

**A District Authority**

Whenever the word "superintendent" appears in these policies and rules, the words "or designated representative" shall be assumed to follow. The delegation of authority of administrative actions does not relieve the superintendent of the responsibility of the actions of such designated representatives.

Approved: May, 1994

**ABE District Goals and Objectives**

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: May, 1994

**ABE-R District Goals and Objectives**

The board shall participate in long-range planning through 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: May, 1994

**AC School District Organization Plan**

The District will be organized on a K-4-2-2-4 basis.

Alma Grade School: K-4

Maple Hill Elementary School: K-4

Mill Creek Valley Middle School: 5-6

Mill Creek Valley Junior High: 7-8

Wabaunsee High School: 9-12

Approved: November, 2004

**AD District Attendance Areas**

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

Approved: May, 1994

**AD-R District Attendance Areas**

The superintendent shall, upon request of the board, prepare a written report for the board, concerning the changing of school attendance areas for the succeeding school year and the reasons for such 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 changes recommended shall be given to the news media for publication in order that the patrons of the district may be made aware of possible attendance area changes and have an opportunity to appear before the board and express their opinions in regard to the recommended boundary changes. The board shall take no action on the recommended changes until after the patrons of the district have had an opportunity to appear before the board in regard to the recommended changes.

Approved: May, 1994

USD 329 Wabaunsee

**ADA**

**ADA School Census**

A school census may be conducted.

Approved: May, 1994

**ADA-R School Census**

Sometime during January each year, the board may direct the superintendent to conduct a census of the potential students and patrons living in the district under the age of five years and the number of potential students and patrons residing in the district between the ages of five and 17, and the number between the ages of 17 and 21. Such census shall also obtain information related to the planning of transportation services and such other information as the superintendent deems to be of assistance to the district.

Approved: May, 1994



**AE School Year**

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

- (1) The minimum number of statutorily required schooldays for students K-12, consisting of not less than 2 ½ hours for kindergarten students and 6 hours for students in grades 1-12; or
- (2) The minimum number of statutorily required school hours for students in grades K-12.

**Virtual Schools**

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

Approved: September 2005

**AEA School Calendar**

The board shall establish a school calendar for each school year.

Approved: May, 1994

**AEA-R School Calendar**

On or before the April regularly scheduled board meeting 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: March, 1998

**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; 6/16

**AF School Day**

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

**Double Sessions**

The board may establish double sessions.

**Evening Sessions**

The board may establish evening sessions for instruction provided that sufficient interest in such sessions is demonstrated by students and provided that such sessions are within the financial capabilities of the district.

Approved: May, 1994

**AF-R School Day**

**The** beginning and ending times for **all** classes in each attendance center will be published each August in the Wabaunsee County Signal-Enterprise.

Approved: May, 1994

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

The board shall prescribe the emergency situations for which the schools may be closed.

Approved: May, 1994

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

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: High school principal and attendance center principals. 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 sch\_ool may close such school.

All school closings shall be immediately reported to the superintendent and the president of the board.

Emergency closing situations are, for example:

Snowstorms and other weather conditions, heating failure in the buildings, health reasons (epidemics), teacher strikes, budgetary problems, etc.

Approved: May, 1994



**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 or approve, or rescind such resolution upon the conclusion of such hearing.

**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: 6/23

KASB Recommendation – 1/01; 4/07; 6/23

**AG-R School Closings**

Procedures

Initially, the superintendent shall make recommendations to the board concerning any facility that may be discontinued as an attendance center.

The superintendent will seek guidance from members of the board prior to making recommendations relative to the possible closing of attendance centers.

After a school is identified for possible closing and the board has given approval to study the particular situation, parents and other school patrons of the attendance area will be involved in discussions pertaining to the possible closing. Outside consultants may be utilized to assist in the study of a possible school closing.

An orderly procedure, including the provision of information to all who will be affected, will be utilized when giving serious consideration to closing a school. The administrative process to obtain board approval to close one or more schools will be consistent with procedures listed following AG-R.

If the board has approved the closing of a school, the administration will use reasonable means to inform parents of students affected by the closing about their new school assignment.

Necessary alignment of boundaries will be made when a school is to be closed, taking into account distances from other schools, traffic patterns, building capacities, enrollments and programs.

Administrative planning for reassignment of students and staff members, disposition of equipment and furniture, etc., normally will be completed prior to the end of the school year.

Alternate uses of the building or disposition of the property will be considered in light of current projected needs.

Factors to be examined when considering a school for closing include the following:

1. Enrollment and Program

A. Number of students currently in attendance

B. Enrollment in relation to that needed to provide quality of educational programs and

services and efficient building utilization.

- C. Student enrollment in relationship to unique program offerings and needs.
- D. Student enrollment projections indicative of continued decreasing student population, taking into account both neighborhood students and others.
- E. Effect upon programs for students in all schools affected by the closing.
- F. Relationship to integration efforts.
- G. Proximity of the school to community resources.
- H. Relationship to long-range plans for special education and regular attendance centers.
- I. Consistency with district commitment to provide special education, integrated education, vocational education and alternative education programs.

2. Community Considerations

- A. Attitudes toward reducing the number of attendance centers and reducing costs.
- B. Hardships and/or benefits to parents and /or students resulting from closing a school, distance from where students reside to schools where assignments may be made
- C. Reactions on the part of parents and other school patrons.
- D. Capacity of buildings in adjacent attendance centers, space to house additional students.

3. Environmental Factors

- A. Adequacy of the building in terms of student health and safety.
- B. Frequency of vandalism and amount of damage.
- C. Location and size of site.
- D. Traffic hazards and/or serious deterrents to learning in the surrounding community.

4. Financial Considerations

- A. Staffing requirements.
- B. Food service and student transportation requirements and expenses resulting from closing a school.
- C. Comparative per student operating costs related to the status quo.
- D. Value of property for other use.
- E. Saving which might accrue by reducing the number of attendance centers

5. Relationship to Long-Range Planning Efforts

- A. Comprehensive planning of the district, other governmental bodies and planning agencies and private interests.
- B. Need to utilize property for other purposes.
- C. Current and projected land use resulting in changes in residential and commercial patterns.

**Procedure**

1. After the official enrollment has been determined during the first month of school, the superintendent will present any recommendation to the board for a study of the possible closing of a school for the following school year.
2. If the recommendation of the superintendent for consideration and study is approved by the board, appropriate staff members will be delegated the responsibility of participating in the study.
3. A community advisory committee or committees consisting of appropriate representation may be utilized by the superintendent to study all relevant data and submit suggestions.
4. By the end of the first semester in which the study was proposed, the superintendent will submit to the board relevant data for its consideration. Such data may include suggestions from the advisory committee(s), information from the administration and preliminary recommendations from the administration regarding closing of a school.
5. The superintendent, working with the president of the board, will schedule meetings of the board to review and discuss the preliminary recommendations of the administration regarding school closings. Information regarding recommendations and meeting dates will be published in a newspaper of general circulation to the area concerned.
6. By the middle of the second semester, the superintendent will submit final recommendations regarding the school closing(s) under study. The recommendations will be presented early enough to assure time for sufficient public review by the board at a regular or special meeting prior to final action.
7. The board will act on the recommendation of the superintendent no later than the second regular board meeting in April of the school year in which the study has been conducted.
8. If the board fails to act on the recommendations of the superintendent by the second meeting in April of the school year, the school in question will remain open for the following school year.
9. The board may close a school any time during the school year without following the procedures described above if the board believes it is an emergency situation and closing is warranted.

Approved:      May 1994