secure lesson assignments from each of the student's teachers in order to keep abreast of the student's school work. Approved:

JQA-R **Physically Handicapped Students**

JQA-R

Students who are injured and have difficulty walking or climbing stairs on a temporary basis may secure permission from the building principal to be late to class.

Students with injuries which would prohibit normal participation in physical education must present a physician's statement prohibiting such activity to the building principal at the time the student reenters school after sustaining his injury. Staff members who have contact with students who are permanently handicapped may consult the student's cumulative records so that they will be able to focus on such student's strengths as well as weaknesses. (Cf. JR et seq.) Approved:

JQE **Pregnant Students**

JQE

A pregnant student has the right to continued schooling in regular school classes. In the event an individual pregnant student desires to withdraw from school during pregnancy, the district alone or in conjunction with other community institutions will furnish her with such assistance as is possible to enable her to return to school on a full-time basis. Approved:

JQE-R **Pregnant Students**

JQE-R

Each pregnant student's case will be handled on an individual basis by the school's staff in relation to full participation in school activities.

The administration may request a physician's statement covering participation in school activities. Unless the student's physician provides a statement authorizing such participation, the administration may deny such participation in the best interests of the student.

Approved:

JQL **Gifted Students**

JQL

All programs for the intellectually gifted students shall be managed in accordance with the Policy and rules of the local board and the rules of the State Board of Education.

The board recognizes that some students may progress more rapidly than others and that some students may possess the knowledge taught or learned in some classes or grades. Therefore, the following policy sets forth the requirements a student must meet in order to receive credit for a class or grade by a testing out procedure. Approved: December 14, 1998

JQL-R **Gifted Students**

JQL-R

Any student identified as gifted according to policy and rules of the board and the rules of the State Board of Education may request a test out opportunity.

The student desiring to test out of a course must notify the building principal in writing of the intent to test out and must do so 45 school days prior to the scheduled offering of the course to be tested. The request for testing out must be approved by the student's parents or guardian unless the student is 18 or older.

Upon receiving a request for a test out, the building principal shall convene a staffing team to review the request and the student's individual educational plan (IEP). This team shall include but not be limited to the student's building principal, guidance counselor and representatives from each of the student's teachers including the teacher of the class proposed for testing out as well as any other teacher directly affected by the test out. The staffing team shall consider the following factors when determining whether to approve the student's request to test out of a course or grade:

- The student's grade point average in all prerequisite classes or grades or demonstrated outstanding academic achievement and development as determined by the course instructor or classroom teacher.
- The student's performance on a standardized test with national norms for that subject or grade level.
- The social maturity and readiness for the next level of course work or grade level.

In the event that the staffing team approves the student request to test out of a grade or course, the staffing team shall establish the criteria for successful test out. The following areas shall be addressed when these criteria are established:

- Required score on a teacher-prepared final test for the class, subject or grade.
- Demonstration of those laboratory skills required in the class, course or grade for which the test out option is requested.

JQL-R **Gifted Students**

JQL-R

- Presentation of a written report on a subject assigned for the class or grade level to demonstrate a knowledge of subject matter and writing skills on a par with the class or grade.
- Demonstration of the logical reasoning and understanding on a standard with the age level for the class or grade.
- Demonstration of the social interaction skills on a standard with the age level for the class or grade.

A student will be provided one opportunity, and only one, to test out of a grade or course offering during a school year.

Students who do not meet the minimum criteria for testing out credit as established by policy shall complete required or prerequisite course work through normal channels.

Approved: December 14, 1998

JQM **Alternative School Curriculums – Activity Participation**

JQM

The Board of Education believes that it is important for students to be enrolled in our on campus classes whenever possible. Students must be enrolled in a minimum of 5 classes at Circle High School to be eligible to participate in activities, athletics, and other KSHAA sponsored competitions. Exceptions may be granted by CHS administration for a student who is enrolled in an approved combination of class work. A combination of approved classes may include traditional onsite work, CHS approved E-Flex courses, and/or approved vocational, technical or college coursework. Students in their senior year may also be granted some exceptions on the number of classes required for participation if approved in advance by CHS administration.

