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Definitions

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

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A District Authority

A

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

Home Rule

The board shall have authority to conduct district business without specific statutory delegation. The board may transact all school district business and adopt policies the board deems appropriate to perform its constitutional duty to maintain, develop and operate local public schools.

RESOLUTION TO ESTABLISH HOME RULE BY BOARD OF EDUCATION

Mr. President, I move the adoption of the following resolution:

RESOLUTION

WHEREAS, the Board of Education of Unified School District No. 306, Saline County, Kansas, has determined that the exercise of powers granted by the legislature is of benefit to the board and local patrons; and

WHEREAS, Kansas law authorizes the board to transact all school district business; and

WHEREAS, the board intends to adopt policies that the board deems appropriate to perform its constitutional duty to maintain, develop and operate local public schools; and

WHEREAS, the board acknowledges that the power granted by law shall not be construed to relieve the board from any obligations to comply with state law; and

WHEREAS, the board acknowledges that the powers granted by law and this resolution shall not be construed to relieve any other unit of government of its duties and responsibilities prescribed by law; and

WHEREAS, the board acknowledges that the powers granted by law do not create any responsibility on the part of the district to assume the duties or responsibilities that are required of another unit of government;

NOW THEREFORE, BE IT RESOLVED, by the Board of Education of Unified School District No. 306, Saline County, Kansas, that the board shall exercise the power granted by law and by this resolution.

ADOPTED by the Board of Education of Unified School District 306, Saline County, Kansas, the ____ day of _____, 20__.

ABE District Goals and Objectives (See BK)

ABE

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

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

The superintendent shall develop necessary procedures to implement this policy.

AC School District Grade Levels

AC

The district will be organized on a K-12 plan.

{Insert grade spans: ex: K-5, 6-8, 9-12}

AD District Attendance Areas (See AG)

AD

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

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

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: 2/2020

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

Virtual Schools

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

AEA School Calendar (See IKD)

AEA

The board shall establish a calendar for each school year. On or before March 30 of each year, the superintendent shall present a recommended school calendar for the next school year. District customs, community interest, legal holidays, staff recommendations and other relevant matters shall be considered. A copy of the current calendar shall be on file in the clerk's office.

(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; 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:8/16

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

AF School Day

AF

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

AG Closing School Buildings (See AD)

AG

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

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BA Goals and Objectives

BA

Insert current board goals here if desired. Update annually or as necessary.

BBBB New Member Orientation (See BCBK)

BBBB

The superintendent, and/or the board president and shall conduct an orientation program to acquaint new board members with board policy, district operations, and procedures. The orientation shall also describe the duties and responsibilities of board members, the superintendent, the clerk and treasurer and other staff. Newly elected and newly appointed board members shall be encouraged to attend workshops for new board members.

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

BBBF **Reimbursement for Expenses** (See GAN)

BBBF

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

BBC Board Committees (See CF)

BBC

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

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

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

Advisory Committees

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

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

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

BBE Attorney

BBE

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

BBG Consultants (See CJ, CL and ID)

BBG

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

W A I V E R O F N O T I C E

I hereby waive the written notice required under the provisions of K.S.A. 72-1138 as to the time, place, and purpose of a special meeting of the Board of Education of Unified School District No. ____, State of Kansas, held on _____, 20__.

Member, Board of Education

Member, Board of Education

Member, Board of Education

Member, Board of Education

Member, Board of Education

Member, Board of Education

Member, Board of Education

Attest:

Clerk, Board of Education
Unified School District No. ____
_____ County
State of Kansas

Approved: 1/19

KASB Recommended: 6/18

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

BCAE

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

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

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

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

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

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

The agenda format may include:

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

Other items and reports may be added to the agenda.

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

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

Any board member who wishes to make a motion, second a motion, or discuss pending business shall first secure recognition of the board president. All formal board actions shall be taken by ordinary motions unless a formal resolution is required by law.

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

The following motions shall be in order:

- To recess;
- To take action;

- To amend a motion to take action, but the amending motion shall be disposed of before any other motion to amend the main motion shall be in order;
- To defer action, either finally or to a specific time, date, and place;
- To go into executive session; and
- To adjourn, either finally or to a specific time, date, and place.

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

BCBG Voting Method

BCBG

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

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

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

Approved: 1/19

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

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

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

BCBI Public Participation at Board Meetings (See BCAE and KN) BCBI
Patron-Requested Agenda Items

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

Handling Complaints

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

USD 306

Request to Add an Agenda Item

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

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

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

Name _____

Address _____ Telephone _____

Individual or organization (if any) you represent _____

Organization's address _____

Signature _____ Date _____

District official's signature _____

Date received _____ Time received _____

Approved:

USD 306 Southeast of Saline
District Office

5056 E. K-4 Highway

Gypsum, KS 67448

785-536-4291

http://www.usd306.k12.ks.us

fax 785536-4247

Public Forum

The USD 306 Board of Education believes public participation and involvement in your local school district is of the utmost importance. We also encourage you to access regular school channels when having concerns before addressing the board of education. If you chose to address the board you have two options:

1. Follow the approved board procedures for proposing an agenda for a future meeting (this may be done by contacting the board clerk for more information) or:
2. Speak during the "Public Forum" section of a board meeting.

If you choose to speak during the public forum this form must be completed and returned to the clerk 24 hrs. prior to the start of the board meeting. Your request will then be distributed to the board president.

- When called upon, please address the board from the podium and introduce yourself by stating your name, address, and any organization you may be representing.
- If using a prepared statement or presentation please provide a copy to the board clerk.
- Be brief in your remarks (a maximum of five minutes may be allowed for the Public Forum).
- Subjects, other than policy issues, will generally be referred to the administration.
- Comments shall be limited to issues and not refer to personalities.
- Presentations must respect the privacy rights of employees and students and must be befitting the dignity of the board meeting.
- Groups or Organizations wishing to speak regarding the same topic may be limited to one speaker.
- Board members will not interact with the speakers, except to ask clarifying questions through the board president.
- *I have read and understand the above rules and guidelines:

Name _____

Address _____ Telephone _____

Individual or organization (if any) you represent _____

Organization's address _____

Subject: _____

Signature _____ Date _____

BCBJ News Coverage**BCBJ**

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

Cameras/Recording Devices

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

BCBK Executive Session
(See BBBB, BE, CN, CYA, ECA, IDAE, II, JDD, and JRB)

BCBK

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

Sample Motion

Motions to recess into executive session may be constructed as follows. “I move that the board go into executive session to [fill in subject(s)] pursuant to [fill in justification from 1-7 enumerated below] and that the open meeting shall resume at [fill in time] in the board room.

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

Acceptable justifications for recessing into executive session include the following:

- 1) The non-elected personnel exception under KOMA;
- 2) The exception for matters which would be deemed privileged in the attorney-client relationship under KOMA;
- 3) The exception for employer-employee negotiations under KOMA;
- 4) The exception for data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships under KOMA;

- 5) The exception relating to actions adversely or favorably affecting a student under KOMA;
- 6) The exception for preliminary discussion of the acquisition of real property under KOMA;
- 7) The exception under KOMA for school security matters to ensure the security of the school, its buildings, and/or its systems is not jeopardized.

NO BINDING ACTION SHALL BE TAKEN DURING CLOSED OR EXECUTIVE SESSIONS

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

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

Approved:

KASB Recommendation – 6/99; 6/00; 1/01; 4/07; 7/17

Addendum 1: Sample Motions for Executive Session

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

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

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

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

Drafting Policy

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

Attorney Involvement

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

Policy Dissemination

Changes in board policy shall be disseminated to all holders of policy books and others as appropriate. The superintendent shall develop a procedure to ensure appropriate dissemination and the destruction of obsolete policies. Each attendance center shall have a current policy book in the principal's office. A policy book shall also be kept in the central business office. Each board member shall maintain a policy book, and the superintendent may also designate additional staff members who shall be furnished a policy book.

Historical Policy Files

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

Public Input on Policy

Individuals or groups may submit proposed changes in board policy.

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

BE

The board shall keep records necessary to document board actions.

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.

BK Board Self-Evaluation (See ABE)

BK

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

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

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

The standards may include, but not be limited to:

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

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.

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CA Goals and Objectives of School Administration

CA

The goal of school administration is to create an environment in which all students can demonstrate continuous academic improvement. The superintendent must possess leadership qualities which motivate all staff members to improve the educational program and to attain the board's goals and objectives. The superintendent, with the board's direction, shall mobilize and coordinate all available resources to develop an educational program designed to maintain continuous academic improvement and full state accreditation in all schools.

CB Administrator Ethics**CB**

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

The administrator:

- Makes the well-being of students the basis for decision making and action;
- Fulfills professional responsibilities with honesty and integrity;
- Supports the principle of due process as required by law;
- Obeys local, state and national laws;
- Implements all board policies, rules and regulations;
- Pursues appropriate measures to correct those laws, policies and regulations that are not consistent with sound educational goals;
- Avoids using an administrative position for personal gain;
- Accepts academic degrees or professional certificates only from duly accredited institutions;
- Seeks to improve the profession through research and continuing professional development; and
- Honors employment contracts until fulfillment or release.

CD Administrative Line and Staff Relations (See GACA and GACB) CD

All administrators are ultimately responsible to the board. Within the limits of policy and terms of the job description, the superintendent's administrative subordinates have full authority to administer district programs.

CE Superintendent of Schools

CE

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

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

CEA Superintendent Qualifications

CEA

The superintendent shall possess, or be eligible for, a Kansas district leadership license.

Approved: KASB Recommendation 01/02; 04/07; 12/14

CEB Superintendent's Duties

CEB

The superintendent shall be responsible to:

- serve as the district's chief administrator;
- carry out all board policies and rules;
- oversee safe and orderly schools;
- ensure student achievement for all student groups;
- build positive school/community relations;
- lead the board in developing constructive board/superintendent relations;
- oversee effective and efficient staff performance;
- practice responsible fiscal, facility and resource management; and
- model positive professional attributes.

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 accept ethical and legal standards and minimizes misunderstanding in the community. The process should allow the board ample opportunity to evaluate a number of candidate's qualifications whose professional training and experience meet district needs. The board may solicit applications from qualified staff members and may list the vacancy with placement offices.

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

CEE Compensation and Benefits

CEE

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

CEF Expense Reimbursement and Credit Cards (See CG, GAN and KB) CEF

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

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

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

Approved:

KASB recommendation 6/01; 7/02; 4/07; 6/15

CEG Superintendent's Professional Development Opportunities CEG

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

CEI Evaluating the Superintendent (See CGI and GAK)

CEI

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

The board shall evaluate the superintendent using the evaluation form in accordance with current legal requirements for the first four years of employment and annually for the term of the superintendent's employment.

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. Any revisions in the evaluation system shall include input from the superintendent.

CEJ Nonrenewing or Terminating the Superintendent's Contract CEJ

The board may nonrenew or terminate the superintendent's contract.

CEK Resignation

CEK

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

CF Board-Superintendent Relations (See BBC)

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: 1/21

KASB Recommendation – 01/02; 4/07; 6/20

CG Administrative Personnel (See CEF, GAN and KB)

CG

The board shall employ administrative personnel as needed.

Compensation Guides and Contracts

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

Qualifications and Duties

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

Recruitment

The board delegates to the superintendent the authority to identify and recommend the appointment of individuals to fill vacant administrative positions. The superintendent shall screen all applicants and may use other staff members to assist. The superintendent shall make recommendations to the board. The district may pay preapproved expenses incurred by candidates interviewed for an administrative position.

Assignment

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

Orientation

The superintendent shall conduct an appropriate administrative orientation program.

Supervision

The superintendent shall be responsible for supervising all administrative personnel.

Administrative Intern Program

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

Travel Expense and Reimbursement

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

CGI Administrator Evaluation (See CEI and GAK)

CGI

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

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

CGK Suspension

CGK

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: 3/20

KASB Recommendation – 6/19

CJ Hiring Consultants (See BBG, CL and ID)

CJ

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

CK Professional Development Opportunities

CK

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

CL Administrative Teams (See BBG, CJ and ID)

CL

The board advocates the team concept of school administration.

Method of Appointment

The superintendent shall select the members of each administrative team.

Organization

The superintendent shall determine the organization of each administrative team.

Resources

With board approval, the team may use outside consultants and district resources.

Financial

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

CM Policy Implementation (See BDA, CGK, CMA, 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: 3/20

KASB Recommendation – 6/00; 01/02; 4/07; 6/19

CMA Administrative Rules and Regulations
(See BDA, CM, DJFAB, GAA and JA)

CMA

The superintendent is responsible for recommending, rules and regulations necessary to carry out board policy and to operate the district's schools. These rules and regulations shall constitute the administrative handbooks governing the schools and shall be considered for approval, modification or disapproval by the board. No administrative rule shall conflict with board policy.

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

Staff Involvement

The superintendent may include representatives of those employees who will be affected at the planning stage.

Community Involvement

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

Student Involvement

The superintendent may consider students' opinions concerning rules which affect them.

Rules Drafting

All proposed rules may be submitted to the legal counsel to determine their legality before they are submitted to the board.

Disseminating Rules

All employees who play a role in enforcing the rules or who will be affected by any rule changes shall be given copies of the pertinent rules and any revisions.

Reviewing Rules

Administrative rules adopted by the board shall be subject to regular review by the administrative staff. Proposed changes shall be submitted to the board.

Action Allowed When No Policy Exists

In an emergency when action must be taken, 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.

CN **Public Records**

CN

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

The board designates {the superintendent/other title} as its Freedom of Information Officer. The Freedom of Information Officer shall have the authority to establish and maintain a system of records in accordance with the Kansas Open Records Act and other applicable laws. The board further assigns {the clerk/or_____} 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.

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 of __ cents per page, 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 {or ___} is designated as the official custodian of all board and district office records maintained by the district. Each building principal {or ___} 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: 3/20

KASB Recommendation – 6/00; 01/02; 4/07; 6/07; 12/16; 12/18; 6/19

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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: 3/20

KASB Recommendation – 02/07; 4/07; 6/07; 6/19

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

CO Reports

CO

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

Types of Reports

Annual

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

Budget Reports

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

Disseminating Reports

The board, upon request, may receive copies of reports submitted to the superintendent if there is no potential violation of any staff or students' privacy rights.

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DA Goals and Objectives

DA

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

DB Budget Planning

DB

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

DC Annual Operating Budget(see KBA)

DC

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

The superintendent shall follow the adopted budget.

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

Budget Forms

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

Priorities

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

Deadlines and Schedules

Deadlines and time schedules shall be established by the board.

Encumbrances

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

Recommendations

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

Preliminary Adoption Procedures

The superintendent will be responsible for developing the budget cover letter. It is recommended that the letter include a restatement of the goals and objectives of the district and a list of budget priorities. An explanation of line item expenditures will be included in the letter. Fund expenditures and line categories will also be explained in terms of how the budget meets the goals and objectives of the district and enhances completion of priority programs. A preliminary draft of the district's budget will be submitted by the superintendent to the board on or before August 1st each year.

Hearings and Reviews

The board shall conduct budget hearings according to state law.

Budget Transparency

The district shall comply with the requirements for 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.

Whistleblowers

The district encourages complaints, reports or inquiries about illegal practices or violations of district policies, including illegal or improper conduct by the district, its leadership or by others on its behalf. Reports could include, but not 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 confidential or anonymous basis. They should describe in detail the specific facts demonstrating the bases for the complaints, reports or inquiries. They should be directed to the superintendent. 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 complaint, report or inquiry that is made anonymously.

School District Anti-Fraud Policy**Introduction**

USD 306 Southeast of Saline has established this anti-fraud policy to enforce fiscal controls and to aid in the prevention and detection of fraud and theft. This policy applies to any fraud and theft, or suspected fraud and theft, involving any employee (including Administration), a consultant, vendor, agent, contractor, outside agency, or person doing business with USD #306 Southeast of Saline or in any other relationship with USD #306 Southeast of Saline does not tolerate any type of fraud or theft, including but not limited to such action that benefits USD #306 Southeast of Saline. USD #306 Southeast of Saline's policy is to promote consistent, legal, and ethical organizational behavior by:

- assigning responsibility for reporting fraud and theft;
- providing guidelines to conduct investigations;
requiring each employee to be periodically trained in fraud
- awareness.

Failure to comply with this policy subjects an employee (including Administration) to disciplinary action, including immediate termination. Failure to comply by non-employees could result in cancellation of the business or other relationship between the entity and USD #306 Southeast of Saline and reporting to any bonding companies.

The term employee includes but is not limited to employees in Administration positions. The term Administration includes Board Members, Superintendent,

Principals, Directors, Treasurer, Clerk to the Board, supervisors and any other employee who has authority to sign another employee's performance evaluation. Administration is responsible for knowing the fraud risks in their areas and for detecting such behavior.

Definitions and Examples of Fraud and Theft

Fraud is defined as an intentional deception designed to obtain a benefit or advantage or to cause some benefit that is due to be denied. Some examples of fraud include:

- Forgery or alteration of a check, bank draft, or any other financial document;
- Theft of a check or other diversion of a taxpayer payment;
- Misappropriation of funds, securities, supplies, or other assets;
- Impropriety in the handling or reporting of money or financial transactions;
- Profiteering as a result of insider knowledge of district operations;
- An employee with access to confidential customer information who sells this information or uses it in the conduct of an outside business activity;
- Falsifying records that would lead someone to rely on such record to approve expenditures that otherwise would not be approved.

Fraud can also include abuse and theft. Abuse is the intentional, wrongful, or grossly improper use of resources or misuse of rank, position, or authority that causes the loss or misuse of resources, such as tools, vehicles, computers, copy machines, etc. An example of abuse includes using District equipment, supplies or labor to conduct personal business. Theft is defined as the act of taking something unlawfully. An example of theft is taking home a printer belonging to USD #306 Southeast of Saline and keeping it for personal use. Actions which are

wasteful, negligent or less than best business practices are not covered by this policy.

Responsibility to Report Suspected Fraud

Each employee is required to report any suspected fraud to the employee's Administration or to the Ethics Committee. Administration is required to report suspected fraud, including reports from employees or other individuals, to the Ethics Committee. Administration does not have the authority to determine the merits of a report of suspected fraud; the Ethics Committee makes this determination.

Guidelines for Handling a Report of Suspected Fraud

Whether the initial report is made to Administration or to the Ethics Committee, the reporting individual should receive the following instructions and information:

- Do not contact the suspected individual regarding the suspicion.
- Allow the Ethics Committee to conduct the investigation. Do not further investigate the allegations.
- Observe strict confidentiality. Do not discuss the case, facts, suspicions, or allegations with anyone unless specifically asked to do so by the Ethics Committee, the Police Department or the Board Attorney.
- Retaliation will not be tolerated. USD #306 Southeast of Saline will not tolerate any form of retaliation against individuals providing information concerning fraud or suspected fraud.
- Every effort will be made to protect the rights and the reputations of everyone involved, including the individual who in good faith alleges, perceived misconduct, as well as the alleged violator(s).

- The identity of an employee or other individual who reports suspected fraud will be protected to the full extent allowed by law.

Responsibility of Ethics Committee

Upon receiving a report of suspected fraud, the Ethics Committee shall document the contact and conduct a preliminary investigation to determine the credibility of the report and the applicability of this policy. Wrongful conduct will not necessarily trigger this policy, only fraud, abuse and theft as defined herein. If the report is credible and is covered by this policy, the Ethics Committee shall follow the investigation guidelines provided below.

The Ethics Committee shall make every effort to protect the rights and the reputations of everyone involved in a report of suspected fraud, including the individual(s) who in good faith alleges perceived misconduct, as well as the alleged violator(s). The Ethics Committee also shall make every effort to protect the identity of a person who in good faith reported the suspected fraud. However, disciplinary action may be taken as provided by this policy if a report is made in bad faith. Upon determining that a report is not credible or is not fraud, the Ethics Committee shall document this determination. The Ethics Committee will refer questions as to whether an action constitutes criminal fraud to the Board Attorney or the Police Department. The Ethics Committee is responsible for the administration, revision, interpretation, and application of this policy subject to approval by the governing body.

Guidelines for the Investigation of Suspected Fraud

The Ethics Committee shall be comprised of the Board Members. However, for any particular report, the investigation of which may be delegated to a three

member committee selected by the Board Chairman. Such investigative committee shall then report, as directed by the Ethics Committee on the progress and findings of any such investigation. If because of the nature of the allegations the Board Chairman should not be involved in the investigation, the Vice Chairman can select the particular investigative committee, In the event a report concerns conduct involving the Board as a whole, the Board Attorney shall be informed of the allegations for referral to the appropriate outside agency. As used herein, Ethics Committee shall mean either the Ethics Committee or the investigative committee appointed for the particular matter to investigate, as the context requires.

The Ethics Committee has primary responsibility for the investigation of all suspected fraud and for coordinating investigative activities with the Board Attorney and the Police Department. Each employee involved in an investigation of suspected fraud shall keep the content of the investigation strictly confidential to the full extent provided by law. Investigation results shall not be disclosed or discussed with anyone other than those who have a legitimate need to know. Any required investigative activity shall be conducted without regard to the suspected wrongdoer's length of service, position/title, and relationship to USD #306 Southeast of Saline, or any other perceived mitigating circumstance.

The Ethics Committee shall maintain appropriate documentation regarding incidents of fraud. The Ethics Committee shall develop and maintain guidelines for access to and security of this documentation.

If an investigation substantiates fraudulent activities, the Ethics Committee will prepare an incident report for the General Manager and the Board Attorney. The Ethics Committee shall prepare the report as soon as possible after the fraud is confirmed and shall document the content of the investigation, the findings, and any disciplinary action taken or recommended as a result of the finding.

Any inquiries from the suspected individual, his or her attorney/representative, or any other inquirer shall be directed to the Board Attorney.

Disciplinary Action

Disciplinary action for an employee who fails to comply with any part of this policy; has engaged in any form of fraud; suspects or discovers fraudulent activity and fails to report his or her suspicions as required by this policy; or intentionally reports false or misleading information is subject to disciplinary action, including termination. USD #306 shall also refer those cases reasonably believed to constitute criminal fraud to the Police Department and shall cooperate with any further investigation and prosecution.

Fraud Awareness Training

Each employee is required to attend at least periodic Fraud Awareness Training. After attending the training, the employee must sign a form indicating that they have attended the training and understood its content.

Annual Report Incidents of suspected fraud determined by the Ethics Committee to have merit shall be reported to the Board Attorney and the General Manager on an annual basis. The annual summary report shall include: whether the report was from an employee; the determination of merit; whether a full investigation was

conducted and, if so, the results of the investigation; the disciplinary action, if any, resulting from the investigation; whether the report was referred to an outside entity, and, if so, the current status or final results of the referral.

Adopted: 8/10/2015

DFAA Grants and other Outside Financial Resources

DFAA

The board encourages the superintendent to secure federal, state and private grants, or other alternative funding sources for use in curriculum development, staff development, instructional or activity programs and other areas as directed by the board.

The Superintendent shall approve all grant applications before their submission. Any grant application that involves matching or other resource commitment by the district must have the approval of the board prior to submission. The board shall approve receipt of all grants or other financial resources awarded, accepting all terms and conditions and continuing support related to the awarded.

Approved: 01/2019

DFAA: Crowd Funding.....DFAA

adopted Nov. 13, 2017

For the purposes of this Policy, “Crowd funding” is a mechanism by which individuals or entities solicit donations online, via specifically-designed websites, for a particular purpose or cause.

THE USD 306 BOARD OF Education recognizes that crowd funding is a popular alternate method for procuring funding for specific projects and/or programs and that the revenue-raising potential that crowd funding may provide could be a benefit for District programs and classrooms.

However, the Board also recognizes that unregulated employee use of crowd funding on behalf of the District can subject both the District and the employee to significant potential legal liability.

The purpose of this Policy is to effectively regulate and establish parameters for use of crowd funding for District purposes, on behalf of the District, or for the purpose of supplementing District programs. [1] 2

Prohibition on Unapproved Crowd funding on Behalf of the District

Employees and/or eligible organizations who wish to utilize crowd funding for District purposes or programs are required to obtain written permission for doing so by an application to the Superintendent that is consistent with the requirements of this Policy. Individuals or groups who have not obtained written approval from

the Superintendent may not solicit funds or items on behalf of the District on a crowd funding website; give the appearance of soliciting funds or items on behalf of the District on a crowd funding website; use the District's name, logo, mascot, or other identifying information in a crowd funding post; or link to or reference any of the District's websites, social media sites, or other site, platform or account associated with the District, identify themselves as an employee of the district, or use their District email address.

Further, pursuant to this Policy, absent the written approval by the Superintendent, of a crowd funding project, employees of the District are prohibited from identifying, on a crowd funding site, that they are an employee of the District, if such identification may lead a reasonable reader to infer that the employee's crowd funding post, which does not otherwise identify the District in its request for funds, pursuant to the above prohibition, that the funds designated will be utilized by or within the District or for a District program. Employees may not utilize their District email address on any crowd funding sites.

Quasi-School Groups. Booster groups, parent organizations and/or educational foundations that have been formally recognized by the Board may be granted permission to engage in crowd funding on behalf of the District, subject to the requirements of this Policy. Groups and/or organizations that have not been granted formal recognition by the Board may not be granted permission to engage in crowd funding on behalf of the District.

Individuals who are not employees of the District may not engage in crowd funding on behalf of the District.

Designation of Approved Crowd funding Sites

The Superintendent or designee shall be responsible for maintaining a list of approved crowd funding sites and shall update the list as needed. All crowd funding projects that are approved by the District must utilize one of the approved crowd funding sites. Approved sites must meet the following requirements:

- A. The site must be operated by a legitimate corporation or limited liability company with no significant history of fraud, unlawful activity, financial mismanagement, or other misconduct.
- B. The site must have a policy that requires all funds raised by an individual on behalf of the school to go directly to the school, not the individual who posted the fundraising request;^[L]_[SEP]
- C. **Sites that provide requested items in lieu of direct funds shall be given preference.** (ex., where an individual requests funds to complete a classroom library, specific items needed for the library shall be delivered directly to the school in lieu of the school receiving funds to obtain them).
- D. Sites designed for crowd funding by schools and/or educators shall be given preference, if they meet the requirements of this section.

To the extent that there is no crowd funding site available meet all of the requirements, above, the Superintendent shall not approve requests for crowd funding.

Requirements for Approved Crowd funding Requests

It shall be the responsibility of the Superintendent or designee to approve all crowd funding requests. Crowd funding requests that are incomplete, not submitted in writing, and/or that do not meet the requirements of this Policy shall not be considered for approval.

Crowd funding requests will be considered for approval if they meet the following conditions:

- A. Projects must meet the requirements set forth in this Policy, including obtaining Superintendent approval and posting on a District-approved crowd funding site;
- B. Where items are received from a crowd funding project instead of monetary funds, all items must be delivered directly to the principal of the building in which they will be used.
- C. Where crowd funding proceeds are in the form of funds, such funds must be sent to the District's Treasurer, who shall ensure the appropriate accounting and holding of such funds until they are used for their stated purpose;^{[[1]]}_{[[SEP]]}
- D. All crowd funding projects involving classroom materials, projects or resources must be consistent with the District-approved curriculum;
- E. All crowd funding projects, including the solicitation of donations, online posting, selection of items, and/or use of funds must be consistent with all applicable laws and Board policies and have a specific beginning and ending dates;

Crowd funding Projects MAY NOT:

- A. Disparage the District or any of its buildings, programs, students, or employees or paint the District or any of its employees, students, or programs in a negative light;^{[[1]]}_{[[SEP]]}
- B. Include pictures of students in the crowd funding post or on the posting individual's home or biography page on the crowd funding site;
- C. Include identifying information of any District student on the crowd funding site;

- D. Be used for personal gain of any individual other than the District-related benefits associated with the project's purpose;^[1]_[SEP]
- E. Result in funds and/or items being provided/delivered directly to the individual who requested the funds;
- F. Solicit funds for items or projects that are religious or political in nature or that have a religious or political purpose;^[1]_[SEP]
- G. Have the effect of (regardless of intent) violating Title IX or any other state or federal law;
- H. Be contingent on additional District spending or require "matching" funds from the District or another organization;^[1]_[SEP]
- I. Request food items that do not meet the "smart snacks" standards of the USDA regulations for school nutrition; or
- J. Contain language that suggests or states that an item or items for which the donations are being sought are required for or otherwise integral to a student's special education program, necessary for a student to achieve his/her IEP goals, or necessary to ensure participation of a student or students with disabilities in school or any program offered by the District.

Procedure for Obtaining Approval for a Crowd funding Project

Any employee or eligible organization may submit a **written** request for approval of a crowd funding project. Applicants must first obtain the list of approved crowd funding sites and select one for their project to ensure that the application, including the language of the post, is consistent with the requirements of the District-approved crowd funding site chosen by the applicant. The written request for approval must be provided directly to the Superintendent and must contain the following:

- A. The name and job title of the requester, OR

- B. If the applicant is an organization, the names of two members of the organization who shall be responsible for overseeing the crowd funding project (organizations must meet the requirements set forth, above, in order for members to apply for approval); [] [SEP]
- C. The crowd funding site to be used; [] [SEP]
- D. The items being requested and/or the amount of funds targeted to be raised; [] [SEP]
- E. The classroom, program, and/or activity to be benefitted; [] [SEP]
- F. The exact language that will be included in the post as well as any graphics that will be included; [] [SEP]
- G. The projected start and end dates of the post;
- H. A list and description of any social media platforms and/or accounts that will be used to promote the project; and,
- I. A description of any other methods/channels that will be used to promote/market [] [SEP]the project.

Approval of a request shall depend on, but not be limited to, the following factors:

- A. Compatibility with the district's educational program, mission, vision, core values and beliefs;
- B. Congruence with the district and school goals that positively impact student performance;
- C. The district's instructional priorities;
- D. The manner in which donations are collected and distributed by the crowd funding platform;
- E. Equity in funding;
- F. Other factors deemed relevant or appropriate by the district.

G.

Additional Requirements and Regulations:

- A. Where a crowd funding project requires the electronic transfer of funds, the Superintendent, in consultation with the District's Treasurer, shall ensure that such transfer is made properly and in accordance with acceptable standards of practice. Where such transfer cannot be properly achieved, the project should not be approved.
- B. The District reserves the right to refuse funds that have been raised through an approved crowd funding project if it discovers that the project violated this Policy or was in violation of the crowd funding site's requirements, policies and/or regulations.
- C. The District reserves the right to terminate any pre-approved crowd funding project for any reason or withhold approval for any crowd funding project for any reason.
- D. Items obtained through crowd funding must fulfill the purpose of the approved crowd funding project.
- E. The District Treasurer shall be promptly notified of any unused funds.
- F. It shall be the responsibility of the individual whose crowd funding project is approved by the Superintendent to ensure that all applicable laws and rules, including rules and requirements established by the crowd funding site, are followed.
- G. All items/materials obtained through District-approved crowd funding are the property of the District. While preference shall be given for the items/materials to be used and maintained by the employee who originally obtained them through crowd funding (where applicable), the**

District reserves the right to transfer such items/materials to another classroom and/or teacher, where necessary.

The Superintendent or designee shall develop administrative regulations, as necessary, to ensure that crowd funding activity, as permitted by this policy, is conducted in a manner that has a positive impact on the District's image and administrative process and minimizes potential legal liability.

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 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,

DFAB Standard of Conduct for Federally Funded Contracts

DFAB-2

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:2/17

KASB Recommendation – 12/16

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.

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: 1/21

KASB recommendation 6/06; 4/07; 6/18; 12/19; 6/20

DFG Fees, Payments and Rentals (See KG)

DFG

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

DFK Gifts and Bequests

DFK

Income derived from gifts and bequests will be credited, if possible, as specified by the board.

DFM Equipment and Supplies Sales (See KK)

DFM

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

DH Bonded Employees

DH

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

A position bond in the amount of \$100,000 is required for the treasurer, clerk and superintendent. A position bond may be purchased by the board for district employees as follows:

- Building principals
- Building secretary(s)
- Other employees as the board may direct.

DHI Preparation of External Financial Statements

It is the board's policy to hire a person with the requisite skill, knowledge and experience, capable of overseeing the preparation of the external financial statements that are free of material misstatement, including the notes to the financial statements. Even though this is our policy, we choose to allow the auditor to assist in the preparation of the external financial statements and the related notes as a non-audit service.

Approved: August 10, 2015

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: 1/19

KASB Recommendation - 4/07; 6/18

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: 1/19

KASB Recommendation – 4/07; 6/18

[RESOLUTION TO ESTABLISH PETTY CASH FUND]

RESOLUTION

WHEREAS, the Board of Education of Unified School District No. _____, _____ County, Kansas, has determined that the creation of a petty cash fund is an efficient method to pay expenses for school district purposes in emergencies.

WHEREAS, Kansas law authorizes the establishment of petty cash funds;

NOW THEREFORE, BE IT RESOLVED, by the Board of Education of Unified School District No. _____, _____ County, Kansas that a petty cash fund designated as the _____ Building Petty Cash Fund is created for the purpose of receiving and expending funds for needed district expenditures in an emergency. The fund shall be in the amount of \$_____.*

The fund shall be administered by _____. The _____ shall keep a record of all receipts and expenditures of the fund and shall prepare and file with the Board a statement showing all receipts, expenditures and balance at the end of each _____ and at the end of each school year. An itemized receipt shall be maintained for each expenditure. Any person authorized to administer a petty cash fund shall be bonded by the school district.

Upon proper report to the board, the petty cash fund shall be replenished by payment from the appropriate fund of the school district.

The petty cash fund shall not be loaned or advanced against the salary of any employee.

Funds in the petty cash fund shall remain district funds but shall not be considered school money for purposes of K.S.A. 72-1136 and the provisions of K.S.A. 12-105b shall not apply.

ADOPTED by the Board of Education of Unified School District _____, _____ County, Kansas, the _____ day of _____, 20 ____.

[NOTE: A separate resolution must be adopted for each petty cash fund.]

* Not to Exceed \$1500.00

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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: 1/22

KASB Recommendation - 4/07; 12/21

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: 1/19

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.

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: 1/19

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

DJEE Local Purchasing

DJEE

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

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: 1/19

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

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

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

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

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

DJEJ **Payment Procedures** (See DJEG and DJFAB)

DJEJ

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

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

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

DJFA Purchasing Authority

DJFA

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

DJFAB **Administrative Leeway**
(See CMA, DJEG and DJEJ)

DJFAB

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

DK Student Activity Fund Management (See JGHB, JH and JL) DK

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

Activity Fund Management

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

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

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

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

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

Activity Fund Deposits

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

Inactive Activity Funds (See JH)

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

DK Student Activity Fund Management

DK-2

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

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

[RESOLUTION TO ESTABLISH ACTIVITY FUND]

RESOLUTION

WHEREAS, the Board of Education of Unified School District No. 306, Saline County, Kansas, has determined that the creation of an activity fund is an efficient method to pay expenses for student activities; and

WHEREAS, Kansas law authorizes the establishment of school activity funds;

NOW THEREFORE, BE IT RESOLVED, by the Board of Education of Unified School District No. 306, Saline County, Kansas, that an activity fund designated as the _____ fund is created for the purpose of receiving and expending funds for student activities, including athletics, music, forensics, dramatics and other board approved student extra-curricular activities.

The fund shall be administered by _____. The _____ shall keep a record of all receipts and expenditures of the fund and shall prepare and file with the Board a statement showing all receipts, expenditures and balance at the end of each _____ and at the end of each school year. Any person authorized to administer an activity fund shall be bonded by the school district.

Funds in the activity fund shall remain district funds but shall not be considered school money for purposes of K.S.A. 72-1136 and the provisions of K.S.A. 12-105b shall not apply.

ADOPTED by the Board of Education of Unified School District 306, Saline County, Kansas, the ____ day of _____, 20____.

[NOTE: A separate resolution must be adopted for each activity fund.]

Approved: 1/19

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

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: 1/19

KASB Recommendation – 12/16; 6/18

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EFData Management
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EA Goals and Objectives

EA

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

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

EB Buildings and Grounds Management

EB

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

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

EBA Insurance Program

EBA

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

Liability Other Than For Vehicles

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

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.

EBAA Workers Compensation (See KFD)

EBAA

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

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

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

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

Choice of Physician

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

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 the safety rules are demonstrated to the teacher. Teachers will conduct periodic reviews of safety rules during the school year.

Warning System

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

Safety Inspections

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

If repairs are necessary, the individual conducting the investigation shall immediately inform the building principal, superintendent or immediate supervisor in writing. Necessary steps either to repair or to remove the defect will be taken as soon as possible. Defects requiring expenditure of money {in excess of \$2,000 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.

Inspection

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

Disposal

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

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

Rules

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

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 superintendent's designee. A plan for emergency dismissal of students during the school day shall be developed by the superintendent and approved by the board. A copy shall be filed with the clerk and procedures for dismissal shall be given to parents and students at the beginning of each school year.

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), as well as a direct calling system.

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.

EBBE **Emergency Drills**

EBBE

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

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: 3/20

KASB Recommendation—7/96; 4/07; 12/18; 6/19

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

EBBF

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

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

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

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

(See JCAS, JCDBB, JDD, JDDB, JDDC, JGGA, and KGD)

Security devices may be installed at district attendance centers. Other measures may be taken to prevent inclusions 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 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 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 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, superintendents 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 of provisions of the Kansas school safety and security act.

Approved: 8/16

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

EBE Cleaning and Maintenance Programs EBE

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

Sanitation

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

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

EBI Long-Range Maintenance Program

EBI

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

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

EBJ Records

EBJ

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

EC Equipment and Supplies Management

EC

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

Receiving

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

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

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

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

ECH Printing and Duplicating Services (See IIBG and KBA)

ECH

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

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

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

ED Student Transportation Management (See EDDA and JGG) ED

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

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

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

EDAA

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

Liability

All school vehicles will be adequately insured.

Safety

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

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

Speed Limits

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

Safety Inspection

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

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

Scheduling and Routing

Scheduling and routing shall be the responsibility of the superintendent or the superintendent's designee.

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

Records

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

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

Licensing of Drivers

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

School bus drivers shall receive a copy of this policy annually on registering their driving certification with the superintendent.

Housing of School Vehicles

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

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

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

Any staff requests for such use shall be submitted to the superintendent on or before June 1 and shall include information concerning the time, date, and duration of trip, the purpose of the transportation; the type of bus(es) or vehicle(s) requested; which district staff member(s) will be accompanying they students(s) on such trips; and whether or not additional school transportation providers would be required to provide such transport.

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

Approved:

KASB Recommendation - 7/03; 4/07; 6/10; 12/13; 6/15

EDDA Special Use of School Buses (See ED) EDDA

The board may allow for special uses of district buses using guidelines established in this policy. Transportation fees may be charged at the discretion of the Board to offset totally or in part the cost of approved special trips. Fees could include but are not limited to: (1) the cost of fuel (2) the cost of the driver and only USD 306 drivers will be allowed to drive USD 306 buses (3) a fee for the wear and tear on the bus. Revenues received by the board under the provisions of this policy shall not be considered a reduction of operating expenses of the school district. Groups allowed use of buses under this policy are responsible for the care and cleaning of the buses, and for the supervision of passengers. The types of groups allowed, and the restrictions placed on the activities these groups may sponsor while using district transportation, shall be approved by the board and filed with the clerk. Groups allowed use of district buses may not travel outside Kansas.

Special uses will not be approved without insurance coverage.

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

- Parents and/or other adults when traveling to or from school-related functions or activities;
- Students traveling to or from functions or activities sponsored by organizations, the membership of which is principally composed of children of school age;
- Persons engaged in field trips related to an adult education program maintained by the district;
- Governing bodies of townships, city or county who transport individuals, groups or organizations;
- Nonpublic school students when traveling to or from interschool or intraschool functions or activities;

- Community college students enrolled in the community college to or from attendance at class at the community college or to and from functions or activities of the community college.

- A four-year college or university, area vocational school, or area vocational-technical school for transportation of students to or from attendance at class at the four-year college or university, area vocational school or area vocational-technical school, or for transportation of students, alumni and other members of the public to or from functions or activities of these organizations;
- Public recreation commissions, if travel is to or from an activity related to the operation of the commission; The Assaria Summer Youth Program may qualify under this as well.
- Another school district if there is a cooperative and shared-cost arrangement with that district.

Revised: June 20, 2016

While transporting students the driver of a school vehicle may use a cell phone to receive voice calls. The use of a cell phone for any other purpose not specifically allowed (see * below) shall be considered to be unacceptable.

*In the event of an emergency or due to a confidential situation the driver may use the cell phone to contact Law Enforcement, the Transportation Director, Superintendent of Schools, and/or Principals. The vehicle must be at a complete stop when making such a call and out of the traffic lanes of the roadway, unless conditions prevent parking the vehicle in a safe location.

*The GPS function of a phone may be used by the driver if programmed prior to departure or programmed while the vehicle is at a full stop. It is highly recommended that a passenger be in charge of the GPS if at all possible.

The above cell phone use shall be true of a bus driver whether the bus has passengers or is empty.

Violation of this policy shall result in discipline up to and including loss of driving privileges and/or termination.

Reviewed and OK'ed by KASB: January 25, 2017

Approved 2/17

fyi: A Kansas bill has been introduced that would make it illegal to hold a wireless communication device to the person's ear. This would basically require hands-free devices in order to take voice calls

EE Food Services Management

EE

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

Sanitation Inspections

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

Records

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

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

Meal Prices

Meal prices shall be determined by the board.

Free and Reduced Price Meals

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

Unpaid Meal Charges

The district's meal charging requirements are as follows.

A charge account for students paying full or reduced price for meals may be established with the district. Students may charge no more than {\$20

EE Food Services Management

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worth of/5} meals to this account, Charging of a la carte or extra items to this account will not be permitted.

Any student failing to keep his/her account solvent as required by the district shall not be allowed to charge further meals until the negative account balance has been paid in full. However, such students will be allowed to purchase a meal if the student pays for the meal when it is received. Students who have charged the maximum allowance to this account and cannot pay out of pocket for a meal will be provided an alternate meal consisting of a peanut butter, peanut butter alternative, or cheese sandwich and milk.

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

Payments for school meals may be made at the school or district office. Students, parents, and guardians of students are encouraged to prepay meal costs.

The district will provide a copy of this unpaid meal charges policy to all households at or before the start of school each year and to families and students that transfer into the district at the time of transfer. The terms of this

policy will also be communicated to all district staff responsible for enforcing any aspect of the policy. Records of how and when it is communicated to households and staff will be retained.

Approved:2/17

KASB Recommendation - 4/07; 12/16

EF Data Management

EF

Data Dissemination

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

To Education Agencies

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

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FDBLong-Range Needs Determination

FA Goals and Objectives

FA

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

FB **Building Committees**

FB

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

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

Memorials

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

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

Funerals

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

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

Naming of Facilities

The board will consider request 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 and has been deceased for at least {10} years. The board shall consider naming requests after they are recommended by the superintendent.

Approved:8/16

KASB Recommendation - 6/13; 6/16

FD Capital Outlay Long Range Planning

FD

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

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

FDB Long Range Needs Determination

FDB

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

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GCRFNon-School Employment

GCRGLeaves and Absences

Paid Leave

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Jury Leave

GCRHVacations

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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 licensed staff covered by the negotiated agreement.
- GC policies apply to classified/non-licensed staff.

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

GAA

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

All employees shall follow all applicable board policies, rules, 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: 3/20

KASB Recommendation – 2/98; 4/07; 12/13; 6/19

GAAA Equal Employment Opportunity and Nondiscrimination GAAA

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

The district is an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to hiring, compensation, terms, conditions, or privileges of employment because of an individual's race, color, 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 (position, address, phone number of the district compliance coordinator) or to:

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

GAAA Equal Employment Opportunity and Nondiscrimination GAAA-2

Approved: 3/20

KASB Recommendation - 2/98; 8/98; 6/06; 4/07; 12/15; 6/19

GAAB Complaints of Discrimination

GAAB

(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, or harassment due to race, color, national origin, religion, sex, age, genetic information, or disability. 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. Any employee who engages in discriminatory conduct shall be subject to disciplinary action, up to and including termination.

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, 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 except 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

GAAB Complaints of Discrimination

GAAB-2

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

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

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

Unless otherwise provided herein, complaints of discrimination will be resolved using the district's discrimination complaint procedures in policy KN.