Approved: August 11, 2014

Student Records

(See BCBK, CN, CAN, ECA, IDAE, JGGA, JR et seq. and KBA)

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

When records include information on more than one student, the parents/guardians of any student shall have access to copies of that part of the record that pertains to their child. Each school shall establish appropriate procedures for the granting of a request by parents 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 student's records unless a court order specifies otherwise. Private agreements between the student's parents shall not be recognized by the district's personnel.

Parents/guardians shall have an opportunity for a hearing to challenge the content of their child's school records to ensure that the records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of students; to provide an opportunity for the correction or deletion of any such inaccurate, misleading or otherwise inappropriate data contained therein; and to insert into such records the parent's written explanation of the content of the records.

Any eligible parent/guardian or student may inspect the personal records of the student during regular school office hours. The district reserves the right to interpret selected records to students and/or parent/guardians at the time of the inspection.

When a student attains 18 years of age, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student.

The parents/guardians of students, or the students if they are 18 years of age or older, shall be informed annually by the superintendent of the rights accorded them by this section and by the Family Educational Rights and Privacy Act. In addition, the public must be informed annually by the superintendent of the categories of information the institution has determined to be directory information.

Approved: August 14, 2014

JRA **Types of Records**

JRA

Student record files shall include but shall not be limited to the following: administrative, supplemental and tentative record files.
Approved:

JRA-R **Types of Records**

JRA-R

Information about students that is collected and stored by any school personnel shall be separated into one of the following three classifications:

Administrative records: This classification includes 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: This classification includes verified information that is important in operating the educational system but is of a more sensitive nature and of less historical importance. It includes: test data, such as scores on standardized achievement, aptitude and intelligence tests; observational data such as systematically gathered teacher or counselor evaluations and observations of social and personal assets; clinical findings and verified reports of serious or recurrent deviant behavior patterns; general data such as health data, family background information and educational and vocational plans.

Tentative record: This classification includes 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:

JRB **Release of Student Records**

JRB

(See BCBK, CN, CAN, ECA, IDAE, JGGA, JR *et seq.* and KBA)

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

Directory Information

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

For the purposes of this policy, school official means teacher, administrator, other certified employee or board of education. The district may disclose, without the parents or eligible students' consent, personally identifiable information to school officials with 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 educational 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 interest;
- 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 purposes of developing, validating or administrating student tests or programs;
- Accrediting organizations;
- Parents of a student of 18 years of age if parents claim the student as a dependent for income tax purposes;
- Appropriate persons if knowledge of any information is necessary to protect the health or safety of the student or other persons in 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
- Incompliance 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 listed herein. When there is written instruction from the student's parents, guardian or the eligible student specifying the records, the reasons and the person(s) to whom the release is to be made, a copy of the records to be released shall be made available to the student, parents or guardian upon request. When information is requested in compliance with a judicial order, or pursuant to any lawfully issued subpoena, parent(s)/guardian and the student shall be notified of the orders or subpoenas in advance of the compliance with the order or subpoena unless:

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

Nothing contained in this policy shall preclude authorized representatives of the Comptroller General of the United States, the Secretary and an administrative head of an educational agency or state authorities from having access to student or other records which may be necessary in connection with the audit and evaluation of federally supported education programs or the enforcement of the federal legal requirements which relate to such programs. The data collected by such official with respect to individual students shall not include information (including social security numbers) which would permit the personal identification of such students or their parents or guardian on the data collected and provided.

All persons, agencies or organizations desiring access to the records of a student shall be required to sign a form, which shall be kept permanently with the student's file, but only for inspection by the parents/guardian, the student or school official responsible for record maintenance. The form signed shall indicate 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 parents of the student 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 hold them for any reason.

Approved: September 9, 2013

Revised: August 14, 2014

JRB-R

Public Use

JRB-R

The custodian of student personal record files may, without the consent of either the student or his parents/guardians, release student records to members of the district's professional staff who have a legitimate educational interest in examining the information. Student's parents/guardian may have access to the administrative and supplementary records at all reasonable times or as otherwise stipulated in policy JR.

A school official competent in interpreting student records shall be present to explain the meaning and implications of the records that are examined.

A student may have access to his administrative and supplementary records during regular school office hours. A school official competent in interpreting student records shall be present to explain the meaning and implications of the records that are examined. The student shall have the right to make written objections to any information contained in the records. (Cf. JR) Any written objection shall be signed by the student and dated, and it shall become part of his supplementary record. (Cf. JR)

Any data found in a student's personal record file must be made available to any law enforcement officer or officer of any court upon presentation of a subpoena or court order. The custodian shall attempt to notify the parents and student prior to making such records available.

In an emergency situation when the student or his parents/guardian cannot be reached, the custodian of said student's records may, in his discretion, release information to appropriate persons if knowledge of the information is necessary to protect the health or safety of the student or other persons.

The custodian of the records shall take the following factors into consideration in deciding whether the information should be released;

- Is it a serious emergency;
- Will the information meet the emergency;

Are the persons to whom the information will be released in a position to deal with the emergency; and is time of the essence in dealing with the emergency.

JRB-R

Public Use

JRB-R

Data may be released without permission of the student or his parents/guardians to outside research agencies in such a form that no individual student is identifiable.

If the custodian of student records has special information that would indicate granting or denying access to student records in accordance with these rules would be harmful to the student, he may exercise discretion in granting or denying access in a manner other than provided herein. Approved:

JRC

Disposition

JRC

All student records will be maintained and screened periodically.

Approved:

JRC-R

Disposition

JRC-R

Annual notice shall be given to parents and eligible students concerning the student's records. In addition, the custodian of the educational records shall give annual public notice of the class of records the institution has designated as directory information. The appropriate forms for said notice shall be on file in the office of the custodian of the educational records.

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 or transferred to the student. 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. To eliminate unnecessary or outdated information, the official custodian shall review a student's records when the student moves from elementary to junior high, from a junior high to high school and upon high school graduation.

Following a reasonable amount of time after a student has graduated or ceases to attend school in the district, the records of the student that are determined to be appropriate for retention may be placed on microfilm or transferred to the office of the Republic

County Register of Deeds for permanent storage and safekeeping. No records shall be transferred to the Register of Deeds while the student is currently enrolled in the school district or until the student has reached his eighteenth birthday. Approved:

JRD **Hearing Request**

JRD

When a hearing has been requested by parents or an eligible student for the purpose of challenging the content of the student's education record, the procedure to be followed in the hearing shall be as provided in board policy. Approved:

JRD-R **Hearing Request**

JRD-R

If a hearing is requested, it shall be conducted and the decision rendered by a person who does not have a direct interest in the hearing outcome.

The parent of the student or eligible student shall be given notice of the date, place and time of the hearing within a reasonable time in advance of the hearing.

The parents or the eligible student may be assisted or represented by individuals of his choice at his own expense, including an attorney. Parents or the eligible student shall be afforded a full and fair opportunity to present relevant evidence.

The decision shall be rendered in writing within a reasonable time after the hearing concludes. The decision of the school 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:

JS **Student Fees, Fines and Charges (Cf. JBCBA)**

JS **Fees and Charges**

Building principals or designated representatives shall be authorized to collect fees authorized by the board.

Fines

No fines shall be imposed upon any student provided, however, fines for overdue library books or school property lost, damaged or destroyed by a student shall be paid for by such student in accordance with rules and regulations prescribed by the board.

Approved:

JS-R **Student Fees, Fines and Charges**

JS-R

Fees and Charges

At the time of enrollment of classes at the beginning of each school year, the superintendent will distribute a fee schedule approved by the board to all building principals and other school personnel designated by him as being authorized to charge and collect certain fees. Such fee schedule shall include:

A detailed list of all items for which a charge is to be collected;

The amount of such charges;

The date due;

Classifications of students exempt from the fee or charge;

A system for accounting for and disposing of such fees; and

An appeal procedure to be used by students or parents to claim exemption from paying the fees or charges.