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

Approved: 1/21

KASB Recommendation – 2/98; 8/98; 4/07; 6/09; 6/15; 6/19; 6/20; 7/20

The board of education is committed to providing a positive and productive working and learning environment, free from discrimination on the basis of sex, including sexual harassment. The district does not discriminate on the basis of sex in admissions, employment, or the educational programs or activities it operates and is prohibited by Title IX from engaging in such discrimination. Discrimination on the basis of sex, including sexual harassment, will not be tolerated in the school district. Discrimination on the basis of sex of employees or students of the district by board members, administrators, licensed and classified personnel, students, vendors, and any others having business or other contact with the school district 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. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee, or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student or another employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Violation of this policy by any employee shall result in disciplinary action, up to and including termination.

Sexual harassment shall include 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 by avoiding prejudgment of the facts, conflicts of interest, and bias. Decision-makers shall receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant. Investigators shall receive training on issues of relevance of questions and evidence in order for them to create investigative reports that fairly summarize relevant evidence.

Any employee who witnesses an act of sexual harassment or receives a complaint of harassment from another employee or a student shall report the complaint to their immediate supervisor, building administrator, or Title IX Coordinator. Employees who fail to report complaints or incidents of sexual harassment to appropriate district officials may face disciplinary action. District officials who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

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

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

The investigator's written report shall include an objective evaluation of all relevant evidence using a preponderance of the evidence standard to determine responsibility.

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;
- Address each allegation and a resolution of the complaint including a determination regarding responsibility, the rationale therefor, any disciplinary sanctions imposed on the respondent, and whether the remedies are designed to preserve access to the educational program or activity will be provided by the district to the complainant; and
- The procedures and permissible bases for the complainant and/or respondent to appeal the determination.

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 20 days after the date of the written determination. Appeals shall be on the record and heard 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 10 days after the appeal is filed 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.

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: 1/21

KASB Recommendation – 2/98; 8/98; 7/03; 6/04; 4/07; 6/15; 12/18; 06/20; 7/20

GAACA Racial and Disability Harassment: Employees
(See GAF, JGECA and KN)

GAACA

The board of education is committed to providing a positive and productive working and learning environment, free from discrimination, including harassment, on the basis of race, color, 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 by board members, administrators, certified and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII 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. Racial or disability harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee, or third party (visitor, vendor, etc.) to racially harass or harass on the basis of disability any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student or another employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

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

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;
- 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.

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:2/20

KASB Recommendation – 8/98; 7/03; 4/07; 9/12; 6/15; 12/18

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: 1/22

KASB Recommendation - 2/98; 4/07; 6/07; 11/10; 8/12; 10/12; 11/12;
6/20;12/21

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

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

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

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: 2/8/16

KASB Recommendation – 6/08; 6/13; 12/15

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

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

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

Definitions

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

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

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

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

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

Prohibited Types of Restraint

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

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student’s airway;
- Using physical restraint that impacts a student’s primary mode of communication;

GAAF Emergency Safety Interventions

GAAF-4

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

Use of Emergency Safety Interventions

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

ESI Restrictions

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

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

Use of Seclusion

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

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

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

Training

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

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

Notification and Documentation

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

Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include: (A) The events leading up to the incident; (B) student behaviors that necessitated the ESI; (C) steps taken to

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

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

Law Enforcement, School Resource, and Campus Security Officers

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

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

Documentation of ESI Incidents

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

- Date and time of the ESI,
- Type of ESI,
- Length of time the ESI was used,
- School personnel who participated in or supervised the ESI,
- Whether the student had an individualized education program at the time of the incident,

- Whether the student had a section 504 plan at the time of the incident, and
- Whether the student had a behavior intervention plan at the time of the incident.

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

Reporting Data

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

Parent Right to Meeting on ESI Use

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

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

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

For a student without an IEP or Section 504 plan, the school staff and the parent shall discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

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

Local Dispute Resolution Process

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

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

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

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

the findings of fact and recommended corrective action, if any, to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 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: 2/20

KASB Recommendation – 6/13; 12/13; 6/15; 6/16; 6/18; 12/18

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: 2/20

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

GACB Job Descriptions (See CD and GACA)

GACB

The superintendent shall develop a job description for each category of employee. After board approval of any new or revised job descriptions, they will be deemed in effect, shall be filed with the clerk, and may be published in handbooks.

Approved: 3/20

KASB Recommendation - 2/98; 4/07; 6/19

Recruitment

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

Hiring

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

Hiring sequence

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

Approved: 3/20

KASB Recommendation – 2/98; 6/00; 6/01; 4/07; 6/14; 6/19

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GACCA Nepotism

GACCA

The superintendent shall make reasonable efforts to determine whether a candidate for employment is related to or residing with a board member or an administrator of the district. If a candidate is related to or residing with a board member or administrator, the superintendent will make this fact known to the board.

Except in an emergency or in the case the individual is deemed to be the most qualified candidate for the position by the board, the board will not employ anyone who is the father, mother, brother, sister, spouse, son, daughter, step-son, step-daughter, son-in-law, or daughter-in-law of any board member or who resides in the household of any board member.

This provision shall not apply to any person who has been regularly employed by the board prior to the adoption of this policy or to any person who has been regularly employed by the board prior to the election or appointment of a new board member to whom the person is related.

Supervision Limitations

No employee shall directly supervise or be responsible for any portion of the evaluation of his or her father, mother, brother, sister, spouse, son, daughter, step-son, step-daughter, son-in-law, or daughter-in-law or an individual residing with the employee.

Approved: 3/20

KASB Recommendation k- 2/98; 6/07; 4/13; 6/19

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

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

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

For additional information see:

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

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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: 3/20

KASB Recommendation - 2/98; 4/07; 6/19

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: 1/19

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

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: 3/20

KASB Recommendation - 2/98; 4/07; 6/19

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: 8/16

KASB Recommendation – 2/98; 7/03; 4/07; 6/07; 6/16

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.

GAH Participation in Community Activities

GAH

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

Holding Public Office

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

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

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

Political Activity in the Schools

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

For the purposes of this policy, "advocacy of any political issue" shall not be deemed to include providing information on educational matters to elected officials.

Approved: 3/20

KASB Recommendation – 2/98; 4/07; 6/15; 6/19

GAI Solicitations (See KDC)

GAI

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

GAJ Gifts (See JL and KH)

GAJ

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

Gifts to Staff Members

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

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

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

Requests for References

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

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

- employment date(s);
- job description and duties while in the district's employ;
- last salary or wage;
- wage history;
- whether the employee was voluntarily or involuntarily released from service and the reasons for the separation;
- written employee evaluations which were conducted prior to the employee's separation from the employer and to which an employee shall be given a copy upon request.

Immunity Provided

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

Prohibition on Aiding and Abetting Sexual Abuse

Pursuant to the federal Every Student Succeeds Act, the board prohibits the board, individual board members, and any individual or entity who is a district employee, contractor, or agent from assisting a district employee, contractor, or agent in obtaining a new job if the board, individual, or entity knows, or has probable cause to believe, that such school employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law. For the purposes of this policy, it shall not be deemed assisting in obtaining a new job if the aforementioned individuals or entities participate in the routine transmission of administrative and personnel files in accordance with law and this policy,

Approved:2/17

KASB Recommendation – 7/02; 4/07; 12/16

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GAL Salary Deductions (FLSA) (See GAOF)

GAL

The district shall comply with the salary basis requirements of the Fair Labor Standards Act (FLSA). The board prohibits all managers from making any improper deductions from the salaries of exempt employees. Employees shall be made aware of this policy.

If an employee believes that an improper deduction has been made to his or her salary, the employee should immediately report this information to his or her direct supervisor, or to the superintendent of schools.

Reports of improper deductions shall be promptly investigated. If it is determined that an improper deduction has occurred, the employee shall be promptly reimbursed for any improper deduction made.

GAM Personal Appearance

GAM

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

GAN Travel Expenses (See BBBF, CG, CEF, GBRC and GCA)

GAN

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

Requests for reimbursement shall have the following attached: receipts for transportation, parking, hotels or motels, meals and other expenses for which receipts are ordinarily available. For the authorized use of a personal car, including approved travel between buildings, staff members shall be reimbursed at a mileage rate established by the board.

GANA Expense Reimbursement and Credit Cards (See CEF and GAN) GANA

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

The superintendent may designate administrative and other staff member to whom a district credit card will be issued. The board shall annually prescribe limits and restrictions on the use of district credit cards and shall monitor monthly receipts and reimbursement expenses. In no case will credit card expenditures in excess of \$100.00 in one month be authorized for any non-administrative staff member without the prior approval of the superintendent.

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

Accountings of district credit card use shall be provided to the board for review on a monthly basis, and a record of district credit card usage shall be maintained. Expenses for district travel in personal vehicles or extended travel incurred in the performance of official duties shall be reimbursed in accordance with the provisions of GAN.

Approved:

KASB Recommendation - 6/13; 6/15

GAO Maintaining Proper Control (See JGFB) GAO

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

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

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

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

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

Within 30 days after the notice of conviction is received, the school district will take appropriate action with the employee. Such action may include, suspension, placement on probationary status, or other disciplinary action including termination. Alternatively, or in addition to any action short of termination, the employee may be required to participate satisfactorily in an approved drug abuse assistance or rehabilitation program as a condition of continued employment. The employee shall bear the cost of participation in such program. Each employee in the district shall be given a copy of this policy.

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

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

Employee Conduct

As a condition of continued employment in the district, all employees shall abide by the terms of this policy. Employees shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances, or alcoholic beverages on district property or at any school activity. Compliance with the terms of this policy is mandatory. Employees who are found violating the terms of this policy will be reported to the appropriate law enforcement officers. Additionally, an employee who violates the terms of this policy may be subject to any or all of the following sanctions:

1. Short term suspension with pay;
2. Short term suspension without pay;
3. Long term suspension without pay;
4. Required participation in a drug and alcohol education, treatment, counseling, or rehabilitation program.
5. Termination or dismissal from employment.

Prior to applying sanctions under this policy, employees will be afforded due process rights to which they are entitled under their contracts or the provisions of Kansas law. Nothing in this policy is intended to diminish the right of the district to take any other disciplinary action which is provided

for in district policies or the negotiated agreement. This policy is not intended to change any right, duty or responsibilities in the current negotiated agreement.

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

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

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

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.

“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: 1/21

KASB Recommendation - 2/98; 4/07; 6/13; 6/16; 12/18; 6/20

GAOD Drug and Alcohol Testing

GAOD

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

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

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

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

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

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

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

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

coordinator with a written doctor's release before the employee is allowed to return to work. In addition, should the employee be released to return to work by a doctor and fail to do so, all benefits under paid leave shall terminate, and those benefits under workers compensation shall be restricted as provided by current statute.

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

In no event shall the employee be entitled to a combination of workers compensation benefits, district paid disability insurance, and salary in excess of his/her full salary. Available paid leave may be used for this purpose until 1) available paid leave benefits are exhausted; 2) the employee returns to work; 3) the employee is released by the medical provider and a position is offered by the employer, but the employee declines to return to work; or 4) employment is terminated. Paid leave shall be calculated on a prorata amount equal to the percentage of salary paid by the district.

Testing

The board, through its designated workers compensation coordinator, may require 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

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: 3/20

KASB Recommendation- 7/96; 2/98; 7/02; 4/07; 6/09; 12/14; 6/15; 6/19

GAOF Salary Deductions (See GAL)

GAOF

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

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

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 district employees and to students.

The employee shall be allowed to return to duty upon recovery from the illness, when the employee is no longer contagious as authorized by the employee's physician or local health officer, or after the expiration of any period of isolation or quarantine.

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

If a 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 statutes.

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:

KASB Recommendation – 2/98; 6/01; 4/07; 10/12; 1/13; 12/20

GARA Bloodborne Pathogen Exposure Control Plan

GARA

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

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

GARI Family and Medical Leave

GARI

Eligible 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.

Family and Medical Leave (FMLA) Family and medical leave as required by federal law shall be granted for a period of not more than 12 weeks during a 12-month period. For purposes of this policy, a 12-month period shall be defined as a fiscal year beginning on July 1 and ending the following June 30. Spouses employed by the district may only take an aggregate of 12 weeks of leave for a birth or adoption of a child or to care for a child with a serious health condition. A. FMLA is available for: (1) the birth of a son or daughter of the employee and to care for the son or daughter; (2) the placement of a son or daughter with the employee for adoption or foster care; (3) the need to care for a spouse, son, daughter or parent of the employee because of a serious health condition; or (4) a serious health condition of the employee that prevents the employee from performing the job functions. (5) Leave for reasons 1 or 2 must be taken within 12 months of birth or placement. Family leave reasons 1 or 2 may not be used intermittently or on a part-time basis without the prior approval of the superintendent. B. The leave shall normally be unpaid leave. If the employee has any paid vacation, personal, sick or disability leave that is available for use because of the reason for the leave, the paid leave shall be used first and counted toward the annual family and medical leave. The superintendent, or his designee, will notify the employee when he/she is out of

paid leave and the leave has been designated as unpaid family and medical leave. The employee shall also be notified at that time of the ending date of the unpaid family and medical leave. C. The employee is eligible for family and medical leave upon completion of 12 months of service in the district and employed at least 1250 hours during the preceding year. D. During the period of any unpaid family and medical leave the board shall continue to pay the employer's share of the cost of group health benefits in the same manner as paid immediately prior to the leave. Any employee portion of the cost shall be paid by the employee to the clerk of the board on the payroll date or other time as the employee and superintendent may agree. The board may terminate group health coverage if the employee payment is not received within 30 days of the due date. E. When the need to use Family & Medical Leave is foreseeable, the employee shall give written notice 30 days in advance. If leave is not foreseeable, notice will be given as soon as practicable. F. Upon the employee being designated as using Family & Medical Leave the employer will notify the employee of: (1) the reasons that leave will count as family and medical leave, (2) any requirements for medical certification, (3) employer requirement of substituting paid leave, (4) requirements for premium payments for health benefits and employee responsibility for repayment if employer pays employee share, (5) right to be restored to same or equivalent job, (6) any employer required fitness-for-duty certifications.

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

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

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

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

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

The employee may be absent for up to five (5) years for military duty and retain reemployment rights. There are, however, exceptions which can exceed the five (5) years limit. Reemployment protection does not depend on the timing, frequency, duration or nature of an individual’s service. The

law enhances protections for disabled veterans including a requirement to provide reasonable accommodations and up to two (2) years to return to work if convalescing from injuries received during service or training.

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

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

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

GARID Military Leave

GARID-3

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 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.

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: 3/20

KASB Recommendation – 2/98; 4/07; 6/19

GBI **Evaluation** (See GAK)

GBI

The board shall adopt an approved evaluation instrument. The instrument shall govern evaluation of teachers, shall be filed with the clerk and may be published in teacher handbooks.

Availability of Evaluation Documents

Completed evaluation documents shall be available to the employee, the superintendent, assistant superintendent, other administrators under whose supervision the teacher works, and others authorized by law.

Evaluation Criteria

Evaluation criteria shall be established by the board.

GBK Suspension

GBK

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

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

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

GBN Nonrenewal and Termination

GBN

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

Approved: 3/20

KASB Recommendation – 2/98; 4/07; 6/19

GBO Resignation

GBO

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

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

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

Exit Interviews

Exit interviews may be conducted after an employee resigns.

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.

GBR Work Schedule (See JGFB)

GBR

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

Work Schedules

The minimum length of the school day for licensed and professional staff shall be defined in the negotiated agreement. Work schedules for other employees shall be defined by the superintendent consistent with the Fair Labor Standards Act (FLSA) and the provisions of this policy.

Attendance Required

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

GBRC Professional Development (See GAN and GBRH)

GBRC

There shall be a program of professional development for employees, which meets minimum statutory and State Board of Education requirements.

The program shall promote:

- continuous professional development;
- improving academic achievement for all students;
- diversification in academic foundations or subject knowledge; and
- improved job effectiveness and enhanced skills.

When appropriate, the superintendent shall consult with the staff about professional development activities.

All appropriate employees shall attend professional development sessions unless excused by the superintendent. Professional development programs may use all or a portion of the workday.

GBRD Staff Meetings

GBRD

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

Approved: 3/20

KASB Recommendation – 2/98; 4/07; 6/19

GBRE Additional Duty

GBRE

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

Approved: 8/16

KASB Recommendation – 2/98; 4/07; 6/16

GBRF Student and Parent Conferences

GBRF

Teachers shall be available for student and/or parent conferences at mutually convenient times. The principal may schedule individual or building-wide parent-teacher conferences as necessary.

Approved: 2/8/16

KASB Recommendation – 12/15

GBRG Non-School Employment

GBRG

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

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

GBRGA Consulting

GBRGA

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

GBRGB **Tutoring for Pay**

GBRGB

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

GBRGC **Tutoring for Pay**

GBRGC

Teacher Protection Under the Kansas Tort Claims Act

Teachers employed by Unified School District No. 306, Gypsum, Kansas, are entitled to protections under the Kansas Tort Claims Act, K.S.A. 75-6101 *et seq.*, and notification of same.

GBRH Leaves and Absences (See GBRC)

GBRH

Licensed employees will be provided with paid and unpaid leave in accordance with applicable law and the negotiated agreement. The board reserves the right to grant additional leave.

Approved: 3/20

KASB Recommendation – 7/03; 4/07; 6/19

GBRIBA **Disability Leave**

GBRIBA

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

GBRJ Substitute Teaching

GBRJ

Qualified substitute teachers shall be secured for the district.

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

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

Principals (or other designated employees) shall be responsible for obtaining substitute teachers from the list and employing them as needed.

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

The board shall establish the rate of pay for substitute teachers each August (when needed).

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

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

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

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

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

An educator in the performance of assigned duties shall:

- meet and continuously maintain applicable certification or licensure requirements as defined by state and/or federal law for position held;
- actively support and pursue the district's educational mission;
- recognize the basic dignity of all individuals;
- maintain professional integrity;
- avoid accepting anything of substantial value offered by another which is known to be or which may appear to influence judgment or the performance of duties;
- accurately represent professional qualifications; and
- be responsible to present any subject matter in a fair and accurate manner.

Approved: 2/17

KASB Recommendation – 2/98; 4/07; 12/16

All materials including, but not limited to, hardware, software, curriculum, activities, lesson plans, training models, audio/visual, digital recordings, and assessments developed while employed by USD 306 are solely owned by the Southeast of Saline Schools, USD 306, unless otherwise specified in the employee contract or other written agreement.

Approved : August 8, 2016

GBUA Licensed Employee

All materials including, but not limited to, hardware, software, curriculum, activities, lesson plans, training models, audio/visual,

GCA Compensation and Work Assignments (See GAN)

GCA

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

Work Assignments

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

Attendance Required

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

Workweek For the purposes of Fair Labor Standards Act (FLSA) compliance, the workweek will be 12:00 a.m. Sunday until 11:59 p.m. Saturday.

Classification of Employees

For purposes of compliance with the Fair Labor Standards Act (FLSA), the superintendent shall ensure that all job positions are classified as exempt or nonexempt and that employees are made aware of such classifications.

Overtime

No non-exempt employee shall work more than 40 hours per week without the prior written permission of the appropriate supervisor. Principals and

supervisors shall monitor employees' work to ensure that the overtime provisions of this policy and the Fair Labor Standards Act are followed. All employees shall be compensated for overtime worked, at a rate of one and a half times their normal rate of pay for any hours worked over 40 in a workweek.

Nonexempt employees whose workweek is less than 40 hours will be paid at the regular rate of pay for time worked up to 40 hours. Overtime pay will be provided only if an employee works more than 40 hours in a workweek.

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 (or compensatory time) 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.

GCIA Evaluation of Coaches and Sponsors

GCIA

All employees contracted to coach or sponsor an activity shall be evaluated on a schedule approved by the board. 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.

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GCK Suspension

GCK

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

GCRF Non-School Employment

GCRF

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

Paid Leave

Full-time employees will be credited with 10 days of paid leave on the first day of the fiscal year. Unused leave will be accumulated to a maximum of 90 days. The annual credit of 10 days will be first applied to employee absences. The maximum number of days available in any fiscal year is 100 days.

The paid leave may be used as sick leave, bereavement leave or personal leave.

Sick leave is available for the personal illness of the employee or the illness of the employee's spouse, child, grandchild, parent or the parent or child of the employee's spouse. The superintendent shall have the right to receive verification of any illness or disability.

Bereavement leave is paid leave in the event of the death of a member of the family covered by sick leave. Bereavement leave is limited to three days per occurrence. Bereavement leave will be deducted from available paid leave.

Personal leave is for the purpose of conducting personal activities that may not be completed outside the workday. Personal leave is limited to two days per fiscal year and will be deducted from paid leave allowed. Requests for personal leave must be given to the employee's supervisor at least one week in advance of the period of leave.

If the employee leaves the employment of the district for any reason, no payment will be made for unused sick leave.

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. 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.

GCRH Vacations

GCRH

Full-time classified employees may be granted a paid vacation each year.

GCRI Paid Holidays

GCRI

Paid holiday leave may be granted to classified employees.

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Approved: August 8, 2016

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HAA Legal Status

HAA

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

HAB Goals and Objectives

HAB

Professional negotiations are for the purpose of determining the terms and conditions of employment as defined by law.

HAC Scope of Negotiations

HAC

Negotiations shall cover only topics that are mandatorily negotiable under current law. The board reserves the right to negotiate any topic the board deems in the best interest of the district.-

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: 1/21

KASB Recommendation - 4/07; 6/20

HAF Superintendent's Role

HAF

The superintendent shall not be the chief negotiator for the board. The superintendent shall only act in an advisory capacity.

HAHBA Use of School Facilities

HAHBA

School facilities shall be made available for negotiating sessions 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.

HAHBB **Use of School Equipment**

HAHBB

The board may make school equipment available for negotiating sessions.

HAI **Negotiations Procedures (See CN)**

HAI

The time, place, duration, notification, agenda and rules of order shall be as agreed by the board team and teachers' team.

Distribution of Information

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

Research Assistance

Upon request, the board shall furnish to the association any information which is public record. Information not currently available in the form requested by the association, at the discretion of the board, may be supplied if the association reimburses the board for any additional expenses. (See CN)

Minutes and Records

One member of the board's team shall be designated to keep reasonably detailed minutes and records of all negotiating sessions. Following each session, a person shall transcribe the minutes and notes and distribute the minutes to the board.