Fines

In order to encourage the prompt return of library materials, a nominal fine may be established for overdue materials.

Approved: July 11, 2022

KBA **District or School Website** **KBA**
(See DB, DC, ECH, IDAE, II, IIBG, JBC, JR et seq., and KB)

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;
- copyright rules, relating to access and use of materials and the property rights of the district, students, and employees who create material;
- 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: July 11, 2022

KBC-R

Media Relations
News Releases

KBC-R

The superintendent shall prepare copies of news releases approved by his office for members of the board upon request.

Approved: November 11, 2002

KBCD

Extra Curricular

KBCD

Members of the working press will be admitted free of charge to all U.S.D. 375 sponsored extracurricular activities of the district upon presentation of proper credentials.

Press Services

To the extent possible, space will be provided at all sports and special events for members of the working press to cover the extracurricular activities.

Broadcasting and Taping

Broadcasting and taping of extracurricular activities of the district shall be under the jurisdiction of the building principal and shall be consistent with KSHSAA guidelines when applicable. Approved: November 11, 2002

KBCD-R

Extra Curricular

KBCD-R

The appropriate building principal shall be responsible for determining eligibility and issuing passes to members of the working press wishing to cover school events.

Broadcasting and Taping

Members of the broadcast media shall notify the building principal prior to the event they wish to cover in order that arrangements may be made for their equipment.

Approved: November 11, 2002

KBCE

Interviews With Students

KBCE

Representatives of the news media seeking to interview a student during regular school hours must first have approval of the building principal.

Approved: November 11, 2002

KBCE-R

Interviews With Students

KBCE-R

The building principal shall regulate all interviews with students so that such interviews do not interfere with the educational activities of the students involved.

Approved: November 11, 2002

KBE

Information Campaign

KBE

All information campaigns of the district will be under the direction of the superintendent/director of communications.

When approved by the building principal, notes, attendance center announcements or related information shall be the only types of information sent home with students.

Approved: November 11, 2002

KBE-R

Information Campaigns

KBD-R

Upon request, the superintendent shall report to the board on the progress of any information campaigns initiated by the board.

KC

Board-Community Relations

KC

The board is committed to keeping the community informed about school functions and solicits patron involvement so that these relations may be sustained or improved.

Complimentary Passes

Upon request, senior citizens age 65 and older who reside within district boundaries, will be issued passes for all district sponsored functions. Once issued, senior citizen passes shall be valid as long as the holder resides within USD 375. Approved: November 11, 2002

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: 2/19

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: November 11, 2002

KDC-R Solicitations

KDC-R

Agents, solicitors and salesmen shall not be permitted to take time of teachers or students from educational activities. The students and faculty of the district shall not promote commercial or private financial interests, either through direct sales or through promotion of competitive goods or services.

This rule applies to those activities, promotions and sales originating outside the school. Exception to this rule may be made as outlined below.

Materials and projects submitted for consideration under this rule must be made in writing to the building principal. Requests will be considered in light of the proposal's direct contribution to the educational values in the school. Consideration shall be on the basis of unreasonably added work for staff members.

Any individuals or organizations violating the policy on solicitations shall be reported to the board by the superintendent. Violators may be denied further access to school premises by board action. Approved: November 11, 2002

KFD School Volunteers

KFD

Volunteers to assist in the mission of the school district are welcomed by the board. Volunteers shall work under the direction of building principals. Approved: November 11, 2002

KFD-R School Volunteers

KFD-R

Building principals shall be responsible for the solicitation, utilization, and termination of school volunteers. Volunteers shall not be used to supplant teachers; rather the use of school volunteers shall be used for supplementing the instructional capabilities of the school district.

Building principals may delegate immediate supervisory responsibility for school volunteers to staff members in whose area the volunteers are assigned.

Approved: November 11, 2002

KG **Use of School Facilities**

KG

The policy of the school board shall be to encourage the utilization of school buildings and school grounds by community groups. Such use of any school facility or school grounds, however, shall not interfere with the daily school student routine or any school-sponsored activity.

Fees and Rental Charges

The operation and maintenance of school buildings represent a cost to the district. Free uses, therefore, must be confined as nearly as possible to those which have a conceivable relationship to the school system or programs. A rental fee must then be charged for all other uses.

The board will establish reasonable fees and/or rental charges for the use of any school facility or school grounds. The fee and/or rental charges shall be adopted by the board and shall be reviewed at least once per year.

No rental fees will be charged to organizations which contribute directly to the districts programs and students. These include school related groups and organizations who are organized primarily for the benefit of the district and whose primary purpose is that of enhancing the educational purpose and process of the district.

Rental fees for other groups or organizations may be reduced and/or waived by district administration. **Religious**

Accommodations in the Use of School Facilities

The use of school facilities or school grounds by churches of the community on a Sunday or other week night designated by the church as a "worship night" may be allowed by the board on a temporary basis as is afforded community groups elsewhere in this policy.

While the board encourages the use of school facilities or school grounds by community groups, the board further states its belief that the use of those facilities should be to reflect positive educational activities designed to promote the fullness of life in our school district and community. As such, the use of facilities for memorial services or funerals is discouraged. While specific request will be considered on a case-by-case basis, no memorial services nor funerals where the body or urn will be present in school shall be permitted.

A remembrance or memorial service may be permitted if other community facilities will not accommodate the expected crowd with the following stipulations:

1. The memorial service shall be held outside of the regular school day.
2. The location of the memorial service shall be in a building which is not scheduled for school-activities during the time of the memorial service.

Approved: November 11, 2002

Revised: December 12, 2005

KG-R **Use of School Facilities**

KG-R

1. Individuals and organizations wishing to use school district facilities shall file a Facility Use Application with the principal of the building desired seven (7) days prior to the date of use.
2. The use of school facilities for school purposes, meetings of students, parent-teacher associations and other organizations affiliated with the schools have precedence over all others.
3. The group will be financially responsible for disciplining its own members. The group using the facilities will be responsible for any damage to the building or equipment.
4. Groups receiving permission are restricted to the dates and hours approve and to the building area and facilities specified, unless requested changes are approved by the building principal.
5. Groups receiving permission are responsible for the observance of city, county and state fire and safety regulations at all times.
6. Disorderly conduct, the use of illegal drugs, alcoholic beverages or tobacco products shall be prohibited in all school buildings and on all school properties.
7. An employee of the board or an individual designated by the superintendent must be on duty whenever a school building or school stadium is used by an organization or group and a Facility Use Application is approved by the administration unless this provision is waived in accordance with policy KGC.
8. On days when school is closed because of snow or other unforeseen circumstances, all outside group activities for that day may be canceled or postponed.
9. Arrangements for the use of special equipment such as projectors, piano, public address systems, scoreboard controls, or other equipment belonging to a school must be made with the school principal at the time application is filed. The use of kitchen equipment for food preparation and sanitizing of dishes, utensils and tableware may require the assignment of a district employee.

10. The board will cooperate with recognized agencies, such as the Red Cross and Civil Defense and will make suitable facilities available without charge during community emergency or to prepare for civil defense.
11. In situations where extended usage for a long period of time is required, rates may be set at a contract price negotiated with the superintendent or his/her designee.
12. If a custodian is required at times other than the established custodial work schedule, the requesting organization will pay a fee with the minimum set at \$40 (\$20 per hour / 2 hour minimum).
13. All payments made for services rendered will be to Circle Unified School District No. 375.
14. The board reserves the right to cancel any permission granted.

Approved: November 11, 2002

Revised: December 12, 2005

Use of District Personal Property and Equipment

KGAB

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 or 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 or equipment is returned damaged beyond normal wear and tear of acceptable use, the requestor shall be responsible for the cost to repair such personal property or 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: July 11, 2022

KGAB

Use of Tobacco Products in School Buildings and on School Grounds

KGAB

In accordance with Kansas statute, the use of tobacco products in any form is prohibited in any school building, owned, leased or rented by the district that is used for pupil attendance purposes.