Reporting to the Staff and Board

The board shall, through the superintendent, be fully advised as to the status of the negotiating sessions. The board shall be furnished copies of the minutes and records of each session. The board shall, through the superintendent, report to the staff information as the board deems advisable.

Reporting to the Media and Public

The board reserves the right to release to the media and public information regarding negotiations. Before any school board news release or

HAI Negotiations Procedures

HAI-2

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.

HAI Preliminary Agreement Disposition

HAI

All tentative agreements shall be reported to the board.

HAK Ratification Procedures

HAK

The board will not engage in piecemeal ratification of agreements. The board will not take action on the total "package of agreements" until after the teachers' association has acted upon the same package of agreements. If after the completion of impasse procedures, the board and teachers' association have not reached agreement, the board shall take action to conclude the matter as provided by law.

All tentative or preliminary agreements shall be placed in one package and presented to the board for its consideration.

HAL Announcement of Agreement

HAL

The board may announce its ratification of the agreement.

HAN Slowdowns

HAN

The board opposes work slowdowns by its teachers.

If any district teachers engage in a practice commonly known as a "slowdown," the board shall immediately direct the superintendent and other administrators to investigate the situation and report back to the board instances in which a 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.

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IA Philosophy (See GBU and IKB)

IA

Excellence in Education....Preparing Future Leaders

Both academic and non-academic programs comprise the educational program. The educational program shall be performance-oriented and research-based.

All students shall have an equal opportunity to pursue and acquire knowledge and to master the educational program's objectives.

IB School Site Councils (See KA)

IB

A site council shall be established in each district building. Each council shall be responsible for providing advice and counsel for evaluating state, school district, and school site performance goals and objectives and in recommending methods that may be employed at the school site to meet these goals and objectives. Discussions may include allocations of the school budget and administrative and management functions.

The membership of each council shall include, at a minimum, the building principal, and representatives of: teachers and other school personnel, parents of pupils attending the school, the business community, and community leaders.

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 that shall be subject to board approval. Each council may report to the board as determined by the BOE.

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IC Educational Program (See ID, IDAA, IDAB, IDAC and IJ)

IC

The academic program shall assist students to grow intellectually, to master the curriculum objectives, and to prepare for further education or training. The board shall consider the district's basic educational program each year. And, when approved, the program shall constitute the district's basic curriculum.

Curricular Offerings

An outline of each curricular offering and the learning objectives to be mastered shall be developed. When approved by the board, they shall become a part of these policies and rules by reference.

Educational Goals and Objectives

District educational goals and curriculum objectives for the basic educational program shall be on file in the district office, and available for inspection upon request.

Additional Educational Programs

Additional educational programs shall be in one of the following categories:

Special Programs (IDAA), Support Programs (IDAB) and Exceptional Programs (IDAC).

Approved: 1/21

KASB Recommendation – 6/04; 04/07; 6/10; 6/20

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

Pilot project means any research or experimentation program or project designed to explore or develop new, unproven teaching methods or techniques. All instructional materials, including teachers' manuals, audio/visual materials or any other supplementary instructional material to be used in connection with a pilot project shall be available for inspection by parents or guardians of students engaged in the program or project.

Pilot Project Evaluation

Before any pilot project proposal is submitted to the board for approval, an evaluation format shall be developed and included with the pilot project.

Student Surveys

Any instrument designed to survey students, either by district staff or by an outside agency or individual, shall be made available for inspection by parents or guardians before the survey is administered.

ICAA Teaching Methods (ICA, IDAE, II, and IJ)

ICAA

Use of current research findings to improve instruction is required as a part of the district's school improvement efforts. The teaching staff is required to keep abreast of current research-based teaching methods.

ID Instructional Program (See BBG, CJ, CL, IDA and IJ)

ID

All certified staff shall cooperatively develop an integrated, comprehensive, performance-oriented preK-12 Instructional Program, which will be composed of the specific courses and programs offered that allow students to meet the goals and objectives set forth in the educational program. It is to include district instructional goals and learning objectives and be based on valid educational research and current State Board of Education requirements. After board of education approval, district instructional goals and learning objectives shall be used by the staff as the basis for developing and implementing specific curricula. The superintendent shall develop a schedule for periodic curriculum reviews.

Modification

Additions, deletions or alterations to the Instructional Program shall be approved by the board.

Personnel

Outside resources and district personnel may be used in curriculum development.

Financial Resources

The board encourages the superintendent to secure federal, state and private grants, or other alternative funding sources for use in curriculum development. The certified staff is encouraged to use available commercial, public domain and community resources to assist in developing the instructional program and extending it beyond the traditional classroom setting.

Evaluation (See IJ)

IDA Educational Program (See ID, IDAA, IDAB, IDAC and IJ) IDA

The academic program shall assist students to grow intellectually, to master the curriculum objectives, and to prepare for further education or training. The board shall consider the district's basic educational program each year. And, when approved, the program shall constitute the district's basic curriculum.

Curriculum Handbooks

Curriculum handbooks shall contain an outline of each basic course and the learning objectives to be mastered. Each handbook, when approved by the board, shall become a part of these policies and rules by reference.

Educational Goals and Objectives

District educational goals and curriculum objectives for the basic educational program shall be on file in the district office, and available for inspection upon request.

Other Educational Programs

Other educational programs provided by the district shall be in one of the following categories:

Special Programs, Support Programs and Exceptional Programs.

IDAA Special Programs (See IC, IDA and JJ)

IDAA

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.

IDAB Support Programs (See IC, IDA and LDD)

IDAB

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 programs to prevent students from dropping out of school, or to encourage dropouts to return to school shall be: Credit Recovery Programs, Summer School, and Learning Center.

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 of all students.

Counselor(s) shall provide guidance services consistent with district philosophy, job descriptions and board policies.

Homebound Instruction

If a child is unable to attend school because of lengthy illness or injury, homebound instruction may be provided if:

The parent makes the request for homebound instruction; and

The Superintendent or principal, the student's IEP team or a section 504 team recommend homebound placement, based on information indicating homebound instruction is medically necessary.

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 Student Support Services, State Board of Education.

IDAC Exceptional Programs (See IC and IDA)

IDAC

In addition to the basic programs approved by the board, the district shall provide programs to meet exceptional needs. Program information approved by the board shall be filed with the clerk and made available to staff as needed.

List Other Appropriate Information Here

IDACA Special Education Services

IDACA

In accordance with the provisions of Federal and state law, it is the policy of this district to provide a free appropriate public education for every exceptional child (as defined by K.S.A. 72-3404) 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.

Approved: 1/19

KASB Recommended – 6/14; 6/18

IDACB Section 504 Accommodations for Students IDACB

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.

IDAD-Regulation-Title I Programs

NOTE: This document MUST be approved by board action to become policy. File with clerk, distribute to principals and duplicate as necessary in district newsletters and other documents.

Regulation – Title I

Parental Involvement Encouraged

Parents shall receive information about the Title I program, the curriculum, academic assessments, and required proficiency levels, and their right to request additional meetings. All parents of Title I students shall be invited to the meetings.

The board shall strongly encourage parental involvement in the district's Title I program. Included in these efforts shall be: activities that will educate parents regarding the intellectual and developmental needs of their children at all age levels including:

- Assistance in understanding.
 - State academic content and achievement standards;
 - How to monitor their child's progress; and
 - Title I regulations.
- Activities that include promoting cooperation between the district and other agencies or school/community groups (such as parent-teacher groups, Head Start, Parents as Teachers, etc.) to furnish learning opportunities and disseminate information regarding parenting skills and child/adolescent development.

- Implementing strategies to involve parents in the educational process, including: Joint development of a school-parent compact that outlines the shared responsibilities of the school and the parent for high student achievement by:
 - Keeping families informed of opportunities for involvement and encouraging participation in various programs.
 - Providing access to educational resources for parents/families to use together with their children.
 - Keeping families informed of the objectives of district educational programs as well as of their child's participation and progress within these programs.
 - Allowing parents reasonable access to staff who work with their children.
 - Providing professional development opportunities for teachers and staff to enhance their understanding of effective parent involvement strategies.
 - Promoting activities, which emphasize the importance of parent-school communication.

Activities to Enable Parental Participation

The district shall enable families to participate in the education of their children through a variety of roles. For example, family members shall be given opportunities to:

- Provide input into district policies that affect Title I programs and their children.
- Understand and participate in school improvement efforts.
- Volunteer time within classrooms and school programs.
- Perform regular evaluations of parent involvement at each school and at the district level.
- Provide access, upon request, to any instructional material used as part of the educational curriculum.
- Provide information in a language understandable to parents, if practical.

Scheduling for Parents' Convenience

The district shall, to the extent possible, schedule activities for parent involvement at times and places accessible to parents of Title I students and provide information in a format and language the parents understand.

Annual Evaluation

The district shall conduct, with involvement of parents, an annual evaluation of the contents and effectiveness of the parental involvement policy IDAD. The district shall use the findings of the evaluation to design strategies for more effective parental involvement and to revise, if necessary, the policy IDAD.

Title I Parent Involvement: Policy Development Meetings

USD 306, Saline County, KS

Date of meeting/s (fill out sheet for each meeting): _____

Parents present (list names, address, phone, child's name):

Name	Address	Phone	Child's Name

Major topics discussed:

Proposed changes (if any) made to policy IDAD

Administrators and other school employees present:

Name	Title/Position	Building

Copies to: Clerk of the Board; Superintendent of Schools; School Principal
 Approved by Board of Education as Policy/Regulation: _____date

IDAD **Title I Programs**

IDAD

The board shall ensure 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 program; assessing the educational needs of all students, particularly the needs of educationally disadvantaged children; developing appropriate communication channels between all parties; developing in-service training for parents and staff; and developing appropriate evaluation procedures.

Annual Parent Meeting

The board shall designate at least one meeting date each school year to provide parents of Title I students an opportunity to meet with school personnel in order to participate in the design and implementation of the Title I program.

Protection of Pupil Rights Amendment: Regulation

USD 306

NOTE: This document MUST be approved by board action to become policy. File with clerk, distribute to principals and duplicate as necessary in district newsletters and other documents.

Surveys: Parental Inspection Rights

Parents shall have the right to inspect any survey created by a third party before it is administered or distributed to students in the school. Prior to distribution, parents shall have the right to inspect any survey that seeks information about: political affiliations or beliefs of the student or the student's parent; mental or psychological problems of the student or the student's family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; religious practices, affiliations, or beliefs of the student or student's parent; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Written Permission Required

If such survey is funded in whole or in part by federal funds, a survey that seeks this information shall not be administered without the express written consent of the parent. If the survey is not federally funded, parents must be given direct notification of the survey, through U.S. mail or e-mail, and provided with an opportunity to opt their child out of the survey. If the survey is part of the curriculum, parents shall have the right to inspect any instructional materials used in conjunction with the survey.

Physical Examinations

Prior to the administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school, scheduled by the school in advance and not necessary to protect the immediate health and safety of the student, the school shall provide parents with notice of the activity and provide parents with an opportunity to opt their child out of the activity. This requirement does not apply to routine dental, hearing and vision screenings required under Kansas law.

Parental Rights: Marketing Information

If the school collects, discloses or uses personal information from students for the purpose of marketing or selling that information, parents shall have a right to inspect any instrument used for the collection of such information before it is administered or distributed to students in school. Parents shall be provided with notice of such activities and provided with an opportunity to opt their child out of the activity. The requirements concerning activities involving the collection and disclosure of personal information from students for marketing purposes **do not apply** to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for or to students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Release of Information – FERPA Rights

Unless the information collected from students is designated as directory information, no information gathered about students shall be released to third parties without the express written consent of the parent or eligible student. (See JRB)

To save time in case of an audit, file a copy of the minutes with critical policies required by law.

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 test, questionnaire, survey, or examination containing any questions about a student’s or the student’s parents’ or guardians’ personal beliefs or practices on issues such as sex, family life, morality, or religion shall be administered to any student unless:

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

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

laptops, tablets, phones, flash drives, external hard drives, or virtual servers not owned by the district is prohibited.

Students may be questioned:

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

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

Approved: 8/16

KASB Recommendation – 7/03; 6/04; 4/07; 6/14; 6/16

IDCE College Classes (See JBE and JQ)

IDCE

If approved by the board and with parental permission, eligible students who can complete graduation requirements as prescribed by the board are eligible to be released from school during the regular school day to attend classes at a Regent's university, community college, technical college, vocational educational school or Washburn University.

Concurrent Enrollment

A student enrolled in grades 10, 11 or 12, or a gifted child in grades 9 through 12 who has demonstrated the ability to benefit from participation in the regular curricula of eligible postsecondary education institutions, may apply to the principal for permission to enroll at an eligible postsecondary education institution.

The district may enter into an agreement with the college for the purpose of allowing these students to receive dual credit.

IDFA Athletics

IDFA

Any district elementary or middle school that includes any of the grades six through nine may conduct athletic practice during the school day only at times when one or more elective academic courses or a study period is offered to students.

District high school/s shall not conduct athletic practice during the school day, and practice shall not be counted for credit or as a part of the school term.

District schools shall neither offer credit for athletic practice nor count athletic practice as a physical education course.

IE Instructional Arrangements

IE

Each building principal shall organize the instructional program in a manner compatible with these policies.

Class Size

Class size shall be determined by: class enrollment, teacher availability, budget and facility limitations.

Scheduling for Instruction

Class schedules shall be developed to meet district instructional goals and learning objectives.

Pre-enrollment

The administration shall develop and coordinate pre-enrollment activities each spring.

IEB **Charter Schools**

IEB

The board may consider a petition for creation of a charter school if the petition meets all requirements of current law and regulations.

**IF Textbooks, Instructional Materials and Media Centers
(See IKD and KN)**

IF

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 skills.

Information which helps students develop an appreciation of American cultural, ethnic and racial diversity and balanced views concerning international, national, state and local issues and problems; and

Sufficient flexibility for meeting the special needs of individuals and groups.

The superintendent shall develop selection procedures which meet the above criteria, which shall include a review of available material by 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, include various types of materials and a variety of content in various formats.

The collection shall reflect, enrich and complement the broad interests represented in the curriculum. The collection should be large enough to allow materials to be placed in classrooms for extended periods of time.

Challenges of Materials

Any person having a complaint about textbooks, media center or other instructional materials shall meet with the principal. If the matter cannot be resolved, the principal shall notify the superintendent and ask the complainant to use a request for review form which is available through building principals or at the district office. After receiving the completed form, the superintendent shall meet with the complainant to discuss the complaint.

If the complaint is not resolved at the meeting with the superintendent, the complainant may request that the board consider the complaint. If the board chooses to consider the complaint, it shall forward all appropriate written materials to a review committee.

Review Committee

When a review committee is established by the board to handle complaints concerning textbooks, media center or instructional materials, the review committee shall be composed of:

The building principal, media specialist, two subject area specialists and two community members.

The committee's charge shall be:

To review the material and prepare a written report containing conclusions and recommendations within 30 days;

To direct a written report to the board; and

To send the complainant a copy of the report.

The Review Committee Shall:

Examine and evaluate the material as a whole; consider the district's policy, procedure and philosophy for selection of textbook, instructional materials and media center materials; and

Weigh strengths and weaknesses and form opinions based upon the selection criteria.

If the complainant is dissatisfied with the committee's recommendation, an appeal of the decision may be made to the board for a

hearing and final decision. If an appeal is requested by the complainant, the superintendent shall request that the board schedule an appeal and shall prepare in advance of the appeal all appropriate documentation for the board's study.

Removing Challenged Materials

Challenged materials shall not be removed from use during the review period.

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IFBH Outside Speakers (See IKB) IFBH

With administrative approval, outside speakers may be invited to meet with groups of students as part of the educational process.

Speakers shall be informed of this policy and any rules when they are invited to make a presentation.

Outside speakers should be selected so that various points of view are presented.

The teacher/sponsor or any member of the school administration may interrupt or suspend any proceedings if the speaker is not abiding by these rules.

With prior board approval an honorarium may be paid to outside speakers.

IFC **Community Resources** (See KFD)

IFC

The use of community resources is encouraged where legitimate educational objectives may be advanced.

The licensed staff shall maintain a list of suitable community resources which may be used for field trips and other excursions.

Approved: 3/20

KASB Recommendation – 6/04; 4/07; 6/19

USD Approved Field Trips

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

Advance requests for field trips including transportation and other resource needs shall be submitted by the teacher to the principal. Each building principal shall develop a form to notify parents of a forthcoming field trip. The form shall include the nature of the trip, departure time, expected return time, name of sponsor(s) and mode of travel. The form shall also include a space where a parent may ask that a child be excused and the reasons for the excuse.

Non-Sanctioned Field Trips

Non-sanctioned field trips organized by employees acting as independent contractors/agents involving students on a volunteer, self-supporting basis are not approved by the board and are not considered a part of the curriculum. Total responsibility for privately planned field trips or tours rests with the individual(s) and agency sponsoring them. The district assumes no legal or financial responsibilities for non-sanctioned field trips.

Every attempt should be made to schedule non-board approved trips during weekends and/or vacation periods. If travel arrangements necessitate that some school days are missed, normal procedures for staff and students absences must be followed.

Non-sanctioned Field Trips(continued)

If recruitment of students is sought through the schools(s), the request for recruitment shall be made in accordance with those of private citizens. Recruitment efforts may occur during class time or the employee's work day if approved by administration prior to the event.

Out-of-state and international student trips must have prior approval from the Board of Education.

The Board will consider for approval trips which are related to a course of study, serve as an extension of the curriculum, or are the result of student activity programs sponsored by USD 306.

KSHSAA sponsored activities do not require board approval.

All requests for such travel must be submitted by the sponsor to the building principal in writing on the District's approved form (See Trip Request Form).

Requests must be approved by the principal, the superintendent and the Board.

Requests for out-of-state trips must be received for consideration of approval by the Board of Education at least 30 days prior to the date of departure.

Requests for international travel should be received for consideration of approval by the Board of Education at least 180 days prior to the date of departure.

The Board of Education shall reserve the right to assign ground transportation based on availability of vehicles, drivers and considerations for student safety.

The Board of Education shall also reserve the right to determine the level of adequate student supervision.

GENERALLY, the BOE will consider requests for ground transportation and student registrations; however, the Board reserves the right to approve or disapprove requests based on the Board's financial position. All other costs associated with the trip are the responsibility of the club/organization and/or the participants. However, in extenuating circumstances additional financial help for meals, overnight lodging and adult registrations may be considered.

Adopted: November 9, 2015

Revised: Feb. 8, 2016

USD 306 REQUEST FOR OUT-OF-STATE/INTERNATIONAL STUDENT TRIP Policy ICFBB

ORGANIZATION OR CLUB MAKING REQUEST: _____

SPONSOR(S): _____

DESTINATION: _____

DATE OF DEPARTURE: _____ DATE OF RETURN: _____

OF SCHOOL DAYS TO BE MISSED: _____

DESCRIPTION/PURPOSE OF ACTIVITY: _____

OF STUDENTS PARTICIPATING: _____ # OF ADULT SPONSORS/CHAPERONES: _____

The BOE reserves the right to determine level of adequate student supervi

MODE OF TRANSPORTATION BEING REQUESTED AND NUMBER OF EACH:

(NOTE: USD 306 has the authority to assign vehicles and mode of transportation as may be necessary)

____ BUS ____ SUV ____ CAR

Student Registrations: Amount each \$ _____ x # of Students = \$ _____

Adult Registrations: *These are usually the responsibility of the club/organization.*

See below if additional help is being requested.

<i>If your organization is requesting financial support in addition to transportation and student registrations a letter stating the reason(s) the additional financial help is needed is to be attached to this form.</i>			
Overnight Lodging: (# of Rooms _____ x # of Nights _____) x Cost/room/night= \$ _____ =	\$ _____	Lodging Total	
Meals:	Breakfast (# _____ x participants) x \$8 ea. =	\$ _____	
	Lunch (# _____ x # of participants) x \$10 ea. =	\$ _____	
	Supper (# _____ x # of participants) x \$15 ea. =	\$ _____	Meals Total
Adult Registrations: Amount each \$ _____ x # of Adults =	\$ _____	Registration Total	

Sponsor _____ Date _____ Principal _____ Date _____

A SCHEDULE OR ITINERARY OF ACTIVITIES IS TO BE ATTACHED TO THIS FORM

Permission for out-of-state travel must be granted by the Board of Education. GENERALLY, the BOE will consider requests for ground transportation and student registrations; however the BOE reserves the right to approve or disapprove requests based on the BOE's financial position. All other costs associated with the trip are the responsibility of the Club/Organization and/or participants involved with the trip. The BOE will consider special requests for additional financial help if such a request can be justified.

This form is to be presented to the District Office at least one week prior to the BOE Meeting at which permission will be requested.

Permission for OUT-OF-STATE, NATIONAL travel is to be requested NO LESS 30 days prior to the departure date
 Permission for INTERNATIONAL travel is to be requested NO LESS than 180 days prior to the departure date.

Date Received in Board Office: _____ Date of BOE Mtg: _____ Approved: ____ Yes ____ No

BOE Participation:

Supt. of Schools

Date

approved 11.09.15

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IHA Grading System

IHA

The district shall have board-approved methods for assessing and reporting the quality of student academic progress. Information shall be published in appropriate handbooks.

IHB Homework

IHB

Homework shall not be used as a means to discipline students. Homework shall be assigned as needed to reinforce lessons introduced in the classroom.

IHEA Make-Up Opportunities (See JBD and JDD)

IHEA

Within time limits established by the administration, all teachers shall supply make-up work assignments when requested. The time limits shall be included in the staff and student handbooks each year.

The board may adopt graduation requirements exceeding the minimums set forth by state regulation. Unless otherwise provided herein, in order to qualify for graduation, the board requires each candidate to earn 28 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 authorizes the formation of a Graduation Committee to make determinations on when waivers are to be granted. The board further authorizes the issuance of a State of Kansas minimum standards diploma as an alternate for candidates in limited situations as deemed appropriate by the Graduation Committee.

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 of DCF or a federally recognized Indian tribe in this state at any time on or after the student's 14th birthday; and has achieved at least the minimum high school graduation requirements adopted by the state board of education. Other situations which may warrant waiver of graduation requirements in excess of the minimum requirements adopted by the state board include, but may not be limited to, the following circumstances:

- If such a student is an adult learner whose four year cohorts have graduated; or
- If such a student is attending an alternative school or program and has experienced high mobility, teen pregnancy, long-term illness, extreme hardship conditions, or is deemed to be at risk by the Graduation Committee.

The board's Graduation committee shall be comprised of the high school principal, high school counselor, and the senior class sponsor(s). A written alternative graduation plan shall be developed by the committee for students the committee identifies. Graduation plans and waivers of graduation requirements may only be granted upon a unanimous affirmation vote of the Graduation Committee. Alternative graduation plans developed by the Graduation committee shall meet or exceed the minimum graduation requirements adopted by the state board of education. The committee will determine if the student shall be granted a regular Southeast of Saline diploma or the alternative State of Kansas minimum standards diploma. Students receiving the minimum standards diploma may not be allowed to participate in the graduation ceremony.

The graduation plan as developed by the Graduation Committee shall be written and presented to the Student and to the student's parent(s)/legal guardian(s) if the student is not 18. A copy of the graduation plan shall also be shared with the Superintendent of Schools who shall share it with the members of the Board of Education. The graduation plan can be appealed by the student, or his/her parent(s)/legal guardian(s) if the student is not 18, to the Board of Education by submitting a written request to the Clerk of the Board. The request must be received within ten (10) days of the student's receipt of the written graduation plan. The Board of Education will consider the appeal at their next regularly scheduled meeting. The student shall attend the Board meeting. If the student is not 18 his/her parent(s)/guardian(s) shall also attend the meeting. If the student or parent(s)/guardians (if required) are not present at the meeting, the appeal will not be considered.

Approved:2/17

KASB Recommendation 9/97;6/04;4/07;6/15;1/2017

Graduation Committee Guidelines: The board of education of USD 306 has established a Graduation Committee through policy IHF. This committee shall consist of the high school principal, high school counselor, and the senior class sponsor(s). They are charged with reviewing the academic record of students who are at risk of not graduating with their cohorts as identified by the high school counselor. The Graduation Committee will make decisions on a case by case basis on the merits of waiving certain graduation requirements for a Southeast of Saline High School Diploma or establishing a graduation plan resulting in an alternative State of Kansas minimum standards diploma. Students who are issued an alternative diploma will not be eligible to participate in the Southeast of Saline graduation ceremony. Per IHF, situations which may warrant waiver of graduation requirements in excess of the minimum requirements adopted by the state board include, but may not be limited to, the following circumstances: • If such a student is an adult learner whose four year cohorts have graduated; or • If such a student is attending an alternative school or program and has experienced high mobility, teen pregnancy, long-term illness, extreme hardship conditions, or is deemed to be at risk by the Graduation Committee. Students may request the Graduation Committee meet and consider their graduation eligibility through the school counselor. The committee may assign a diploma to a student who has achieved 18 years of age and met the state minimum requirements regardless of student request. Students assigned a diploma would be considered graduated and

ineligible for further attendance at Southeast of Saline. Graduation plans established by the committee must meet or exceed the state minimum requirements. Each plan will be individualized on a case by case basis and be in writing filed with the school counselor. The graduation plan will be written and delivered to the student. If the student is not yet 18 it shall also be delivered to his/her parent(s)/legal guardian(s).

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or
- If such a student is attending an alternative school or program and has experienced high mobility, teen pregnancy, long-term illness, extreme hardship conditions, or is deemed to be at risk by the Graduation Committee.

Students may request the Graduation Committee meet and consider their graduation eligibility through the school counselor. The committee may assign a diploma to a student who has achieved 18 years of age and met the state minimum requirements regardless of student request. Students assigned a diploma would be considered graduated and ineligible for further attendance at

IHF Graduation Requirements (See JFCA)

IHF-3

Southeast of Saline. Graduation plans established by the committee must meet or exceed the state minimum requirements. Each plan will be individualized on a case by case basis and be in writing filed with the school counselor. The graduation plan will be written and delivered to the student. If the student is not yet 18 it shall also be delivered to his/her parent(s)/legal guardian(s).

Approved: 1/2017

II Educational Testing Program II
 (See **BCBK, BE, CN, CYA, IDAE, IJ, JF and KBA**)

The district educational testing program shall consist of multiple assessments. These assessments shall include, as a minimum, individual teacher subject matter tests, district group achievement tests, and state required tests.

Test Integrity

The board requires all licensed staff members to protect the integrity of the student assessment process. Honest administration of the test and accurate reporting of student achievement to the board, the community and the state of Kansas is necessary to maintain accountability measures. All students and staff are required to maintain a high level of integrity in the administration and completion of student assessments.

Reporting Test Results

The superintendent shall report annually in writing to the board the results of the district's academic achievement testing program. State required test results shall be disaggregated as required by current regulation and shall be reported annually to the board, district patrons and the State Board of Education.

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IIA Performance-Based Credits

IIA

A student may earn credits towards high school graduation by demonstrating mastery of the course outcomes through a performance instrument. The standards 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

IIA Performance-Based Credits

IIA-2

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.

Approved: 1/22

KASB Recommendation – 7/02; 6/04; 4/07; 12/21

Use of District Computers/Privacy Rights

Computer systems are for educational and professional use. All information created by staff shall be considered district property and shall be subject to unannounced monitoring by district administrators. The district retains the right to discipline any student, up to and including expulsion, and any employee, up to and including termination, for violations of this policy.

Copyright

Software acquired by staff using either district or personal funds, and installed on district computers, must comply with copyright laws. Proof of purchase (copy or original) must be filed in the district office.

Installation

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

Hardware

Staff shall not install unapproved hardware on district computers, or make changes to software settings that support district hardware.

Audits

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

E-mail Privacy Rights

Employees and/or students shall have no expectation of privacy when using district e-mail or other official communication systems. Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the administration.

Ownership of Employee Computer Materials

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

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The district shall implement the Children's Internet Protection Act (CIPA). The superintendent shall develop a plan to implement the Children's Internet Protection Act. This plan shall be on file with the board clerk and in each school office with Internet access, and copies shall be available. The superintendent shall ensure compliance with CIPA by completing Federal Communication Commission forms as required.

Children's Internet Protection Act (CIPA) PLAN

The USD 306 plan shall, at a minimum:

- provide reasonable public notice including at least one public hearing;
- install blocks or Internet filters to limit access by both minors and adults to child pornography or materials that are obscene, inappropriate or harmful;
- monitor the on-line activities of minors;
- address issues related to the safety of minors when using e-mail, chat rooms, and other electronic communication;
- as part of its Internet safety policy educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response;
- hinder unauthorized access (hacking) and other unlawful on-line activities by minors; and
 - prevent unauthorized disclosure of personal information regarding minors.

Application

Students may apply for permission to enroll in an on-line course for credit. Applications for the next academic year shall be submitted to the principal no later than enrollment. The student and the student's parents shall be informed of the administrator's decision in writing no later than the first day of school.

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

Guidelines

The following guidelines shall be used by the administration:

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

Other Regulations or Guidelines

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

IJ **Evaluation of Instructional Program**
(See IC, ICAA, ID, and II)

IJ

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: 1/21

KASB Recommendation – 6/04; 4/07; 6/12; 6/19; 6/20

IKA Financial Literacy (See ID)

IKA

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

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

Approved: KASB Recommendation - 6/15

IKB Controversial Issues (See GBU, IA and IFBH)

IKB

When a controversial subject arises in the classroom, teachers may use the opportunity to teach about the controversy.

Teachers shall ensure that various positions concerning any controversial subject are presented and that students have the opportunity to freely discuss the topic.

Opt-Out Procedure and Form

Parents or guardians (or a student over eighteen years of age) who do not want the student involved in all or some portion of the district's Human Sexuality and AIDS education classes shall be provided a written copy of the goals and objectives for the student's appropriate Human Sexuality and AIDS class. Following review of the curriculum goals on file at the board of education office, the parent or guardian must complete the district opt-out form and state the portion(s) of the curriculum in which the student is not to be involved.

Opt-Out Form

Parents or guardians (or students eighteen years of age or older) may obtain the opt-out request form from the principal, completing and signing the form and returning the form to the principal. The signed form will be kept on file in the principal's office.

The building principal shall receive a copy of the signed form so the named student shall be excused from all or a portion of the Human Sexuality and AIDS classes. Arrangements shall also be made for class reassignment of the student during the opt-out period.

Annual Request Required

Opt-out requests shall be required annually and are valid only for the school year in which they are submitted.

Notice of Availability

Public notice of the availability of the Human Sexuality and AIDS curriculum goals and objectives shall be made by means of a letter to parents.

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IKD Religion in Curricular or School Sponsored Activities
(See AEA, IF, IKDA and KN)

IKD

No religious belief or non-belief shall be promoted or disparaged by the district or its employees. Students and staff should be tolerant of each other's religious views. Students and staff members may be excused from participating in practices contrary to their religious beliefs unless there are clear educational issues of overriding concern which prevent it.

Teaching About Religion

Teachers may teach about religion, religious literature and history but are prohibited from promoting, expounding upon, criticizing or ridiculing a religion. Religious texts may be used to teach about religion, but the use of religious texts is prohibited if used to promote a particular religious doctrine.

Religion in the Curriculum and School Activities

In compliance with this policy, religious themes may be presented in the curriculum and as part of school activities. Music, art, literature and drama having a religious theme or basis are permitted as part of the curriculum or as part of a school activity if they are presented in a balanced and objective manner and are a traditional part of the cultural and religious tradition of a particular holiday or field of study. The emphasis on religious themes in the arts, literature and history should be only as extensive as necessary for a balanced and thorough study of these areas. These studies should never foster any particular religious tenets or demean any religious beliefs or non-beliefs.

Religious Symbols in the Classroom

Temporary display of religious symbols is permitted as part of the curriculum. The temporary use of religious symbols such as a cross, menorah,

crescent, Star of David, creche, symbols of native American religions or other symbols that are a part of a religious holiday are permitted as a teaching aid if they are displayed as an example of a holiday's cultural and religious heritage.

Religious Holidays

Holidays which have a religious and a secular basis may be observed. School vacations shall have secular designations, e.g., Winter Vacation, Spring Break.

Graduation and Other Ceremonies

School ceremonies shall be secular in nature. While recognizing the significance of tradition, the board requires that graduation exercises and dedication ceremonies be secular in nature.

IKDA Religious Objections to Activities (See IKD)

IKDA

A parent or guardian (or a student eighteen years of age or older) may request that the student be excused from participating in activities for religious reasons. The parent, guardian, or adult student must complete the district opt-out form for religious objections, stating the specific activity, the portion of the curriculum in which the activity exists, and the reasons for the request. The request may be granted, or denied, or partially granted and partially denied.

This policy shall not be interpreted to allow parents to prevent the dissemination of information which parents find religiously objectionable. Rather, this policy only extends to actual participation by their child in an activity, the performance of which is contrary to the child's religious teachings.

A parent or guardian seeking to opt-out their child from activities contrary to the child's religious teachings must complete the district's Activity Participation Opt-Out Form regarding religious objections which is available in the board office. Parents desiring to opt-out their children from activities due to religious reasons must return the completed and signed form to the principal. The form must be submitted within a reasonable amount of time prior to the scheduled activity in order to allow time for the principal to consider the request. The completed form shall be kept on file with the clerk and the superintendent shall receive a copy.

The principal shall review the request and determine whether the request should be granted or denied. The principal shall notify the parents of the decision within a reasonable amount of time after the request is submitted.

If the parents are dissatisfied with the principal's decision, they may appeal in writing to the superintendent.

If the opt-out request is granted, students who opt-out of activities for religious reasons may still be required to view the activity, to learn the subject matter of the activity, or to discuss the activity. The student may be reassigned during the activity or given alternative class assignments.

Opt-out requests must be submitted annually and are valid only for the school year in which they are submitted.

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IKE **Assemblies**

IKE

Each building principal may schedule assemblies as needed.

IKI Lesson Plans

IKI

Each teacher shall develop, maintain and follow lesson plans which conform to the approved curriculum, the district's educational goals and the expected student learning outcomes. Principals shall establish methods to regularly review teacher lesson plans.

ING Animals and Plants in the School

ING

With the prior approval of the principal, animals or plants may be brought to school for instructional purposes.

If someone is injured by an animal or comes into contact with a toxic plant, the incident shall be immediately reported to the administration by the supervising teacher. The principal shall notify the appropriate persons.

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JA Goals and Objectives (See BDA, CM, CMA, 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: 2/8/16

KASB Recommendation—7/96; 4/07; 12/15

JB Attendance Records (See JBC, JBD, and JBE)

JB

Daily attendance records shall be maintained for each student in each school. The primary responsibility for recording attendance shall be assigned to teachers using forms prescribed by the superintendent. A cumulative attendance record for each student shall also be maintained.

The superintendent shall include attendance data in an annual report to the board. Attendance problems shall be reported to the board as necessary.

Approved: 2/8/16

KASB Recommendation—7/96; 4/07; 12/15

Resident Students

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

Non-resident Students

Non-resident students are those who do not meet the definition of a resident student. Although the district is not required to admit non-resident students, non-resident students may be admitted to the extent that staff, facilities, equipment, and supplies are available. Other criteria regarding students seeking non-resident student admittance may be considered prior to acting on any annual non-resident student application as specified in this policy.

Non-resident Students-Continued Enrollment

Non-resident students admitted to the district shall be evaluated each spring by district administration on the following criteria: whether the student made academic progress; regularity and punctuality of attendance; and

disciplinary record, specifically whether the student complied with the student conduct code and avoided 1) major disciplinary problems and/or 2) a large number of referrals for minor disciplinary problems.

Students may be readmitted or denied admission for the next school year based on the results of these evaluations. However, if the student has a disability, the student's ability to meet these expectations shall be considered prior to denying continued enrollment in the district. Parents shall be informed of any administrative decision on non-resident student applications no later than June 1 for readmission & August 20 for new application.

Enrollment Restriction

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

Enrollment Procedures

The superintendent or his/her designee shall establish orderly procedures for enrolling all students, including pre-enrollment, changes in enrollment, normal enrollment times, and communication to parents and to the public.

Part-Time Students

Part-time students may enroll with the (board's/administration's) permission if they complete all paperwork in a timely fashion and are in attendance no later than September 1st. 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 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: 2/17

KASB Recommendation – 6/01; 4/07; 6/13; 12/14; 6/15; 12/15, 12/16

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JBCA Homeless Students (See EDAA and JBC)

JBCA

The district, in accordance with state and federal law and the Kansas state plan will ensure that homeless children in the school district have access to a free and appropriate public education. Homeless students are individuals who lack a fixed, regular, and adequate nighttime residence. For the purposes of this policy, a student awaiting foster care placement shall not be considered homeless.

Coordinator

The board shall designate a homeless coordinator for the district.

Approved: 2/17

KASB Recommendation – 7/03; 4/07; 12/16

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

Homeless Student Regulations

Required by Federal and State Law

NOTE: This document **MUST** be approved by board action to become policy. File with clerk, distribute to principals, and duplicate as necessary in district newsletters and other documents.

Homeless students shall, by definition, include the following:

1. Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals.
2. Children and youth who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
3. Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
4. Migratory children who meet one of the above-described circumstances.

Enrollment/Placement (See JBC)

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

School Stability

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

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

unaccompanied youth, and provides notice to such youth of the right to appeal.

Immediate Enrollment

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

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

Relevant Academic Records

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

Relevant Health Records

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

Records

Any record ordinarily kept by the school, including immunization or other required health records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless child or youth shall be maintained so that the records involved are available, in a timely fashion, when a child or youth enters a new school or school

district and in a manner consistent with the Family Educational Rights and Privacy Act. See policies JR through JRD.

Enrollment Disputes

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

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

Placement Choice

The choice regarding placement shall be made regardless of whether the child or youth lives with the homeless parents or has been temporarily placed elsewhere.

Privacy

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

Contact Information

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

Definition

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

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

Comparable Services

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

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

Coordination

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

Housing Assistance

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

The coordination required shall be designed to:

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

Homeless Children and Youths With Disabilities

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

District Homeless Student Liaison

The board designates the following individual to act as the district's homeless student liaison: (Name of Office) (Business Address) (Phone-Fax). The district shall inform school personnel, service providers, and advocates working with homeless families of the duties of this liaison.

The district homeless student liaison shall ensure:

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

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

The liaison shall also work with the state coordinator for education of homeless children and youth to request and receive needed technical assistance and monitoring to ensure the district complies with federal and state law regarding homeless students. Similarly, the liaison will coordinate with the state coordinator in order to provide professional development opportunities for district personnel to aid them in identifying and meeting the needs of homeless children and youths and will respond to inquiries from parents, guardians, and homeless children and youths to ensure they are provided with the full protection of the law and services they are due.

Notice

The district shall inform school personnel, service providers, advocates working with homeless families, parents and guardians of homeless children and youths, and homeless children and youths of the duties of the district homeless student liaison, and publish annually updated contact information for the liaison on the district's website.

Local and State Coordination

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

Homeless Status

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

immediate family of such a child or youth, who meets the eligibility requirements, is eligible for such program or service.

Dispute Resolution Process

A complaint regarding the placement or education of a homeless child or youth shall first be presented orally and informally to the district's homeless student liaison. If the complaint is not promptly resolved, the complainant may present a formal written complaint (grievance) to the homeless student liaison. The written complaint must include the following information: date of filing, description of concerns, the name of the person or persons involved, and a recapitulation of the action taken during the informal charge stage. Within five (5) working days after receiving the complaint, the liaison shall state a decision in writing to the complainant, with supporting evidence and reasons. In addition, the liaison will inform the superintendent of the formal complaint and the disposition.

Transportation (See EDAA, JBC and JGG)

If it is in the best interest of the homeless child or youth to attend the school of origin, transportation to and from that school will be provided at the request of the parent or guardian or, in the case of an unaccompanied youth, the homeless coordinator. If the student's temporary housing is outside the attendance area of the school of origin, then the district will work with the school of origin to agree on a method to apportion the responsibility and costs for transporting the child. If an agreement cannot be reached, the costs will be shared equally.

Approved: 2/17

KASB Recommended Regulation – 7/03; 4/07; 12/16

Complaint Form

PROGRAMS FOR HOMELESS STUDENTS

(Assignment to a School Other than School of Origin/School Requested by the Parent)

After reviewing the situation, it would be in the best interest of your child or youth to be educated at _____.

Explanation of decision: _____

If you so choose, you may appeal this decision in the following manner:

You may verbally and informally state your complaint to the district's homeless student liaison. If the complaint is not promptly resolved, you may complain in writing to the district homeless student liaison. You must include the following information: date of filing, description of the complaint, the name of the person or persons involved and an explanation of the action taken during the informal charge stage. Within five (5) working days after receiving the complaint, the liaison will provide you a written decision, with supporting evidence and reasons. In addition, the liaison will inform the superintendent of the formal complaint and the result.

Approved:

KASB Recommended Regulation – 7/03; 4/07; 12/16

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: 1/22

KASB Recommendation – 12/16,12/21

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

Foster Care Student Regulations

To Aid In Implementation of Federal Law

NOTE: This document MUST be approved by board action to become policy. File with clerk, distribute to principals, and duplicate as necessary in district newsletters and other documents.

The Every Student Succeeds Act (“ESSA”) addresses additional protections for students in foster care and establishes a system of joint responsibility for school districts, the Kansas State Department of Education (“KSDE”), and the Kansas Department for Children and Families (“DCF”) to ensure the educational stability of students in foster care.

For the purposes of these regulations, “foster care” means 24-hour substitute care for children placed away from their parents and for whom a child welfare agency has placement and care duties. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child-care institutions, and pre-adoptive homes.

Transportation of Students in Foster Care

ESSA requires each Kansas school district to collaborate with child welfare agencies, such as DCF and tribal child welfare agencies, to develop and implement clear, written procedures for how transportation to maintain a student in foster care in his or her school of origin (when in the student’s best interest) will be provided, arranged, and funded. The procedures must ensure that the transportation will be provided promptly, in a cost-effective manner, and in accordance with federal law. Also, they must address how additional costs will

be absorbed. Therefore, if there are any additional costs incurred to maintain a foster care student in his or her school of origin, the district will provide the transportation if:

1. DCF agrees to reimburse the district for the additional costs;
2. The district agrees to pay the additional costs; or
3. DCF and the district split the additional costs.

Upon request, the district will provide an assurance to KSDE that the district has transportation procedures meeting the above requirements.

Additional Costs

“Additional costs” reflect the difference between what the district would spend to transport a student to the assigned school and the cost of transporting a student in foster care to his or her school of origin. Title I, Part A funds may be used to pay for additional transportation costs in Title I districts.

School of Origin

The “school of origin” is the school in which a student is enrolled at the time of placement in foster care or of a change in placement. A student in foster care is entitled to remain enrolled in his or her school of origin unless it is determined not to be in the student’s best interest to stay at that school.

Best-Interest Determination

DCF will make the final decision regarding whether it is in a student’s best interest to remain in the school of origin. District staff may be asked to provide information on the “educational best interest” of the student to support educational decision-making based on what is best for the student academically. For students receiving special education and related services under the Individual with Disabilities Education Act or for students on Section 504 accommodation plans, it is recommended that relevant team members should be consulted in the

best interest determination process, as the district will still be required to ensure compliance with Least Restrictive Environment requirements.

The United States Department of Education has provided a list of factors that may be considered in determining the student's educational best interest, which include appropriateness of the current setting, proximity of placement to school attendance centers, the child's preference, the parents' preference, the child's attachment to the school of origin, where siblings will be placed, and the availability of needed services. The "best-interest determination" may not be made based on transportation costs or funding.

District Foster Care Liaison

The "district foster care liaison" is a district employee who facilitates the enrollment in or transfer to a public school of a student in the district who is a ward of the state. The district's foster care liaison is considered the designated point of contact for collaboration with DCF on transportation procedures.

The District has designated the following staff person as the District foster care liaison:

Name: Roger Stumpf

Position: Superintendent

E-mail: rstumpf@usd306.org

Address: 5056 E. K-4 Hwy, Gypsum, KS 67448

Telephone: 785-536-4291

Child Welfare Agency

In Kansas, DCF is the regular child welfare agency for collaboration on transportation procedures. The Child Protective Services (“CPS”) division of DCF will typically be the division that works with the district on issues related to students in foster care, however, tribal child welfare agencies may also be involved with this process. Therefore, whenever DCF is used in these regulations, it may be deemed to apply to any child welfare agency based on the circumstances.

Child Welfare Contact

The district, if receiving Title I, Part A funds, must collaborate on transportation procedures with the DCF-designated contact if DCF notifies the district in writing that DCF has designated an employee to serve as a point of contact for the district.

Approved: 2/17

KASB Recommended Regulations – 12/16

General Transportation Procedures (OPTIONAL)

To ensure that transportation is provided promptly when it is determined to be in the best interest of a student in foster care to remain in the school of origin, the district has developed the following transportation procedures. These procedures will guide the development of an individual transportation plan for a student needing transportation to his or her school of origin.

Funding Strategies

The district and DCF have identified the following funding options that may be implemented if additional costs to transport a student in foster care to the school of origin are determined:

(Adjust the items below to include those agreed upon by the district and DCF. Consider any cost-sharing strategies that the district has used successfully with neighboring districts in transporting students who are homeless to and from their school of origin or any other programs where transportation costs are shared.)

- 1. Cost sharing between the district and DCF through use of a specific transportation strategy in which each party is responsible for a segment of the transportation;*
- 2. Offset of costs by DCF, such as using Title IV-E funds paid to a foster parent or caregiver for transportation;*
- 3. Cost sharing between the school district of attendance and the school district where the student is living;*
- 4. Use of the district's Title I funds;*
- 5. Use of Medicaid reimbursements if the IEP for a student receiving special education services will include transportation as a related service;*
- 6. Use of any available grant funds; and*

7. *[Other].*

Transportation Strategies

The following transportation strategies may be considered in achieving transportation to a student's school of origin:

(Adjust the items below to include those agreed upon by the district and DCF. Consider any strategies that have been used successfully to transport students who are homeless to and from their school of origin and effective practices currently used to share transportation costs with neighboring districts, community partners, or others.)

- 1. Arranging transportation by the foster parent or caregiver to the school of origin or to a bus stop on a route to the school of origin, such as when the foster parent lives within a certain distance from the school of origin;*
- 2. Arranging transportation by a relative or another adult approved by DCF with whom the student has a relationship and whose existing commute aligns with the student's transportation need to the school of origin or a bus stop on a route to the school of origin;*
- 3. Maximizing the existing district transportation system by exploring ways the student can be transported to an existing bus stop that serves the school of origin (options to transport the student to an existing bus stop could occur through use of public transportation with a bus pass or transportation voucher, or transportation by the foster parent or caregiver, a relative, or another adult with whom the student has a relationship);*
- 4. Using existing intradistrict transportation options that allow students to be transported within the district, such as routes for*

- students who are homeless, students attending magnet programs, or students receiving special education services (this option may require the addition of a bus stop on an existing route or that an existing route be rerouted to accommodate the transportation needs);*
5. *Coordinating with the district in which the student is living to provide transportation to the district boundaries or an existing bus stop within the district;*
 6. *Evaluating whether an IEP for a student receiving special education services will include transportation to the student's special education program at the school of origin as a related service;*
 7. *Contracting with a private transportation company, such as a taxi service, for the student's transportation needs;*
 8. *Using public transportation with a bus pass or transportation voucher;*
 9. *Adding a district transportation route; or*
 10. *[Other].*

Individual Transportation Plan

When DCF determines that the best interest of a student in foster care is to remain in the school of origin, the district foster care liaison will take steps to promptly collaborate with relevant DCF staff on how transportation to the school of origin will be provided, arranged, and funded.

When possible, and to allow for adequate consideration of the student's needs, individual transportation planning will begin in advance of placement changes and will occur in coordination with the consultation on the student's educational best interest.

The district foster care liaison will convene a meeting to establish an individualized transportation plan for the student. The liaison will attempt to include the student's DCF education decision-maker and others who may be involved in education decision-making for the student, such as the student's caseworker, foster parent or caregiver, and the court-appointed special advocate (CASA) liaison. The District foster care liaison may also involve other district staff, as appropriate. The liaison will involve the district transportation director if the individual transportation plan will involve adjustments to existing bus routes.

If necessary, the district foster care liaison will identify a short-term transportation strategy that may be used until the final transportation plan is completed so that the student can remain at the school of origin without interruption.

In evaluating transportation options to the school of origin, participants will prioritize student safety, cost effectiveness, reliability, and time and distance of the commute.

Determining Additional Costs

To identify whether additional costs will be incurred in an individual transportation plan to transport the student to the school of origin, the foster care liaison will consult with the district transportation director to calculate the cost of transporting the student to the school that the student would otherwise attend, which will be used as a comparison. In accordance with the federal Non-Regulatory Guidance, if the district is able to provide transportation through an established bus route, there are no additional costs. If the district will reroute buses or provide transportation through a private vehicle or transportation company, the district may consider as additional costs the cost of rerouting buses

or the difference between the special transportation costs and the usual transportation costs.

Administrative costs, such as additional staff time to coordinate transportation, will also be considered in determining whether there are additional costs to transport the student in foster care to the school of origin.

Plan Elements

The individual transportation plan may include:

- 1. A daily transportation strategy;*
- 2. One or more backup transportation strategies;*
- 3. Transportation strategies to allow participation in after-school and extracurricular activities;*
- 4. A description of the funding strategy that will be used if additional costs to transport the student to the school of origin are identified;*
- 5. Identification of who is responsible for each aspect of the transportation strategy;*
- 6. Designation of an adult to accompany younger students, if necessary, such as when public transportation is used;*
- 7. For transportation strategies with multiple segments, sign off procedures to ensure that the student safely and successfully completes each segment;*
- 8. A communication protocol between the District and DCF when transportation for a student is no longer needed; and*
- 9. A regular review process for adjusting transportation strategies when circumstances change.*

The final individual transportation plan will require a signature by the foster care liaison and a district official who has authority to approve any

additional expenditure. The DCF education decision-maker and the foster parent or caregiver, if different from the education decision-maker, will also be asked to sign the plan.

Approved: 2/17

KASB Optional Procedures – 12/16

When a student is absent from school, an attempt shall be made to contact the parent or guardian to determine the reason for the absence. The principal has been designated to determine the acceptability and validity of excuses presented by the parent(s) or the student.

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

Excused/Unexcused Absences

The definition of "excused absence" includes the following:

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

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

Significant Part of a School Day

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

Make-Up Work

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

Approved:

KASB Recommendation – 7/96; 9/97; 4/07; 12/14; 6/15

JBE Truancy (See AEB, IDCE, JBD, and JQ)

JBE

Unless reporting would violate the terms of any memorandum of understanding between the district and the authority to which reports would be made. The building principal (or ____) shall report students who are inexcusably absent from school to the appropriate authority.

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

Prior to reporting to either 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 parent(s) or person acting as parent attend(s) the counseling session required by law and signs the appropriate consent and waiver form; if the student earns a GED; or if the student is exempt from compulsory attendance requirements pursuant to a court order.

Involvement of Law Enforcement

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

Reporting to Parents

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

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:

KASB Recommendation – 7/96; 9/97; 8/98; 7/02; 6/04; 6/06; 4/07; 6/10; 6/12;
11/12; 1/13; 6/16

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JBH Release of a Student During the School Day (See EBB and EBBB) JBH
Building principals shall not release a student during the school day except upon a written or verbal request from the student's lawful parent or person acting as a parent.

Before releasing a student during the school day, the building principal shall be responsible for verifying the identity of the person seeking release of the student.

If the principal is not satisfied with the identification provided by the person seeking release of a student, the student's release may be refused.

Students shall not be allowed to run personal errands for school employees off school premises during the school day.

JCAB Searches of Property (See JCABB)

JCAB

Principals are authorized to search property if there is reasonable suspicion that district policies, rules or directives are being violated. In addition all lockers shall be subject to random searches without prior notice or reasonable suspicion. All searches by the principal shall be carried out in the presence of another adult witness.

Search of Lockers

Lockers in the district schools shall be under supervision of the principal. Students shall have no expectation of privacy in any school locker.

The combinations and/or keys to all locker locks shall be in the possession of the principal and stored in a place designed to guard against unauthorized access or use. The principal may search any locker at any time without notice. Students shall not place locks, other than those approved by the school, on any locker.

Searches of Property

Any person other than the principal who wishes to search a student's locker or property shall report to the principal before proceeding. In no event shall any person be permitted to search a student's locker or property without the principal's consent unless the person has a valid search warrant authorizing a search.

If a law enforcement officer desiring to search a student's locker or property has a search warrant, the principal shall permit the search which shall be made in the presence of the principal.

Prohibited items found during the search shall remain in the custody of either the building principal or the law enforcement officer. If any items are turned over to law enforcement officials the principal shall receive a receipt for the items.

(Whenever the principal is mentioned in this policy, it shall be construed so as to include the superintendent “or designated representative.”)

JCABB Searches of Students (See JCAB and JCAC)

JCABB

Principals are authorized to search students if there is reasonable suspicion that district policies, rules or directives are being violated. Strip searches shall not be conducted by school authorities. All searches by the principal shall be carried out in the presence of another adult witness.

The student shall be told why a search is being conducted. The student shall be requested to empty items such as, but not limited to, pockets, purses, shoulder bags, book bags and briefcases. The principal shall attempt to call the student's parent/s and may call law enforcement. Items which the principal believes may be connected with illegal activity shall remain in the custody of the principal unless the items are turned over to law enforcement officials. If the student refuses to cooperate, the principal may take disciplinary action and/or seek assistance from law enforcement.

If law enforcement assistance is present, further search of the student shall be with cooperation and assistance of law enforcement officials. The principal shall remain with the student and be present during any search of the student made by law enforcement officials on school property. The principal shall receive and file a receipt for items turned over to law enforcement officials.

If the principal believes a student is in possession of an object which can jeopardize the health, welfare or safety of the student or others, the student shall be removed to a safe location. This determination may be based on any information received by the principal or any member of the faculty or staff.

Written documentation of each search shall be maintained by the principal.

(Whenever the principal is mentioned in this policy, it shall be construed so as to include the superintendent “or designated representative.”)

Approved:

KASB Recommendation – 7/96; 8/98; 4/07; 12/15

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JCAC Interrogation and Investigations
(See EBC, GAAD, JCABB, JCEC and JHCAA)

JCAC

Building administrators, school security officers, and/or others designated by the superintendent may conduct investigations and question students about violation of school rules, the student conduct code, and/or law. Unless otherwise provided herein, such investigators shall not be required to contact the student's parent, guardian, or representative prior to questioning and may request law enforcement, school resource officer(s), and/or school security officer(s) for assistance in conducting the investigations.

If there is reason to believe a violation of a criminal law has been committed, the building administrator, the superintendent's designee, and/or school security officer with authorization of the superintendent or the superintendent's designee shall notify the appropriate law enforcement agency of criminal conduct as provided in law and/or board policy and may request further investigation of the alleged violation.

When a school resource officer or campus police officer initiates an investigation of a potential violation of criminal law by a student on the officer's own initiative and not at the behest of a building administrator or the designee of the superintendent, such officer will notify the building administrator and will make a reasonable attempt to contact the student's parent, guardian, or representative prior to initiating questioning.

Coordination with Law Enforcement

School administrators and/or school security officers shall/may meet periodically with local law enforcement officials to discuss the district's policies and rules regarding law enforcement contacts with the district.

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. 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 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: 2/20

KASB Recommendation – 7/96; 6/04; 4/07; 6/07; 10/12; 1/13; 6/18; 12/18

JCDA Student Conduct (See AEB, IIBG, JA, JDD and JHCAA) JCDA

Each principal shall develop rules and regulations to govern student conduct consistent with board policies. The rules shall be reviewed by the board and adopted as policy by reference. The rules of conduct shall be published in student handbooks.

Violation of any provision of the behavior code may result in disciplinary action up to and including suspension and/or expulsion.

(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: 1/21

KASB Recommendation 7/96; 9/97; 4/07; 6/13; 6/16; 12/18; 6/20

JCDB Dress Code

JCDB

Neatness, decency, and good taste are guidelines of the district dress code. Students must dress in a manner that is not obscene; offensive; or substantially or materially disruptive to the learning environment. Apparel that is sexually suggestive; promotes violence, illegal activities, drugs, alcohol, and/or tobacco; or is determined to be gang related is prohibited.

Student apparel and grooming must also meet requirements of any courses which are part of the approved curriculum in which they are enrolled.

Traditional tribal regalia or objects of cultural significance shall not be prohibited at a public event.

Dress codes shall be published in the appropriate student handbooks.

Approved: 1/22

KASB Recommendation—7/96; 4/07; 12/15; 12/21

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: 8/16

KASB Recommendation—9/97; 6/99; 6/00; 6/01; 6/04; 4/07; 10/12; 1/13; 6/15;
6/16

Complaints About Discrimination

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

Any incident of discrimination including acts of harassment shall promptly be reported for investigation and corrective action by the building principal or district compliance coordinator. Any student or employee who engages in discriminatory conduct shall be subject to disciplinary action, up to and including termination from employment or expulsion from school.

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the district's programs and activities is prohibited. Superintendent, 5056 East K4 Hwy, Gypsum, KS 67448, (785) 536-4291 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990.

Any student who believes that he or she has been discriminated against may file a complaint with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint and

any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the report shall be made to the district compliance coordinator. Any student complaint of discrimination shall be resolved under the district's discrimination complaint procedures in policy KN.

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

Complaints About School Rules

Any student may file a complaint with the principal concerning a school rule or regulation as it applies to the student. The complaint shall be in writing, filed within 20 days following the application of the rule or regulation, and must specify the basis for the complaint. The principal shall investigate the complaint and inform the student of the resolution within 10 days after the complaint is filed.

JCEC Demonstrations (See JCAC)

JCEC

Student demonstrations on school property shall be conducted in an orderly and non-disruptive manner. Demonstrations may be terminated at any time by the principal or the superintendent.

JDA **Corporal Punishment**

JDA

Corporal punishment shall not be permitted in the school district.

JDB **Detention**

JDB

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

JDC Probation (See JCDBB and JDD)

JDC

Any punishment, suspension or expulsion, may be deferred by the principal (add other positions as appropriate). The student involved may be placed on probation for a set period of time. The punishment, suspension or expulsion, shall remain deferred so long as the student meets the conditions of the probation. If a student is placed on probation, written notification shall be sent to the student's parent or guardian. Any decisions on probation for students found to be in violation shall be handled by the superintendent.

A student placed on probation shall be given a written list of the terms and conditions of the probation. The student shall sign a statement that: the terms and conditions have been explained, the student understands the conditions, the student agrees to abide by the conditions and failure to abide by the conditions may be reason to reinstate the original punishment.

JDD Suspension and Expulsion Procedures

JDD

(See AEB, EBC, IHEA, JBD, JCDBB, JDC, JCDA, JDDB, JDDC, and JHCAA)

Except as limited by Section 504 or IDEA, a student may be suspended or expelled, for reasons set forth in Kansas law. Any student who is suspended for a period of more than 10 days or expelled shall receive a copy of the current suspension and expulsion law and this policy. Suspension/expulsion hearings shall be conducted by the superintendent/designee or other certificated employee, or committee of certificated employees of the school in which the pupil is enrolled, or by any other hearing officer appointed by the board.

Reasons for Suspension or Expulsion

Students may be suspended or expelled for one or more of the following reasons:

- Willful violation of any published, adopted student conduct regulation;
- Conduct which substantially disrupts, impedes, or interferes with school operation;
- Conduct which endangers the safety or substantially impinges on or invades the rights of others;
- Conduct which constitutes the commission of a felony;
- Conduct at school, on school property, or at a school supervised activity which constitutes the commission of a misdemeanor;
- Disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operation; and
- Possession of a weapon at school, on school property or at a school-sponsored event.

Short-term Suspension

Except in an emergency, a short-term 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.

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)
- 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 shall schedule an appeal with the board or a hearing officer appointed by the board within 20 calendar days.
- The student and the student's parent shall be notified in writing of the time and place of the appeal at least 5 calendar days before the hearing.
- The hearing shall be conducted as a formal hearing using rules similar to those noted earlier for expulsion hearings.
- The board shall record the hearing.
- The board shall render a final decision no later than the next regularly scheduled board meeting after the conclusion of the appeal hearing.

Approved:

KASB Recommendation-7/96; 8/98; 6/99; 6/00; 4/04; 6/06; 4/07; 12/14; 12/15

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,

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: 1/19

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: 8/16

KASB Recommendation – 6/99; 6/01; 4/07; 6/07; 9/07; 6/08; 12/15; 6/16

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JDDC Bullying (See EBC, GAAE, JCE, JDD, JGEC, JGECA, and KGC) JDDC

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

The administration shall propose, and the board shall review and approve a plan to address bullying as prohibited herein. The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the board. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

Approved: 2/8/16

KASB Recommendation – 6/07; 6/08; 6/09; 6/13; 12/15

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JF Academic Achievement (See II and JR et seq)

JF

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

Reporting

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

Report Cards

Report cards shall be issued to each student at the end of each specific grading period for each subject taken. Reasons for deficiencies and/or failures shall be given. The superintendent shall develop standard reporting forms for each grade level.

⇒ Option I:*

Peer Grading Prohibited

No student shall be allowed to grade another student's work. Teachers who assign work to students are expected to grade each assignment and to enter the grade or mark in the appropriate grade book.

⇒ Option II:

Limited Peer Grading Allowed:

Peer grading shall be allowed when the teacher believes peer grading will be a valuable learning experience for the class. During a peer grading activity, the teacher shall use the activity to help students review class concepts or objectives. If peer grading is allowed, students shall not be asked to publicly reveal either their own grade or the grade of another student.

*KASB recommendation. This is the easiest way to avoid privacy and legal issues, which may arise if students are allowed access to each other's work and/or grades.

NOTE: If adopted, language on this topic should also be used in board-approved faculty and student handbooks.

JFB **Promotion and Retention**

JFB

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

The final decision to promote or retain a student shall rest with the principal after receiving information from parents/guardians, teachers, and other appropriate school personnel.

Approved:

KASB Recommendation - 7/96; 4/07; 12/15

JFC Graduation Exercises

JFC

Students in good standing and who have completed the requirements for graduation may be allowed to participate in graduation exercises unless participation is denied for appropriate reasons, including but not limited to outstanding financial obligations to USD 306. Graduation exercises shall be under the control and direction of the building principal.

Updated: 12/2016

Students who complete all state and local graduation requirements may request permission to graduate early.

A student who wishes to graduate from high school early may request permission to do so. The student and parents shall consult with high school administrative and/or guidance personnel in order to develop a graduation plan. The board shall approve or deny each request based on the circumstances of the individual student. The student's request shall be in writing, addressed to the superintendent, state the reasons supporting the request, and include a copy of the graduation plan and a letter of support from the student's parents. The letters of request shall be sent to the superintendent, who shall forward them to the board.

Approved: 2/8/16

KASB Recommendation—7/96; 4/07; 12/15

JFCB Part-Time Enrollment for Seniors:

JFCB

Seniors who are on schedule to graduate in eight semesters will have the option to attend school part-time the second semester of their senior year with the permission of the Principal and with written approval of the parents/guardians. Such written permission shall be obtained following a meeting that shall include the student, the student's parent/s or guardian/s and the administration.

Seniors who attend part-time second semester shall leave the building after their classes are completed for the day unless they are meeting with a staff member. Seniors attending part-time during second semester shall be allowed to participate in senior class activities and may participate in KSHSAA activities if they meet the School's and KSHSAA eligibility requirements.

The Board shall be notified in a timely manner when the Policy is utilized.

Adopted: February 8, 2016

JGA Student Insurance Program

JGA

Parents or guardians shall be notified annually in writing of student insurance provided by the district and that medical expenses not covered by such policies are the responsibility of the parents.

Approved: 2/8/16

KASB Recommendation—7/96; 4/07; 12/15

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JGC Health Assessments and Physicals (See JGCB)

JGC

Unless otherwise provided herein, all students under the age of nine shall submit evidence they have undergone a health assessment prior to entering kindergarten or before enrolling in the district for the first time.

The above requirement is not to serve as a barrier to immediate enrollment of students designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by ESSA. The district shall work with the Department for Children and Families, the school last attended, or other relevant agencies to obtain necessary documentation of health assessments.

All students engaged in athletic activities covered by KSHSAA rules shall provide the building principal with proof of a physical examination and clearance to participate.

Principals shall work cooperatively with local, county, and state health agencies to disseminate materials related to the availability of health assessments.

Approved: 2/17

KASB Recommendation – 7/96; 4/07; 12/15; 12/16

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 program 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
- Educate Students and Staff about the negative effects and consequences of nicotine, alcohol, and drug use.

The Superintendent or designee shall be responsible for the implementation and oversight of this policy and plan to ensure each of the district's schools, programs, and curriculum is compliant with this policy, the plan, and existing law and regulations.

Each building principal or designee shall annually report to the superintendent or designee regarding compliance in his/her school. Staff members responsible for programs related to school health and wellness shall also report to the superintendent or designee regarding the status of such programs. The superintendent or designee shall then annually report to the board on the district's compliance with law, policy, and the district's plan related to school wellness.

Health and Wellness Committee

The board shall establish a health and wellness committee comprised of, but not necessarily limited to, at least one of each of the following: school board member, district administrator, district food service representative, student, parent/guardian, school health professional, physical education teacher, and member of the public.

The health and wellness committee shall serve as an advisory committee regarding student health issues and shall be responsible for developing, implementing, and periodically reviewing and updating a school health and wellness policy and plan that complies with law to recommend to the board for adoption.

The health and wellness committee shall review and consider evidence-based strategies and techniques in establishing goals for nutrition education and

promotion, physical activity, and other school-based activities that promote student health and wellness as part of the policy and plan development and revision process.

The superintendent or designee and the health and wellness committee shall conduct an assessment at least once every three (3) years on the contents and implementation of this policy and plan as part of a continuous improvement process to strengthen them and ensure proper implementation. This triennial assessment shall be made available to the public in an accessible and easily understood manner 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 and 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 impetration 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: 1/21

KASB Recommendation – 6/05; 4/07; 6/14; 12/15; 6/17; 12/20

Unless provided otherwise herein, all students enrolling in any district school shall provide the building principal with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. Booster shots mandated by the Secretary of the Department of Health and Environment are also required.

Notice of this policy and the applicable state law shall be distributed to parents or guardians of current and prospective district students on or before May 15th of each school year. The superintendent shall issue a news release each August explaining the required inoculations and booster shots. Parents may delegate in writing their authority to consent to immunizations. At the beginning of a school year, school boards shall provide information on immunizations applicable to school age children to parents and guardians of students in grades six through 12. The information on immunizations shall include:

- (1) A list of sources for additional information; and
- (2) related standards issued by the national centers for disease control and prevention.

Students who fail to provide the documentation required by law may be excluded from school by the superintendent until statutory requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law. Students who are not immunized against a particular disease(es) may be excluded from school during any outbreak.

The above requirements are not to serve as barriers to immediate enrollment of students designated as homeless or foster children as required by

the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by ESSA. The district shall work with the Department for Children and Families, the school last attended, or other relevant agencies to obtain necessary documentation of inoculations.

Each principal shall forward evidence of compliance with the inoculation law to other schools or school districts when requested by the school or by the student's parents/guardians and shall work cooperatively with local, county, and state health agencies to disseminate materials related to the availability of inoculations.

Approved: 2/17

KASB Recommendation – 7/96; 9/97; 4/07; 6/08; 12/15; 12/16

JGCBA Automated External Defibrillators

JGCBA

If the board approves their use in district schools and other facilities, automated external defibrillators shall be properly maintained as required by law and used in accordance with recommended instructions.

Approved:

KASB Recommendation—6/04; 4/07; 6/08; 6/09; 12/15

Any student noted by a physician or the school nurse, or local health officer as having a communicable disease may be required to withdraw from school for the duration of the illness. The student will be readmitted to regular classes upon termination of the illness, as authorized by the student's physician , 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: 1/21

KASB Recommendation—7/96; 6/01; 4/07; 12/15; 12/20

JGCD Health Screenings

JGCD

Vision and hearing screenings will be conducted in the district as part of the overall health services program. Frequency of the screenings will be in accordance with state law. When appropriate, other screenings deemed beneficial to students, such as dental screenings, 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

Each year vision screening procedures will be conducted for students new to the district, including kindergarteners. Such procedures will be provided for other students at a frequency of not less than once every two years unless otherwise specified by state law. Students known to have vision difficulties and students referred by teachers, parents, and/or physicians will be screened regardless of grade level.

Hearing Screening

Each year hearing screening procedures will be conducted for students new to the district, including kindergarteners. Such procedures will be provided for other students at a frequency of not less than once every three years unless otherwise specified by state law. Students known to have hearing difficulties and students referred by teachers, parents, and/or physicians will be screened regardless of grade level.

Under certain conditions, hearing screening services are provided for students residing within district boundaries who are enrolled in accredited non-public schools. These services are coordinated between the administration of the accredited nonpublic school and district administration and require a request from the student's parent or guardian. Implementation of the program for nonpublic school students follows the same guidelines as for district students.

Dental Screenings

Free dental inspections will be offered to students, planned for by designated school staff, and conducted by appropriate dental care providers.

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:8/16

KASB Recommendation – 6/16

JGD Student Psychological Services (See JR et seq)

JGD

Various psychological services are available to students through the district, cooperative special education programs, the county, and the state. Results of any such psychological service, testing program, or consultation services will be kept in strict confidence by school authorities and shall be governed by JR through JRD.

Approved:

KASB Recommendation – 7/96; 4/07; 12/15

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 by board members, administrators, licensed and classified 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 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. 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 shall include conduct on the basis of sex involving one or more of the following: (1) A district employee conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcomed sexual conduct; (2) unwelcomed conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's educational program or activity; or (3) sexual assault, dating violence, domestic violence, or stalking.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse of a sexual nature; pressure for sexual activity; repeated remarks to a person with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual harassment will be promptly investigated and resolved. Any person may make a verbal or written report of sex discrimination by any means and at any time.

(Position or name, address, email address, and phone number of the Title IX Coordinator) has been designated to coordinate compliance with nondiscrimination requirements contained in Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 regarding discrimina

tion 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. Any students who believe that he or she has been subjected to sexual harassment should report the alleged harassment to the building principal, another administrator, the guidance counselor, the Title IX Coordinator, or another licensed staff member. All employees receiving reports of sexual harassment from a student shall notify the Title IX Coordinator.

Definitions

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

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

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

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

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

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

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

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

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

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

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

The Title IX Coordinator, any investigator, decision-maker, or any person who facilitates an informal resolution process shall not have a conflict of interest or bias for or against the complainant or respondent. These individuals shall receive training on the definition of sexual harassment; the scope

of the education program and activities; how to conduct an investigation, including appeals and informal resolution processes; and how to serve impartially, including by avoiding prejudice 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 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.

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 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.

The investigator's written report shall include an objective evaluation of all relevant evidence using a preponderance of the evidence standard to determine responsibility.

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;
- Address each allegation and a resolution of the complaint including a determination regarding responsibility, the rationale therefor, any disciplinary sanctions imposed on the respondent, and whether remedies designed to restore or preserve access to the educational program or activity will be provided by the district to the complainant; and

- The procedures and permissible bases for the complainant and/or respondent to appeal the determination.

GEC Sexual Harassment

JGEC-13

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

The range of disciplinary sanctions and remedies may include, but may not be limited to, supportive measures, short term suspension, long term suspension, expulsion for students, and/or termination for employees. Complainants and respondents shall be treated equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made. The Title IX Coordinator is responsible for the effective implementation of any remedies. If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.

If the investigation results in a recommendation that an employee be suspended with or without pay or terminated, procedures outlined in board policy, the negotiated agreement (as applicable), and/or state law will be followed.

Records relating to complaints filed and their resolution shall be maintained by the Title IX Coordinator for seven years.

The decision becomes final on the date the parties receive the results of an appeal, if any appeal is filed; or on the date the opportunity for an appeal expires.

Appeals

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

JGEC Sexual Harassment

JGEC-14

- 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 20 days after the date of the written determination. Appeals shall be on the record and heard 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 10 days after the appeal is filed 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;

JGEC Sexual Harassment

JGEC-15

- 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;

JGEC Sexual Harassment

JGEC-16

- 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.

JGEC Sexual Harassment

JGEC-17

The filing of a complaint or otherwise reporting sex discrimination including 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 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:1/21

KASB Recommendation – 7/96; 8/98; 7/03; 4/07; 6/13; 6/15; 12/18; 6/20; 7/20

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JGECA Racial and Disability Harassment
(See GAACA, GAAB, GAF, JDDC and KN)

JGECA

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color, 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 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.

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. Racial or disability 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 so 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.

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: 2/20

KASB Recommendation—8/98; 7/03; 4/07; 6/09; 9/12; 6/15; 12/18

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

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

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

Approved: 2/8/16

KASB Recommendation—7/96; 4/07; 12/15

JGFF Use of Vehicles

JGFF

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

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

When a staff member becomes aware that a student has been involved in an accident or is in need of emergency care at school, on school property, or at a school-sponsored activity, the staff member shall follow the rules for the care of an injured student and shall report the accident to the building principal. If a student has an accident which appears to require medical treatment, an employee shall send for medical help and try to make the student as comfortable as possible while waiting for medical assistance to arrive.

When appropriate, the student's parent(s) shall be notified of the student's condition as soon as possible to determine appropriate action. If the student needs medical attention, and the parents cannot be reached, the principal shall seek emergency medical treatment.

Emergency Care

At the scene of an emergency or accident when medical help is not readily available to assist in the care of an injured student, an employee may render emergency care or assistance, including, but not limited to, first aid, as deemed reasonably necessary until medical help arrives. Kansas law provides protection from civil liability for any person who, in good faith and without compensation, renders emergency care or assistance to any person, including a minor without first obtaining the consent of the parent or guardian of such minor, at the scene of an emergency or accident. However, this protection does not extend to individuals whose acts or omissions in rendering emergency care in these circumstances were grossly or wantonly negligent.

Records

Appropriate records documenting student accidents shall be maintained.

Approved: 2/20

KASB Recommendation - 4/07; 12/15; 12/18

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The supervision of medications shall be in strict compliance with the rules and regulations of the board as carried out by district personnel. Diagnosis and treatment of illness and the prescribing of drugs and medicines are not the responsibility of the public schools and are not to be practiced by any school personnel, including school nurses, unless authorized.

In certain circumstances when medication is necessary in order that the student remain in school, the school may cooperate with parents in the supervision of medication that the student will use. However, the medical person authorized to prescribe medication or the parent if it is a non-prescription medication must send a written order to the building administrator who may supervise the administration of the medication or treatment. The parents must submit a written request to the building administrator requesting the school's cooperation in such supervision and releasing the school district and personnel from liability.

School personnel shall not be required to be custodians of any medication except as required by a written order of a licensed medical person or in the case of nonprescription medication when requested in writing by the parents.

The medication shall be examined by the school employee administering it to determine that it appears to be in the original container, to be properly labeled, and to be properly authorized by the written order of licensed medical person. Two containers, one for home and one for school, should be requested from the pharmacist.

Any changes in type of drugs, dosage, and/or time of administration should be accompanied by updated physician and parent permission signatures and a newly labeled pharmacy container.

All medication maintained in the school setting should be kept in a locked container. This includes medication requiring refrigeration.

Medications should be inventoried every semester. Out-of-date stock should be returned to parent or destroyed.

Over-the-counter medications should not be maintained on any school premises, including athletic areas, unless written parent permission to administer is obtained.

The building administrator may choose to discontinue the administration of medication provided that the parents or medical person are notified in advance of the date and the reasons for the discontinuance.

After medication is administered, students should be observed for possible reactions to the medication. This observation may occur at the site of administration or in the classroom as a part of the normal routine.

This policy shall be shared with all local physicians and dentists where practicable. Forms should also be made available to the health care providers in the community.

An individual record should be kept of each medication administered. The record should include student identification, date prescribed, name of medication, time and date(s) administered, signature of person administering and section for comments.

JGFGB Supervision of Medications

JGFGB-3

In the administration of medication, the school employee shall not be deemed to have assumed any legal responsibility other than acting as a duly authorized employee of the school district.

Approved:

KASB Recommendation—9/96; 6/04; 4/07; 12/15

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The self-administration of medication is allowed for eligible students in grades K–12. As used in this policy, medication includes, but is not limited to, a medicine for the treatment of anaphylaxis or asthma listed in current federal regulation as an inhaled bronchodilator or auto-injectable epinephrine. Self-administration is the student’s discretionary use of an approved medication for which the student has a prescription or written direction from a health care provider or written parental authorization on file in the school office for over-the-counter medications. Self-administration of medication at a dosage or rate exceeding product label instructions may result in denial of privilege to self-administer medications and/or disciplinary action as appropriate.

As used in this policy health care provider means a physician licensed to practice medicine and surgery; an advanced registered nurse practitioner, or a licensed physician assistant who has authority to prescribe drugs under the supervision of a responsible physician.

Student Eligibility

An eligible student shall meet all the following requirements:

- Have a written statement from the student’s health care provider stating the name and purpose of any prescription medication/s or written authorization from the student’s parent for use of over-the-counter medication/s;
- Know the prescribed or recommended dosage;
- Know the time the medication is to be regularly administered;
- Be able to articulate any additional special circumstances under which the medication is to be administered;

- Know the length of time for which the medication is prescribed;
- The student shall also demonstrate to the health care provider or the provider's designee, as applicable, and the school nurse or the nurse's designee the skill level necessary to use the medication and any device that is necessary to administer the medication. In the absence of a school nurse, the school shall designate a person who is trained to witness the demonstration.

Authorization Required

With regard to prescription medications which are not administered on a regular schedule, the student's health care provider shall prepare a written treatment plan for managing the student's condition, such as asthma attacks or anaphylaxis episodes, and for medication use by the student during school hours. The student's parent or guardian shall annually complete and submit to the school any written documentation required by the school, including the treatment plan prepared by the student's health care provider. Permission forms shall be updated during enrollment.

Employee Immunity

All teachers responsible for the student's supervision shall be notified that permission to carry medications and self-administer has been granted. The school district shall provide written notification to the parent or guardian of a student that the school district and its officers, employees, and agents are not liable for damage, injury, or death resulting directly or indirectly from the self-administration of medication.

Waiver of Liability

The student's parent or guardian shall sign a statement acknowledging that the school district and its officers, employees, or agents incur no liability

for damage, injury, or death resulting directly or indirectly from the self-administration of medication and agreeing to release, indemnify, and hold the district and its officers, employees, and agents, harmless from and against any claims relating to the self-administration of medication allowed by this policy.

Additional Requirements for Students Prone to Specified Emergencies

- The school district shall require that any back-up medication provided by the student's parent or guardian be kept at the student's school in a location to which the student has immediate access if there is an asthma or anaphylaxis emergency;
- The school district shall require that all necessary and pertinent information be kept on file at the student's school in a location easily accessible if there is an asthma or anaphylaxis emergency;
- Eligible students shall be allowed to possess and use approved medications at any place where the student is subject to the jurisdiction or supervision of the school district, its officers, employees, or agents;
- The board may adopt policy or handbook language which imposes additional requirements relating to the self-administration of medication allowed for in this policy and may establish a procedure for, and the conditions under which, the authorization for student self-administration of medication may be revoked.

Approved: 2/17

KASB Recommendation – 6/04; 6/05; 4/07; 12/16

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JGG Transportation (See ED and EDDA)

JGG

Bus transportation shall be provided to and from school for those students who qualify. Transportation may be provided by the district for all school activities. Transportation may be denied to students who are detained after school for disciplinary reasons.

Students who use school-provided transportation shall be under the jurisdiction of the vehicle driver while in the vehicle. Students shall be subject to the district's student behavior code and other regulations developed by the superintendent and approved by the board.

Bus drivers shall report violations of the rules to the building principal who may discipline students. The principal may suspend or revoke the transportation privilege of a student who violates any rule or regulation.

When the district provides transportation to an activity, participating students are prohibited from driving personal automobiles to and from district-sponsored activities held during or after the school day unless authorized in writing by the student's parent or guardian.

All rules shall be published in the student handbook.

Approved:

KASB Recommendation-7/96; 4/07; 12/15

JGGA Use of Video Cameras (See CN and JR et seq)

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.

Video tapes that are records of student behavior shall be secured in a locked file until the tapes are either reused or erased. The video tape shall be considered a student record and shall be subject to current law for the release of student record information.

JGH School Food Service Programs

JGH

The district shall provide a school food service program. Food service rules shall be published in student handbooks. Building principals shall develop individual building rules.

Free or Reduced Price Meals

Free or reduced price meals shall be provided for students who qualify under state and federal rules and regulations.

The eligibility forms, rules and regulations governing this program shall be provided by the administration to students or their parents.

Contracts With Other Agencies

The board may enter into contracts with the governing authority of any nonpublic school or any child-care institution to provide meals for children who attend these institutions. The board may also contract for meal service with any municipality, any state university or any corporation whose operations are substantially controlled by a state university. Contracts shall provide for payment of the costs incurred by the district to provide the service. Income received by the district under any contract to provide this service shall be deposited in the district food service fund and may be expended whether budgeted or not.

JGHB **Vending Machines and Other Automated Play Machines**
(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: 1/2019

KASB Recommendation – 7/96; 4/07; 6/17

JH **Student Activities** (See DK, JGFB, JM and KG)

JH

The principal shall be responsible for organizing and approving all student activities. All school-sponsored activities shall be supervised by an adult approved by the administration.

Eligibility for Activities

Students who participate in any school activity shall meet the following requirements:

- all applicable KSHSAA regulations;
- academic eligibility requirements noted in handbooks; and
- other requirements requested by the administration and approved by the board.

Adding or Eliminating Activities

Administrative recommendations to add or eliminate specific activities {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.

JH Student Activities

JH-2

Approved: 2/8/2016

KASB Recommendation – 6/00; 4/07; 11/12; 12/15

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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 prior to using the facilities. A faculty member (or other adult approved in advance) may/shall attend the meetings as a supervisor but may/shall not participate in the group's activities.

Student Government

Student councils under the direct control of the building principal or designated faculty representative may be established. Student councils may exercise only the authority expressly delegated to them by the building principal.

Approved: 2/8/2016

KASB Recommendation—7/96; 4/07; 12/15

School-Sponsored Student Publications

School-sponsored student publications shall be under the supervision of the building principal or designated faculty representative.

Students who have facts and opinions should be allowed to express them in print as well as through oral communications. However, student editors and writers must observe the same legal responsibilities as those imposed upon conventional newspapers and communication media. No student shall distribute any school publication which:

- Is obscene according to current legal definitions;
- Is libelous according to current legal definitions; or
- Creates a material or substantial interference with normal school activity or with appropriate discipline in the operation of the school.

Student publications which are not libelous, disruptive, or obscene may be distributed on school property during school hours at times and in areas designated by the building principal.

If a decision to disapprove distribution of a publication is made, the principal shall state reasons for the decision to the student(s).

If the student is dissatisfied with the principal's decision, the student may appeal the decision to the superintendent.

Non-School Sponsored Student Publications

Non-school sponsored student publications may be distributed on school property at times and in areas designated by the building principal.

Distribution of any non-school-sponsored publication may be halted

if the material is obscene, libelous, creates a material or substantial disruption of normal school activity, or interferes with the operation of the school. Distribution in violation of this policy may result in suspension, expulsion, or other discipline of the students involved.

Advertisements

Ads concerning illegal drugs, any controlled substances, or any illegal activity are prohibited in school sponsored publications.

Approved: 2/8/2016

KASB Recommendation—7/96; 4/07; 12/15

JHCAA Gang Intimidation (See JCAC, JCDA, JCDBB and JDD)

JHCAA

Gang intimidation is the communication of any threat of personal injury to another, actual personal injury to another, or any threat of or actual damage to another's property based on gang affiliation. Gang intimidation on school owned or operated property; at school-sponsored activities, programs, or events, or which disrupt the school environment is prohibited.

Disciplinary action may be taken against any student for participating in gang intimidation or causing and/or participating in gang-related activities on school owned or operated property or at school-sponsored activities, programs, or events. District staff may be provided inservice training regarding gang behavior and characteristics to facilitate identification of students involved in gang activities.

Approved: 1/21

KASB Recommendation—7/96; 4/07; 12/15; 12/20

JI **Community Activities**

JI

Students shall not participate in any community activities during school hours without the prior permission of the principal, unless those activities are undertaken as part of a course's approved curriculum.

Approved: 2/8/2016

KASB Recommendation—7/96; 4/07; 12/15

JJ **Employment of Students** (See IDAA)

JJ

In-School Employment

Students may be employed by the district. The district shall not employ students in hazardous jobs.

Outside Employment

A student who needs to work on a regular basis during the school day shall file a written request with the principal. If the request is approved, the student shall file a work schedule with the principal. Changes in the schedule shall be reported by the student to the principal. The student shall not begin the new schedule unless the change is approved by the principal.

Vocational or Other Work Experience

A student who works in a board-approved vocational or other work-experience program shall have a schedule developed cooperatively by the employer and the supervising teacher and approved by the principal prior to beginning the work activity.

All board policies remain applicable to students participating in vocational or other work experience programs.

Approved: 2/8/2016

KASB Recommendation-7/96; 4/07; 12/15

JK Solicitations (See KI)

JK

Commercial firms shall not be permitted to solicit students during school hours or on school property without prior approval of the administration.

Solicitations by students of students during school hours and on school property shall be done only when they are related to school sponsored activities. All student sales projects shall require the principal's prior approval.

Representatives from commercial schools, colleges, armed forces or other agencies shall be permitted to meet with students only by permission of the principal. Student contact by these organizations shall be arranged for and supervised by the guidance office.

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

Student Gifts to Staff Members

Students shall be allowed to collect money or purchase gifts for faculty members with the principal's approval.

Faculty Gifts to Students

A gift by a faculty member to an individual student or to classes of students during school hours or on school property shall require prior approval of the principal.

Student Organization Gifts to the School

Student organizations, with prior approval of the organization sponsor and building principal, may donate a portion of the organization's funds to the district. These donations shall require prior board approval.

A gift is defined as any donation, present or endowment in the form of cash, merchandise or personal favor.

Any student organization gift to the district shall become district property when accepted by the board.

JM Contests for Students (See JH)

JM

No student shall enter any contest as a school representative unless the contest is approved by the KSHSAA or by the administration.

JN Awards

JN

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

JQ Exceptional Students (See IDCE and JBE)

JQ

All programs for exceptional students shall be managed in accordance with the local plans for exceptional students, the policy and rules of the local board, and the rules and regulations of the state board of education.

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.

JQA Temporarily Disabled Students (See IDACB and JGFGBA) JQA

Students who are temporarily disabled by illness, operation, or accident authenticated by a health care provider's order, may be eligible for alternative educational services or accommodations in their regular program which allow for meaningful participation in the program.

Students with injuries which prohibit participation in physical education or other classes shall present to the building principal a health care provider's statement prohibiting such activity.

Teachers shall follow medical instructions relating to limitations on the student's participation, and shall either provide alternative methods for the student to earn a credit/grade in the class during the period of the disability or contact the district 504 coordinator for consideration of an evaluation under Section 504.

For the purposes of this policy, health care provider shall have the meaning subscribed to it in board policy JGFGBA.

Approved: 2/8/2016

KASB Recommendation—7/96; 4/07; 12/15

JQE Alternative Arrangements for Nontraditional Students

JQE

Married students, pregnant students, and students who are parents shall have access to the same educational opportunities, services, and extracurricular activities provided to other students.

A pregnant student may be required to provide a health care provider's release to be allowed to participate in school activities which could pose a health or safety risk.

If there is a delay in obtaining a health care provider's release, in the student's best interest, the administration may deny activity participation until the release is made available.

Approved: 2/8/2016

KASB Recommendation—7/96; 4/07; 12/15

JQI Adult Students

JQI

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

JQKA Foreign Exchange Students (See JBC)

JQKA

Foreign exchange students from approved organizations may be admitted to the district on a tuition-free basis to the extent staff, facilities, equipment, and supplies are available. Other foreign exchange students who meet residency requirements may be allowed to enroll in the district under rules established by the board. Students who enter the country on an F-1 visa shall pre-pay tuition equal to the current cost per pupil as calculated by the Kansas State Department of Education.

Approved: 1/21

KASB Recommendation—7/96; 9/97; 4/07; 12/15; 6/20

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JQL Hearing Procedures for Exceptional Students

JQL

A hearing procedure shall be available to parents or guardians of exceptional students according to state board of education regulations, the state special education plan, locally adopted procedures, and applicable laws.

Approved: 2/8/2016

KASB Recommendation—7/96; 4/07; 12/15

JQLA Class-size/Caseload Limits for Exceptional Students

JQLA

The superintendent shall develop and review periodically class-size/caseload limits for students with exceptionalities.

Approved: 2/8/2016

KASB Recommendation – 12/00; 4/07; 12/15

JR Student Records

JR

(See BCBK, CN, CYA, ECA, IDAE, JGGA, JR et seq. and KBA)

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

When records include information on more than one student, the parents/guardians of any student shall have access to copies of that part of the record that pertains to their child. Each school shall establish procedures for the granting of a request by parents/guardians for access to their child's school records within a reasonable period of time, but in no case more than 45 days after the request has been made.

In situations where the parents of a student are divorced or separated, each parent, custodial and/or non-custodial, shall have equal rights to their child's records unless a court order specifies otherwise. Private agreements between the student's parents shall not be recognized by the district's personnel.

Parents/guardians shall have an opportunity for a hearing to challenge the content of their child's school records to ensure that the records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of students; to have an opportunity for the correction or deletion of any inaccurate, misleading or otherwise inappropriate data contained therein; and to insert into records the parent's/guardian's written explanation of the content of the records.

Any eligible parent/guardian or student may inspect the personal records of the student during regular school office hours. The district reserves the right to interpret selected records to students and/or parent/guardians at the time of the inspection.

When a student attains 18 years of age, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student.

The parents/guardians of students, or the students if they are 18 years of age or older shall be informed annually by the superintendent of the rights accorded them by this section and by the Family Educational Rights and Privacy Act. In addition, the public shall be informed annually by the superintendent of the categories of information the institution has determined to be directory information.

JRA **Types of Records** **JRA**
(See BCBK, CN, CYA, ECA, IDAE, JGGA, JR et seq. and KBA)

Permanent Student Records: Each school shall permanently retain records relating to each student's academic performance, attendance and activities. Information about students collected and stored by any school personnel shall be separated into one of the following classifications:

Administrative records: official administrative records that constitute the minimum personal information necessary for operating the educational system. It shall include birth date, sex, race, names, telephone numbers, addresses and places of employment of parents, academic work completed, grades, attendance records, withdrawal and reentry records, honors and activities, date of graduation and follow-up records of a student.

Supplementary records: verified information important in operating the educational system but is of a more sensitive nature and of less historical importance. It includes: test data, such as scores on standardized achievement, aptitude and intelligence tests; observational data such as systematically gathered teacher or counselor evaluations and observations of social and personal assets; clinical findings and verified reports of serious or recurrent deviant behavior patterns; general data such as health data, family background information and educational and vocational plans.

Tentative records: useful information that has not been verified or is not clearly needed beyond the immediate present. It includes unevaluated re-ports of teachers or counselors that may be needed in ongoing counseling or disciplinary actions.

JRB **Release of Student Records**

JRB

(See BCBK, CN, CNA, ECA, IDAE, JGGA, JR et seq. and KBA)

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

Directory Information

Annual notice shall be given to parents and eligible students concerning their rights with regard to student 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 opt-out of the release of directory information without prior written consent. The appropriate forms for providing notice shall be on file in the office of the custodian of the educational records.

After giving notice and allowing a reasonable period of time for parents or eligible students to inform the district that any or all of the directory information should not be released without prior written consent, 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 (including student name, address, and telephone listing) available to military recruiters and postsecondary institutions unless parents or eligible students provide a written request to the district providing that the specified information not be released without prior written consent. Notice of the option to opt-out of the release of recruitment information shall be provided to parents and eligible

students in the district's annual notice of rights under the Family Educational Rights and Privacy Act.

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

The custodian may disclose students' education records to the following persons without the prior consent of the parents:

- Other school officials, including teachers within the district who have legitimate educational interests;
- Officials of other schools or school systems in which the student intends to enroll. The school district will forward student records to such institutions without further notice to the parents or eligible student when the disclosure is initiated by a parent or eligible student or an annual notice provided to parents and eligible students by the district informs them that such records will be automatically disclosed to these institutions for the purposes of enrollment or transfer of the student;

- Authorized persons to whom a student has applied for or from whom a student has received financial aid;
- State and local officials or authorities to whom such information is specifically required to be reported or disclosed pursuant to state statutes;
- Organizations conducting studies for educational agencies for the purpose of developing, validating or administering student tests or programs;
- Accrediting organizations;
- Parents of a student 18 years of age if parents claim the student as a dependent for income tax purposes;
- Appropriate persons if knowledge of 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
- In compliance with a lawfully issued subpoena or judicial order.

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

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

subpoena, parent(s)/guardian and the student shall be notified of the orders or subpoenas in advance of compliance with the order or subpoena unless:

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

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

The data collection by such official with respect to individual students shall not include information (including social security numbers) which would permit the personal identification of students or their parents or guardian on the data collected and provided.

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

Personal information shall be transferred to a third party only on the

JRB Release of Student Records

JRB-5

condition that such party shall not permit any other party to have access to such information without the written consent of the student's parents or the eligible student. The board and staff shall protect the rights of privacy of students and their families in connection with any surveys or data-gathering activities conducted, assisted or authorized by the board or administration.

Regulations established under this policy shall include provisions controlling the use, dissemination and protection of such data.

Forwarding Pupil Records

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

Approved: 2/17

KASB Recommendation – 7/96; 6/00; 7/02; 7/03; 4/07; 2/13; 6/14; 12/16

JRC Disposition of Records JRC
(See BCBK, CN, CYA, ECA, IDAE, JGGA, JR et seq. and KBA)

All student records will be maintained and screened periodically.

Administrative records shall be permanent records and maintained by the school for an indefinite period of time. When the student graduates, supplementary records shall be destroyed or shall be transferred to the administrative records if they have permanent usefulness. Tentative records shall be destroyed when the use for which they were collected is ended. However, tentative records may be placed in the supplementary classification if the continuing usefulness of the information is demonstrated and its validity verified.

The official custodian shall review a student's records when the student moves from elementary to a middle school or junior high, from a middle school or junior high to high school and upon high school graduation. During each review obsolete or unnecessary information shall be removed and destroyed.

Following a reasonable amount of time after a student has graduated or ceases to attend school in the district, the records of the student that are determined to be appropriate for retention may be placed on microfilm.

Building principals shall be authorized to collect fees approved by the board or to seek restitution for any school property lost, damaged or destroyed by a student.

Credit Card Payments

Credit and debit cards may be accepted to pay fees, fines, and charges due the district. A fee {may/shall} be collected to cover costs of accepting credit or debit cards.

Fee Schedules

The superintendent shall distribute a schedule of enrollment fees and other fees approved in advance by the board to all building principals. The fee schedule shall include:

- A list of all items for which a charge is to be collected;
- The amount of each charge;
- The date due;
- Classifications of students exempt from the fee or charge;
- A system for accounting for and disposing of fees; and
- An appeal procedure to be used by students or parents to claim exemption from paying the fees or charges.

Debt Collection

Building principals shall attempt to collect unpaid fees and the justifiable value owed by a student of school property lost, damaged, or destroyed by a student. If, after the attempt to collect, the amount remains unpaid, the principal shall report the matter to the superintendent who shall

consult with the school board's attorney, and they shall jointly recommend a course of action to the board.

Forwarding Pupil Records

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

Approved: 2/8/2016

KASB Recommendation—7/96; 6/99; 6/00; 6/01; 4/07; 12/15

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KA Goals and Objectives (See IB)

KA

The goal of educational public relations is to facilitate a process of communication between the district and its internal and external publics. The public relations program is intended to develop better public understanding of the district's goals, objectives, accomplishments, and needs.

The community shall be informed about school functions and activities, the accreditation status of each school, and the progress of school improvement efforts. Patron involvement is encouraged.

KB Public Information Programs (See CEE, CEF, CG and KBA) KB

The board shall keep the public informed about the school system's functions and operations.

Newsletters and other Media

The board {may/shall} issue a patron newsletter. The superintendent shall be responsible for the content of the district newsletter and other district-sponsored media or publications.

The superintendent shall direct the dissemination of district information and report to the board as requested.

When approved by the principal, attendance center announcements or school-related information may be sent home with students.

KBA **District or School Web Sites**
(See DC, ECH, II, IIBG, JR et seq., and KB)

KBA

The board may establish a district website and may allow creation of web sites for individual schools. A district website shall be under the control and supervision of the administration.

Website Rules

Detailed rules relating to web sites 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;
- board's and administration's right to determine website content and monitor use by employees and students.

District and school websites are maintained to support the public relations and educational programs of the district and/or the schools. Websites may be modified or terminated at any time by board action.

Approved:

KASB Recommendation - 6/00; 7/03; 4/07; 6/15



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KBC Media Relations

KBC

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

Broadcasting and Taping

The superintendent is authorized to establish rules and regulations for broadcasting and taping district activities.

The appropriate building principal shall be responsible for determining eligibility and issuing passes to press members on assignment to cover school events. Members of the broadcast media shall notify the superintendent prior to the event they wish to cover so arrangements may be made for their equipment.

News Releases

News and information concerning building events and programs may be released to the media with the approval of the principal. District news releases prepared for public distribution by district employees or students shall have the superintendent's approval prior to release. The superintendent shall, upon request, prepare official district news releases for the board.

Conferences and Interviews

News conferences and interviews shall be scheduled so they do not disrupt regular educational activities. Representatives of the news media seeking to interview a student during school hours must first have the principal's approval and permission from the student's parent or guardian.

KCB Custodial and Non-Custodial Parent Rights

KCB

The district recognizes that parents often share caregiving and custody of their children and that parents, if not otherwise prohibited by court order, should have equal access to information regarding their child's school records.

Any parent may obtain copies of school information such as report cards and progress reports upon request to a child's principal, unless otherwise prohibited by law or court order.

Approved: 2/20

KASB Recommendation – 6/14; 12/18

KDC Solicitations (See GAI)

KDC

The board shall discourage all solicitations of and by staff members during regular school hours and at school-sponsored activities.

Agents, solicitors and salesmen shall not be permitted to take time of teachers or students from educational activities. The students and faculty of the district shall not promote commercial or private financial interests, either through direct sales or through promotion of competitive goods or services.

This rule applies to those activities, promotions and sales originating outside the school. Exception to this rule may be made as outlined below.

Materials and projects submitted for consideration under this rule must be made in writing to the superintendent. Requests will be considered in light of the proposal's direct contribution to the educational values in the school. Consideration shall be on the basis of unreasonably added work for staff members.

Any individuals or organizations violating the policy on solicitations shall be reported to the board by the superintendent. Violators may be denied further access to school premises by board action.

KFD **School Volunteers** (See EBAA and IFC)

KFD

School volunteers work under the school staff's direction with the principal's approval.

School volunteers are bound by the policies, rules and regulations of the district, serve without financial compensation and {are/are not} covered by workers' compensation.

KG Use of School Facilities by Community Groups (See DFG and JH) KG

The board may allow use of school buildings and school grounds by community groups {outside the school day}. Use of any school facility or school grounds, however, shall not interfere with daily school use or any school-sponsored activity.

Fees and Rental Charges

The board shall establish reasonable fees and/or rental charges for the use of any school facility or school grounds; fees and/or rental charges will cover costs of wages of school personnel involved and utilities. The fee and/or rental charges shall be approved by the board and shall be reviewed annually.

Lease Arrangements

The board shall approve any lease arrangements.

Supervision of Non-School Groups

Whenever any school facility is used by non-school groups or individuals, a school employee {shall/may} be on duty to see that the building and equipment are properly used. A school employee may not be required to be on duty when, in the principal's opinion, it is not necessary.

Insurance and/or Bonds

The board, through its duly authorized agent, reserves the right to require bonds (cash or otherwise), insurance, or other damage deposits, acceptable to the board before allowing use of the schools' facilities. Use is subject to limited access and availability. Any damages occurring during use will be billed to the individual and/or organization renting the facility.

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KGA Use of District Personal Property and Equipment

KGA

Requests for use of district personal property or equipment by outside tax-exempt organizations shall be submitted to the superintendent or the superintendent's designee. Any request shall be granted or denied pursuant to guidelines for using personal property or equipment developed by the administrator and approved by the board. The superintendent may establish a deposit or requirement for the purchase of insurance for use of school 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 equipment is returned in working order.

Lost, Stolen, or Damaged Property or Equipment

No request for use of school 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 equipment that has been lost, stolen, or has suffered irreparable damage while in the requestor's possession. For the purposes of this policy, "irreparable damage" shall include any damage severe enough that the cost to repair such equipment would be more than the fair market value of the equipment. If school 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

KGA Use of District Personal Property and Equipment

KGA-2

personal reasons at school or away from its designated location without the prior approval of the board of education.

Approved: 1/22

KASB Recommendation – 3/00; 4/07; 6/12; 12/21

KGB Concealed Observations (See JGGA)

KGB

Unless otherwise provided in this policy or policy JGGA, individuals are prohibited from recording students, employees, and/or board members surreptitiously or through the use of concealed audio and/or visual recording devices. This prohibition is in effect at school, on or in district property, and at meetings and conferences held for educational or disciplinary purposes.

Exceptions to this prohibition include the use of video surveillance throughout district facilities and in district vehicles, provided in accordance with JGGA; the recording of meetings subject to the Kansas Open Meetings Act; the recording of due process hearings or student disciplinary hearings for evidentiary purposes; recording of students for use during the student's evaluation or provision of special education services with the principal's prior permission; and the recording of a school sponsored activity, program, or event which is open to the general public.

Individuals wishing to record students, employees, or board members at school, on or in district property, or at meetings and conferences as previously described shall first notify the superintendent or building principal in advance. If such recording is not prohibited by law or policy, the administrator may allow the recording and may make arrangements to record on behalf of the district.

Approved: 8/16

KASB Recommendation –6/16

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 {shall/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: 2/8/2016

KASB Recommendation – 6/13; 12/15

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**KGD Crowd Control at School Sponsored Activities
(See EBC, GAAE, JCDBB, JDDC and LGC)**

KGD

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

The school administration and staff are responsible for handling any disturbance caused by adults or students. The final decision for determining if assistance is needed is the responsibility of the superintendent or school principal. In the absence of these individuals, the determination shall be made by the assistant principal or person designated to be in charge of the building or activity. The superintendent shall be notified of any serious problem at the school.

Possession of a Firearm

Unless otherwise required by law or authorized by board policy, no person other than a law enforcement officer shall possess a firearm on any district owned or operated property; within any district owned or operated building or facility; in a school vehicle; 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 of plain sight.

KGD Disruptive Acts at School or School Activities

KGD-2

Appropriate signs shall be conspicuously posted as direct 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: 9/2016

KASB Recommendation – 6/99; 7/03; 6/06; 4/07; 7/12; 6/13; 6/15

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

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

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

The administration will determine if the individual who has bee 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.

Approved:

KASB Recommendation 6/14

KH Gifts to Schools (See GAJ and JL)

KH

Any organization or individual making a gift to the district shall have the prior approval of the board. All gifts will be regarded as district property.

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

KI Distributing Materials in Schools (See JHCA, JK and JR et seq.) KI

In accordance with rules adopted by the board, the superintendent reserves the right to refuse distribution to students any material by outside individuals or groups which creates a material or substantial interference with normal school activity or appropriate discipline in the operation of the school.

Materials Produced by Outside Groups—Including Religious Materials

The principal may establish rules and regulations which control the time, place and manner in which non-school/educational materials are displayed and disseminated in the building or on school property. No student shall be forced to participate in the distribution or receipt of any non-school materials in the schools.

Political Campaign Materials

The board encourages responsible use of political materials as part of the board-approved curriculum. No student shall be forced to participate in the distribution or receipt of any political materials.

Advertising in the Schools

No advertising for commercial purposes shall be permitted in the school buildings or on the grounds of the district without prior board approval. Advertising in student publications shall be regulated by rules and regulations developed by the superintendent. Advertising in the student publications may promote products by brand name. Ads promoting the sale of any controlled substance, drug paraphernalia or any other illegal material or activity are prohibited.

KI Distributing Materials in Schools

KI-2

Mailing Lists

No mailing lists of students shall be given to individuals, organizations or vendors for the purpose of distributing materials.

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KK Sale of District Property (See DFM)

KK

The board may dispose of property in a manner the board deems to be in the district's best interest. Whenever excess district property is to be sold at auction, all sales shall be to the highest bidder. No credit shall be extended.

KM Visitors to the School

KM

The board encourages patrons and parents to visit district facilities. Patron visits shall be scheduled with the teacher and the building principal.

Notices shall be posted in school buildings to require visitors to check in at the office before proceeding to contact any other person in the building or on the grounds.

Any person who visits a building and/or grounds of the district will be under the jurisdiction of the building principal who shall be responsible for developing rules and regulations governing the presence of visitors in the buildings.

The principal has authority to request assistance from law enforcement if any visitor to the district's buildings or grounds refuses to leave or creates a disturbance. Violation of this rule may lead to removal from the building or grounds and denial of further access to the building or grounds. Violators of this board policy may be subject to the state trespass law.

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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: 1/21

KASB Recommendation – 6/20

KN

Complaints

KN

(See BCBI, GAAC, GAACA, GAAB, GAAF, IF, IKD, JCE, JGEC, JGECA, and KNA)

The board encourages all complaints regarding the district to be resolved at the lowest possible administrative level. Whenever a complaint is made directly to the board as a whole or to a board member as an individual, it will be referred to the administration for study and possible resolution.

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. Harassment of an individual on any of these grounds is also prohibited. (Position, 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, Title VII of the Civil Rights Act of 1964 regarding discrimination on the basis of sex, Section 504 of the Rehabilitation Act of 1973, 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. Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the compliance coordinator.

Complaints About Discrimination or Discriminatory Harassment

Complaints of discrimination or discriminatory harassment by an employee, excluding complaints regarding discrimination or harassment on the basis of sex or in child nutrition programs, should be addressed to the employee's supervisor, the building principal, or the district compliance coordinator. Such complaints by a student should be addressed to the building

principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of such discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. Complaints by any other person alleging such discrimination should be addressed to the building principal or the district compliance coordinator. Except as otherwise provided in this 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.

If such 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.

Formal Complaint Procedures

- A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. If an individual does not wish to file a written complaint, and the matter has not been adequately resolved, the building principal may initiate the complaint. Forms for filing written complaints are available in each 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 shall appoint an investigating officer. In other instances, the investigation shall be conducted by the building principal, the compliance coordinator, or another individual appointed by the board. The investigation shall be informal but thorough. All interested persons, including the complainant and the person against whom the complaint is lodged, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.

- A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and a copy forwarded to the complainant and the accused no later than 30 days after the filing of the complaint.
 - If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.
 - If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy, the negotiated agreement (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.
- The complainant may appeal the determination of the complaint. Appeals shall be heard by the district compliance coordinator, a hearing officer appointed by the board, or by the board itself as determined by the board. The request to appeal the resolution shall be made within 20 days after the date of the written resolution of the complaint at the lower level. The appeal officer shall review the evidence gathered by the investigator and the investigator's report and shall afford the complainant and the person against whom the complaint is filed an opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is filed. The appeal officer will issue a written determination of the complaint's validity and a description of its resolution within 30 days after the appeal is filed.
- 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 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.

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 and JGEC and shall be directed to the Title IX Coordinator at (position or name, address, email address, and phone number of Title IX Coordinator).

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 (See IF)

The superintendent shall report a failure to resolve any complaint about curriculum to the board at the next regularly scheduled board meeting.

Complaints About Instructional Materials

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

Complaints About Facilities and Services

KN **Complaints**

KN-6

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.

Approved: 1/21

KASB Recommendation – 9/97; 8/98; 3/00; 4/07; 6/13; 6/15; 6/20; 7/20

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: 1/21

KASB Recommendation – 6/20

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LEDFamily Night

LA Goals and Objectives

LA

The board shall seek to establish a satisfactory working relationship with governmental agencies and private organizations having an interest in the schools.

LB School-Community Cooperation

LB

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

LC School-Community Programs

LC

The board shall consider establishing programs sponsored jointly by the district and community groups or organizations whenever, in the board's judgment, these programs cannot or should not be wholly under the board's control.

**LDD Federal Government-Drug Free Schools
(See GAOA, GAOB, IDAB and JDDA)**

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.

LDDA Fiscal Management of Federal Grants

LDDA

The district shall meet the requirements of the Education Department General Administrative Regulations (EDGAR). The outline used to meet this requirement may be the document: Federal Education Grants Management: What Administrators Need to Know, Office of Management and Budget circulars, or other pertinent documents developed by the U.S. Department of Education.

LED Family Night

LED

No school activity is to take place on Wednesday night or on Sunday without written permission of the superintendent. These times are set aside for family activities. If the superintendent permits any exceptions to this policy, notice shall be given to the board at their next regular or special meeting.

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MA Goals and Objectives

MA

The board shall seek to work harmoniously with educational agencies having an interest in the district's schools. Staff shall follow all regulations required by state and federal education agencies.

MD Interdistrict Relations

MD

The board shall work cooperatively with other districts to provide services to students when it is in the best interest of students and the district.

MF Colleges and Universities

MF

The board may consider use of student teachers in district classes.

Contract Required

A written student teaching contract with appropriate colleges and universities shall be prepared and presented to the board for their consideration and approval.

Other Relationships

Other relationships between the district and institutions of higher education may be considered upon recommendation of the administration.

MI Kansas Education Systems Accreditation

MI

Kansas Education Systems Accreditation (hereafter “KESA”) is a district-wide accreditation process. Accreditation within this process is ultimately granted by the Kansas State Board of Education. The district school board (hereafter “board”) shall maintain the goal of full accreditation for the district. Good faith efforts shall be made by all staff to implement district school improvement plans. The board shall monitor compliance.

The board is committed to implementing and sustaining the foundational structures defined within the KESA process as well as defining and implementing district-wide goals in alignment with the KESA rubrics.

In order for accreditation to be achieved, the board shall commit to school improvement for all district schools, academic achievement for all district students, and results-based professional development for all district staff members. The superintendent shall regularly report to the board on the district’s

progress toward full accreditation within the 5 year cycle defined as part of the KESA process.

The board shall fully inform the public in languages commonly used in the community about district-wide goals, school improvement plans, the progress of school improvement efforts, the accreditation status of the district, and other pertinent information as the board may direct.

Approved: 2/17

KASB Recommendation – 6/05; 4/07; 12/16