The board of education encourages a smoke free environment. To that end, smoking by the general public is prohibited in school vehicles and all facilities owned or leased by the district. Additionally, smoking is prohibited in spectator areas at school sponsored activities.

Approved: August 10, 1998

Revised: November 11, 2002

KGAB-R

Use of Tobacco Products in School Buildings and on School Grounds

KGAB-R

No employee, student or visitor shall use any tobacco product in any form in any district facility used for the purpose of pupil attendance.

Additionally, smoking is prohibited in school vehicles and all facilities owned or leased by the district.

Smoking in spectator areas at school sponsored activities is prohibited. The public shall be notified that individuals who wish to smoke at school sponsored activities are prohibited from doing so on outdoor bleachers, student playing or practice fields, the high school track and other locations where spectators may congregate to watch sporting events or school activities.

Such notification may occur by public address announcement or by written notice provided with team rosters.

Approved: August 10, 1998

Revised: November 11, 2002

KGB Equipment

KGB

Permission must be gained from the appropriate building principal before any district equipment may be removed from the school grounds. Approved: November 11, 2002

KGB-R **Equipment**

KGB-R

A deposit fee may be established by the superintendent and must be made before any school equipment may be removed from the school grounds. The deposit will be given to the appropriate building principal and will be returned when the equipment is returned and deemed to be in working order.

Any equipment used must be identified on an appropriate form and signed by the principal or his designee prior to removal or use of the equipment.

Approved: November 11, 2002

KGC **Bullying by Parents**

KGC

(See EBC, GAAE, JDDC, KGD)

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 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.

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.

Approved: July 11, 2022

KGD **Disruptive Acts at School or School Activities**

KGD

(See EBC, GAAE, JCDBB, JDDC and KGC)

Disruptive acts at school or school sponsored activities will not be tolerated. Persons threatening the safety of students, school personnel, or other persons; to damage school property; or to interfere with school or school sponsored 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 at a disturbance, disorder or demonstration is the responsibility of the superintendent or school principal. In the absence of these individuals, the determination shall be made by the assistant principal or person designated to be in charge of the building or activity. The superintendent shall be notified of any serious problem at the school

Possession of a Firearm

Unless otherwise required by law or authorized by board policy, no person other than a law enforcement officer shall possess a firearm on any district owned or operated property; within any district owned or operated building or facility; in a school vehicle; in an employee’s personal vehicle being used to transport students or school staff in the performance of job duties for the district; or at any school sponsored activity, program or event. This prohibition includes possession of concealed and/or openly carried weapons; 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 weapon is maintained out 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.

Approved: August 9, 1999

Revised: November 11, 2002

Updated: August 10, 2015

KGDA **Public Conduct on School Property**

KGDA

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

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

KGDA **Public Conduct on School Property** (cont)

KGDA

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

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

Notice of Protections Under the Kansas Tort Claims Act

As a teacher employed by Unified School District No. 375, Towanda, 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. USD 375's insurance with regard to tort claims provides liability coverage for such claims up to \$ _____. (See K.S.A. 75-6101 *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 Claim Act, for damages resulting from:

- Legislative functions, such as adopting or failing to adopt a policy;
- Judicial functions, such as a student or teacher due process hearing;
- Enforcement or failure to enforce a statute, regulation or board resolution;
- Adoption of 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 cases of gross or wanton 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 employee's employment and 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 are summoned to appear before any grand jury or inquisition on account 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 representations, 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 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 interested between you and the district; or
- The request was not made in accordance with the 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 with 15 days of receiving service of process or a subpoena of the action.

This request is to be filed with the board of education.

KGDA Public Conduct on School Property (cont)

KGDA

The district may reimburse you such reasonable attorney fees, cost and expenses as are necessarily incurred in defending a claim against you for punitive or exemplary damages if: (1) The action or proceeding arose out of an act or omission in the scope of your employment; and (2) you reasonably 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: August 14, 2014

KH Gifts to Schools

KH

Any organization or individual making a gift to the district shall have the prior approval of the superintendent. All gifts will be regarded as district property.

Approved: November 11, 2002

KH-R Gifts to Schools

KH-R

Persons or organizations desiring to make gifts to the schools should contact the superintendent. Approved: November 11, 2002

KI **Free Materials Distribution in Schools** **KI**
The superintendent or designated representative reserves the right to refuse distribution of any material by outside individuals or groups to the students of the district in accordance with the rules adopted by the board.

Political Campaign Materials

In order to further citizenship training, the board encourages responsible use of political materials.

Special Interest Materials

Rules and regulations governing the distribution of special interest materials in the building shall be developed by the administration.

Advertising in the Schools

No advertising of materials used for commercial purposes shall be permitted in the Advertising in student publications shall be regulated by rules and regulations developed by the superintendent. Ads concerning drug paraphernalia and any controlled substance are prohibited in any school-sponsored publication.

Use of Religious Materials

The use of any religious materials may be used in the regular classroom to study the historical or cultural aspects of religion but such material is prohibited if used to indoctrinate the practice of religion.

Distribution of Religious Materials

The distribution of any religious materials, bound or unbound, is prohibited on school grounds or in any attendance facility before, during or after the school day or a school activity except under provisions of board policy JHC. Religious materials as prohibited herein may be described as but not limited to the following: any version of the Bible, Septuagint and the Apocrypha, Torah, Koran or any other similar religious books of faith, pamphlets, sectarian or denominational books, tracts, papers or other such materials including pictures, symbols, crosses,

KI **Free Materials Distribution in Schools** **KI**
statues or icons. This prohibition on distribution does not conflict with the use of any such materials as provided in IKD School Ceremonies and Observances.
Approved: November 11, 2002

KI-R **Free Materials Distribution in Schools** **KI-R**
No student shall be forced to participate in the distribution of any non-school materials in the schools.

Political Campaign Materials

Subject to the approval of the superintendent, each building principal shall establish rules and regulations governing the distribution of political campaign materials in the school building during election campaigns in order to afford opportunity for all viewpoints to be considered. No student shall be forced to participate in the distribution or receipt of any political materials.

Special Interest Materials

No mailing lists of students or employees of the district shall be given to individuals, organizations or vendors for the purpose of distributing materials without the written approval of the appropriate records custodian.

Advertising in the School

Advertising in the student publications may promote products by brand name except that commercial ads promoting the sale of any controlled substance or drug paraphernalia are prohibited. Approved: November 11, 2002

KK **Disposal of District Property** **KK**
(See DFM)

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 a 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: July 10, 2023

KL Public Use of School Records KL

The board will make available to the public records of the district as defined in the Kansas Open Records Act unless an exception to required disclosure applies in which case a decision as to disclosure will be made by the official custodian of the records. (Cf. CN)

Approved: November 11, 2002

KL-R

Public Use of School Records

KL-R

Access to school district records shall be governed by the Kansas Open Records Act.

Request for access to open records shall be made in writing to the official custodian of the records on a form provided by the district. All open records shall be available for inspection during the normal business hours of the facility wherein the records are housed. The business hours of records held in the administration office will be from 8:00 a.m. to 4:30 p.m. Monday through Friday with exception of legal holidays and days during the school year when classes are not in session. Business hours for district attendance centers shall be those days when school is in session except that if a request for a record housed in an attendance center is made during the summer months; such request shall be made at the administration office.

The custodian's decision with respect to whether the record requested is an open record shall be made within three business days of receipt of the request, with the exception that a request made for an attendance center record during the summer months shall be delivered to the administration office and shall be acted upon not later than ten working days after the request is received.

Advanced payment of the expense of copying an open record shall be borne by the individual requesting the copy in accordance with policies and regulations of the board. (Cf. CNR)

Approved: November 11, 2002

KM

Visitors to the School

KM

The board encourages its patrons and parents to visit the district facilities.

Patron visits shall be scheduled with the teacher and the building principal.

Notices shall be posted in school buildings to require visitors to check in at the office before proceeding to contact any other person in the building or on the grounds.

Any person who visits a building and/or grounds of the district will be under the jurisdiction of the building principal who shall be responsible for developing rules and regulations governing the presence of visitors in the buildings. The principal has the authority to request aid from any law enforcement agency if any visitor to the district's buildings or grounds refuses to leave or creates a disturbance. Violation of this rule may lead to removal from the building or grounds and denial of further access to the building or grounds. Violators of this board policy and its rules may be subject to the state trespass law.

Approved: November 11, 2002

KMA Tobacco-Free School Grounds for Visitors

KMA

(See GAOC and JCDA)

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:9/20

KN Complaints

KN

(See BCBI, GAAC, GAACA, GAAB, GAAF, IF, IKD, JCE, JGEC, JGECA, and KNA)

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 not 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 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 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.

KN Complaints

KN-4

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.

Complaints 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: July 10, 2023

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; 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

Approved:9/20

LA

Goals and Objectives

LA

The board will seek to establish a satisfactory working relationship with governmental and private agencies having an interest in the operation of public schools.

Approved:
December 9, 2002

LB **School-Community Cooperation** **LB**

The board will seek to foster an atmosphere of cooperation between the schools and community groups and organizations.
Approved: December 9, 2002

LB-R

School-Community Cooperation

LB-R

The board will cooperate freely with all professional, civic or business associates in promoting activities of general public interest and in the best interest of the students and the educational program of the district. Any question concerning the merit or acceptable character of any activity should be cleared through the offices of the superintendent. Approved:

December 9, 2002

LC

School-Community Program

LC

The board will consider the establishment of programs sponsored jointly by the district and community groups or organizations whenever, in the judgment of the board, such programs cannot be or should not be wholly under the control of the board.

Approved:

December 9, 2002

LD

School-General Governmental Relations

LD

City or County Planning Boards

The district cannot serve its purpose in isolation from other community services and activities. The superintendent will cooperate with the aforementioned agencies in providing the best possible educational program for every member of the community.

Fire Department

School personnel will give their full cooperation to members of the Fire Department in the interest of safety to all students and district staff.

Health Department

The health department will receive full cooperation from school officials in establishing proper safeguards to the good health for all people in the community.

Welfare Department

The personnel of the district will cooperate freely with the welfare department in the best interest of the students and for the educational program of the schools.

County or Other Intermediate Unit

The superintendent shall work cooperatively with local governmental agencies in the interest of the educational program.

Approved: December 9, 2002

LDD

Federal Government-Drug Free Schools

LDD

The unlawful possession, use, sale or distribution of illicit drugs and alcohol by students or school employees on school premises or as a part of any school activity is prohibited. This policy, and any curriculum used in conjunction with it, shall be evaluated at least every-other year using criteria developed by the superintendent and approved by the board. The board shall receive a report after each of these reviews is conducted. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act. P.L. 102-226. (See IDAB, GAOA, GAOB, and JDDA) Approved: December 9, 2002

MA

Goals and Objectives

MA

The board will seek to work harmoniously with all educational agencies having an interest in the schools in the district.

Approved:

MC

Private Schools

MC

The board will cooperate with any accredited private school that might be established in this district for the purpose of improving the overall educational program.

Approved:

MD **Interdistrict Relations**

MD

The board will work cooperatively with other districts to provide services to students when it is in the best interest of students and the districts.

Approved:

MF **Colleges and Universities**

MF

The board may consider the use of student teachers in classes maintained by the district upon conclusion of a written contract with appropriate colleges and universities.

Approved:

MF-R **Colleges and Universities**
Student Teachers or Intern Teachers

MF-R

The district shall cooperate with the colleges and universities on a practice teaching program administered in the local schools under the direction of the superintendent. The superintendent delegates to the principal authority to make proper assignments.

Approved: