KASB POLICY SERVICE DISCLAIMER

KASB has attempted to provide recommended policies and recommended policy updates which reflect the current legislative charges and intent, court decisions and agency rules and regulations recognizing general operations procedures of schools in Kansas and the nation.

The recommended policies and recommended policy updates have been reviewed by KASB attorneys to ensure compliance with federal and state laws and regulations.

Use of KASB recommended policies does not guarantee the district will not be involved in legal proceedings and challenges to decisions made by the district based on these policies.

KASB assumes no financial or legal liability responsibility for district losses incurred by the district resulting from litigation filed against the district as a result of the use of the KASB Policy Service recommendations. All recommended policies should be reviewed, discussed, and changed to meet the unique and individual needs of the district and approved by the board..

12/95


PREFACE

The policies and administrative rules of Unified School District No. 226 are the results of a combined effort of the professional staff of the Kansas Association of School Boards, the board of education and the district's staff.

The staff of KASB has written the policy and rule model and integrated into that model the policies and procedures being used in the district at the time of the first draft. Upon completion of the first draft, a KASB staff member and selected staff members of the district edited all of the proposed policies and rules resulting in preparation of a second draft to be presented to the board. The board consulted with the KASB staff members and selected staff members to arrive at the final draft. This final draft was then adopted by the board.

The board gratefully acknowledges the many hours spent on the part of the KASB staff and the school district's staff in the preparation of these policies and rules. A special acknowledgment should go to the board members who spent many hours studying the various drafts of these policies and rules. This effort is indeed a typical example of the unselfish attitude of the district's school board.

Understanding the Policy System

Policies are principles adopted by the school board to chart a course of action. They tell WHAT is wanted and may include also WHY and HOW MUCH. They should be broad enough to indicate a line of action to be taken by the administration in meeting a number of problems day after day; they should be narrow enough to give the administration clear guidance.
Rules are the detailed directions that are developed by the administration and staff to put policy into practice. They tell HOW, WHEN, WHERE and BY WHOM things are to be done.

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

There is one binder containing thirteen sections of policies and rules. These sections are as follows:

A -- SCHOOL DISTRICT ORGANIZATION
B -- SCHOOL BOARD OPERATIONS
C -- GENERAL SCHOOL ADMINISTRATION
D -- FISCAL MANAGEMENT
E -- BUSINESS MANAGEMENT
F -- FACILITY EXPANSION PROGRAM
G -- PERSONNEL (certified and noncertified)
H -- NEGOTIATIONS
I -- INSTRUCTIONAL PROGRAM
J -- STUDENTS
K -- GENERAL PUBLIC RELATIONS
L -- INTERORGANIZATIONAL RELATIONS
M -- RELATIONS WITH OTHER EDUCATION AGENCIES

This type of classification system is designed for computer use and conforms to sound principles of information storage and retrieval, to sound principles of school governance and also to the mandates of practicality. The system's ultimate success or failure will depend on the extent of its day-to-day usefulness as a management tool to facilitate school and board operations.

Basic to the system is the vocabulary of policy development descriptors. This vocabulary includes more than 1,000 discreet terms, e.g., "Underground Newspapers", "Psychological Testing", "Nepotism", etc. These terms set forth specific issues and concerns for possible school board action at the policy development level.
The coding or "tracking" of terms is by letter rather than by number. Letter (alpha) encoding offers two major advantages over number coding. A letter system offers more flexibility. The code has available 26 separate letters to use compared to only ten digits. A letter system requires no decimal points. This tends to reduce the likelihood of errors in reproduction and filing.

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

The Index

The index is designed to help the user find the subject described in the appropriate policy. The index is also cross-referenced to state law as is each table of contents.

The index also includes many terms not used in the classification system. These "extras" appear in italic type and are cross-referenced to official descriptors. Some of these topics are synonyms, e.g., Administrative Regulations, see "Administrative Rules." Other classifications are included to show where topics might be placed into the system by local classifiers, e.g., Jury Duty, see "Leaves and Absences."

In addition, major descriptors appear in several places in the index. This again is to facilitate the user's search for correct term placement in the system.

When Using This Manual

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

If by chance a policy statement is not found, one of three things has occurred: (1) the board does not have a policy or rule on the subject; these codes will be marked with an asterisk (*); (2) another classification (See) is overriding and should be read to determine the board's policy; or (3) the code is consolidated with another code. This latter statement makes it incumbent on the reader to check the index and/or the table of contents before looking for the subject matter.

There will be times when a policy does not have a rule. If this occurs, the reader must assume that the board felt the policy was self-executing and did not need an implementing rule.

The Computer System. The computer has enabled KASB to put its model policies and rules on the IBM system so it can "call" up material to be reprinted, corrected, modified or changed in any way. The staff can delete words, sentences, paragraphs and rearrange words, sentences and paragraphs, without retyping the entire page. It makes updating easier and less expensive.

Computerization also has enabled the policies and rules to fit easily in one three-ring binder.

A few changes in format were initiated with the computerized system. You will note that the letter code with the policy title appears as always in the upper left hand margin. Note that the letter code is also printed in the upper right margin, a change that will help you "thumb" through the pages and find a particular page much more easily. Note that multi-paged policies and rules are now numbered which will assist in keeping pages in order. Policy paging is
illustrated, for example, as: AC, AC-2, while the rule paging is AC-R, AC-R-2. There is no symbol for page one on any policy or rule.

Note that the rule, if any, now immediately follows the policy. This has helped eliminate many pages, but the reader will have to be alert to the letter code to remember if he is reading a policy (AC) or a rule (AC-R). In the event a policy has more than one page, e.g., AC-2; the rule to AC, if any, will follow immediately as AC-R. If there are several pages to a rule, the second page letter code will be AC-R-2 and will be found in the upper right margin. Reference to these pages will help board members and staff turn immediately to the correct page without any trouble or confusion.

State Law and Negotiated Contracts

These policies do not contain any statutory language or negotiated contract language. They exist in other, separate documents. If the reader is in doubt about the subject being pursued, he should ask the superintendent or some other administrative staff member for guidance.

Any district may request KASB policy writers to assist them in the drafting of locally generated new policies or amendments or in the alphacoding and placement of a new policy.

Updating Your Policy Book

KASB is responsible only for the contractual obligation of furnishing the district with the one contract copy of board policy and rules. The KASB Up-Date Service will furnish periodic additions, deletions and corrections as made necessary by the state legislature, court decisions and other legal precedents or decisions. All member districts will receive this Up-Date Service at no additional charge.
Symbols

The policy classification system employs these signs and symbols which are explained below.

SN  Scope Note -- A brief statement used when necessary in order to clarify and/or limit the intended use of a descriptor entry.

Administrative Personnel

SN  For school management and supervisory personnel below the district superintendent level, e.g.,

(Also)  A prefix to a parenthetical code to indicate the identical term (and similar school board policy) appears elsewhere in the classification system, e.g.,

BCBI (Also KCA) Public Participation
KCA (Also BCBI) Public Participation

(See)  A reminder used to indicate a cross reference to another policy or rule of similar subject matter for example:

AFC (See JGFA) Emergency Closings
JGFA (See AFC) Emergency Drills

-R  An affix to a policy code to indicate that the statement following is an administrative rule for a school board policy.

Definitions

1. The masculine pronoun is used throughout these policies and rules in the generic sense and refers to both feminine and masculine antecedents.

2. Wherever the word "superintendent" or "principal" occurs, the words "or designated representative" are assumed to follow.
Hazing/Harassment/Intimidation/Bullying/Menacing

The board is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or board.

Individuals may also be referred to law enforcement officials.

Proposed Handbook Language
INDEX

To The

SCHOOL BOARD POLICY CLASSIFICATION SYSTEM

The index includes many terms that do not appear in the policy classification system. These are underlined and cross-referenced to appropriate descriptors. In addition, major descriptors appear in several places. This again is to facilitate the user's search for correct term placement in the system.

The purpose for indexing many terms not appearing in policy is to be able to adapt both the index and the policy classification system to the wide diversity of school districts that are using this KASB contracted service.

A

GBRI, GBRG Absence from Duty
JBD Absences, Students - KSA 72-1111, 72-1113
BCBG Abstaining Vote
JGEB Abuse, Child - KSA 38-1523; 21-3609
JF Academic Achievement
JF Academic Achievement Reporting
IA Academic Freedom
JGFG Accidents and Illness - KSA 72-8404
MK Accreditation - KSA 72-1114 to 72-1116
JH Activity Fund Management (See DK)
Activity Trips (See "Field Trips and Excursions")
IDA Activity/Athletics Director
IDFB Activity Practice
IDA, JH Activities, Cocurricular
IDA Activities, Eligibility
IDA, JH Activities, Extra-Curricular
JH Activities, Fees - KSA 72-5389 to 72-5391
JH Activities, Students - KSA 72-130 to 72-134,
See KSHSAA By-Laws

GBRE (See GBRD) Additional Duty
*C Administration, General School
CA Administration Goals and Objectives
CMA Administration in Policy Absence
*CC Administration Organization Charts
JGFGB Administration of Medication
CJ Administrative Consultants
CG Administrative Intern Program
DJFAB Administrative Leeway
CG Administrative Personnel
CG Assignment
CG Compensation Guides and Contracts - KSA 72-5412
*CGPFB Conferences and Visitations
*CGPEA Consulting
CGI Evaluation - KSA 72-9001 et seq.
*CGPA  Health Examinations - KSA 72-5213
*CGD  Hiring
CD  Line and Staff Relations
*CGPE  Non-School Employment
CG  Orientation
CG  Part-Time Administrators
*CGPG  Personal Leaves and Absences
*CGB  Positions
*CGG  Probation
CK (See CG)  Professional Development Opportunities
*CGPF  Professional Leaves and Absences
*CGJ  Promotion
CG  Qualifications and Duties
CG  Recruitment
*CGN  Resignation
*CGO  Retirement
*CGPFA  Sabbaticals
*CGM  Separation
CG, GBH  Supervision
CG  Time Schedules
*CGL  Transfer
*CGPD  Travel Expenses
*CGPH  Vacations
*CGP  Working Conditions
*CGPC  Work Load
CN  Administrative Records
CN  Central Office Records
CN  Building Records
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CO  Administrative Reports
CMA, BDF  Administrative Rules
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CMA  Community Involvement (See CM)
CMA  Dissemination (See CM)
CMA  Drafting (See CM)
CMA, BDF  Review (See CM)
CMA  Staff Involvement (See CM)
CMA  Student Involvement (See CM)
JBC  Admissions
*IDG, JQJ  Adult Education Program
KI  Advertising in the Schools
*BBF, KCBA  Advisory Committees
Agenda
HAI  Negotiations
BCBD  School Board Meetings
HAI  Agreement, Procedural (See "Procedural Agreement")
HAJ  Agreement, Preliminary
HAL  Agreement Announcement
JCDAB (See JCDAA)  Alcohol Use
ING  Animals and Plants in the School
DC  Annual Operating Budget
BE  Annual Reports (See CO)
IKE  Assemblies
Assignment and Transfer
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*HAD     Duty and Rights of Board in Negotiations
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JFCA    Early Graduation
*MK (See MA) Educational Agencies Relations
JE      Educational Guidance
IDA     Eligibility, Activities
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GBRI, GCRG Emergency and Legal Leave
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EC      Equipment and Supplies
*FEDC   Equipment Plans and Specifications
*ECD    Distribution
*ECA    Insurance Program - KSA 72-8401 et seq.
*ECE    Leasing and Renting - KSA 72-8225; 55-211 to 55-211a
EC      Management
EC      Receiving
*ECG    Records
*DFM (See DFG) Sales - KSA 72-8212
*IFAC   Selection and Adoption
HAHBB   Use by Negotiating Teams - KSA 72-5413 et seq.
*KGB    Use by Public - KSA 72-8205
Ethics
CB      Administration
GBU     Certified Personnel
BH  School Board Member
   Evaluation - KSA 72-9001; 72-1114 to 72-1116
CGI  Administrative Personnel - KSA 72-9001 et seq.; 72-5451 et seq.
GBI  Certified Personnel - KSA 72-9001 et seq.
GCIA  Coaches and Sponsors
*ICD  Curriculum Pilot Project (See IJ, JR et seq.)
IJ  Instructional Program
GCI  Noncertified Personnel
GCIA  Sponsors
CEI  School Superintendent - KSA 72-9001 et seq.
GCJ  Supplemental
AF  Evening Sessions (See AEBA)
IDAC  Exceptional Programs
JQ  Exceptional Students - KSA 72-933 et seq.; 72-977
JQKA  Exchange Students
GBRH  Exchange Teaching
BCBK  Executive Sessions (See KB) - KSA 75-4317 et seq.
*DJ  Expenditures of Funds
JDD  Expulsion, Suspension - KSA 72-8901 et seq.
AEB  Extended School Year (See AEBA)
IDA, JH  Extracurricular Activities
Extra Duty (See "Additional Duty")

F

HAHBA  Facilities, Use by Negotiating Teams - KSA 72-8212(d)
KG, KGA  Facilities, Use by Public - KSA 72-8212(d)
*F  Facility Expansion Program
FA  Goals and Objectives
FDB  Long-Range Needs Determination
FD (See FA)  Long-Range Planning
Family Life Education (See "Sex Education")
GARI  Family Medical Leave
*LED  Family Night
GAAB  Federal Program Administration
*DFG  Fees, Payments and Rentals - KSA 72-5389 to 72-5391
JS  Fees, Fines and Charges - KSA 72-5389 to 72-5391
IFCB, KFB  Field Trips and Excursions
*IHAA (See IHA)  Final Examinations
EBB  Fire Prevention - KSA 31-150 and 31-133
JGFA  Fire Drills
JGFGA  First Aid
*D  Fiscal Management
LDDA  Fiscal Management of Federal Grants
*DCB  Fiscal Year - KSA 72-8204; 72-8204(a)
*DIA  Fixed Assets Accounting - KSA 75-1120a
EE  Food Service Management - KSA 72-5112 et seq.
   72-5213; 72-5113
EE  Records
   Sanitation Inspections
Foreign Countries, Trips to (See "Field Trips
and Excursions")

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<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>JQKA</td>
<td>Foreign Exchange Students</td>
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<td>JGHA</td>
<td>Free or Reduced Price Lunches</td>
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<td>KI</td>
<td>Free Materials Distribution in Schools</td>
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<td>Fringe Benefits (See &quot;Compensation&quot;)</td>
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<td>*DJ</td>
<td>Fund Expenditure - KSA 79-2925; 79-2934</td>
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<td>DK</td>
<td>Fund Raising</td>
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<tr>
<td>CEB</td>
<td>Funds, Agreement About Interest on Funds With County Treasurer - KSA 23-1678a</td>
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<td>DFE</td>
<td>Funds, Investment of - KSA 9-1402 et seq.; 17-5002</td>
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**Gate Receipts** (See "Fees, Payments and Rentals")

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<td>DFK</td>
<td>Gifts and Bequests - KSA 12-1252; 72-8210; 72-8212</td>
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<tr>
<td>GAJ</td>
<td>Gifts by Staff Members</td>
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<td>GAJ, KH, JL</td>
<td>Gifts to Students</td>
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<td>KH</td>
<td>Public Gifts to School - KSA 12-1252; 72-8210; 72-8212</td>
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<td>JL</td>
<td>Student Gifts to School - KSA 12-1252; 72-8210; 72-8212</td>
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<td>JL</td>
<td>Student Gifts to Staff Members</td>
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**Goals and Objectives**

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<td>DC</td>
<td>Budget - KSA 72-8156; 72-8204; 72-8204a; 72-7053</td>
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<td>EA</td>
<td>Business Management</td>
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<td>HAB</td>
<td>Certified Personnel Negotiations - KSA 72-5413 et seq.</td>
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<td>ABE</td>
<td>District</td>
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<td>FA</td>
<td>Facility Expansion</td>
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<td>DA</td>
<td>Fiscal Management</td>
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<td>LA</td>
<td>Organizational Relations</td>
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<td>GAA</td>
<td>Personnel Policies - KSA 72-8205</td>
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<td>KA</td>
<td>Public Relations</td>
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<td>MA</td>
<td>Relations With Other Education Agencies</td>
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<td>BA</td>
<td>School Board</td>
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<td>JA</td>
<td>Student Policy - KSA 72-8205</td>
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**Goods and Services**

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<td>DJED</td>
<td>Bids and Quotations - KSA 72-6760; 72-8404; 75-3740a</td>
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<td>*DJEC</td>
<td>Cooperative Purchasing</td>
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<td>DJEB</td>
<td>Cost Control</td>
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<td>*DJE</td>
<td>Guarantees</td>
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<td>*DJE</td>
<td>Inspections</td>
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<td>DJEE</td>
<td>Local Purchasing</td>
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<td>DEJE</td>
<td>Payment Procedure</td>
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<td>DJEG</td>
<td>Purchase Orders and Contracts - KSA 10-1113; 60-1111; 72-6760; 75-3317; 75-3322; 72-8212</td>
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<td>DJE</td>
<td>Purchasing - KSA 72-8212</td>
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<td>*DJE</td>
<td>Purchasing Guides and Vendor Lists</td>
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<td>Quality Control</td>
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<td>DJEB</td>
<td>Quality Purchasing - KSA 72-8212, 10-1113</td>
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<td>Requisitions</td>
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<tr>
<td>DJEB</td>
<td>Specifications</td>
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DALB Standardization
*DJEB Trial Test and Field Checks
*DJEB Government, Student
**JHC Government, Student
**IDA Grade Level Organization (See "Organization Charts")
**IHA Grade Point Average
**JBD Grading System
**JFD Grades - Reduction
**JFC Graduation - KSA 72-116, KAR 91-31-12(h)
**JFC Graduation, Early
**JH (See IHEA) Graduation Requirements - KSA 72-8205,
**JFC Graduation - KAR 91-31-12(f), (g), and (h)
**JFA Grievance Procedures
**GAE Personnel Complaints - KSA 72-5424
**JCE Student Grievance Procedures
**IHA Grievance Procedures
**JEA Grouping for Instruction
**IEA Grouping for Instruction
**EHT Self-Contained Classroom - KSA 72-1113; 79-3606
**IA Nongraded Schools
**JIB Departmentalization
**JIF Team Teaching
**JID Differentiated Staffing
**EGI Group Insurance (See "Compensation")
**JGI Growth Development Opportunities (See "Development Opportunities")
**JGM Guidance
**JE Guidance
**ZE Educational Guidance
**ZG Guidance Program
**JE Personal Guidance
**JE Vocational Guidance
**JE Guidance Counselors (See "Certified Personnel Positions")

H

*BCB Handbooks, all
*JQA Handicapped Students - KSA 72-933 et seq.; 72-977
*BCBI, KN Handling Complaints
*EBBA Hazardous Waste Inspection and Disposal
*IDA Health Education
*JGCA Health Examinations, Students - KSA 72-5203; 75-626
**JGCA 72-1204 to 72-1207; 65-122; 72-5204 to 72-5206;
**JGCA 72-5208 to 72-5211
**JGCA Health Insurance (See "Compensation")
*JGC Health Services
*EBD Heating and Lighting
**EBD Hearings (See "Public Hearings")
**EBD Hiring
*CGD Administrative Personnel
*GBD Certified Personnel, Teacher Selection
*GCD Noncertified Personnel
**GBD Holidays - KSA 72-1106, 35-107
G C R I  Noncertified Personnel Paid Holidays
*AEAB  School Holidays - KSA 72-1106
IDA  Homebound Instruction - KSA 72-933 et seq.
JBC  Homeless Students
*JGEA  Home Visits
IHB (See IHA)  Homework
*IHDA (See IHA)  Honor Rolls
Hospitalization Insurance (See "Compensation")
Human Relations Education (See "Basic Instructional Program")
IKCA  Human Sexuality and AIDS Education

I

JBC  Identity of Students
GBRI, GCRG  Illness (Sick Leave)
  Inclement Weather Procedures (See "Dismissal Precautions")
  Incentive Pay System
*GABB  All Personnel
*GBAA  Certified Personnel
*GCAA  Noncertified Personnel
*IEH  Independent Study
KBE (See KB)  Information Campaigns, Use of Students
KB  Information Program
JGCB (See JGC)  Inoculations - KSA 72-5209
GADA  In-Service Education - KSA 72-1106(f)
  Inspections
*DJEBD  Capital Equipment
*DJEBD  Goods and Services
IE  Instructional Arrangements
  Class Size
  Scheduling for Instruction
  Pre-Enrollment
IB  Instructional Program Goals and Objectives
IA  Instructional Program Philosophy
IF  Instructional Resources
IF  Resource Teachers
IF  Services
IF  Textbook Selection and Adoption - KSA 72-8205;
    72-4107 et seq.; 10-1113; 79-3606; 72-5386
IF  Use of Textbooks
Insurance - KSA 72-8401 et seq.
EBA  Buildings and Grounds Insurance Program
  KSA 72-8401 et seq.
EBA  Employees - KSA 12-2616 et seq.
*ECA  Equipment and Supplies Insurance Program
  KSA 72-8401 et seq.
  Life, Hospitalization and Medical Insurance
  (See "Compensation")
JGA  Student Insurance Programs - KSA 72-8401 et seq.
*EDB  Student Transportation Insurance Programs
  KSA 72-8401 et seq.
**Insurance Appraisals** (See "Financial Reports and Statements")

**MD (See MA)**  Interdistrict Relations

**MDA**  Interdistrict Shared Services - KSA 72-933 et seq.; 72-4408 et seq.; 12-2901 et seq.; 72-968; 72-8230

**CEB**  Interest, From School Funds With County Treasurer  KSA 12-1678a

**CG**  Intern Program

**IIBGA**  Internet Protection Act

**L**  Interorganizational Relations (Excludes Educational Agencies)

**JCAC**  Interrogation and Investigations in the School

By Police  

By School Officials

**IDA**  Interdistrict Activities - See KSHSAA By-Laws

**IDA**  Interdistrict Athletics - See KSHSAA By-Laws

**Interviews With Staff** (See "News Conferences and Interviews")

**KBCE**  Interviews With Students

**Intramural Sports** (See "Co-curricular Activities")

**DIC**  Inventories - KSA 72-126 to 72-129

Investigations (See "Interrogation and Investigations in the School")

**DFE**  Investment of Funds - KSA 9-1402 et seq.; 17-5002

**J**

**GBRI**  Jury Duty (See "Leaves and Absences, Legal")

**K**

**EC**  Keys, equipment

**L**

**KG**  Leasing and Renting (See DFG; ECE)  
KSA 52-211 to 55-211a; 12-1765; 72-8225

Leaves and Absences (See Specific Titles in This Index)

**CGPF, CGPG**  Administrative Personnel

**GBRH, GBRI**  Certified Personnel

**GCRG**  Noncertified Personnel

**GBRI, GCRG**  Legal (Emergency) Leave

Legal Counsel (See "Attorney")

**IKI (See IKH)**  Lesson Plans

Librarians (See "Certified Personnel Positions")

Library Materials Selection and Adoption (See "School Libraries")
Life Insurance (See "Compensation")
KSA 72-8401 et seq.
CD
Line and Staff Relations
GBO
Liquidated Damages
*DCCD
Local Government, Involvement in Budget Planning
DJEE
Local Purchasing - KSA 75-3317 to 75-3322;
72-8212; 10-1113
Locker Searches (See "Searches of Lockers and Students")
Lunch Service (See "Food Service Management")
Lunch Workers (See "Noncertified Personnel Positions")

M

JGHB
Machines, Automated Playing and Vending
Maintenance
EBI
Buildings and Grounds Long-Range Maintenance
EC
Equipment Maintenance
Maintenance Workers (See "Noncertified Personnel Positions")
*IHEA (See IHA)
Make-Up Opportunities
JQF
Married Students
Media Specialists (See "Certified Personnel Positions")
Medical Insurance (See "Compensation")
Medical Leave (See Family Medical Leave)
JGFGBA
Medication, Supervision of, to Students
Meetings
GBRD
Professional Personnel Staff Meetings
*KCC
Public Hearings
*BC
School Board Meetings - KSA 72-8205; 75-4317 to 75-4320
BG (See BE)
Memberships - KSA 72-5326
DFKA
Memorial Policy for Deceased Students or Staff (see DFK & KH)
GBRID, GCRG
Military Leave, U.S. Code, PL 94-286, Title 38, Part III
Sec. 2021 et seq.; KSA 48-222; KSA 74-3747;
KAR 1-5-1
BCBH
Minutes - KSA 72-8202
Modular Schedules (See "Local Government")
Municipal Government (See "Local Government")
JGFF
Motorized Vehicles, Use by Students - KSA 72-9191

N

DFKAA
Naming of District Facilities (see DFK, DFKA, and KH)
*H
Negotiations - KSA 72-5413 et seq.
HAL
Announcement of Agreement
HAE (See HAB)
Board Negotiating Agents
*HAD (See HAB)
Board Rights and Duties
*HAD (See HAN)
Boycotts and Strikes
*HA (See HAA)
Certified Personnel Negotiations
*HAH (See HAA)
Certified Personnel Negotiating Organization
HAA
Legal Status of Negotiations
HAJ Preliminary Agreement
HAK (See HAJ) Ratification Procedures
*HAHBC (See HAB) School Time Use in Negotiations
HAC (See HAB) Scope of Negotiations
HAF (See HAB) Superintendent's Role
*HAHA (See HAB) Team Selection Method
HAHBA (See HAB) Use of School Facilities
HAHBB (See HAB) Use of School Equipment
HAI Negotiations Meeting Procedure - KSA 72-5413 et seq.
HAI Agenda Notification
HAI Distribution of Information
HAI Minutes and Records
HAI Notification
HAI Quorum
HAI Reporting to Press and Public
HAI Reporting to Staff and Board
HAI Research Assistance
HAI Rules of Order
HAI Time and Place
HAI Time Limits

Neighborhood Schools (See "Attendance Areas")

GAGA Nepotism
*FDC New Facilities Naming
JBC New Resident Students - KSA 72-1046
BBBB New Board Member Orientation

News Coverage
BCBJ, KBCC Board Meetings News Coverage - KSA 75-4317 et seq.
KBC News Conferences and Interviews
KBC (See KB) News Media Relations
KBC News Releases
KBCD Sports and Special Events News Coverage

See KSHSAA By-Laws

Noncertified Personnel

GCE Assignment and Transfer
GCA Compensation Guides and Contracts
GCI Evaluation
*GCD Hiring
GCRG Leaves and Absences
GCRF Non-School Employment
*GCF Orientation
*GCRD Overtime Pay
GCRH Paid Holidays - KSA 72-1106; 35-107
*GCB Positions
*GCG Probation
*GCJ Promotion
GCBA (See GCB) Qualifications and Duties
GCC (See GCB) Recruitment
*GCP Reemployment
GCO (See GCH) Resignation
*GCQ Retirement
*GCN Separation
GCH Supervision
GCK (See GCH) Suspension
GCR Time Schedules
*GCRE Travel Expenses
GCRH Vacations
GCR Working Conditions
GCR Work Load
GAAA Nondiscrimination
*IEA Nongraded Schools
JBC Nonresident Students - KSA 72-6757; 72-7201 et seq.
Non-School Employment
GBRG, GCPE Administrative Personnel
GCRF Noncertified Personnel
GBRG Professional Personnel
IFCB, KFB Non-School Supported Trips

O

Objectives (See "Goals and Objectives")
Order of Business (See "Agenda")
*L Organizational Relations
LA Organizational Relations Goals and Objectives
    Organizational Charts
*CC Administration
*CCCC School Building
*CCA School District
*CCB School District Departmental
    Organization of Grade Levels (See "Organization Charts")
Orientation
CG Administrative Personnel
*GBF Certified Personnel
BBBB New School Board Members
*GCF Noncertified Personnel
*GCRD Overtime Pay - KSA 44-1201 to 44-1213
    (See Fair Labor Standards Act)

P

JFAC (See JFAB) Parent Conferences
KCB Parent Rights-Custodial and Non-Custodial
*KMA Patron/Parent Visitors to the Schools - KSA 21-3721
JCUDA Paraprofessionals and Teacher's Aides
*BBABF (See BCBF) Parliamentary Procedure - KSA 72-8205
BCBG Abstaining Vote
    Parochial Schools (See "Private School Relations")
IDE Partnership Program
CG Part-Time Administrators
JFCB Part-Time Enrollment
DJJEJ (See DJEE) Payment Procedures (See DFG)
*DJC Payroll Procedures
    Pensions (See "Retirement")
GAM Personal Appearance
JE Personal Guidance
Personal Leaves (See specific titles in this Index)

CG    Administrative Personnel
*GB    Certified Personnel
*GC    Noncertified Personnel
*G    Personnel
GAE   Personnel Complaints and Grievances

Personnel Director  (See "Administrative Personnel Positions")

GAK   Personnel Records
DJB   Petty Cash Accounts - KSA 72-1136
Physical Education (See "Basic Instructional Program")
Physical Examinations (See "Health Examinations")
JQA   Physically Handicapped Students - KSA 72-933 et seq.
      72-977

ICA   Pilot Projects
IB    Planning for Quality Education
DB    Planning Programming Budgeting System
      Program Structure
ING   Plants and Animals in the School

Policy Development - KSA 72-8205

CMA   Administration in Policy Absence (See DJFAB)
BDC   Policy Adoption - KSA 72-8205, 72-8212
*BDBA  Policy Development, Attorney Involvement (See BDA)
*BDBC  Policy Development, Community Involvement (See BDA)
BDA, GAC  Policy Development, Staff Involvement (See CMA)
*BBD D  Policy Development, Student Involvement (See BDA, JCB)
BDA   Policy Development System Adoption
BDC   Policy Dissemination
*BDB   Policy Drafting
*BDAA  Policy Draft Writer
CM, BD  Policy Implementation
BDC   Policy Review
GAHB  Political Activities by Staff
KI    Political Campaign Materials Distribution
GACA  Positions
      Administrative Personnel
      Noncertified Personnel
      Professional Personnel

JQI    Post Secondary Students
*MBF   Practice Teaching - KSA 72-1392
JQE    Pregnant Students

Press Service

*BCBJA, KBCCA  School Board Meeting - KSA 72-8205, 75-4517 et seq.
KBCD (See KB)  Sports and Special Events - See KSHSAA By-Laws
Principals (See "Administrative Personnel Positions")
ECH   Printing and Duplicating Services
KCA   Privacy-Protection of Privacy Rights

Probation

*CGG   Administrative Personnel
GBG   Professional Personnel
JDC (See JDB)  Students
HAI    Procedural Agreement - KSA 72-5413 et seq.
HA I   Agenda Notification
HAI    Distribution of Information
HAI Minutes and Records
HAI Notification
HAI Quorum
HAI Reporting to Press and Public
HAI Reporting to Staff and Board
HAI Research Assistance
HAI Rules of Order
HAI Time and Place
HAI Time Limits
*BBABF Procedure (Parliamentary) - KSA 72-8205
HAK Procedures in Ratification - KSA 72-5413 et seq.
Program Development (See "Curriculum Development")
Program Development Officer (See "Administrative Personnel Positions")

Promotion of Staff
*CGJ Administrative Personnel
*GBJ Certified Personnel
*G CJ Noncertified Personnel
JFB Promotion and Retention of Students
DJ EJ Prompt Payment - KSA 75-6401 et seq.
JBC Proof of Identity
*DO Properties Disposal Procedure - KSA 72-8212
JS Property Damage Claims
*DFN Property Sales - KSA 72-8212
J GD Psychological Services - KSA 72-961 et seq.
*JGDA Psychological Testing - KSA 72-961 et seq.
*GAHC, KDB Public Appearances by Staff
KGDA Public Conduct on School Property
KN Public Complaints
KN About Curriculum
KN About Instructional Materials
KN About School Facilities and Services
KN About School Personnel
KH Public Gifts - KSA 12-1252; 72-8210, 72-8212
BCAE, DC Public Hearings
Public Information Officer (See "Administrative Personnel Positions")
KB Public Information Program
BCBI, KCA Public Participation at Board Meetings
*KK Public Relations, General
KK Public Sale on School Property
JI Public Service, Student
*KL Public Use of School Records - KSA 45-216
KG, KGA Public Use of School Facilities - KSA 72-8205d
KGC Public Use of School Employee Services
KB Public's Right to Know - KSA 75-4317 et seq.
*GBT Publishing
JDA Punishment, Corporal
Purchasing - KSA 75-3317 to 75-3322; 72-8212; 10-1113
DJE (See DJB) Agent
DJE (See DJB) Authority
DJEG (See DJEE) Purchase Orders and Contracts - KSA 10-1113; 60-1111;
72-6760; 75-3317 to 75-3322; 72-8212
GACB Qualifications and Duties
DJEB Quality Control
DJEB Cost Control
DJEB Quantity Purchasing
DJEB Requisitions
DJEB Specifications
DJEB Standardization
Quality Purchasing
*DJFCB Capital Equipment
*DJFCB Goods and Services
*BCBFA Quorum - KSA 72-8205
DJED Quotations and Bids Requirements - KSA 72-6760; 72-8404;
75-3470a

R

Racial Balance (See "Attendance Areas")
*IHC Ranking of Students
JBG Readmission of Students - KSA 72-8901 et seq.
EC Receiving Equipment and Supplies
Records
CN Administrative
*EBJ (See EBI) Buildings and Grounds (See CN)
GAK Central Office (See CN)
GAK Disposition (See CN) - KSA 72-5369 to 72-5373
*ECG Equipment and Supplies
*FGI Facility Expansion Project Records and Reports
GAK Personnel
GAK Public Use (See CN) - KSA 45-215-216
BE School Board - KSA 10-1117 to 10-1118
JR Student - KSA 72-5386; 72-6214
EE Student Lunch Service - KSA 72-5112 et seq.
72-5213
EDAA Student Transportation - KSA 72-8301 et seq.
GAK Types
Recruitment
CG Administrative Personnel
GACC (See GACB) Certified Personnel
GACC (See GCB) Noncertified Personnel
CEC School Superintendent
GBQA Reduction of Teaching Staff
Reemployment
GBP (See GBO) Certified Personnel
*GCP Noncertified Personnel
Regulations (See "Administrative Rules")
*M Relations With Other Educational Agencies
GBO Release from Contract
JBH Release of a Student During the School Day
IKD Religion in the Schools (See IKC)
BELIEFS AND CUSTOMS

HOLIDAYS - KSA 72-5308

RELIGION IN THE CURRICULUM

DEDICATIONS AND COMMENCEMENT

SILENT MEDITATION - KSA 72-5308a

RELIGION, TEACHING ABOUT

RELIGIOUS EXEMPTION FROM COMPELLARY SCHOOL ATTENDANCE

REMEMBRANCES

RENTALS (See "FEES, PAYMENTS AND RENTALS")

RENTING (See "LEASES AND RENTING")

REPAIRS

REPORT CARDS

REPORTS

REPORTING TO LAW ENDORSEMENT

ADMINISTRATIVE REPORTS

DISSEMINATION

SCHOOL BOARD ANNUAL REPORTS

TYPES

REQUISITIONS

RESEARCH DIRECTOR (See "ADMINISTRATIVE PERSONNEL POSITIONS")

RESIDENCY FOR STAFF - KSA 72-8211

RESIDENT STUDENTS - KSA 72-1046

RESIGNATIONS

ADMINISTRATIVE PERSONNEL

CERTIFIED PERSONNEL

NONCERTIFIED PERSONNEL

SCHOOL SUPERINTENDENT (See GBO)

RESOURCE SPEAKERS

RESOURCE TEACHERS

RETARDED STUDENTS (See "MENTALLY HANDICAPPED STUDENTS")

RETENTION OF STUDENTS

RETIREMENT - KSA 72-1701 et seq.; 72-5501 et seq.; 74-4931 et seq.

ADMINISTRATIVE PERSONNEL

CERTIFIED PERSONNEL

NONCERTIFIED PERSONNEL

SCHOOL SUPERINTENDENT (See GBQ)

REVENUES - KSA 72-8156, 72-8204a

REVIEW OF ADMINISTRATIVE RULES (See CMA)

REVIEWS, FOR INFORMATION ABOUT VANDALISM - KSA 12-1672a

RULES

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GBRH Certified Personnel

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EBB Buildings and Grounds Safety Inspections
JGF Student Safety
EDAA Student Transportation Safety - KSA 72-8301 et seq.

EDAA Student Transportation Safety Inspections - KSA 72-8301 et seq.

EBB Warning Systems - KSA 31-133

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HAN Scheduling

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JBC School Admissions - KSA 72-6757; 72-53,106

*B School Board Operations

*BBF, KCBA Advisory Committees (See BBC)
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BBE Attorney - KSA 72-8205

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*HAD (See HAB) Negotiation Rights and Duties - KSA 72-5413 et seq.

*B Operations

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*BBD, CF School Superintendent Relations (See BBC)

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*BCAD Adjourned Meetings - KSA 72-8205

*BCBD Agenda - KSA 75-4317 et seq.

*BCAA Annual Meetings - KSA 72-8205

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*CEH Consultation (See GBRGA)
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CEF (See CEE) Travel Expenses
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AEB School Year Extended
HAC (See HAB) Scope of Certified Negotiations
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IDACB Section 504 Accommodations for Students
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*IFAC Equipment and Supplies - KSA 72-8205; 72-8212
*IFAB Supplementary Materials (See IFA) - KSA 72-8205;
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IF Textbooks (See IFA) - KSA 72-8205; 72-8212;
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*IEA Self-Contained Classrooms - KSA 10-1113; 79-3606
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*GCN Noncertified Personnel
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GAAC Sexual Harassment-Employees
JGEC Sexual Harassment-Students
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*MFA Colleges and Universities
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GBRI, GCRG Sick Leave, Illness
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*GBRAB, GAOC Smoking - Staff
JCDAA Smoking - KSA 21-4009 et seq. ; 72-53,107
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IBBG  Social Networking
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JQ  Special Education Due Process - KSA 72-972 et seq., 72-977; 72-933
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*DJFBA  Capital Equipment Specifications
DJE  Goods and Services Specifications
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*DCCB  Budget Planning
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GAH  Staff Residency - KSA 72-8211
*GBRAB  Staff Smoking
GAF  Staff-Student Relations
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*DJFCA  Capital Equipment
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*MI (See MA)  State Education Agency Relations - KSA 72-7501 et seq.
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JCEC  Demonstrations, Strikes and Walkouts by Students
HAO (See HAN)  Strikes by Professional Personnel - KSA 72-5413; 72-5413j
DK  Student Activities Funds Management - (See JH)
*JGB  Student Aid Programs
JH, JS  Student Fees, Fines and Charges - KSA 72-5389 to 72-5391
JHC  Student Equal Access
JBD  Student Grades - Reduction
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JFCA  Student Graduation, Early
JHC  Student Government
JGC  Student Health Services - See KSA Chapter 65:
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JGA  Student Insurance Program - KSA 72-8401 et seq.
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*DCCE  Budget Planning
JCB  Policy Development (See BDA, BDBD)
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*JGHA  Free or Reduced Lunch Policy (See EE)
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EE  Management - KSA 72-5112 et seq.; 72-5113
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JA  Student Policy Goals and Objectives
IDEA  Student Privacy (See KCA, KCB)
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JGD  Student Psychological Services - KSA 72-961 et seq.
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JRA  Types
JRB  Release - KSA 45-216 et seq.
JRC  Disposition - KSA 72-5369 to 72-5373
JGF  Student Safety
Jcab  Student Searches
*JGE  Student Social Services
*JP  Student-Staff Relations (See GAF)
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       "Practice Teaching")
*JGG  Student Transportation Services - KSA 72-8301 et seq.
*EDB  Insurance Program (See EDAA)
EDAA  Liability - KSA 72-8401 et seq.
*EDE  Maintenance (See EDAA)
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JGFG  Accidents
JH, IDA  Activities and Activity Eligibility Guidelines
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                41-805; 41-710
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GCK Noncertified Personnel
JDD Students - KSA 72-8901 et seq.

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*CGK Administrative Personnel
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GAOC Tobacco, use of
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*GBM, CGL Administrative Personnel
*GBD Certified Personnel
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GAN Travel Expenses
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*BBBE School Board Members - KSA 72-8207; 75-3223; 75-3203
CEF School Superintendent

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JBE Truancy - KSA 72-1113
*JBCBA Tuition - 72-7202 et seq.
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JCDAA, GAOC  Use of Tobacco Products
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*GBRK  Certified Personnel
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EBCA  Vandalism Protection
EBCA  Vandalism: Restitution for Damages - KSA 72-5386
EBCA  Offering a Reward - KSA 12-1672a
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*DJEIJ, DJFI  Vendor Relations
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KM  Visitors to the Schools - KSA 21-3721
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GBR  Certified Personnel
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GBR, CGPC  Administrative Personnel
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*AA  School District Legal Status - KSA 72-6734 et seq.
    SN  An information category
*AAA  Decentralization Legal Status
*AB  School Board Legal Status - KSA 72-8205
    SN  Largely an information category offering little, if any, leeway for board action.
*ABA  Authority
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*ABD  School Superintendent Legal Status (See CE) - KSA 72-8202b
*ABE  District Goals and Objectives
*AC  School District Organization Plan - KSA 72-8212
*AD  School District Attendance Areas - KSA 72-8212; 72-7204
*ADA  School Census - KSA 72-5333d
*AE  School Year - KSA 72-1106
*A EA  School Calendar
*AEAA  Vacations
*AEAB  Holidays - KSA 72-1106
*AEB  Extended School Year
*AF  School Day
*AFC  Emergency Closings (See JGFC & JGFC-R) - KSA 72-8213; 31-144;
*AG  School Closings - KSA 72-8213; 72-8213a
**District Authority**

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.

Approved: 04/00, 09/03
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. 226, Meade 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. 226, Meade 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 226, Meade County, Kansas, the _____ day of ______________, 20___.

See Key [N] See Key /s
The board shall annually establish and review a set of long-range goals and objectives to guide the operations of the district. All personnel in the district shall direct their efforts toward achieving the goals and objectives of the board in order to insure that students are able to function effectively in their environment, employment, and continuing educational efforts.

Approved: April 10, 2000

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

The superintendent shall develop necessary procedures, forms, or other measures to implement this policy.

The superintendent shall provide opportunities for interested patrons to become knowledgeable about the district long-range planning process, and to review and to make recommendations concerning specific district long-range plans.

The superintendent shall give the board periodic reports.

Approved: April 10, 2000
School District Organization Plan

The district will be organized on a K-8, 9-12.

Approved: April 10, 2000
**AD**  District Attendance Areas

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

Approved: April 10, 2000
ADA School Census

A school census may be conducted.

Approved: April 10, 2000

ADA-R School Census

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

Approved: April 10, 2000
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.

Approved: April 10, 2000, October 13, 2008
The board shall establish a school calendar for each school year. See negotiated agreement.

Approved: April 10, 2000
(See AE, JBD, JBE, JCDA, and JDD)

Prolonged or Shortened School Year

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

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

Additional Learning Opportunities for Students

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

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

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

Approved: 04/10/02, 10/21/02, 08/08/16
Except as otherwise provided in the negotiated agreement for staff members covered thereby, the board shall establish the time of beginning and of ending the school day and other time schedules.

Approved: April 10, 2000, 10/08/18
The board is responsible for assessing the use of school facilities and other resources. The superintendent will seek direction from the board prior to making recommendations relative to a district-wide facilities assessment or the closing of specific attendance center(s). Once schools which may be closed are identified, an appropriate recommendation will be made to the board for study.

Approved: April 10, 2000

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

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

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

An orderly procedure, including the provision of information to all who will be affected, will be utilized when giving serious consideration to
AG-R  School Closings  AG-R-2

closing a school. The administrative process to obtain board approval to close
one or more schools will be consistent with procedures listed following AG-R.

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

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

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

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

Approved: April 10, 2000
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<td>Treasurer - KSA 10-1115 et seq.; 72-8202d</td>
</tr>
<tr>
<td>*BBABF</td>
<td>Parliamentary Procedure (See BCBF, BCBG) - KSA 72-8205</td>
</tr>
<tr>
<td>*BBB</td>
<td>Members - KSA 72-8009 et seq.</td>
</tr>
<tr>
<td>*BBBA</td>
<td>Duties - KSA 72-8205; 72-8212</td>
</tr>
<tr>
<td>BBBB</td>
<td>New Member Orientation</td>
</tr>
<tr>
<td>*BBBC</td>
<td>Board Member Development Opportunities</td>
</tr>
<tr>
<td>*BBBD</td>
<td>Bonded Members</td>
</tr>
<tr>
<td>*BBBE</td>
<td>Compensation - KSA 72-8207; 75-3223; 75-3203</td>
</tr>
<tr>
<td></td>
<td>SN Includes expense allowances, and benefits such as liability insurance coverage.</td>
</tr>
<tr>
<td>BBBF</td>
<td>Reimbursement for Expenses</td>
</tr>
<tr>
<td>BBC</td>
<td>Board Committees</td>
</tr>
<tr>
<td>*BBCA</td>
<td>Standing Committees (See BBC)</td>
</tr>
<tr>
<td>*BBCB</td>
<td>Temporary Committees (See BBC)</td>
</tr>
<tr>
<td>*BBCC</td>
<td>Committees of the Whole (See BBC)</td>
</tr>
<tr>
<td>*BBDD</td>
<td>Board-School Superintendent Relations (See CF)</td>
</tr>
<tr>
<td>BBE</td>
<td>Attorney - KSA 72-8205</td>
</tr>
<tr>
<td>*BBF</td>
<td>Advisory Committees (See BBC)</td>
</tr>
<tr>
<td>*BBFA</td>
<td>Types and Functions (See BBC)</td>
</tr>
<tr>
<td>*BBFB</td>
<td>Method of Appointment (See BBC)</td>
</tr>
<tr>
<td>*BBFC</td>
<td>Organization (See BBC)</td>
</tr>
<tr>
<td>*BBFD</td>
<td>Resources (See BBC)</td>
</tr>
<tr>
<td>*BBFDA</td>
<td>Personnel (See BBC)</td>
</tr>
<tr>
<td>*BBFDB</td>
<td>Material (See BBC)</td>
</tr>
<tr>
<td>*BBFDC</td>
<td>Financial (See BBC)</td>
</tr>
<tr>
<td>*BBFE</td>
<td>Liaison (See BBC)</td>
</tr>
<tr>
<td>*BBFF</td>
<td>Reporting (See BBC)</td>
</tr>
<tr>
<td>*BBFG</td>
<td>Dissolution (See BBC)</td>
</tr>
<tr>
<td>BBG</td>
<td>Consultant (See CJ)</td>
</tr>
<tr>
<td>*BBH</td>
<td>Board Remembrances</td>
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<tr>
<td>*BC</td>
<td>Meeting - KSA 72-8205</td>
</tr>
<tr>
<td>*BCA</td>
<td>Types</td>
</tr>
<tr>
<td>*BCAA</td>
<td>Annual</td>
</tr>
<tr>
<td>*BCAB</td>
<td>Regular - KSA 72-8205</td>
</tr>
<tr>
<td>BCAC</td>
<td>Special - KSA 72-1138</td>
</tr>
<tr>
<td>*BCAD</td>
<td>Adjourned - KSA 72-8205</td>
</tr>
<tr>
<td>BCAE</td>
<td>Public Hearings</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
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<tr>
<td>BCB</td>
<td>Procedures - KSA 72-8205</td>
</tr>
<tr>
<td>BCBA</td>
<td>Time and Place - KSA 75-4317 et seq.; 72-8205</td>
</tr>
<tr>
<td>BCBB</td>
<td>Notification - KSA 75-4317 et seq.; 72-8205</td>
</tr>
<tr>
<td>BCBC</td>
<td>Preparation</td>
</tr>
<tr>
<td>BCBD</td>
<td>Agenda - KSA 75-4318</td>
</tr>
<tr>
<td>BCBE</td>
<td>Distribution of Materials (See BCBD)</td>
</tr>
<tr>
<td>BCBF</td>
<td>Rules of Order - KSA 72-8205</td>
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<tr>
<td>CBCFA</td>
<td>Quorum - KSA 72-8205</td>
</tr>
<tr>
<td>CBCFB</td>
<td>Suspension of the Rules</td>
</tr>
<tr>
<td>BCBG</td>
<td>Voting Method - KSA 75-4301 et seq., Abstaining Vote - KSA 72-1138</td>
</tr>
<tr>
<td>BCBH</td>
<td>Minutes - KSA 72-8202</td>
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<tr>
<td>BCBI</td>
<td>Public Participation (Also KCA)</td>
</tr>
<tr>
<td>BCBJ</td>
<td>News Coverage - KSA 75-4317 et seq., Press Services, Broadcasting and Taping - KSA 72-8205; 75-4318</td>
</tr>
<tr>
<td>BCBK</td>
<td>Executive Session (See KB) - KSA 75-4317 et seq.</td>
</tr>
<tr>
<td>BD</td>
<td>Policy Development (See CM) - KSA 72-8205</td>
</tr>
<tr>
<td>BDA</td>
<td>Policy Development System Adoption</td>
</tr>
<tr>
<td>BDAA</td>
<td>Policy Draft Writer (See BDA) SN The person designated by the board, often an administrator, who is responsible for recasting group consensus about policy recommendation into acceptable prose for further deliberation and/or action.</td>
</tr>
<tr>
<td>BDAA</td>
<td>Policy Drafting (Also BDAA) (See BDA) SN The ongoing process of planning, gathering information, and preparing recommendations relative to the need for new policies and/or the revision and repeal of existing policies.</td>
</tr>
<tr>
<td>BDBA</td>
<td>Attorney Involvement (See BDA)</td>
</tr>
<tr>
<td>BDBB</td>
<td>Staff Involvement (Also GAC) (See BDA)</td>
</tr>
<tr>
<td>BDBC</td>
<td>Community Involvement (See BDA)</td>
</tr>
<tr>
<td>BDBD</td>
<td>Student Involvement (Also JCB) (See BDA)</td>
</tr>
<tr>
<td>BDC</td>
<td>Policy Adoption - KSA 72-8205; 72-8212 SN The official action of the board that makes new and/or revised policy statement operable.</td>
</tr>
<tr>
<td>BDC</td>
<td>Policy Dissemination</td>
</tr>
<tr>
<td>BDC</td>
<td>Policy Review SN The periodic assessment by the board of its existing policies and policy development system.</td>
</tr>
<tr>
<td>BDF</td>
<td>Review of Administrative Rules (See BDC)</td>
</tr>
<tr>
<td>BDG</td>
<td>Administration in Policy Absence (Also CMA)</td>
</tr>
<tr>
<td>BDH</td>
<td>Suspension of Policy</td>
</tr>
<tr>
<td>BE</td>
<td>School Board Records - KSA 72-5369 et seq.: 10-1117; 10-1118</td>
</tr>
<tr>
<td>BE</td>
<td>Annual Reports (See CO)</td>
</tr>
<tr>
<td>BE</td>
<td>Academic Reports</td>
</tr>
<tr>
<td>BG</td>
<td>Membership (See BE) - KSA 72-5326</td>
</tr>
<tr>
<td>BG</td>
<td>State School Boards Association</td>
</tr>
<tr>
<td>BG</td>
<td>National School Boards Association</td>
</tr>
<tr>
<td>BH</td>
<td>Ethics SN An information category since ethics are determined by a group and not imposed upon it.</td>
</tr>
<tr>
<td>BK</td>
<td>Board Self-Evaluation</td>
</tr>
</tbody>
</table>
BA Goals and Objectives

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

Approved: April 10, 2000
Newly elected members of the board shall be invited to attend all meetings of the board prior to the time they officially take office except when the board is in executive session. Newly elected and newly appointed board members shall be encouraged to attend workshops for new board members sponsored by the Kansas Association of School Boards. (See BCBK)

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

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

Approved: April 10, 2000
Board members shall be reimbursed for expenses incurred in the performance of district business as a board member. This shall include board in-services, workshops, regional and state school board meetings as well as national conventions. 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. Expense reimbursement requests must be filed with the Clerk of the Board and approved by the board at a regular meeting.

Approved: 04/00; 09/03, 09/04
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.

Approved: April 10, 2000, August 12, 2013
In appointing members of advisory committees, the board shall consider the recommendation of the superintendent and other members of the administrative staff, as well as the recommendations of individual board members.

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

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

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

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

Approved: April 10, 2000
The board shall retain a qualified attorney to handle all legal matters referred to him by the board. The duties and compensation of the attorney shall be prescribed by regulation.

Approved: April 10, 2000

The school attorney may attend all regular meetings of the board and other meetings of the board as required. The school attorney shall provide legal advice and counsel to the board.

The school attorney’s contract shall establish the amount of compensation and shall be reviewed annually by the board in July.

Approved: April 10, 2000
BBG  Consultants  (See CJ)

The board may use consultants to assist the board in the operation of the district.

Approved: April 10, 2000

BBG-R  Consultants  (See CJ)

To the extent possible, consultants will be obtained on a *gratis* basis. Neither the superintendent nor any member of the staff is authorized to engage a consultant for pay without the prior consent of the board.

Approved: April 10, 2000
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. 226, State of Kansas, held on___________, 20__.  

---------------------------------------------------------  
Member, Board of Education  
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Member, Board of Education  
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Member, Board of Education  
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Member, Board of Education  
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Member, Board of Education  
---------------------------------------------------------  
Member, Board of Education  

Attest:  

---------------------------------------------------------  
Clerk, Board of Education  
Unified School District No. 226  
Meade County  
State of Kansas  

Approved: April 10, 2000, 10/08/18
The board may hold public hearings before taking action in regard to the changing of attendance center boundaries, the holding of bond elections, capital outlay levy elections and elections to increase the tax levy or budget, and all other matters which the board deems appropriate. Public hearings will be held at a convenient time and a suitable place which is believed to be adequate and comfortable for the audience and board.

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

Approved: April 10, 2000
The board shall adopt an agenda at the beginning of each meeting.

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

Approved: April 10, 2000

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

The annotated agenda will be sent to all board members at least five calendar days prior to any regular board meeting. The agenda format may include items to be discussed and board procedure; 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; requests for hearings and other such information. Other items and reports may be added to the agenda as the need arises.

Approved: April 10, 2000

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

Approved:
April 10, 2000

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

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

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

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

The following motions will be in order:

To recess;

To take action

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

To defer action, either finally or to a specific time, date and place;

To go into executive session; and

To adjourn, either finally or to a specific time, date and place.

Approved: April 10, 2000
The board shall take action by way of motions. No motion may be acted upon until it has been seconded by a board member. The vote on all motions shall be by "yes" and "no" and will be taken by a show of hands or other public voting method. Following each vote, the president shall announce the motion carried or failed by a vote of ___ affirmative votes to ___ negative votes. The minutes shall indicate whether a motion passed or failed. Each board member shall have the privilege of explaining any vote.

Any abstaining vote shall be counted as a "no" vote. (See KSA 72-1138)

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

Approved: April 10, 2000, 10/08/18
BCBH Minutes

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

Approved: April 10, 2000

BCBH-R Minutes

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

Approved: April 10, 2000
BCBI Public Participation

The general public shall be invited to attend all board meetings, except executive sessions.

Approved: April 10, 2000

BCBI-R Public Participation

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

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

The board president may, at his discretion, ask those patrons attending the board meeting if any of them have something to bring to the attention of the board. The rules for the public forum are available through the clerk prior to the board meeting and at the meeting itself. The board president may impose a limit on the amount of time a visitor may have to address the board. The board president may ask groups with the same special interest to appoint a spokesperson.
If it appears that the matter which the visitor wished the board to consider will consume an amount of time the board feels cannot be spared at said meeting, the board shall invite such visitor to return at a regular or special meeting.

Handling of Complaints. (See KN)

Only in those cases where satisfactory adjustment cannot be made by a principal or the superintendent, shall the superintendent refer complaints to the board.

Approved: April 10, 2000
Request to Appear Before the Board

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

1. Appearance before the board at the next regular meeting.
2. Appearance before the board in executive session.
3. Referral of your request to the appropriate administrator.

Permission to appear before the board at a regular meeting is subject to the following rules:

1. Presentations shall not exceed ___ minutes.
2. Subject matter, other than policy issues, will be referred to the administration.
3. Comments shall be limited to issues and not refer to personalities.
4. Presentations must be in good taste befitting the occasion and the dignity of the board meeting.
5. Typed copy, or an outline of your presentation must be included with this request form.

Name ________________________________________________________________

Address ______________________________ Telephone ______________________

Individual or organization (if any) you represent __________________________

_____________________________________________________________________

Organization’s address _________________________________________________

Signature ___________________________ Date _____________________________

District official’s signature _____________________________________________

Date received _____________ Time received _________________________

Note: The policy BCBI does not apply to special board meetings unless the special meeting is a public hearing.
BCBJ News Coverage

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

Broadcasting and Taping

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

Approved: April 10, 2000

BCBJ-R News Coverage

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

Broadcasting and Taping

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

Cameras

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

Recording Devices

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

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

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

Approved: April 10, 2000
**Executive Session**

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

**Sample Motion**

I move that the board go into executive session for the purpose of discussing _________________ (a statutorily approved reason); and that the board return to the open meeting at ______ o’clock in this room. The executive session is required due to *___________________________.

1) Personnel matters for nonelected personnel;

2) Consultation with an attorney for the body or agency which would be deemed privileged in attorney-client relationship;

3) Matters relating to employer-employee negotiations whether or not in consultation with the representative or representatives of the body or agency.

4) Confidential data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships;

5) Matters relating to actions adversely or favorably affecting a person as a student, patient or resident of a public institution, except that any such person shall have the right to a public hearing if requested by that person;

6) Preliminary discussion relating to the acquisition of real property.

7) Matters relating to the security of the board, the school, school buildings or facilities or the information system of the school.

*Explanation of reason for executive session*

**NO BINDING ACTION SHALL BE TAKEN DURING CLOSED OR EXECUTIVE SESSIONS**

Approved: April 10, 2000
When a motion is made to go into executive session, all three blanks in the sample motion (See BCBK) must be filled in as follows:

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

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

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

1) Personnel: To protect the privacy interests of an identifiable individual.

2) Consultation with an attorney: To protect attorney-client privilege, and the public interest.

3) Negotiations: To protect the district’s right to the confidentiality of its negotiating position, and the public interest.

4) Confidential data: To protect a trade secret. To protect the privacy rights of a corporation, partnership, trust, etc. with regard to their financial affairs.

5) Matters concerning an individual, such as a student (not non-elected personnel): To protect the privacy rights of a student who is identifiable.

6) Preliminary discussion of real property acquisition: To protect the district’s financial interest and bargaining position

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

Approved: April 10, 2000
**BDA Developing and Adopting Policy** (See CM, CMA, GAA and JA)  

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

**Drafting Policy**

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

**Attorney Involvement**

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

**Policy Dissemination**

Changes in board policy shall be disseminated as appropriate. The superintendent shall develop a procedure to ensure appropriate dissemination and the destruction or removal of obsolete policies. One hard copy policy book shall be kept in the central business office. If appropriate, the superintendent may also designate additional staff members who shall be furnished a policy book. Current board-approved policies may be posted on the district website, or other website designated by the board. Board members, district staff, patrons and others will be encouraged to use the website to access current board policy.

**Historical Policy Files**

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

**Public Input on Policy**

Individuals or groups may submit proposed changes in board policy.

Approved: 04/10/2000; 8/10
BDC Policy Adoption

The board shall adopt new policies and delete or modify existing policies. All handbooks are to be approved by the board and adopted, by reference, as a part of these policies and rules.

Policy Dissemination

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

Policy Review

The board shall review its policies and rules on an annual basis.

Approved: April 10, 2000

BDC-R Policy Adoption

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

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

The superintendent shall be responsible for developing a procedure to ensure that persons who have copies of the board policy book receive changes in board policy and the policies which have been amended or deleted are removed from such policy books. Every attendance center shall have a current copy of the policy book which shall be kept in the office of the principal or the superintendent. A copy of the board policy book shall also be kept in the central business office. Each board member shall be furnished a copy of the policy book, and the superintendent may also designate which administrators shall be furnished with copies of the policy book.

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

Approved: April 10, 2000
BE School Board Records (See CN)

The board shall keep records necessary to document board actions. (CN)

Annual Reports (See CO)

Academic Reports (See II)

Approved: April 10, 2000
**BG Memberships**

The board may maintain membership in the Kansas Association of School Boards and may participate in the activities of the National School Boards Association and other educational organizations or associations.

*Approved: April 10, 2000*
BH School Board Member Ethics

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

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

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

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

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

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

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

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

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

Avoid being placed in a position of conflict of interest and refrain from using my board position for personal or partisan gain; Take no private action that will compromise the board or the administration and respect the confidentiality of information that is privileged under applicable law; and Remember always that the first and greatest concern must be the educational welfare of the students attending the public schools.

Approved: April 10, 2000
The board may review the effectiveness of its internal operations at least annually. Each board member may use a self-evaluation instrument to appraise his individual performance. Results of these evaluations shall be discussed annually, and revised standards and priorities shall be developed for the next year's evaluation.

Approved: April 10, 2000

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

1) Board members should be involved in development of the standards and process by which they shall evaluate themselves. The standards may include, but not be limited to: educational leadership, policy development, board member development and performance, relationships with the superintendent and other staff members, communications with the public, fiscal management, board meeting organizations and subcommittee performance, relations with cooperating agencies and other governmental organizations.

2) Evaluation shall be at a scheduled time and place with all board members present.

3) The evaluation shall be a composite of the individual board member's opinions.

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

5) Following the discussion, determinations that are made shall be supported by objective evidence.
The evaluation results shall be discussed in detail and the board shall formulate a series of objectives for the coming year. These objectives shall be stated in the form of behavioral change or productivity gains.

Approved: April 10, 2000
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CA Goals and Objectives

The goal of school administration is to create an environment in which students can learn more effectively. All administrative duties and functions should be evaluated relative to the contributions made to improve instruction, increase student learning, and develop worthwhile citizens. The administration should select staff who will develop student abilities.

The superintendent should possess leadership qualities which motivate all staff members to improve the educational program and attain the board’s goals and objectives. The superintendent, with the board’s direction, shall mobilize and coordinate all available resources to develop an educational program designed to stimulate the best effort in all students.

Approved: April 10, 2000
An administrator's professional behavior must conform to an ethical code. The code must be both idealistic and practical, so that it can apply to all administrators. The administrator acknowledges that schools belong to the public and that they must provide educational opportunities to all. An administrator's actions will be viewed and appraised by the community, his professional associates, and the students. Therefore, the administrator subscribes to the following standards:

The administrator: makes the well-being of students the basis for decision making and action;

- Fulfills professional responsibilities with honesty and integrity;
- Supports the principle of due process as required by law and protects the civil and human rights of all individuals;
- Obey s local, state and national laws;
- Implements the board’s policies, rules and regulations;
- Pursues appropriate measures to correct those laws, policies and regulations that are not consistent with sound educational goals;
- Avoids using a position for personal gain;
- Accepts academic degrees or professional certificates only from duly accredited institutions;
- Seeks to improve the profession through research and continuing professional development; and
- Honors employment contracts until fulfillment or release.

Approved: April 10, 2000
Line and staff administrators are those employees responsible for discharging various functions at the building level and who are concerned with the management of auxiliary activities and who serve as an advisory or consulting capacity to the superintendent.

Both line and staff administrators are ultimately responsible to the board for the conduct of their official duties. Line administrators have direct supervisory responsibilities over subordinate staff members. Staff administrators shall act as advisors and resource persons to all line administrators but may, at the discretion of the superintendent or board, exert direct administrative control over line administrators.

Approved: April 10, 2000

The superintendent's administrative subordinates have authority to administer district programs assigned to them by the superintendent. These responsibilities may include direct supervision of line administrators; line administrators may be required to report directly to the superintendent's designated representative.

Appropriate job descriptions shall be developed by the administration for each line and staff position and filed with the clerk.

Approved: April 10, 2000
Superintendent of Schools

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

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

Approved: April 10, 2000
CEA Qualifications

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

Approved: April 10, 2000
CEB  Duties

The responsibility of the superintendent shall be:

To serve as administrative head of the district;

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

To administer the development and maintenance of an educational program designed to meet the community’s needs, to study recent educational developments and to recommend changes in programs;

To carry out the board’s policies and rules;

To monitor educational policies and to recommend needed changes to the board;

To recommend positions required to provide adequate personnel for the operation of education programs;

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

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

To advise and recommend in business administration matters;

To study the schools’ needs and to keep the public informed concerning these needs;

To assure that the district finances are properly managed.

Approved: April 10, 2000
CEC Recruitment

The superintendent search presents the board with an opportunity to recruit individuals who will implement the board's goals. The board shall recruit candidates who can best accomplish this objective. The board shall consider only candidates who meet both state and local qualifications and who display the ability to successfully carry out the superintendent's duties.

The board may solicit applications from qualified members of the staff and may list the vacancy with placement offices.

Applications for the superintendency may be screened by a professional committee selected by the board. Finalists' districts should be visited by persons designated by the board. Selected candidates shall be interviewed by the board.

Approved: April 10, 2000
CED Appointment

The board may offer a contract not to exceed three years in length.

Approved: April 10, 2000

CED-R Appointment

The superintendent’s contract shall be considered for renewal on or before the statutory date for nonrenewal.

Approved: April 10, 2000
CEE  Compensation and Benefits (See KB)  CEE

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

Approved: 04/00; 09/03
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: 08/20/01, 10/21/02, 09/10/15
The superintendent shall keep updated on new educational practices by:

study, visiting other districts, attending educational conferences and other means approved by the board.

Approved: April 10, 2000
CEI Evaluating the Superintendent

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. For year one and two the superintendent shall be evaluated at least once per semester prior to the 60th day of each semester. For year three and four the superintendent shall be evaluated at least one time per year, no later than February 15 of the evaluation year. Beginning in year five and thereafter the superintendent shall be evaluated at least once every three years prior to February 15 of the evaluation year. At the request of the board an evaluation of the superintendent may be conducted every year beginning in year five thereafter prior to February 15.

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.

Approved: 09/11/00, 09/20/04, 02/13/2017
CEJ Separation

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

Approved: April 10, 2000
The superintendent may submit a resignation to the board president at a regular or special meeting. The board will consider the acceptance of the resignation in light of the needs of the district.

Approved: April 10, 2000
CF  Board-Superintendent Relations

The board delegates to the superintendent all administrative duties. While the board reserves to itself the ultimate decision in all matters concerning policy or expenditures of funds, it will normally proceed in those areas only after receiving recommendations from the superintendent.

Approved: April 10, 2000
**CG Administrative Personnel** *(Also see KB)*

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.
CG Administrative Personnel

Orientation

The superintendent shall conduct an appropriate administrative orientation program.

Supervision

The superintendent shall be responsible for supervising all administrative personnel.

Administrative Intern Program

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

Travel Expense and Reimbursement

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

Approved: 04/00; 09/03
CGI Evaluation (See CEI, GBI)

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

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

Approved: April 10, 2000
CJ  **Consultants** (See BBG)

The administration may use professional consultants. Consultants shall be approved by the board in advance.

Approved: April 10, 2000
Councils, Cabinets and Committees

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

Method of Appointment

All administrators are automatically members of the administrative council.

Organization

The superintendent shall serve as the chair of the administrative council and, with the recommendations of the council, will determine the council’s organization.

Resources

The administrative council shall have at its disposal all of the personnel resources of the district normally used by the professional staff. With board approval, the council may utilize outside consultants and resources to implement the council’s activities.

Material

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

Financial

The superintendent may recommend a budget to the board for the administrative council.
Administrative council meetings shall be held at times deemed appropriate by the chair. All members of the council shall attend regular board meetings of the board unless excused by the board.

Approved: April 10, 2000
CK Professional Development Opportunities

The board may require administrators to attend summer sessions, conferences, workshops or other activities which will directly benefit the schools. Expenses may be paid by the district to attend meetings approved by the superintendent.

Approved: April 10, 2000
Failure of any administrative employee to implement board policies may result in suspension, demotion, probation, nonrenewal or termination of employment in accordance with procedures set forth in these policies and rules. (See BD et seq.)

Approved: Sept. 11, 2000
CMA Administrative Rules

The board delegates to the superintendent the responsibility for developing recommendations, and for designing any necessary arrangements to carry out board policy and to operate the district’s schools. These rules and arrangements shall constitute the administrative regulations governing the schools and shall be considered for approval, modification or disapproval by the board.

Staff Involvement

In developing rules, regulations and arrangements for the district’s operation, the superintendent shall include at the planning stage representatives of those employees who will be affected.

The superintendent shall develop procedures utilizing certified and noncertified employees for the exchange of ideas and feelings regarding the district’s operation. The advice given by employees, especially that given by groups designated to represent large segments of the staff, shall be considered. The board shall be informed of such counsel when reports and recommendations are made to the board. (See also GAC)

Community Involvement

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

Student Involvement

The superintendent is encouraged to consider students’ opinions concerning the rules which affect them. (See also JCB)
CMA Administrative Rules

Rules Adoption

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

Rules Dissemination

Copies of administrative rules shall be given to all employees who play a role in enforcing the rules or who will be affected by any rule changes.

Rules Review

Administrative rules adopted by the board shall be subject to frequent review by the board and the administrative staff.

Administration in Policy Absence

In an emergency when action must be taken where the board has provided no guides for administrative action, the superintendent shall have the power to act, but any decision shall be subject to board review at the next meeting. The superintendent should recommend any policy needs the incident has created.

Approved: April 10, 2000
No administrative rule shall be in conflict with board policy.

Rules Drafting

All proposed rules may be submitted to the board attorney or a KASB attorney before being submitted to the board for final approval.

Staff Involvement

The superintendent and principals may appoint committees for functions not being performed by existing groups or persons.

Each staff or community committee shall act in an advisory capacity to the administrative officer responsible for the committee’s area. All committees shall terminate no later than one year after their establishment unless re-established by the board. (See GAC)

Student Involvement

The use of student input in the formation of policies and rules shall normally be restricted to areas pertaining to attendance center administration.

Administration in Policy Absence

If the superintendent is forced to act in the absence of regular board policy or guidelines and feels that policy is needed, a proposed board policy may be drafted, together with appropriate rules, to be presented at the next board meeting.

Approved: April 10, 2000
The board shall designate a Freedom of Information Officer {the superintendent/or ____} with the authority to establish and maintain a system of records in accordance with the Kansas Open Records Act and may assign another district employee {Clerk/or____} to handle request for records and serve as the custodian of the records. The custodian shall prominently display and distribute or otherwise make available to the public a brochure in the form prescribed by the local Freedom of Information Officer.

**Types**

A public record means any recorded information, regardless of form or characteristics which is made, maintained or kept by or is in the possession of the district, including those exhibited at public board meetings.

**Central Office Records.**

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

**Building Records.**

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

**Public Access:** All records except those subject to exception by the Kansas Open Records Act Shall be open to inspection by the general public during regular office hours of any school or the district office. The superintendent will establish procedures for making records available on normal business days when district offices are closed. Copies of open records shall be available on written request.
Records

Request 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 of is subject to an exception by the Kansas Open Records Act. The custodian shall either grant or deny the request.

If the custodian does not grant the request, the person requesting the record shall receive a written explanation of the reason for the denial within three days of the request, if an explanation is requested. If the requester disagrees with the explanation, the freedom of information officer shall settle the dispute.

To the extent possible, requests for access to records shall be acted on immediately. If the request is not acted on immediately, the custodian shall inform the requester of when and where the open record will be made available. The record shall be made available within three business days of the request. Each custodian shall file all request and their dispositions in the appropriate office and make reports as requested by the superintendent or the board.

The board shall annually set a fee for copies of records. Advance payment of the expense of copying open records shall be borne by the individual requesting the copy. Under no circumstances shall the documents be allowed out of their usual building location without approval of the official custodian.

Revenue from copying open records will be deposited in the district’s general fund.

Disposition

All central office records shall be kept for the minimum length of time required by law.

Approved: Sept. 11, 2000
The clerk is designated as the official custodian of all board records maintained by the district. ________ is designated as official custodian of all district office records maintained by the district. Each building principal {or ---} is designated as official custodian of all records established and maintained at the building level. In addition to those records required by law, the {clerk} shall be responsible for preparing and keeping other records necessary for the district’s efficient operation.

District employees shall follow the guidelines found in the student records policies. (See JR and JRB)

Approved: Sept. 11, 2000
UNIFIED SCHOOL DISTRICT NO. 226
MEADE, KANSAS

PUBLIC REQUEST
FOR
SCHOOL RECORDS

Person requesting records

Address of person requesting records

Specific records being requested:

____ Approval to release records
____ Denial to release records
____ Delayed release of records

Reason for denial or reason for delay:

Custodian/Freedom of Information Officer

Approved: Sept. 11, 2000
CNA Document Production, Including Electronic Information*
(See BCBK, BE, CN, ECA, IDEA, II, JGGA, JR et seq. and KBA)

Destroying Documents

After the district receives knowledge of legal action against the
district or its employees, no documents or electronic information pertaining to
the subject of the action, maintained in any form, may be destroyed.

Approved: 09/10/2007
**CO Reports**

The board may require reports from the staff.

**Types**

The superintendent shall submit to the board an annual report summarizing the district’s operations for the preceding school year. The superintendent shall present a monthly budget report to the board. The board delegates to the superintendent the authority to request reports from any staff member.

**Dissemination** (See JR et seq.)

The board, upon request, shall receive copies of all reports submitted to the superintendent. Copies of staff reports may be sent to staff members for their confidential use if the superintendent approves. Staff reports shall be made public only with board approval.

Approved: April 10, 2000

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**CO-R Reports**

**Types**

The superintendent’s annual report shall be submitted to the board 30 days after the end of the school year. If the superintendent resigns or leaves the district, the annual report shall be submitted to the board prior to final payment of compensation under the employment contract.

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

Approved: April 10, 2000
Destroying Documents

After the district receives knowledge of legal action against the district or its employees, no documents or electronic information pertaining to the subject of the action, maintained in any form, may be destroyed.

Approved: March 12, 2007

* For detailed information, see Federal Rules of Civil Procedure, 34 Production of Documents, Electronically Stored Information.
| DA | Goals and Objectives |
| DB | Budget Planning |
| *DBB | Multi-Year Financial Plan |
| *DBC | System Analysis |
| DC | Annual Operating Budget (See DB) - KSA 72-8156; 72-8204; 72-7053; 72-8204a |
| DC | Budget Forms |
| DC | Priorities |
| DC | Deadlines and Schedules |
| DC | Encumbrances |
| DC | Recommendations - KSA 79-2927 |
| DC | Preliminary Adoption Procedures - KSA 79-2927; 79-2929; 79-2933 |
| DC | Management of District Assets/Account |
| DC | Fraud Prevention and Investigation |
| DC | Reporting Fraud |
| DC | Whistleblowers |
| *DCB | Fiscal Year (See DC) - KSA 72-8204; 72-8204a |
| *DCC | Preparation Procedures (See DC) |
| *DCCB | Staff Involvement (Also GAB) (See DC) |
| *DCCC | Public Involvement (See DC) |
| *DCCD | Local Government Involvement (See DC) |
| *DCCF | Student Involvement (See DC) |
| *DCE | Final Adoption Procedures (DCEA), Referenda |
| *DCF | Appeals Procedures - KSA 72-7071 |
| *DCH | Periodic Budget Reconciliation |
| *DCI | Line Item Transfer Authority |
| *DD | State and Federal Aid Eligibility Determination |
| *DE | Debt Limitation |
| *DF | Revenues - KSA 72-8156; 72-8204 |
| *DFA | Local Tax Revenues |
| *DFB | State Aid |
| *DFC | Federal Aid |
| *DFD | Bond Sales |
| DFE | Investment of Funds - KSA 9-1402 et seq.; 17-5002 |
| DFF | Collection of Outstanding Bills |
| DFG | Fees, Payments and Rentals - KSA 72-5389; 72-5391 |
| *DFGA | Types |
| DFAC | Procurement-Federal Programs |
| *DFH | Tuition Income |
| *DFI | Royalty Income |
| *DFJ | Fines |
| DFK | Gifts and Bequests (See DFG) - KSA 12-1252; 72-1253; 72-8210; 72-8212 |
| DFKA | Memorial Policy for Deceased Students or Staff |
| DFKAA | Naming of District Facilities |
| *DFL | Investment Earnings |
| *DFLA | General Fund Investment |
| *DFLB | Building Fund Investment |
| DFM | Equipment and Supplies Sales (See DFG) - KSA 72-8212 |
| *DFN | Property Sales - KSA 72-8212 |
| *DG | Depository of Funds - KSA 9-1401; 12-1675 |
| DH | Bonded Employees - KSA 72-8202d |
| *DI | Accounting and Reporting |

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*DJFF  Requisitions (See DJEB)
*DJFG  Purchase Orders and Contracts
*DJFH  Change Orders
*DJFI  Vendor Relations
*DJFIA  Sales Calls and Demonstrations
*DJFJ  Payment Procedures (DJEJ)
*DJFJA  Bill Payment Authorization
*DJG  Lease and Rental Payments
*DJH  Note and Bond Payments
DK  Student Activity Fund Management
*DL  Cash in School Buildings
   SN Refers to the safeguarding of cash on hand.
*DM  Reserve Funds
*DN  Surplus Funds
*DO  School Properties Disposal Procedure - KSA 72-8212
DA  Goals and Objectives

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

Approved: April 10, 2000
DB  Budget Planning

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.

Approved: April 10, 2000
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 budget allocations 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 ____________.
Annual Operating Budget

Preliminary Adoption Procedures

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

Hearings and Reviews

The board shall conduct budget hearings according to state law.

Budget Transparency

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

Management of District Assets/Accounts

The superintendent shall establish and maintain accurate, financial management systems to meet the district’s fiscal obligations, produce useful information for financial reports, and safeguard district resources. The superintendent shall ensure the district’s accounting system provides ongoing internal controls. The superintendent shall review the accounting system with the board.

Approved: 09/03, 09/07, 09/09, 09/15, 10/08/18
DE  Fraud Prevention and Investigation  DE

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

Reporting Fraud

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

Whistleblowers

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

Complaints, reports, or inquiries may be made under this policy on a 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 unless otherwise provided above. If the superintendent is implicated in the complaint, report, or inquiry, it should be directed to the board or its legal counsel. 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.

Approved: 10/08/18
DFAB  Standard of Conduct for Federally Funded Contracts  DFAB

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

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

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

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

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

Approved: 09/14/2017
Procurement – Federal Programs

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

<table>
<thead>
<tr>
<th>2017 Procurement Thresholds</th>
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<tr>
<td>Kansas Bid Threshold</td>
<td>$20,000</td>
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<tr>
<td>For construction, reconstruction or remodeling or for the purchase of materials, goods or wares</td>
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<tr>
<td>Federal Micro-Purchase Threshold</td>
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<tr>
<td>Adjusted periodically and published in Federal Register (48 CFR Subpart 2.1)</td>
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<tr>
<td>Federal Simplified Acquisition Threshold</td>
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<tr>
<td>Adjusted periodically and published in Federal Register (48 CFR Subpart 2.1)</td>
<td></td>
</tr>
</tbody>
</table>

*Please review this Procurement attachment annually and update amounts accordingly

Responsibility for Purchasing

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

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

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**Purchase Methods**

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

**Standard Procurement Documents and Purchase Request Process**

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

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

Purchase requests by an employee must be submitted to the building administrator or immediate supervisor. Purchase of all budgeted items or items approved by an administrator or supervisor must be initiated by use of a purchase order or requisition submitted to the purchasing agent. Purchase orders and requisitions shall contain information including, but not necessarily limited to:

1. Description of the services to be performed or goods to be purchased;

2. Location of where services will be performed or goods will be delivered;

3. Appropriate dates of service or delivery;

4. { Other (describe) ________________________ }.

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

Contracts shall be reviewed by the { Board Clerk } { Business Manager } { Superintendent } { Board’s Attorney } prior to submission to the board for approval.
Contracts to which the Uniform Grant Guidance apply shall contain the clauses specified in Appendix II to 2 CFR Part 200 (Contract Provisions for Non-Federal Entity Contracts Under Federal Awards), when applicable.

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

**Micro-Purchases Not Requiring Quotes or Bidding**

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

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

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

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

Micro-purchases may be awarded without soliciting competitive quotations if the district considers the price to be reasonable. The district will maintain evidence of this reasonableness in the records of all micro-purchases. **Reasonable** means that sound business practices were followed, and the purchase is comparable to market prices for the geographic area. Such determinations of reasonableness may include comparison of the price to previous purchases of the same item or comparison of the price of items similar to the item being purchased.

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

**Small Purchase Procedures**

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

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

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

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

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

**Formal Competitive Bidding**

**Publicly Solicited Sealed Competitive Bids:**

For construction, reconstruction, or remodeling or for the purchase of materials, goods or wares, sealed competitive bids are publicly solicited and awarded to the lowest responsible bidder as provided in Policy DJED when the total cost is estimated to be $20,000 or more.

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

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

The federal Simplified Acquisition Threshold at which competitive bidding or competitive proposals are required is adjusted periodically by the federal government, and the threshold most recently established and published in the Federal Register shall apply if other than $150,000. (48 CFR Subpart 2.1)
For procurement of services costing at or over the $150,000 federal threshold other than for construction, reconstruction or remodeling, the use of competitive sealed bidding is considered feasible and appropriate when:

1. A complete, adequate, and realistic specification or purchase description is available;

2. Two (2) or more responsible bidders are willing and able to compete effectively for the business; and

3. The procurement lends itself to a firm fixed-price contract, and the selection of the successful bidder can be made principally on the basis of price.

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

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

**Competitive Proposals**

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

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

In the case of services other than for construction, reconstruction or remodeling costing less than that threshold, the district may use small purchase procedures or micro-purchase procedures as applicable based on total cost. A request for proposal (RFP) process can also meet or exceed the small purchase competition requirements under state law and Policy DJED for the acquisition of services other than for construction, reconstruction or remodeling, and can be used if the total cost will be less than $150,000.

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

If this method is used, the following requirements apply:

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1. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical.

2. Proposals must be solicited from an adequate number of qualified sources.

3. There must be a written method for conducting technical evaluations of the proposals received and for selecting recipients.

4. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

5. Competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors’ qualifications are evaluated and the most qualified is selected, subject to negotiation of fair and reasonable compensation, are allowed. The method where price is not used as a selection factor can only be used in procurement of A/E professional services and cannot be used to purchase other services through A/E firms.

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

1. Cost.
   { } Experience of contractor.
   { } Availability.
   { } Personnel qualifications.
   { } Financial stability.
   { } Minority business, women’s business enterprise, or labor surplus area firm status.
   { } Project management expertise.
   { } Understanding of district needs.
   { } Other ______________________

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

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

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

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

Negotiated Profit

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

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

When profit must be negotiated as a separate element of the total price, it shall be negotiated by the___________________________.

Noncompetitive Proposals (Sole Sourcing)

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

1. The item is available only from a single source.

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

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

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

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

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

**Purchase Cards**

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

Procurement cards may be used for purchases under federal programs.

**Full and Open Competition**

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

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

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

1. Placing qualified small and minority business and women’s business enterprises on solicitation lists.

2. Assuring that small and minority businesses, and women’s business enterprises are solicited whenever they are potential sources.

3. Dividing total purchasing requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business and women’s business enterprises.

4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses and women’s business enterprises.

5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

6. Requiring the prime contractor, if subcontracts are let, to take the affirmative steps listed above.

Geographical Preferences Prohibited

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

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

Prequalified Lists

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

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

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

Avoiding Acquisition of Unnecessary or Duplicative Items

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

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

Use of Intergovernmental Agreements and Cooperative Purchasing

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

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

Use of Federal Excess and Surplus Property

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

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

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

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

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

Maintenance of Procurement Records

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

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

Time and Materials Contracts

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

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

Settlements of Issues Arising Out of Procurements

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

**Protest Procedures to Resolve Dispute**

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

**Food Service Program Notes:**

*Exemption from Bidding for Perishable Food Items -*

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

*Geographic Preferences -*

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

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

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

1. An agricultural commodity that is produced in the United States; and

2. A food product that is processed in the United States substantially using agricultural commodities that are produced in the United States.

**Mandatory Contract Clauses -**

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

1. Allowable costs will be paid from the nonprofit school food service account to the contractor net of all discounts, rebates and other applicable credits accruing to or received by the contractor or any assignee under the contract, to the extent those credits are allocable to the allowable portion of the costs billed to the school food authority;

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

   (b) The contractor must exclude all unallowable costs from its billing documents and certify that only allowable costs are submitted for payment and records have been established that maintain the visibility of unallowable costs, including directly associated costs in a manner suitable for contract cost determination and verification;

3. The contractor's determination of its allowable costs must be made in compliance with the applicable departmental and program regulations and Office of Management and Budget cost circulars;

4. The contractor must identify the amount of each discount, rebate and other applicable credit on bills and invoices presented to the school food authority for payment and individually identify the amount as a discount, rebate, or in the case of other applicable credits, the nature of the credit. If approved by the state agency, the school food authority may permit the contractor to report this information on a less frequent basis than monthly, but no less frequently than annually;

5. The contractor must identify the method by which it will report discounts, rebates and other applicable credits allocable to the contract that are not reported prior to conclusion.
of the contract; and

6. The contractor must maintain documentation of costs and discounts, rebates and other applicable credits, and must furnish such documentation upon request to the school food authority, the state agency, or the department.

Contracts with Food Service Management Companies -

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

Pre-Plated Meals -

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

Approved: 10/08/18
**Investment of Funds**

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 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 with main or branch offices located within the county or adjoining counties of the district shall be given an opportunity to bid on all monies offered for investment. All bids shall be specified on the basis of simple interest.

**Distribution of monies for investment shall be as follows:**

The treasurer or other person designated by the board shall inform each eligible bank and savings and loan association of the total amount of money to be invested on a specified date and the maturity date of the investment.
Each bank or savings and loan association bidding shall submit a single bid of the rate of interest it would pay on all or part of the funds to be invested.

Monies shall be invested with the highest bidder in such amount as the bidder will accept, and any remaining amounts shall be invested with the next highest bidders in order of interest rate offered. No bidder shall be eligible to receive any funds in the same offering at a rate lower than its single bid.

No bid less than the most recently determined investment rate as determined by the state treasurer shall be accepted. No funds will be invested for maturities of more than two years.

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

Any monies not invested in banks and savings and loans in the district or located in counties in which a part of the school district is located may be invested in the municipal investment pool fund or United States Treasury bills or notes as authorized by Kansas law.

Monies available for reinvestment as a result of maturities may be reinvested with the bank or association holding such monies provided the bank or savings and loan association agrees to pay the same or higher rate as that offered by the highest bidder at the time of re-offer.
**DFE Investment of Funds**

In the event of identical high bids, the allocation of monies to be invested between the high bidders shall be at the discretion of the superintendent.

The treasurer shall record the following information: the date of each offering; the name of each bank or savings and loan association notified; the name of the officer notified; the bid, carried to five decimal places (.11111); the amount of monies the bank or savings and loan association is willing to accept at the rate bid.

To be eligible to receive invested funds or deposits from the district, any otherwise eligible bank or savings and loan association shall have on file in the office of the district treasurer a letter requesting its inclusion in the bidding process and providing proper assurance of compliance with requirements of applicable laws and board policy relating to maintenance of proper security and assurance of its membership in good standing consistent with current federal regulations. The superintendent shall report monthly to the board on the district's investments.

Approved: April 10, 2000, 10/08/18
Income derived from gifts and bequests will be credited, if possible, as specified by the board.

Approved: April 10, 2000
DFKA Memorial Policy for Deceased Students or Staff (see DFK & KH) DFKA

Permanent memorials for deceased students or staff shall be limited in the form of perpetual awards or scholarships except as noted below.

Each attendance center in USD 226 shall have a centralized and uniform plaque as a means of honoring current employees or students who die while in the employment of USD 226 or while attending USD 226 as a student. The Board of Education of USD 226 has formally declared these memorial plaques to be the only appropriate and allowable means of permanently commemorating deceased colleagues or students on campus, except as outlined in following policies.

Administration of the Memorial Plaques

The memorial plaques are to be maintained by the Board of Education’s designated representative.

Who is Commemorated

Current employees or students who die while employed by USD 226 or attending USD 226 as a student are commemorated on the Memorial Plaques in the building where the employee worked or the student attended.

The name of an employee or student who dies while employed by USD 226 or attending USD 226 as a student will be placed on the appropriate memorial plaque at no charge. This process shall be initiated by the Board of Education’s designated representative.

By written request (see request form), the name of a former employee or student of USD 226 who is deceased may be added to the appropriate memorial plaque based on the following criteria:
DFKA-2 Memorial Policy for Deceased Students or Staff (see DFK & KH)

DFKA-2

- Verification by the Central Office of the deceased USD 226 employment;
- Verification by the appropriate attendance center office of the deceased USD 226 attendance;
- Recommendation by the Board of Education’s designated representative based on the review of the past employee and student service/attendance record.

Anyone may make this request by contacting the Superintendent of Schools and completing the Request of Memorial Plaque form.

Final decision, regarding the addition of any name to the Memorial Plaques shall be made by the Superintendent of Schools.

Building Memorial Plaque Maintenance

It shall be the responsibility of the Board of Education’s representative(s) for the maintenance and display of the Memorial Plaque in each attendance center. The plaque shall be displayed in a prominent site near the entrance to each attendance center.

The Memorial Plaque shall be updated prior to the start of each school year. All lettering and wording on the Memorial Plaque shall be the same size, same font, same color and the same format throughout.

No other memorials may be displayed in any attendance center without the approval of the Board of Education. Any permanent memorials in existence before this policy was adopted can only be removed by a vote of the Board of Education.

Approved: February 11, 2008
DFKAA Naming of District Facilities (See DFK, DFKA, and KH) DFKAA

USD 226 may choose to name facilities (buildings, rooms, scoreboards, fields, track, etc.) after an individuals(s) or business entity(ies) with a history of exceptional contributions to a school or the school district. Such designations shall be made in accordance with the following guidelines:

- An honoree may not be employed or a student of USD 226 or be a member of the Board of Education at the time of the designation. An honoree shall have left employment, attendance in one of the district attendance center, Board of Education member for at least one year prior or shall have been deceased for at least one year prior to such designation being made.
- An honoree shall have earned distinction through extraordinary service of financial contributions to USD 226 and by having demonstrated exemplary character.
- A person who has contributed financially to a specific facility should be given strong consideration as an honoree if the amount contributed equals at least one-third of the cost of the facility.
- Any facility carrying an honorary name designation, whenever possible, should also carry a current functional design.
- The Board of Education shall approve all honorary name designation for district facilities and may discontinue any such designations.
- The district reserves the right to physically alter any facility carrying an honorary name designation.

In the case where a memorial has been designated for the purchase of a piece of equipment (such as a scoreboard) that is no longer in use, the name of the honoree shall be placed on the Memorial Plaque (in the attendance center in which the piece of equipment was located) and designated as a contributor/teacher/student.

Approved: February 11, 2008
Excess or unusable district-owned equipment and supplies will be disposed of at the discretion of the board.

Approved: April 10, 2000
DH Bonded Employees

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

Approved: April 10, 2000

DH-R Bonded Employees

A surety bond in the amount of $15,000 is required for the treasurer, clerk and superintendent. A blanket bond may be purchased by the board for district employees as follows:

Building principals $10,000
Building secretary(s) $10,000
Other employees as the board may direct

Approved: April 10, 2000
DIC Inventories

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: April 10, 2000, 10/08/2018
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: April 10, 2000, 10/08/18
[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 THERFORE, 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
Purchasing

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

Purchasing Authority

The board shall appoint the superintendent as the purchasing agent for the district.

Approved: April 10, 2000
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: April 10, 2000, 10/08/18
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**

**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: 09/03, 10/08/18
The purchasing agent shall make purchases from local vendors when the price, availability of the product and service are competitive with outside vendors for purchases not subject to the bidding law. The board shall not grant preferential bid percentages to local contractors or businesses except as provided by statute.

Approved: April 10, 2000
**Requisitions**

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: April 10, 2000, 08/08/16, 10/08/18
[RESOLUTION TO ESTABLISH ACTIVITY FUND]

RESOLUTION

WHEREAS, the Board of Education of Unified School District No. ____, _________________ 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. _____. _________________ 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 ________________, and 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 ____. _________________ County, Kansas, the ____ day of ________________, 20___.

[NOTE: A separate resolution must be adopted for each activity fund.] Approved:
The purchasing agent shall develop an order form compatible with the requisition form to be used in purchasing goods, and shall be authorized to sign all purchase orders.

Approved: April 10, 2000

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; a signature of the purchasing agent and budget account code number; and the appropriate address and telephone number.

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

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

Approved: April 10, 2000
DJEJ  Payment Procedures  DJEJ

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

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

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

Approved: April 10, 2000
Purchasing Authority

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 $10,000. The board shall receive reports on any contracts.

Approved: August 20, 2001
In an emergency, the superintendent shall have the authority to make expenditures necessary to prevent additional damage to district property, to keep the schools open or to reopen schools. Emergency purchases shall be ratified by the board at the next regular or special board meeting.

Approved: April 10, 2000
Student Activity Fund Management (See JH)

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

Activity Fund Management

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

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

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

Activity Fund Deposits

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

Inactive Activity Funds (See JH)

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

Approved: April 10, 2000
Student Activity Fund Management (See JH)

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

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

Activity Fund Management

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

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

Approved: April 10, 2000
[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

Approve 10/08/18
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.

(See JS Student Fees & Charges)

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.

Approved: 10/08/18
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EA  **Goals and Objectives**

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

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

Approved: April 10, 2000
EB  **Buildings and Grounds Management**

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

Approved: April 10, 2000

EB-R  **Buildings and Grounds Management**

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

Approved: April 10, 2000
EBA Insurance Program

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

Liability Other Than For Vehicles

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

Approved: April 10, 2000

EBA-R Insurance Program

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

Approved: April 10, 2000
EBAA  Workers Compensation

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

Approved: April 10, 2000

EBAA-R  Workers Compensation

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.
EBAA-R  *Workers Compensation*  EBAA-R-2

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.

Approved: April 10, 2000
Safety (See JBH)

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.

Teaches 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 $2500.00} will be reported to the board. Any defects not immediately removed, repaired, or otherwise eliminated shall be blocked off with fences or other restraining devices.

Heating and Lighting

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

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

EBBA Hazardous Waste Inspection and Disposal

Inspection

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

Disposal

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

Approved: April 10, 2000

EBBA-R Hazardous Waste Inspection and Disposal

Inspection and Disposal

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

Approved: April 10, 2000
EBBD  Evacuations and Emergencies

If an emergency interferes with the normal conduct of school affairs, students may be dismissed from school only by the superintendent (or______). A plan for emergency dismissal of students during the school day shall be developed by the superintendent and approved by the board. A copy shall be filed with the clerk and procedures for dismissal shall be given to parents and students at the beginning of each school year.

Approved: April 10, 2000

EBBD-R  Evacuations and Emergencies

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

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

School-Closing Announcements

When the superintendent believes the safety of students is threatened by severe weather or other circumstances, parents and students shall be
Evacuations and Emergencies

notified of school closings or cancellations by announcements made over radio/TV station(s), Q-97, KJIL, KUPK, and KBSD.

Bomb Threats

If there is a bomb threat or similar emergency, the principal shall see that students are escorted to a safe place. The principal shall notify law enforcement agencies of the threat and request a thorough inspection of the buildings and grounds. Other contingencies as noted in the crisis plan shall be followed.

If it is determined that no danger exists to the students’ safety and if there is time remaining in the school day, school shall be resumed.

Planning for Emergencies

Each building principal shall develop appropriate emergency procedures which shall be included in the district’s crisis plans. (See EBBF) As appropriate, portions of the crisis plan developed shall be held in strict confidence by staff members having direct responsibility for implementing the plan.

Approved: April 10, 2000
EBBE  Emergency Drills

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

Approved: April 10, 2000

EBBE-R  Emergency Drills

Each building principal shall develop a written plan for specific emergency drills required by law. The plan shall include specific arrangements for the evacuation of mobility impaired and other individuals who may need assistance from staff members to safely exit the building.

Each principal shall conduct briefings with the staff concerning the emergency plan.

Each teacher shall explain the plan to students under their jurisdiction prior to a date established by the principal. Within one week thereafter, the building principal shall conduct a surprise drill. Other drills shall be held at times determined by the building principal. However, at least one of the three tornado drills required by law shall be held prior to the tornado season beginning each April.
EBBE-R  Emergency Drills

Building principals shall provide parents with a copy of the emergency plans at the beginning of each school year. Each emergency drill plan shall be reviewed by the superintendent and filed with the clerk.

Approved: April 10, 2000
EBBF  Crisis Planning  (See EBBD)

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

Approved: April 10, 2000

EBBF-R  Crisis Planning

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

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

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

Approved: April 10, 2000
EBC  **Security and Safety**  
(See JCAC, JCDBB, JDD, JDBB, JDDC, JGGA, and KGD)

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

**Reporting Crimes at School to Law Enforcement**

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

Reportable events would include:

- any act which constitutes the commission of a felony or a misdemeanor; or

- any act which involves the possession, use, or disposal of explosives, firearms, or other weapons as defined in current law.

It is recommended the building administrator also be notified.

**Reporting Certain Students to Administrators and Staff**

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

Reportable events include:

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

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

Annual Reports

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

Staff Immunity

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

Approved: 04/00; 09/03; 08/08/16

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- Sample Form -

Retype to suit local needs, remove from policy book and file with the clerk and principals. Form could also be included in staff or student handbooks.

## Report to Local Law Enforcement

USD ________

Pursuant to K.S.A. 72-6143, the administrator or other school employee whose signature appears below is reporting the following crimes.

{Briefly describe each incident and the person/s involved in felonies, misdemeanors and weapons}

<table>
<thead>
<tr>
<th>Date</th>
<th>School/Location</th>
<th>Student/s or Person/s Involved</th>
<th>Brief Description</th>
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School Districts are required by Federal Law and K.S.A. 72-6311 to protect the privacy rights of students under the age of 18.

Signed: ____________________________________________________________
Administrator or other school employee.

cc:   Superintendent of Schools, USD _____  Student/s file
– Sample Form –

Retype to suit local needs, remove from policy book and file with the clerk and principals. Form could also be included in staff or student handbooks.

Report to Staff Member USD ###

Pursuant to K.S.A. 72-6143, administrative, professional or paraprofessional employees of a school who have information that a pupil has engaged in the following shall report the information and the identity of the student to the superintendent. The superintendent shall investigate the matter and if it is determined the student has been involved in the following, the superintendent shall provide information, and the identity of the pupil to all employees who are involved or likely to be directly involved, in teaching or providing related services to pupil:

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

You are notified that ________________, within the past 365 days, has been expelled, adjudged or convicted for an activity listed above.

School District staff are required by both Federal Law and K.S.A. 72-6311 to protect the right of privacy of any student under the age of 18 and the student's family regarding personally identifiable records, files, data and information directly related to the student and his/her family. I acknowledge this responsibility and agree that I will disclose the above information only to other USD ### employees and officials. Violation of these privacy rights could include sanctions up to and including termination.

Signed: ________________________________
School employee who receives the report

Signed: ________________________________
Administrator or school employee making report
Vandalism Protection

All school personnel shall report any vandalism to their immediate supervisor. School personnel are expected to lock or otherwise secure any files, records, safes or similar compartments at the close of each school day. In the event of vandalism, the board may offer a reward according to law.

Restitution for Damages

The board shall seek restitution according to law for loss and damage sustained by the district.

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

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

Restitution payments shall be made by juveniles or their parents to the business office, and accounts shall be kept. Persons of legal age shall be held responsible for their own payments. If necessary, provisions may be made for installment payments.
**EBCA  Vandalism**

Accounts not paid in full within the specified time may be processed for legal action.

**Return of School Property**

School property must be returned by students. If a student does not return district property, the district may refuse to forward student records according to law.

**Offering a Reward**

The board may offer a reward for information leading to the discovery, arrest and conviction of persons committing acts of vandalism. The offer will conform to state law and the policy adopted by the board.

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

The board of education, as authorized by K.S.A. 12-1672a, hereby offers a $500.00 reward to any person who first provides information leading to the discovery, arrest and conviction of the person or persons responsible for acts of vandalism on property, real or personal, owned by the school district or rightfully located on school district premises by its employees or students.

Persons having any knowledge are urged to contact the superintendent of schools at Meade USD 226, Meade, KS 67864, telephone (316) 873-2081 the board reserves the right to determine the deserving recipients of the reward in the event of corroborating and supplementary information.

Approved: April 10, 2000
EBE Cleaning and Maintenance Programs

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.

Approved: April 10, 2000

EBE-R Cleaning and Maintenance Programs

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.

Approved: April 10, 2000
EBI   Long-Range Maintenance Program

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

Approved: April 10, 2000

EBI-R   Long-Range Maintenance Program

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

Approved: April 10, 2000
EBJ  Records  EBJ

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

Approved: April 10, 2000
EC Equipment and Supplies Management

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

Receiving

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

Approved: April 10, 2000

EC-R Equipment and Supplies Management

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

Receiving

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

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

Approved: April 10, 2000
ECA  HIPAA Policy (Also see JRB)  

The district shall comply with all applicable Health Insurance Portability and Accountability Act (HIPAA) provisions ensuring the confidentiality of protected health information.

Staff Training Required

The district shall provide appropriate and timely professional development activities regarding HIPAA requirements.

Compliance Required

All staff shall abide by HIPAA requirements and maintain the confidentiality of protected health information. The district shall provide notice to staff and students as required by law.

Approved: 09/03
The copyright laws of the United States make it illegal for anyone to duplicate copyrighted materials without permission. Severe penalties are provided for unauthorized copying of all materials covered by the act unless the copying falls within the bounds of the "fair use" doctrine.

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

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

Approved: 10/02; 09/03
Copyright Regulations and “fair use” rules for educators.

*Suggested Handbook Language*

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

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

**The Purpose and Character of the Use**

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

**The Nature of the Copyrighted Work**

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

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

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

**The Effect of the Use Upon the Potential Market for or Value of the Copyrighted Work**

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

**Prohibited Practice**

No one may make multiple copies of a work for classroom use if it has already been copied for another class in the same institution; make multiple copies of a short poem, article, story, or essay from the same author more than once in a class term or make multiple copies from the same collective work or periodical issue more than three times a term; make multiple copies of works more than nine times in the same class term; make a copy of works to take the place of an anthology; and may not make a copy of “consumable” materials, such as workbooks.

**Permitted Practice**

A teacher may make--for use in scholarly research, in teaching or in preparation for teaching a class—a single copy of the following: a chapter from a book; an article from a periodical or newspaper; a short story, short essay or short poem (whether or not from a collected work); a chart, graph, diagram, drawing, cartoons or picture ©KASB. This material may be reproduced for use in USD ###. It may not be reproduced, either in whole or in part, in any form whatsoever, to be given, sold or transmitted to any person or entity including but not limited to another school district, organization, company or corporation without written permission from KASB.
from a book, periodical or newspaper; may make (for classroom use only and not to exceed one per student in a class) multiple copies of the following: a complete poem (if it has fewer than 250 words and is printed on not more than two pages), an excerpt from a prose work (if the excerpt has fewer than 1,000 words or 10 percent of the work, whichever is less) and one chart, graph, diagram, cartoon or picture per book or periodical.

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

Guidelines for Off-Air Recording of Broadcast Programming for Education Purposes

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

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

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

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

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

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

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

Computer Software
District employees may make a back-up copy of computer programs as permitted by current Federal Law. Back-up copies may be used for archival purposes only and all archival copies shall be destroyed in the event that continued possession of the computer program should cease to be rightful.

When software is used on a disk-sharing system, efforts shall be made to secure this software from copying.

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

Approved by Board of Education: 09/15/03
ED Student Transportation Management (See JGG)

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. (See EDDA)

Approved: April 10, 2000
School buses and other school vehicles will not be loaned, leased, or subcontracted to any person, groups of persons, or organizations except as allowed by law subject to board approval.

Liability

All school vehicles will be adequately insured.

Safety

For the purposes of this policy, “school transportation provider” is defined to include school bus drivers, school passenger vehicle drivers, and other school employees who may transport students.

Every school transportation provider shall have a valid driver’s license. Such drivers shall have full authority and responsibility for the passengers riding in school vehicles.

Students or other persons riding in school buses or school vehicles who violate district policy or bus and/or school vehicle rules will be reported to the proper administrative official. Violations of these policies and/or rules may result in disciplinary action by school officials or reports to law enforcement as appropriate.

Speed Limits

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

Safety Inspection

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

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

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

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

Records
Every school transportation provider will keep accurate records pertaining to each assigned vehicle. The types of records shall be developed by the superintendent.

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

Licensing of Drivers
It shall be the responsibility of all school transportation providers to register with the superintendent annually the validity of license certification by the Kansas Department of Revenue. If a school transportation provider's license
is suspended or revoked at any time, the suspension or revocation shall be reported to the superintendent, and the employee shall immediately cease driving a school vehicle and transporting students.

School transportation providers shall 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.

EDAA School Vehicles: Addendum

Transportation to Summer Extra-Curricular Events

The board authorizes the superintendent to approve the use of school buses or school vehicles in transporting district students to certain summer activities. These will include 1 camp per sport and all-star games. Transportation for other summer extra-curricular activities will be considered in unique circumstances based on the following guidelines.

Any staff requests for such use shall be submitted to the superintendent no fewer than ten (10) working days before the scheduled event and shall include information concerning the time, date, duration, and purpose of the transportation; the projected number and the names of students requiring transportation for such event; the type of bus(es) or vehicle(s) requested; which district staff member(s) will be accompanying the student(s) on such trips; and whether or not additional school transportation providers would be required to provide such transportation.

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 considerations in granting use or repeated use to a particular group of student athletes; and 7) other good cause as determined by the superintendent.

EDAA School Vehicles: Addendum

The following events/activities will NOT be granted access to school vehicles:

1. Summer Leagues
2. Recreational Programs
3. Any request that is not sponsored by and attended by a school employee of USD 226
4. Any request that includes transporting non-USD 226 students or students that are not in good standing

The Superintendent shall require reimbursement for fuel and driver expenses from the supervising sponsor except for all-star games. Proof of liability insurance shall be required if the activity/event is not covered by district liability insurance.

Approved: 04/00, 09/03, 09/15

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Food Services Management

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 $100
worth of meals to this account. Charging of a la carte or extra items to this account will not be permitted.

Any student failing to keep his/her account solvent as required by the district shall not be allowed to charge further meals until the negative account balance has been paid in full. 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, meat 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 30 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
Food Services Management

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: 08/02, 09/14/17
EF  Data Management

Data Dissemination

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

To Education Agencies

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

Approved: April 10, 2000
EFD Sharing of Staff, Equipment, Facilities, and Transportation

Educational programs of USD 226 and other districts will be enhanced by all districts sharing staff, equipment, facilities, and transportation with others. To insure that the patrons and students of USD 226 are treated fairly and continue to be the primary focus of USD 226’s educational efforts, the administration and Board of Education of USD 226 developed this policy in recognition that USD 226’s responsibility is first and paramount to its patrons and its students.

I. Sharing of Staff

A. Certified Teachers. In the event USD 226 certified teachers teach students enrolled in other districts, which students are physically within the boundaries of the USD 226 district, and in such event, the other districts shall pay to USD 226 a prorated share of the USD 226 teacher salary prior to the student enrolled in the other district attending or participating in any class under instruction of the USD 226 teacher, illustrated as follows:

Illustration 1: In the event a USD 226 teacher teaches five classes during the school year and receives an annual salary of $35,000.00, the value of each class would be $7,000.00. If the population of one or more of those classes was entirely made up of students enrolled in another district, then the other district would pay USD 226 $7,000.00 for each class fully occupied by students enrolled in the other district.

Illustration 2: If student enrolled in other district are mixed with USD 226 students in one or more classes, and the teacher’s annual salary is $35,000.00, the other district will pay USD 226 a prorated share of that teacher’s salary. For example, if that teacher teaches five classes, and the population of the five classes are as follows:

<table>
<thead>
<tr>
<th>USD 226 Students</th>
<th>Students Enrolled in Other Districts</th>
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</thead>
<tbody>
<tr>
<td>Class 1</td>
<td>1</td>
</tr>
<tr>
<td>Class 2</td>
<td>5</td>
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<td>Class 3</td>
<td>4</td>
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<td>6</td>
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<tr>
<td>Class 5</td>
<td>5</td>
</tr>
<tr>
<td>TOTAL</td>
<td>21</td>
</tr>
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</table>

then the other district would pay USD 226 16% of the teacher’s salary, or the sum of $5,600.00.
EFD-2 Sharing of Staff, Equipment, Facilities, and Transportation

With Other Districts

B Supplemental Contract Employees. Prior to any student enrolled in another district receiving services from a USD 226 supplemental contract employee, the other district shall pay USD 226 a prorated share of the salary paid to all supplemental contract employees benefiting the other districts’ enrolled students illustrated as follows:

Illustration 1: If 2 students enrolled in another district wish to participate with the USD 226 cross country team comprised of 8 USD 226 participants, the other district will pay USD 226 20% of all supplemental contract dollars paid to supplemental contract employees. For example, if the head cross country coach received $3,000.00 and the assistant receives $1,500.00, then the other district would pay 20% of $4,500.00 or $900.00.

II Equipment. In the event students enrolled in other districts are instructed by USD 226 instructors, students enrolled in the other district will benefit from equipment purchased, owned, maintained, and provided by USD 226. To defray such expenses, the other district shall pay USD 226 an amount to be determined on an annual basis by the Board of Education, and said amount shall be paid by the other district to USD 226 before the student enrolled in the other district is allowed to attend class and receive instruction from USD 226 instructor(s). The factors to be considered by the Board of Education in establishing the amount to be paid hereunder shall include but not be limited to the following:

- Cost of the equipment
- Present value of the equipment
- Cost of maintenance of equipment, including service agreements, if any
- Operational expenses of equipment
- Whether equipment availability to USD 226 students will be impaired
- Classroom accommodations

III Place of Instruction. All instruction offered by USD 226 certified teachers to students enrolled in other districts shall be from said teacher’s assigned classroom or other Board of Education approved instructional location within USD 226 boundaries.

IV Equipment and Other Instructional Materials. Student enrolled in other districts receiving instruction from USD 226 instructors shall not be permitted to remove from USD 226 facilities any equipment or other instructional materials except textbooks. In the event any USD 226 equipment or other instructional materials, including textbooks, are damaged, defaced, or destroyed by a student enrolled in another district, then and in such event, the other district shall adequately compensate USD 226 for such damage within 30 days of billing.
V. **USE OF FACILITIES.** Before any student enrolled in another district is permitted to utilize any USD 226 facilities, including athletic practice facilities, the other district shall pay USD 226 an amount to be determined on an annual case by case basis by the Board of Education. In the event students enrolled in other districts are permitted to utilize USD 226 facilities, the use of such facilities shall at all times be secondary to the needs and wishes of USD 226 patrons and USD 226 students.

VI **TRANSPORTATION.** In the event USD 226 transports students enrolled in another district, the other district shall pay USD 226 a proportionate share of the transportation expenses incurred by USD 226 illustrated as follows:

**Illustration:** If the cross country team comprised of 2 students enrolled in another district and eight students from USD 226 travels 100 miles to participate in a cross country event, the mileage rate for all vehicles attending shall be calculated, the charges for the vehicle operators, including bus drivers, shall be calculated, and the charges for substitute teachers substituting for USD 226 teachers attending such event shall be calculated, as well as all other incidental expenses. The other district shall then pay USD 226 a prorated sum for such expenses which would be 20% of the total.

Transportation expenses as contemplated herein shall be billed by USD 226 to the other district on a monthly basis. The other district shall pay USD 226 for such transportation expenses within 30 days of billing, and if such transportation expenses are not paid within 30 days, students enrolled in other districts that have not paid such transportation expenses shall not be permitted to utilize USD 226 transportation.

VII **RECOGNITION/AWARDS.** Students enrolled in other districts benefiting from the services of USD 226 as contemplated herein shall not be eligible for USD 226 recognition or achievement awards, as such students enrolled in the other districts will be recognized for their achievements by their district.

VIII **COMPLIANCE.** Student enrolled in other districts benefiting from the services of USD 226 as contemplated herein shall at all times be subject to all rules and regulations of USD 226.
IX ACCEPTANCE. Prior to any student enrolled in another district receiving the services of USD 226 staff, or utilizing USD 226 equipment, facilities or transportation the other district shall agree in writing to be responsible for all the costs and charges set out herein in the form of an Acknowledgement attached hereto as “Exhibit A”, which is made a part hereof. Furthermore, prior to any student enrolled in another district receiving the services of USD 226 staff, or utilizing USD 226 equipment, facilities or transportation, the benefiting student, the benefiting student’s parents(s)/guardian(s), and the building principal from the district of the benefiting student shall enter into an agreement with the USD 226 building principal in the form of an Agreement attached hereto as “Exhibit B”, which is made a part hereof.

Approved: 8/02
“Exhibit A”

ACKNOWLEDGMENT

We, the undersigned, being the Superintendent of USD _______ and President of the Board of Education of USD _______, acknowledge that we have read and understand USD 226 Policy on Sharing of Staff, Equipment, Facilities, and Transportation With Other Districts.

Upon execution hereof USD _______ agrees to be bound by USD 226 Policy on Sharing of Staff, Equipment, Facilities, and Transportation With Other Districts, and further agree to pay USD 226 in accordance with the requirements of said policy.

Upon execution hereof the undersigned further acknowledge the authority to execute this acknowledgment on behalf of USD _______.

Dated this _____ day of ___________, ________.

__________________________________________
Superintendent of USD _______

__________________________________________
President of the Board Education of
USD _______

Approved: 8/02
"Exhibit B"

Agreement

This Agreement is made and entered into this ______________ day of ____________, ____________, by and between ______________ (student), and ______________
USD ____________ building principal, and ______________
USD 226 building principal, as follows:

Whereas, student and parent(s)/guardian(s) are desirous of receiving the services of USD 226 staff, and also desirous of utilizing USD 226 equipment, facilities and transportation for the ______________- ______________ school year, which services include but are not limited to the following:

________________________________
________________________________
________________________________
________________________________

and USD 226 is desirous of providing such service, equipment, facilities and transportation in accordance with the specific terms and provisions of USD 226 policy on sharing of staff, equipment, facilities, and transportation with other districts.

In consideration for student receiving such services, and utilizing USD 226 equipment, facilities and/or transportation, parent(s)/guardian(s), and USD ____________ building principal, agrees with USD 226 that such student, while receiving such benefits from USD 226, shall at all times be subject to all rules and regulations of USD 226. It is further agreed that in the event said student shall violate any such rules and regulations of USD 226, that then and in such event, USD 226 may in its discretion, without notice, terminate all further services to student, including the use of USD 226 equipment, facilities and/or transportation.

Furthermore, and upon execution hereof, the undersigned student and parent(s)/guardian(s) acknowledge that they have read and understand this agreement, and that they have also read and understand USD 226 Policy on Sharing Staff, Equipment, Facilities, and Transportation With Other Districts, and agree to be bound thereby in accordance with the requirements of said policy.

Upon execution of this agreement, the undersigned student and parent(s)/guardian(s) agree to indemnify, defend, and hold harmless, USD 226, its administration, Board of Education, staff, employees, agents, licensees, successors, and assigns, from and against all liabilities based upon student receiving services from USD 226, and utilizing USD 226 equipment, facilities and/or transportation.

In witness whereof the parties hereto have set their hand the date and year last above stated.

________________________________
Student

________________________________
Parent/Guardian

________________________________
Parent/Guardian

________________________________
USD _________ Building Principal

________________________________
USD 226 Building Principal

Approved: 8/02
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**F--Facility Expansion Program**

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

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

Approved: April 10, 2000
Building committees may be appointed by the board to assess general or specific facility needs and to advise the board.

Approved: April 10, 2000
FD  **Capital Outlay Long Range Planning**

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.

Approved: April 10, 2000

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

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

Approved: April 10, 2000
The board and administration may periodically conduct district-wide assessments to evaluate facility use, to project future building needs, or to recommend that facilities be closed. A task force may be appointed to assist with the study.

Approved: April 10, 2000
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</tr>
<tr>
<td>GAOD</td>
<td>Drug and Alcohol Testing</td>
</tr>
<tr>
<td>GAOE</td>
<td>Workers Compensation</td>
</tr>
<tr>
<td>GAOE</td>
<td>Salary Deductions</td>
</tr>
<tr>
<td>*GAQ</td>
<td>Retirement – KSA 72-1701 et seq.; 72-5501 et seq.; 74-4931 et seq.</td>
</tr>
<tr>
<td>GAR</td>
<td>Communicable Diseases</td>
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<tr>
<td>GARA</td>
<td>Bloodborne Pathogen Exposure Control Plan</td>
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<td>GARI</td>
<td>Family Medical Leave</td>
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<tr>
<td>GARID</td>
<td>Military Leave</td>
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Certified Personnel Section
SN Excludes district school superintendent and other school management and supervisory personnel classified under GC policies.

Compensation Guides and Contracts – KSA 72-5412; 72-5412a

Incentive Pay System
Qualifications
SN Job descriptions listed and coded (GBBAA, GBBAB, etc.) job-by-job.

Duties of the Teachers

Recruitment (See GBA)
Hiring, Teacher Selection
Assignment and Transfer
Orientation
Probation
Supervision (See GBE)
Evaluation – KSA 72-9001 et seq.
Promotion
Suspension
Tenure – KSA 72-5445 et seq.
Nonrenewal and Termination – KSA 72-5435 et seq.

Resignation
Liquidated Damages
Release From Contract

Reemployment (See GBO)
Retirement – KSA 74-4931 et seq.
Reduction of Teaching Staff
Working Schedule – KSA 72-1106
Health Examinations – KSA 72-5213
Flu Shots
Professional Development
Staff Meetings
Additional Duty – KSA 72-5412a (See GBRD)
Travel Expenses – KSA 75-3201 et seq.; 75-3203; 75-3204
Non-School Employment
Consulting (See GBRG)
Tutoring for Pay
Certified Leaves and Absences
Sick Leave
Personal Leave
Emergency and/or Funeral
Application Family and Medical Leave Act
Paid Holidays-Classified Employees
Emergency Leave – KSA 43-155 to 43-159
Illness (Sick Leave)
Religious
Bereavement
Disability
Military
Substitute Teaching
Political Activities
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<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>GBS</td>
<td>Certified Organizations</td>
</tr>
<tr>
<td>GBT</td>
<td>Certified Publishing</td>
</tr>
<tr>
<td>GBU</td>
<td>Ethics (See GAG)</td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>GC</td>
<td>Noncertified Personnel Section</td>
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**SN** Excludes school management and supervisory personnel classified under GC policies.

<table>
<thead>
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<tr>
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<td>Compensation and Work Assignments</td>
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<tr>
<td>*GCAA</td>
<td>Incentive Pay System</td>
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<tr>
<td>*GCBA</td>
<td>Qualifications and Duties</td>
</tr>
</tbody>
</table>

**SN** Job descriptions listed and coded (GCBAA, GCBAB, etc.) job-by-job.

<table>
<thead>
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<th>Code</th>
<th>Description</th>
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<td>Recruitment</td>
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<td>*C</td>
<td>Hiring</td>
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<td>GCE</td>
<td>Assignment and transfer</td>
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<tr>
<td>*CGF</td>
<td>Orientation</td>
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<td>*CGG</td>
<td>Probation</td>
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<td>*CH</td>
<td>Supervision – KSA 72-1106</td>
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<tr>
<td>GCI</td>
<td>Classified Employee Evaluation</td>
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<tr>
<td>GCLA</td>
<td>Evaluation of Coaches and Sponsors</td>
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<td>GCJ</td>
<td>Classified Supplement Evaluation</td>
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<td>GCK</td>
<td>Suspension (See GCH)</td>
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<tr>
<td>*GCL</td>
<td>Tenure</td>
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<tr>
<td>*GCN</td>
<td>Separation</td>
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<td>*GCO</td>
<td>Resignation (See GCH)</td>
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<td>*GCP</td>
<td>Reemployment</td>
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<tr>
<td>*GCR</td>
<td>Retirement – KSA 74-4931 et seq.</td>
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<td>*GCR</td>
<td>Working Conditions</td>
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<td>*GCR</td>
<td>Time Schedules</td>
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<td>*GCR</td>
<td>Work Load</td>
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<tr>
<td>*GCR</td>
<td>Health Examinations</td>
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<tr>
<td>*GCR</td>
<td>Overtime Pay - KSA 44-1201-1213; (See Fair Labor Standards Act)</td>
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<tr>
<td>*GCRE</td>
<td>Travel Expenses – KSA 75-3201 et seq.</td>
</tr>
<tr>
<td>GCRF</td>
<td>Non-School Employment (See GCRE)</td>
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<td>GCRG</td>
<td>Leaves and Absences</td>
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<td>GCRG</td>
<td>Unpaid Leave</td>
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<tr>
<td>GCRH</td>
<td>Jury Leave</td>
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<td>*GCRGF</td>
<td>Bereavement</td>
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<td>GCRH</td>
<td>Vacation Days – KSA 72-1106</td>
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**Additional Leaves Classified Staff**

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<th>Code</th>
<th>Description</th>
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<tr>
<td>GCI</td>
<td>Paid Holidays – KSA 72-1106; 35-107</td>
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<td>GCRK</td>
<td>Political Activities</td>
</tr>
<tr>
<td>*GCS</td>
<td>Employee Organizations</td>
</tr>
</tbody>
</table>
GA Personnel Policy Organization

These policies are arranged in the following manner:

* 

A policies apply to all employees.

* 

B policies apply to teachers and other certified staff covered by the negotiated agreement.

* 

C policies apply to classified/non-certified staff.

Approved: April 10, 2000
**GAA  Goals and Objectives**

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

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

Approved: April 10, 2000
GAAA Equal Employment Opportunity and Nondiscrimination

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

The district is an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to hiring, compensation, terms, conditions, or privileges of employment because of an individual’s race, color, religion, sex, age, disability or national origin.

Inquiries regarding compliance may be directed to (position, address, phone number of the district compliance coordinator) or to:

Equal Employment Opportunity Commission
400 State Ave., 9th Floor
Kansas City, KS 66101
(913) 551-5655

or

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

or

United States Department of Education
Office for Civil Rights
8930 Ward Parkway, Suite 2037
Kansas City, Missouri 64114-3302
(816) 268-0550

Approved: 04/10/00, 08/14/06
**Complaints of Discrimination**  
(See JDDC, JGECA and KN)

The district is committed to maintaining a working and learning environment free from discrimination, insult, intimidation or harassment due to race, color, religion, sex, age, national origin or disability. Any incident of discrimination in any form shall promptly be reported to an employee’s immediate supervisor, the building principal or the district compliance coordinator for investigation and corrective action by the building or district compliance officer. Any employee who engages in discriminatory conduct shall be subject to disciplinary action, up to and including termination.

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment or employment in the district’s programs and activities is prohibited. (Position, address, 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, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990.

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

Complaints of discrimination will be resolved using the district’s discrimination complaint procedures 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: April 10, 2000, 09/09, 09/15**
GAAC **Sexual Harassment** (See GAF and JGEC)  

The board of education is committed to providing a positive and productive working and learning environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

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

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical
Sexual Harassment

conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning an employee's job status.

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

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

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable 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 prevent its reoccurrence.

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

Initiation of a complaint of sexual harassment in good faith will not adversely affect the job security or status of an employee, nor will it affect his or her compensation. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted, or participated in any investigation, proceeding, or hearing involving a sexual harassment
complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including termination of employment.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district’s obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

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

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent, and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

Approved: 04/00; 7/03, 09/15
GAACA  Racial and Disability Harassment: Employees
(See GAF, JGECA and KN)

The board of education is committed to providing a positive and productive working and learning environment, free from discrimination, including harassment, on the basis of race, color, national origin, or disability. Racial and disability harassment will not be tolerated in the school district. Racial or disability harassment of employees or students of the district 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, un
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 and related materials shall be posted in each district facility. The policy shall also be published in student, parent and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

Approved: 09/03, 09/15
**GAAD Child Abuse** (See JCAC and JGEC)

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 Social Rehabilitation Services (SRS) office or to the local law enforcement agency if the SRS office is not open. Employees may file a report of suspected abuse anonymously to either the Department of Social and Rehabilitation Services (SRS) by phoning 1.800.922.5300 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.

**SRS Access to Students on School Premises** (See JCAC)

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

**Cooperation Between School and Agencies**

Principals shall work with SRS and law enforcement agencies to develop a plan 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.

Approved: April 10, 2000, September 12, 2011
GAAD-R  Child Abuse

Reporting Procedure

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

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

If available, the following information shall be given by the person making the initial report: name, address and age of the student; name and address of 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 accordance with state law and without malice shall be immune from any civil liability that might otherwise be incurred or imposed.

Approved: April 10, 2000, September 12, 2011
**GAAE Bullying by Staff** (See EBC, GAAB, JDD, JDDC, and KGC)  

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

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

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

Approved: October 13, 2008, August 12, 2013
USD 226 Bullying Plan

(Also see Policies GAAE and JDDC)

Bullying means: Any intentional gesture or any intentional written, verbal, electronic, or physical act or threat either by any student, staff member, or parent towards a student or by any student, staff member or parent towards a staff member that is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment that a reasonable person, under the circumstances, knows or should know will have the effect of:

- Harming a student or staff member, whether physically or mentally;
- Damaging a student’s or staff member’s property;
- Placing a student or staff member in reasonable fear of harm; or
- Placing a student or staff member in reasonable fear of damage to the student’s or staff member’s property.

Bullying also includes cyberbullying. "Cyberbullying" means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games, and websites.

Additionally, bullying means any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to K.S.A. 72-8256 or subsection (e) of K.S.A. 72-8205, and amendments thereto. USD 226 will not tolerate these actions by students, staff, or parents.

For the purposes of this plan and its authorizing policies, “parent” includes a biological, adoptive, or step-parent; guardian; custodian; or other person with authority to act on behalf of a student.

Similarly, a “staff member” means any person employed by the district.

Any act of bullying by either an individual student or group of students towards a student or staff member of the district is prohibited on or while utilizing school property, in a school vehicle, or at school-sponsored activities, programs, and events. This policy applies to students who directly engage in an act of bullying, to students who, by their behavior, support another student’s act of bullying, and to all staff members and parents who engage in similar behaviors.

Training concerning identifying, reporting, investigating, and preventing bullying behaviors as outlined in district policies and this plan shall be provided to students and staff members using district resources available for such purpose and shall be provided through school assemblies, staff development, or other appropriate forums at least annually/biannually).

The board or the district administration on behalf of the board may seek student, staff, parent, and/or community input on the adoption, revision, and/or implementation of the board’s bullying policies or plan as directed or approved by the board.

No teacher, administrator, or school district employee shall engage in, permit, or tolerate bullying.
Retaliation against a victim, good faith reporter, or a witness to bullying is prohibited. A student or staff member who engages in an act of bullying, reprisal, retaliation or false reporting of bullying, shall be subject to discipline in accordance with school district policy and procedures. The school administration and/or board may take into account the following factors when determining an appropriate disciplinary action for such prohibited conduct: the ages of the parties involved; the developmental and maturity levels, special education needs of the parties involved, and the severity of the behavior.

Discipline guidelines for student bullying may be found in student and employee handbooks. Offenses over time or single offenses which are severe in nature may result in discipline up to and including suspension and/or expulsion or termination from employment. Parents participating in prohibited bullying conduct aimed at district students and/or staff members may jeopardize their access to district facilities; district property; school sponsored activities, programs, and events; and/or district students and/or staff members through the district’s communication systems. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors. (See Policies EBC, GAAC, GAACA, JGEC, JGEC A and KN)
Meade USD 226
– Sample Form –

Retype to suit local needs, remove from policy book and file with the clerk and principals. Form could also be included in staff handbooks.

<table>
<thead>
<tr>
<th>Report to Local Law Enforcement</th>
</tr>
</thead>
<tbody>
<tr>
<td>USD ___</td>
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</tbody>
</table>

Pursuant to Kansas law, the administrator or other school employee whose signature appears below is reporting the following crimes:

Briefly describe each incident and the person/s involved in a misdemeanor or felony behavior at school, on school property, or at a school activity.

<table>
<thead>
<tr>
<th>Date</th>
<th>School/Location</th>
<th>Person/s Involved</th>
<th>Brief Description of bullying incident/s.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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</table>

School Districts are required by Federal Law and K.S.A. 72-6311 to protect the privacy rights of students under the age of 18.

Signed: __________________________________________________________
Administrator or other school employee

c/o Superintendent, USD ___; c/employee’s file
**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**

- 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
Emergency Safety Interventions

shall be provided with a full and direct website address containing such information.

Law Enforcement, School Resource, and Campus Security Officers

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

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

Documentation of ESI Incidents

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

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

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

Reporting Data

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

Parent Right to Meeting on ESI Use

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

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

For a student with a section 504 plan, such student’s section 504 plan team shall discuss and consider the need for a special education evaluation. For students who have an individualized education program and are placed in a private school by a parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent should request an individualized education program team meeting. 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: August 12, 2013, 09/15, 08/08/16, 10/08/18
GACA Positions

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

Approved: April 10, 2000
GACB  Job Descriptions

The superintendent shall develop a job description for each category of employee. Job descriptions shall be filed with the clerk and may be published in handbooks.

Approved: April 10, 2000
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 subject to revocation or, if provisional employment has already begun, termination of employment based upon unsatisfactory results of any reference and/or background checks performed;
- Acceptance by the candidate is received;
- Contract or other appropriate document sent to the candidate and candidate’s acceptance signified by a signed document returned to the superintendent; and
- Approval of the contract or other documents by the board.

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

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

For additional information see:

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

Approved: April 10, 200, October 13, 2008
Documents That Establish Identity (Policy GACD)

To establish employment eligibility only, a person must present a document such as a Social Security card, a U.S. birth certificate, or one of the other documents listed.

For individuals 18 years of age or older:

- Driver’s license or ID card issued by a state or outlying possession of the United States, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address
- ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address
- School ID card with a photograph
- Voter’s registration card
- U.S. military card or draft record
- Military dependent’s ID card
- U.S. Coast Guard Merchant Mariner Card
- Native American tribal document
- Driver’s license issued by a Canadian government authority
- For persons under age 18 who are unable to present a document listed above:
  - Form M-274 (Rev. 11/01/2007)
  - School record or report card
- Clinic, doctor or hospital record
- Day-care or nursery school record

If a person is unable to present the required document(s) within three business days of the date employment begins, he or she must present (within 3 business days) a receipt*. The person then must present the actual document when the receipt period ends. The person must have indicated on or before the time employment began, that he or she is already eligible to be employed in the United States. Receipts showing that a person has applied for an initial grant of employment authorization, or for renewal of employment authorization, are not acceptable.

* Check the link in the policy for more details. In some cases, persons seeking work can apply for a document and present a receipt to the employer that shows they have applied for a required document.

Approved by board of education: October 13, 2008
GACE  Assignment and Transfer

The board reserves the right to assign, reassign or transfer all employees.

Approved: April 10, 2000
Employee Development Opportunities

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: April 10, 2000, 10/08/18
GAE  Complaints

Any employee may file a complaint with their supervisor concerning a school rule, regulation, policy or decision that affects the employee. The complaint shall be in writing, filed within ten (10) days following the event complained of and shall specify the basis of the complaint. The supervisor shall meet with the employee and provide a written response within ten (10) days. If the employee disagrees with the decision, employee may appeal to the superintendent. The superintendent’s decision shall be final. Employees covered by the negotiated agreement shall follow procedures outlined in that document.

Approved: April 10, 2000
GAF  Staff-Student Relations  GAF
(See GAAC, GAACA JGEC, JGECA and KN)

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

Approved: 04/00; 09/03; 8/10; 08/16
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.

Approved: April 10, 2000
GAH Participation in Community Activities

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

Approved: April 10, 2000
GAHB  Political Activities  GAHB

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.

Approved: April 10, 2000, 09/15
**GAI Solicitations** (See KDC)

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

Approved: April 10, 2000
GAJ Gifts (See JL, KH)

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.

Approved: April 10, 2000
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.
GAK Personnel Records

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, individuals, or entities who 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:

10/21/02, 09/17/17
Appropriate dress and personal appearance is essential for all district employees.

Approved: April 10, 2000
GAN  *Travel Expenses (See BBBF and GBRC)*  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.

Approved: 04/00; 09/03
GA

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 members to whom a district credit card will be issued. The board shall annually prescribe limits and restrictions on the use of district credit cards and shall monitor monthly receipts and reimbursement expenses. In no case will credit card expenditures in excess of $______ in one {month/year} 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: 09/15
Each employee is responsible for maintaining proper control in the school. An employee may use reasonable force necessary to ward off an attack, to protect a student or another person, or to quell a disturbance which threatens physical injury to others.

Approved: April 10, 2000
GAOA Drug Free Workplace

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.

Approved: April 10, 2000

GAOA-R Drug Free Workplace

Alternative I

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

Employees shall not unlawfully manufacture, distribute, dispense, possess 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

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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.

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

Approved: April 10, 2000
GAOA-R  **Drug Free Workplace**  GAOA-R

**Alternative II**

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

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

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

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

Each employee in the _____________ shall be given a copy of this policy.
This policy is intended to implement the requirements of the federal regulations promulgated under the Drug Free Workplace Act of 1988, 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.

Approved: April 10, 2000
**GAOB Drug Free Schools** (See JDDA)  

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 will be subject to any 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.

Approved: April 10, 200, October 13, 2008
GAOC Use of Tobacco Products in School Buildings

The use of tobacco products and/or nicotine delivery devices in any form are prohibited on school grounds, in vehicles transporting students, in any school building owned, leased or rented by the district used for pupil attendance purposes. (See JCDAA)

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

Approved: April 10, 2000, August 11, 2008; 08/08/16
Drug and Alcohol Testing

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.

Approved: April 10, 2000
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
GAOE  Workers Compensation

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

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

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

Testing

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

Choice of Physician

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

Approved: 04/10/00, 10/21/02, 09/09, 09/15
Salary deductions shall be made if permitted by board policy, the negotiated agreement, or as required or authorized by law. The district shall comply with the salary basis requirements of the Fair Labor Standards Act (FLSA.).

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

Approved: April 10, 2010, August 12, 2013
Whenever an employee has been diagnosed by a physician as having a communicable disease as defined in current regulation, the employee shall report the diagnosis and nature of the disease to the superintendent so that a proper reporting may be made to the county or joint board of health as required by statute.

An employee afflicted with a communicable disease dangerous to the public health shall be suspended from duty for the duration of the contagiousness in order to give maximum health protection to other district employees and to students.

The employee shall be allowed to return to duty upon recovery from the illness, or then the employee is no longer contagious as authorized by the employee's physician.

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

Approved: April 10, 2000

If a district employee has been diagnosed as having a communicable disease and the superintendent has been notified by the employee, as provided in policy, the superintendent shall determine whether a release shall be obtained from the employee's physician before the employee returns to duty.
Decisions regarding the type of employment setting for an employee with a communicable disease shall be made by the superintendent based upon consideration of the physical condition of the employee and the following factors:

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

AIDS

In each case involving an employee with AIDS, the board shall reserve the right to make a final decision regarding the employment status of the employee after taking into account the recommendations of the Review Board, the risks and benefits to both the employee and to others in the proposed work setting.

No information regarding employees with communicable diseases shall be released by district personnel without the employee's consent except to comply with state or federal statutes.

Guidelines for Dealing With Employees Infected With HIV in the District Schools

The district establishes the following guidelines for dealing with the problems presented by school employees who have or could transmit HIV to other school employees or students. The guidelines will be reviewed periodically and revised as necessary to reflect new medical information regarding HIV. Based upon the present knowledge that HIV is primarily transmitted by blood or sexual contact, and that casual person-to-person contact as would occur
among school employees appears to pose no risk, individuals known to be infected with HIV virus should not be restricted from the work setting unless otherwise medically indicated.

**Case Review**

The determination of the appropriate educational setting for HIV infected individuals will be made on a case-by-case basis by a Review Board. The school nurse or county health nurse will serve as Chairperson of the Review Board and serve as the contact source for all referred cases.

In each case the Review Board shall consider: 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.

The Review Board may consist of, but not necessarily limited to, the employee's physician, school officials including the superintendent of schools, building principal, the employee and/or a representative of the employee, the county health officer, and other individuals as deemed necessary. The school attorney may assist the Review Board as an observer and advise the board on legal questions.

**Dealing With School Employees With HIV**

The Review Board shall develop additional procedures to periodically assess the employee's condition to assist in determining the employee's status to work. Establishment of a plan for periodic review of the employee's status shall be established by the Review Board at the initial meeting.
Confidentiality

To the extent possible, knowledge of the employee's condition shall be retained within the Review Board members. In some situations it may be necessary that other personnel also be advised. This will be determined by the superintendent.

Approved: April 10, 2000
GARA  Bloodborne Pathogen Exposure Control Plan

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

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

Approved: April 10, 2000
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.

Approved: April 10, 2000, October 13, 2008, 09/09, 08/08/16
SAMPLE: FAMILY AND MEDICAL LEAVE PLAN

Family and medical leave as required by federal law shall be granted for a period of up to 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 who are eligible for FMLA leave and are both employed by the district may be limited to a combined total of 12 weeks of leave during any 12-month period if the leave is taken for birth of the employee’s son or daughter or to care for the child after birth, for placement of a son or daughter with the employee for adoption or foster care or to care for the child after placement, or to care for the employee’s parent with a serious health condition.

Leave is available for the following:

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

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

The employee is eligible for family and medical leave if he or she has been employed by the district for at least 12 months and has worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the FMLA leave.

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

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of the delinquency in payment and the notice of intent to terminate coverage are sent at least 15 days prior to the termination.

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

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

a. whether or not the employee is eligible for FMLA leave, and
b. any requirements for medical certification;
c. employer requirement of substituting paid leave;
d. requirements for premium payments for health benefits and employee responsibility for repayment if employer pays employee share;
e. right to be restored to same or equivalent job; and
f. any employer required fitness-for-duty certifications.

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

Leave for reason 1 or 2 must be taken within 12 months of the date of birth or placement of the child. Family leave for reasons 1 or 2 may not be used intermittently or on a part-time basis without the prior approval of the superintendent.

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

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

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

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

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

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

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

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

The returning employee is entitled to be reemployed in the job that they would have attained had they not been absent for military service, with the same seniority, status and pay, as well as other rights and benefits determined by LAW. If necessary, the employer must provide training or retraining that enables the employee to refresh or upgrade their skills so they can qualify for reemployment. While the individual is performing military service, he or she is deemed to be on a furlough or leave of absence and is entitled to the non-seniority rights accorded other individuals on non-military leaves of absence. Individuals performing military duty of more than 30 days may elect to continue employer sponsored health care for up to 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**

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.

<table>
<thead>
<tr>
<th>TIME SPENT ON MILITARY DUTY</th>
<th>RETURN TO WORK OR APPLICATION FOR REEMPLOYMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 31 days:</td>
<td>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.</td>
</tr>
<tr>
<td>More than 30 but less than 181 days:</td>
<td>Must submit an application for reemployment within 14 days of release from service.</td>
</tr>
<tr>
<td>More than 180 days:</td>
<td>Must submit an application for reemployment within 90 days of release from service.</td>
</tr>
</tbody>
</table>

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.

Approved: 04/10/00; 10/13/08; 8/9/10
GBBAA Duties of the Teachers

The duties of the teachers shall consist of:

A. Teachers shall be directly responsible to the principals of their respective buildings. They shall promptly and consistently carry out the instructions of their principal and the superintendent.

B. It shall be the duty of the teacher to keep informed concerning the rules, policies and regulations of the Board of Education as stated in the policy handbook.

C. All teachers shall hold legal certificates for teaching in Kansas which shall be registered with the Clerk of the Unified Board.

D. At the time of employment, all teachers shall furnish an official transcript to be filed with the Clerk of the Board. Each teacher shall report to the superintendent in writing each year all credits earned in residence, extension or by correspondence. An official transcript is required.

E. Teachers are expected to apply themselves to the job of teaching children. The Board of Education neither endorses no opposes any group, board, association or organization formed for members of the teaching profession. Activities relating to any professional organization shall be restricted to other than school hours.

F. Absences, such as leaving to attend professional meetings, shall be previously arranged with the approval of the superintendent. Such leaves must be held to a minimum.
GBBAA  

**Duties of the Teachers**

G. Teachers who find they are unable to be present for their assigned teaching duties should notify the principal several days in advance of a planned absence and should notify him as soon as possible in other cases. If the principal is not available, the superintendent should be called.

H. Teachers shall report for duty at least thirty minutes before the opening of the school day and shall remain thirty minutes after the last regularly scheduled classes are dismissed. The principal and/or superintendent will decide when the teachers should be in their rooms ready to receive students.

I. During school hours, teachers shall devote their time exclusively to school duties.

J. Teachers shall be responsible for the discipline of students enrolled in their classes but shall have the freedom of consulting with the principal. In case of serious problems, the teacher and principal shall confer with the superintendent. In all cases of punishment for disorderly conduct, the teacher shall avoid all appearance of anger or undue haste. No teacher shall slap or strike a student with hand or fist. Corporal punishment shall be administered only in extreme cases and then, in the presence of the principal. No teacher shall have power to suspend or expel a student from school but may, when necessary for disciplinary purposes, refer a student to the principal’s office. Teachers shall make immediate report of any unusual disorder among the students.
GBBAA  Duties of the Teachers  GBBAA-3

under their charge. The principal, after consultation with the teacher, may decide that a student should be suspended or expelled because of gross misconduct or persistent disobedience.

K. Teachers shall not dismiss their students earlier than the regularly scheduled time without permission of the principal or superintendent.

L. Teachers shall be responsible for classification and grading of their students in accordance with policy and instructions of the principal.

M. The board acknowledges that the awarding of marks and recommendations relative to promotions or retention of children is the responsibility of the teacher. If it is determined that a student is failing, parents must be notified prior to report card distribution. Any decision to retain a student will be made jointly by the teacher, parent(s) and principal.

N. It is expected that all teachers maintain a professional attitude in their relationships with their students and fellow teachers. They shall not at any time engage in discussion of controversial school issues in the presence of students. Matters in which teachers may be in disagreement should be discussed in private.

O. Teachers shall be responsible for the care of all books, apparatus, bulletins, supplies and furniture owned by USD #226.
P. Teachers should understand that public school property cannot be loaned for personal use under any circumstances.

Q. All orders from teachers to custodians shall be made through the principal, except in the event of unsatisfactory room temperature or emergency.

R. It is desirable that teachers contribute to community life. They should develop normal interests outside their professional duties.

S. Teachers will frequently be asked to serve on committees which will be formed during the course of the school year for improvement of some phase of the school’s program.

T. Teachers shall not act as agents or accept commissions, royalties, or other rewards for books or other school materials, the selection or purchase of which they may influence.

U. In all cases of absence, the substitute teacher is to be secured by the school officials – never by the teacher. Certified substitutes are paid by the school district only for the days they teach, at the rate of $10.00 per hour. After 10 consecutive days, the salary will be $80.00 per day. (Adopted 6/10/86)

Substitute teachers shall take over all duties of the regular teacher, including playground supervision, noon duty and observe regular teacher’s hours.

V. All teachers will prepare lesson plans and reports as required.
Duties of the Teachers

by the administration. It is important that weekly lesson plans be turned in to the principal each Friday covering the work for the following week.

W. At the end of the school year, teachers will be checked out at time chosen by the administration. Before a teacher may be officially released, all school equipment and property must be returned and properly stored for the summer. All work and records must be completed.

Approved: April 10, 2000
GBH Supervision

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

Approved: April 10, 2000
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. (See GAK)

**Evaluation Criteria**

Evaluation criteria shall be established by the board.

Approved: 04/00, 09/03
**GBK Suspension**

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

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

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

Approved: April 10, 2000, October 13, 2008
GBN  Nonrenewal and Termination

Nonrenewal or termination shall be in accordance with Kansas law.

Approved: April 10, 2000
The board shall consider any licensed employee’s resignation which is submitted to the board in writing. The board may accept resignations from employees under contract when the resignation will be in the best interests of the district and when such resignations are accompanied by full payment for any applicable liquidated damages due to the board for release from contract pursuant to the negotiated agreement.

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

Exit Interviews

Exit interviews may be conducted after an employee resigns.

Approved: 04/10/00, 08/14/06, 10/01/18
If the board decides that the size of the teaching staff must be reduced, guidelines in the following rule or the negotiated agreement, if applicable, shall be followed. Insofar as possible reduction of staff shall be accomplished by attrition due to resignations and retirement.

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

The number of teaching positions to be reduced shall be in accordance with the educational goals established by the board. The number of teachers needed to implement the district's educational program will then be determined by the administrative staff based on those educational goals in determining which teachers will be nonrenewed due to reduction in force.

The educational goals and needs of the district, individual certifications, qualifications, training, skills, evaluations, and interests shall be considered.

If all of the teachers in the area identified for reduction have similar certifications, qualifications, training, skills, evaluations and interests, the teacher(s) who best meets the needs of the district, considering the factors outlined above and any other relevant factors, will be retained.
GBQA  Reduction of Teaching Staff

Any certified employee who has not been reemployed as a result of reduction of the teaching staff shall be considered for reemployment if a vacancy exists for which the teacher would qualify. Certified employees who may be eligible for reemployment are required to notify the district of their current address. The superintendent will recommend to the board reinstatement of any teacher he/she deems qualified and able to serve the best interests of the district. The board shall not be required to consider reinstatement of any teacher after a period of one year from the date of nonrenewal.

Approved: April 10, 2000, Aug 11, 2014
GBR Work Schedule (See JGFB)

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

Approved: April 10, 2000
GBR-R

Optional Employee Handbook Language: Lactation Accommodations

The board recognizes that it is important for mothers to have the option and ability to express milk in the workplace and that Kansas and federal law encourages this practice. Therefore, the board directs the superintendent to take measures to ensure district employees who are nursing mothers be provided with an adequate location for the expression of milk and reasonable break times for doing so for at least one year after the birth of the employee’s child.

The superintendent or the superintendent’s designee shall see that the district makes a reasonable effort to provide a place, other than a restroom, which is shielded from view, free from intrusion from coworkers and the public, and may be used by the employee to express milk during this timeframe.

Employees must give their supervisor notice of the need for lactation accommodations, preferably prior to return to work following the birth of the employee’s child(ren), to allow supervisors the opportunity to establish a location and to attempt to work out scheduling issues. Employees utilizing these accommodations are also responsible for maintaining the designated area by wiping utilized surfaces with disinfectant wipes after each use so the area is clean for the next user.

No employee shall be discriminated against for expressing milk during the work day, and reasonable effort will be made by the employee’s supervisor to provide flexibility in the employee’s work schedule in consideration of the requirements of the staff member’s responsibilities and the availability of staff members to cover those duties, as necessary.

Employees shall use usual break and meal periods for expressing milk, when possible. If additional time is needed beyond the provided breaks, employees may use personal leave or may make up the time as negotiated with their supervisors. Federal law does not require the district to compensate non-exempt staff members for work time spent expressing milk.

KASB Optional Employee Handbook Recommendation – 6/17

NOTE: The location selected for this purpose should have an electrical outlet or access to electricity through the provision of extension cord(s); proximity to clean water; adequate lighting; a chair and a small table, counter, or other flat surface for the employee’s use; and either a door equipped with a functional lock or a sign the employee may post on the exterior of the location advising that it is in use and not accessible.
GBRC  Professional Development  (See GBRH and GAN)  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.

Approved: 04/00; 09/03
GBRD  Staff Meetings

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

Approved: April 10, 2000
The board may establish other educational assignments that may extend beyond the school day or time class is in session.

Approved: April 10, 2000
The board reserves the right of exclusive access to the professional services of certified employees in accordance with the terms of the contract.

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

Approved: April 10, 2000
Certified employees may request to be excused from regular duty by the board to serve as paid or unpaid consultants to other districts, government agencies or private industry. If the employee takes paid leave to perform consulting services, any fee and/or honorarium paid to the employee shall be returned to the district.

Approved: April 10, 2000
Tutoring for Pay

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

Approved: April 10, 2000
GBRH Leaves and Absences

Sick Leave

Each certified employee will be granted sick leave as outlined in the Negotiated Agreement. Each classified employee will be granted sick leave as designated in his/her contract.

Personal Leave

Each certified employee will be granted personal days as outlined in the Negotiated Agreement. Each classified employee will be granted personal (discretionary) leave as designated in his/her contract.

Application of Family and Medical Leave Act of 1993

The provisions of the Family and Medical Leave Act of 1993 will apply to all eligible professional employees. It is agreed that all sick leave, personal leave and emergency leave days must be first exhausted by the employee and will be credited toward the total number of unpaid days allowable under the provisions of the Family and Medical leave Act of 1993.

Approved: 10/20/03; 8/9/10
GBRIBA  Disability Leave  GBRIBA

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

Approved: April 10, 2000
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 June.

Approved: April 10, 2000

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

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Substitute Teaching

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.

Approved: April 10, 2000
GBU  Ethics (See IA and IKB)  

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:

April 10, 2000, 09/14/17

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GCA  **Compensation and Work Assignments**

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 provision 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.

**Work Week**

For the purposes of Fair Labor Standards Act (FLSA KSA 44-1201-1213) compliance, the work week will be 12:00 AM Sunday until 11:59 PM Saturday.

**Classification of Employees**

For purposes of compliance with the Fair Labor Standards Act (FLSA KSA 44-1201-1213) the superintendent shall ensure that all job positions are classified as exempt or nonexempt and that employees are made aware of such classifications.

Note: Exempt employees—employees not paid by the hour, but are salaried.

Nonexempt employees—employees paid by the hour and are subject to overtime.

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GCA-2 Compensation and Work Assignments

Overtime

No nonexempt employees shall work more than 40 hours per week without prior written permission of the appropriate supervisor. Principals and supervisors shall monitor employee’s work to ensure that the overtime provisions of this policy and the Fair Labor Standard Act are followed. All nonexempt 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 hours in a work week.

Overtime pay is based on actual hours worked over 40 hours per week. Absences with pay or any leave of absence will not be considered hours worked for purposes of performing overtime calculations. (Example: If an employee worked 9 hours on Monday, Tuesday, Thursday and Friday but was off on leave Wednesday—sick, personal, vacation, or holiday—per their contract the leave is computed at 8 hours. This would be a total of 44 hours for the week. Since only 36 hours were actually worked and 8 hours was paid leave the total of 44 hours would be paid at regular time with no overtime allowed). See additional examples below.

Nonexempt employees whose work week is less than 40 hours will be paid a 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 work week.

Compensation for Out-of-Town/Overnight Trips (See GAN)

When classified personnel are required to be out of town on district business, they shall be compensated in the following manner:

- Regular or overtime pay (or compensatory time) as appropriate for time away from Meade Minus:
  - Eight hours for sleep when overnight;
  - Reasonable time for meals (normally one hour per meal); and
  - Time used exclusively for pleasure or personal business.
GCA-3 Compensation and Work Assignments

Example: An employee works 8.5 hours on Sunday, 13 hours on a paid Monday holiday (allowed at 8 hours), 9 hours on Wednesday, 10 hours on Thursday and 8 hours on Friday for a total of 56.5 hours, including 8 hours paid holiday. The total of 40 hours plus 8 hour paid holiday would be paid a regular time with 8.5 hours paid at one and a half times the regular pay (overtime).

Example: An employee is on sick leave (paid at 8 hours per day) for Monday, Tuesday, Wednesday, and Thursday. He works 10 hours on Friday and 4 hours on Saturday. This would be 46 hours but only 14 hours were actually worked and 32 hours was paid leave. The total of 46 hours would be paid at regular time with no overtime allowed.

Approved: April 10, 2000, November 13, 2006
GCI  Classified Employee Evaluation

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

Approved: April 10, 2000

GCI-R  Classified Employee Evaluation

Classified employees shall be evaluated by the supervisor to whom they are assigned. Classified employees shall be evaluated on their personal qualities, their commitment to duty and work skills related to their job description. A copy of the completed evaluation will be given to the employee after it is signed by the employee and the evaluator and will be placed in the employee's personnel file.

Approved: April 10, 2000
All employees contracted to coach or sponsor and activity shall be evaluated (at least once a year/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 evaluations shall be given to the employee after it is signed by the employee and the evaluator and will be placed in the employee’s personnel file.

Approved 09/09
GCJ  Classified Employee Supplemental Evaluation  GCJ

All Employees who hold supplemental contracts shall be evaluated a minimum of one time per school year by the district administrator assigned to supervise the program. All athletic evaluation shall be done according to the district’s Athletic Handbook.

Approved: 05/20/02

GCJ-R  Classified Employee Supplemental Evaluation  GCJ-R

All employees who hold supplemental contracts shall be evaluated a minimum of one time per school year by the administrator to whom they are assigned. Employees who hold supplemental contracts shall be evaluated on their personal qualities, their commitment to duty and work skills related to the job description of the activity for which they are assigned. Athletic Coach Performance Evaluations will be completed according to the district’s Athletic Handbook. A copy of the completed evaluation will be given to the employee after it is signed by the employee and the evaluator and will be placed in the employee’s personnel file.

Approved: 05/20/02
**GCK Suspension**

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

Approved: April 10, 2000, October 13, 2008
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.

Approved: April 10, 2000
Leaves and Absences

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.

Approved: April 10, 2000
GCRH Vacations

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

Approved: April 10, 2000

GCRH-R Vacations

After the first year of employment full time classified employees shall receive two (2) weeks paid vacation.

Approved: April 10, 2000

Additional Leaves - Classified Staff Starting 2011-2012

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<td>35</td>
<td>1 (8 hrs)</td>
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<td>4 hours</td>
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The following days will be considered paid holidays for full time (1760-2080 hours) classified employees: Independence Day, Labor Day, Wednesday before Thanksgiving if school is not in session, Thanksgiving Day, the day after Thanksgiving Day, Christmas Eve, Christmas Day, the day after Christmas, New Year’s Eve, New Year’s Day, Good Friday and Memorial Day. If the paid holiday falls on a Saturday, the Friday before will be designated a holiday if school is not in session; if the paid holiday falls on a Sunday, the following Monday will be designated a holiday if school is not in session. If school is in session on a holiday, the employee may use the day before or after the next paid holiday. Time cards will be completed for these days, regular or overtime (if overtime is part of the regular job offering).

The following days will be considered paid holidays for part time (1040-1759 hours) classified employees: Labor Day, Thanksgiving Day, Christmas Day, New Year’s Day and Good Friday. Time cards will be completed for these days on a regular hourly basis.

No paid holiday will be granted for days that do not fall within the employee’s regular contract.

Approved: 06/12/2006
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**H--NEGOTIATIONS**

(This section on negotiations is confined to professional employees negotiating under the professional employees’ negotiations law, KSA 72-5413 et seq.)

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HAA **Legal Status**

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

Approved: April 10, 2000
HAB Goals and Objectives

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

Approved: April 10, 2000
Scope of Negotiations (See HA1)

Negotiations shall cover only topics that are mandatorily negotiable under current law.

Approved: April 10, 2000
Board Negotiating Agents

The board shall select as its agents those persons the board feels will best represent the interests of the district.

Approved: April 10, 2000

Board Negotiating Agents

Each year the board shall designate its agents for the purpose of negotiating during the current school year. The superintendent and the board president shall make recommendations to the board in regard to who shall be the chief negotiator for the board and other members of the negotiation team.

Approved: April 10, 2000
HAF  Superintendent's Role

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

Approved: April 10, 2000
HAHBA  Use of School Facilities

School facilities shall be made available for negotiating sessions.

Approved: April 10, 2000

HAHBA-R Use of School Facilities

School facilities for negotiating sessions shall be made available without cost to the teachers' organization. If the representatives of the teachers wish to negotiate in facilities not furnished by the board, none of the costs of any other facilities shall be paid for by the board.

Approved: April 10, 2000
HAHBB Use of School Equipment

The board may make school equipment available for negotiating sessions.

Approved: April 10, 2000
**HAI Negotiations Procedures**

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

**Distribution of Information**

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

**Research Assistance**

Upon request, the board shall furnish to the association any information which is public record. The board may agree to furnish other information in a form determined by the board.

**Minutes and Records**

The board's team shall keep reasonably detailed minutes and records of all negotiating sessions.

**Reporting to Staff and Board**

The board's team shall keep the board fully advised at all times as to the status of negotiations. The board shall report to the staff such information as the board deems advisable.

**Reporting to the Media and Public**

The board reserves the right to release to the media and public information regarding negotiations.

Approved: April 10, 2000
HAI-R Negotiations Procedures

Minutes and Records

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

Reporting to the Staff and Board

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

Reporting to the Media and Public

Before any school board news release or statement on negotiations to the press and public is made, the release shall be prepared by the chief negotiator and the superintendent and approved by the president of the board. If the president of the board is unavailable, the vice-president of the board shall make the determination, and if he is also unavailable, the superintendent shall make the determination. No other person is authorized to release to the public or press, on behalf of the board, any information in regard to negotiations.

Research Assistance

Information not currently available in the form requested by the association, at the discretion of the board, may be supplied if the association reimburses the board for any additional expenses. (See CN)

Approved: April 10, 2000

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HAJ  Preliminary Agreement Disposition  HAJ

All tentative agreements shall be reported to the board.

Approved: April 10, 2000
HAK  Ratification Procedures

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.

Approved: April 10, 2000

HAK-R  Ratification Procedures

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

Approved: April 10, 2000
HAL Announcement of Agreement

The board may announce its ratification of the agreement.

Approved: April 10, 2000
HAN - Slowdowns

The board opposes work slowdowns by its teachers.

Approved: April 10, 2000

HAN-R - Slowdowns

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.

Approved: April 10, 2000
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| IAA     | Academic Freedom |
| IB      | School Site Councils |
| IC      | Curriculum Development - KSA 72-8205; 72-8212  
Modifications  
Resources  
Personnel  
Financial  
Evaluation |
| ICA     | Pilot Projects  
Pilot Project Evaluation  
Student Surveys |
| ICAA    | Teaching Methods |
| *ICFA   | Curriculum Guides and Course Outlines |
| *ID     | Curriculum Design |
| IDA     | Educational Program – KSA 72-8205; KSA 72-8212  
Partnerships  
Curriculum Handbooks  
Educational Goals and Objectives  
Other Educational Programs (See IDAA, IDAB, and IDAC) |
| IDAA    | Special Programs  
Work-Study Programs  
SN Includes the programs designed to meet the individual needs of students |
| IDAB    | Support Programs  
SN Includes the range of programs designed to support students’ needs  
Drug Education – KSA 65-2892a  
Students Mental Health  
Dropout Prevention  
At-Risk Students  
Guidance  
Homebound Instruction |
| IDAC    | Exceptional Programs |
| IDACA   | Special Education Services  
Child Find, Identification and Eligibility Actions and Due Process for Students |
| IDACB   | Section 504 Accommodations for Students |
| IDAD    | Title I Programs |
| IDEA    | Student Privacy Policy  
Student Data Restrictions  
Student Data Security Breach  
Biometric Data  
Select Student Surveys  
Annual Notice of Authorized Student Data Disclosures |
| *IDC    | Extended program (See AEB)  
Summer Program |

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Evening Program
School Camp Program
Travel Study Program

IDCE College Classes (Dual Credit)
*IDCG Suicide Awareness and Prevention
*IDDB Remedial and Therapeutic
*IDDD Gifted Students
*IDDE Driver Training
*IDDF Physically Handicapped (See JQA)
*IDDG Mentally Handicapped
*IDDH Perceptually Handicapped
*IDD I Emotionally Disturbed

IDFA Athletics – KSA 72-130 et seq.; See KSHSAA By-Laws
IDFB Activity Practice
IDFC Supplemental Continuity and Supervision Policy
*IDG Adult Education Program

IE Instructional Arrangements
   Class Size
   Scheduling for Instruction
   Pre-enrollment

*IEA Organization for Instructions
   Self-Contained Classrooms-KSA 10-1113; 79-3606
   Nongraded Schools
   Departmentalization
   Team Teaching
   Differentiated Staffing

IEB Charter Schools
*IEH Independent Study

IF Textbooks, Instructional Materials & Media Centers – KSA 72-8205; 72-8212
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*IFAB Supplementary Materials Selection and Adoption – KSA 72-8205; 72-8212; 72-5389

*IFAC Equipment and Supplies Selection and Adoption – KSA 72-8205; 72-8212
*IFBC Staff Libraries
*IFBD School Libraries
*IFBE Instructional Television
   Closed-Circuit Television
   Educational Television

IFBH Outside Speakers
IFC Community Resources
   School Volunteers (See KFD)
*IFCA Community Resource Guides (See IFC)
IFCB Field Trips
*IH Academic Achievement (See JF)
IHA Grading System
*IHAA Final Examinations
*IHAB Report Cards (See JF)
IHB Homework
*IHC Class Ranking (See JR et seq.)
*IHD Honor Rolls (See JR et seq.)
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IA **Philosophy**

The mission of USD 226 is to provide a secure educational environment with opportunities that challenge all students to become life-long learners and responsible, productive citizens through the 21st century.

All students shall have an equal opportunity to pursue and acquire knowledge and to master the curriculum's objectives. The program shall provide for student mastery of basic skills, higher order thinking skills, the ability to work in groups and individually, individual physical and mental well-being and other varied needs and interests of students. The curriculum shall be outcomes-oriented and the instructional program research-based.

The educational process shall be a comprehensive program undertaken in cooperation with parents, institutions and community programs.

Approved: April 10, 2000
IAA  Academic Freedom  IAA

Academic Freedom

No arbitrary limitations shall be placed by teachers upon study, investigation, presentation and interpretation of facts and ideas when pursued in accordance with the approved curriculum.

Approved: April 10, 2000
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 shall report to the board at least once a year.

Approved: 04/10/00, 09/20/04, 08/11/14
IC  **Educational Program** *(See ID, IDAA, IDAB, IDAC and IJ)*

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 oversee the district's basic educational program. 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.

**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: 04/10/00; 8/9/10
ICA  Pilot Projects (See IDAE)

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

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

Pilot Project Evaluation

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

Student Surveys

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

Approved: 04/00, 09/03, 08/11/14
ICAA Teaching Methods (GRBC, ICA, IDAE, II, and IJ)

Use of current research findings to improve instruction is required as a part of the district's school improvement efforts. Staff development programs will be designed to help teachers learn research-based instructional skills and to apply them in daily instruction.

Approved: 04/10/00; 8/10
ID Instructional Program (See BBG, CJ, CL, IC and IJ)

All certified staff shall cooperatively develop an integrated, comprehensive, performance-oriented preK-12 Instructional Program, which will be composed of the specific courses and programs offered that allow students to meet the goals and objectives set forth in the educational program. The instructional program 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)

Approved: 04/10/00; 8/9/10
IDA  **Educational Program**  (See 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.

**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. (See CN)

**Other Educational Programs**

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

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

Approved: April 10, 2000
**IDAA Special Programs**

In addition to the basic educational program, the district shall provide programs to meet special needs. These programs shall be outlined in the appropriate handbooks or other documents following review and approval by the board.

**Partnerships**

The board may approve partnership programs with business and/or educational institutions for the purpose of improving and/or expanding the quality of curricular offerings, and may approve opportunities for partnership organizations to assist with specified programs.

**Work-Study Programs**

The certified staff and administration shall cooperate to develop objectives for a work-study program when requested by a student and a member of the business community.

Approved: April 10, 2000

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**IDAA-R Special Programs**

**Partnerships**

When a partnership is created, a committee shall be formed with the minimum membership composed of the building principal, one teaching staff member, and a representative of the business and/or the educational institution. The committee shall be responsible for developing the partnership's goals and objectives, scheduling meeting times, deciding appropriate
activities, and identifying available resources to help meet the partnership's goals and objectives subject to board approval.

An annual review of the partnership's goals and objectives shall be conducted by the committee and submitted in writing to the board.

Partnerships shall not exceed one year. However, continuation on a year-to-year basis may be granted by the board if requested by the committee in their annual report.

Work-Study Programs

Student participation in a work-study program shall be on an individual basis and shall be the responsibility of the principal. The superintendent shall develop guidelines for use when considering work-study applications from students or the business community for participation in a work-study program.

Approved: April 10, 2000
Support Programs

In addition to the basic programs approved by the board, the district shall provide student support programs. Support program information approved by the board shall be filed with the clerk and made available to staff as needed.

Drug Education

All students shall be made aware of the legal, social and health consequences of drug and alcohol use. Students shall be instructed on effective techniques for resisting peer pressure to use illicit drugs or alcohol. Students shall be informed that the use of illicit drugs and the unlawful possession and use of alcohol is both wrong and harmful.

The board's comprehensive drug and alcohol abuse and prevention program shall be included as part of the district's curriculum. The curriculum at each grade level shall be age-appropriate and developmentally based.

A student who voluntarily seeks assistance, advice or counseling from school personnel regarding drugs or drug abuse shall not be disciplined by school authorities solely on the basis of seeking assistance.

Student Mental Health

Appropriate mental health awareness and suicide prevention programs shall be initiated and continued in the district.

The superintendent shall develop and implement a student mental health awareness program. If professionals necessary to carry out this program are not available within the school system, the superintendent shall identify community or area mental health agencies able to provide the neces-
IDAB-2 Support Programs

necessary assistance and seek to establish a continuing cooperative relationship with the appropriate agencies.

Dropout Prevention

The programs to prevent students from dropping out of school or to encourage dropouts to return to school shall be: (fill in district program(s) here).

The staff shall incorporate the philosophy and goals of this policy into the schools' programs.

At-Risk Students

The superintendent shall be responsible for developing a program for identifying and working with at-risk students.

Guidance

The guidance program shall be organized to meet the needs, interests and abilities of all students.

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

Homebound Instruction

If a child is unable to attend school because of injury, homebound instruction may be provided at district expense if:

- The parent/guardian will make the request for homebound instruction;
- The family physician recommends homebound instruction in writing;
IDAB-3 Support Programs

- 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 Service, State Board of Education.

IDAB-R Support Services

Homebound Instruction

Prior to a child to be placed on a homebound program, the following paperwork must be completed:

- Student/Parent Application and Responsibility form must be completed and on file;
- Educational Plan which shall include the classes in which the student shall be enrolled;
- Teacher/Teachers assigned shall be notified and shall be responsible for meeting with student and documenting all time spent with student as per USD 226 Homebound Tutoring procedures;
- Determination of curriculum to be utilized while student is on a homebound program (i.e. regular class assignments or A+ classes, or district approved curriculum for homebound students).

It shall be the responsibility of the building principal to ensure that all procedures and necessary paperwork are filed with the superintendent of
IDAB-4 Support Programs

schools prior to the approval of the homebound program and immediately following completion of the homebound assignment.

**Parental Responsibilities**

The parent/guardian’s role in this process is invaluable for insuring a successful experience for the student. Specifically, Unified School District 226 asks parents to:

1. Monitor the frequency of tutor/student contacts and the effectiveness of the sessions (parents are to sign all documentation of tutor/student contact).
2. Insure that the student keeps the tutoring appointments. Tutoring will be terminated after the third student absence or cancellation with a particular tutor.
3. Refer any problems that arise to the building principal as soon as possible
4. Inform the building principal as soon as it is known when the student will return to school to facilitate a smooth transition.
   If a student is absent for psychiatric or substance abuse reasons, the counselor will schedule an interview with the Special Education assigned School Psychologist and building principal prior to or concurrent with reentry to school (the purpose of the interview is to help the student make the transition to school by assessing his/her needs and providing an appropriate program – schedule, support services, etc.)
5. Direct the student to report to the counselor and building principal when he/she returns.

**District Disclaimer**

The district wishes to make it clear to the student and parent that this tutorial method of instruction cannot completely parallel the instruction received in the classroom with its discussions, audio-visual presentations, and use of technology, laboratories, and other learning adjuncts.

Unified District 226 hopes to promote the best instructional situation possible under difficult circumstances.

For additional information, please contact the building principal of the school where your child will be attending

Approved: April 10, 2000, February 9, 2009
Unified School District No. 226
Homebound Tutoring Procedures

It is the policy of the Board of Education of District 226 to provide homebound or hospital bound instruction at district expense for students who are unable to attend school for two weeks or longer for reasons of ill health. In order to implement this policy, USD 226 has adopted a procedure to facilitate the student/s learning during his/her absence.

Notification

As soon as a parent/guardian is aware that his/her child will be out of school for more than two weeks, the student’s counselor or building principal should be contacted for a Student/Parent/Guardian Application to be completed by a child’s physician. The form must include a diagnosis, the estimated length of absence, and be signed by the treating physician and returned to the school as soon as possible. No homebound services will be initiated until this form is returned. A consent form will be requested to communicate with the physician.

Guidelines

Tutors are to be provided for a student’s academic classes for a minimum of two hours per subject per week unless the physician advises otherwise.

Home/hospital bound services may begin as soon as eligibility has been established (upon receipt of the completed medical form), and the child’s physical and mental health permits.
The student **must** be enrolled in the school which they will be attending once the homebound program is complete.

**Procedures**

As soon as the completed medical form is received by the counselor or building principal, the following will occur:

1. The student’s teachers are informed of the absence.
2. The counselor (if first contacted) contacts the building principal.
3. The building principal contacts the superintendent’s office.
4. The building principal secures the tutors. (It is advised to either hire a grade appropriate substitute or classroom teacher who is released to work with the homebound student.)
5. The building principal determines whether the student is to work on regular classroom assignments or on the district alternative curriculum at the level the student would be enrolled and attending if able. (for example: English 9 in the regular curriculum or English 9 equivalent in the district alternative curriculum (A+).)
6. The building principal determines how many subjects the student shall be enrolled while on the homebound program.
7. The building principal forwards the necessary materials to the tutors and/or contacts the hospital’s educational coordinator. (should a student be hospitalized in a hospital or other care facility in which a local tutor is unable to meet regularly with the student, and then every effort shall be made to attempt to provide instruction at the facility where the student is located. The superintendent of schools shall be kept apprised of this effort.)
8. Tutors are to contact the student and family to schedule tutoring times.
IDAC Exceptional Programs

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

Approved: April 10, 2000
**IDACA Special Education Services**

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: August 11, 2014, 10/08/18
IDACB Section 504 Accommodations for Students

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.

Approved: Aug 11, 2014
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.

Adopted/approved by board of education Date: 09/15/03
Title I Parent Involvement: Policy Development Meetings

USD 226, Meade County KS

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

Parents Present (list names, address, phone, child’s name):

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Major Topics Discussed:

- _____________________________________________________________________
- _____________________________________________________________________
- _____________________________________________________________________
- _____________________________________________________________________
- _____________________________________________________________________
- _____________________________________________________________________
Proposed changes (if any) made to IDAD

Administrators and other school employees present:

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Copies to: Clerk of the Board; Superintendent of Schools; School Principal
Approved by Board of Education as Policy/Regulation: 09/15/03
IDAD Title I Programs

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 programs; 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 year for the purpose of providing 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.

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

Approved: 04/00; 09/03
Protection of Pupil Rights Amendment: Regulation

USD 226

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 )

Approved: KASB Recommended Regulation – 09/03

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.)

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 NIST SP 800-88 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

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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: 09/03, 08/11/14; 08/08/16
Annual Notice of Authorized Student Data Disclosures

In accordance with the Student Data Privacy Act and board policy IDAE, student data submitted to or maintained in a statewide longitudinal data system may only be disclosed as follows. Such 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. 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.
As the parent or legal guardian of ________________, I acknowledge that I have been provided with notice of authorized student data disclosures under the Student Data Privacy Act.

____________________________________  ____________________
Parent Signature                                      Date
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.

Approved: 04/10/00, 09/20/04, 08/14/06, October 13, 2008
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 shall not conduct athletic practice during the school day, and practice shall not be counted for credit or as a part of the school term.

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

Approved: 09/03
IDFB  Activity Practice

All practices are to be held on school days if at all possible. Saturday practices are to be discouraged. Wednesday practices must be completed no later than 6:30 PM. Sunday and holiday practices will be permitted only:

a. By varsity level groups upon permission of the building principal.
b. When a varsity contest has been scheduled the following day.
c. When a tournament or play-off contest falls on the following day.
d. Approved weekend and holiday practices are to be considered voluntary. No disciplinary actions should be levied against players who do not attend.

All approved Sunday practices shall be conducted between 2:00 and 4:00 PM and shall not exceed two hours in length.

All practices during vacation periods or holidays will only be permitted upon the permission of the building principal.

Approved: 05/20/02
Supplemental Continuity and Supervision Policy

In order to insure the continuity of the teaching of the basic skills and fundamentals necessary for USD #226’s athletic programs to be successful, each head coach in the high school shall be responsible for coordinating the particular athletic program under their charge throughout the district, 7-12.

All coaches, including junior high school, junior high assistants and high school assistants, of a particular sport shall be held accountable for working closely together to insure quality athletic programs in USD #226.

It shall be the responsibility of the head coach at the high school level to organize meetings prior to and throughout the season to discuss philosophy, basic skills development and other information pertinent to the development of a quality athletic program in the district.

The building principals shall be responsible to follow-up on all meetings to make sure the coaching staff is following all pertinent policies.

Approved: 05/20/02
Instructional Arrangements

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.

Approved: April 10, 2000
The board may consider a petition for the creation of a charter school if the petition meets all requirements of current law and regulations.

Approved: April 10, 2000
IF  **Textbooks, Instructional Materials and Media Centers**  IF

All textbooks, instructional materials and the selection criteria for media center materials used in the district shall be subject to board approval.

Textbooks and instructional materials shall support the district’s instructional goals and learning objectives. Media center materials shall support and supplement the curriculum, promote wise use of leisure time, develop literary discrimination and appreciation, and encourage students to become productive citizens.

Textbook selection criteria shall be established by the board.

Challenges to textbooks, instructional materials or media center materials shall be considered in a manner prescribed by board policy.

Approved: April 10, 2000

IF-R  **Textbooks, Instructional Materials and Media Centers**  IF-R

**Selection Criteria: Textbooks and Instructional Materials**

Textbooks and instructional materials shall provide:

* An effective education for all students;
* Factual knowledge, literary appreciation, aesthetic values and ethical standards;
* Practice for students to develop abilities in critical thinking, communication, mathematics and science skills.

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Information which helps students develop an appreciation of American cultural, ethnic and racial diversity and balanced views concerning international, national, state and local issues and problems; and sufficient flexibility for meeting the special needs of individuals and groups.

The superintendent shall develop selection procedures which meet the above criteria which shall include a review of available material by instructional staff members.

Selection Criteria: Media Center Materials

Materials shall be chosen for accuracy, artistic quality, format and authoritativeness. Materials shall be chosen on various reading levels presenting different points of view, including current issues.

Books and other media materials shall be evaluated before purchase, either through direct examination or by using reputable, unbiased, professionally prepared selection tools.

The media center(s) shall obtain, process and circulate materials and equipment and provide references and other services to students and faculty. Media specialists shall work toward providing resources so that students have an opportunity to achieve high levels of performance.

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.
**IF-R **  **Textbooks, Instructional Materials and Media Centers**  

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

**Challenges of Materials**  (See IKD, KN)

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

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

**Review Committee**

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

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

The committee’s charge shall be:

To review the material and prepare a written report containing conclusions and recommendations within 30 days;
Textbooks, Instructional Materials and Media Centers

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.

Approved: April 10, 2000
USD 226
REQUEST FOR REVIEW OF A TEXTBOOK,
INSTRUCTIONAL MATERIAL,
OR
MEDIA CENTER MATERIAL

Request initiated by _____________________________________________________________

Telephone _____________ Address _________________________________________________

Complainant represents: _____ self; or if a group:

Name of group _________________________________________________________________

The material I object to is a: film___ recording ____ magazine ____ pamphlet ____ textbook ____
other ____.

Book or other material _____________________________________________________________

Author (if known) __________________________________________________________________

Publisher (if known) ______________________________________________________________

1. Are you familiar with the district policy, procedure and philosophy regarding selection of text
books, instructional materials and media center materials? ____ Y _____ N

2. To what in the material do you object? (Please be specific; cite pages or items.)

____________________________________________________________________________

____________________________________________________________________________

3. What do you feel might be the result of using this material? ___________________________

____________________________________________________________________________

____________________________________________________________________________

4. Did you read or view all this material? _____ If no, how were the parts selected for reading or
viewing?

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________
5. What do you believe is the theme of this material? __________________________________________
__________________________________________________________________________________

6. What would you recommend the school do with this material?
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

7. In its place, what material of equal educational quality would you recommend that would convey as valuable a picture and perspective?
__________________________________________________________________________________

8. Additional comments: ______________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

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Administrator Signature of complainant

Date received: ____________________
IFBH  Outside Speakers  (See IKB)  IFBH

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

The board shall establish rules governing the selection and behavior of outside speakers.

Approved: April 10, 2000

IFBH-R  Outside Speakers  IFBH-R

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

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

Language cannot be used that calls for students to be disruptive.

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

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

Approved: April 10, 2000
The use of community resources is encouraged where legitimate educational objectives may be advanced.

School Volunteers (See KFD)

Approved: April 10, 2000

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

Approved: April 10, 2000
IFCB Field Trips

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/may not} occur during class time or the employee's work day.

Approved: 08/20/01, 09/12/05
Field trips shall be considered as instruction and planned as such with definite objectives determined in advance. All field trips shall begin and end at school. Field trips requiring bus transportation shall not interfere with the regularly scheduled transportation of students to and from school. Written approval of parent or guardian is required for participation of students in all field trips. Bus transportation may be provided for bands, choir, sporting events or other groups of students to participate in activities in communities outside the school district. Whenever practical, an alternate date should also be listed. If approval is given, the principal shall forward a request for bus service ten (10) days in advance of date requested. The bus driver shall see that all rules and regulation are enforced in the use of school buses for field trips. Certificated personnel shall assist the bus driver in so doing. When a field trip is made to a place of business or industry, the teacher shall request that an employee of the host company serve as conductor. Teachers or other certificated personnel shall accompany students on all field trips and shall assume responsibility for their proper conduct. Appropriate educational experience and proper supervision shall be supplied for any pupils whose parents do not wish them to participate in a field trip. The ratio of adults to students on school-sponsored trips shall be at least one to ten. If the trip involves water activities, this ratio shall be revised to ensure closer supervision of elementary grade students, appropriate to their ages.

Approved: August 20, 2001
IFCB-R  Field Trips  IFCB-R-2

School-Sponsored Trips

All planned trips away from school grounds, including athletic trips and outdoor education programs, are subject to regulation. Students must have written parental permission in order to participate in trips requiring transportation.

Safety and First Aid

1. While conducting a trip, the teacher, employee or agent of the school shall have the school’s first aid kit in his/her possession or immediately available.

2. Whenever trips are conducted in areas known to be infested with poisonous snakes:
   
   A. The first aid kit taken on the trip shall contain medically accepted snakebite remedies.
   
   B. A teacher, employee or agent of the school who has completed a first aid course which is certified by the American Red Cross and which emphasizes the treatment of snakebites shall accompany the group.

3. Before trips of more than one day, the principal or designee shall hold a meeting for staff, parents/guardians and students to discuss safety and importance of safety related rules for the trip. For non-certified adults who will assist in supervising students on the trip, the principal or designee may also hold a meeting to explain how to keep appropriate groups together and what to do if an emergency occurs.

Supervision

1. Students on approved trips are under the jurisdiction of the board and subject to school rules and regulations.

2. Teachers or certificated personnel shall accompany students on all trips and shall assume responsibility for their proper conduct.

3. Before the trip, teachers shall provide any adult chaperones who may accompany the students with clear information regarding their responsibilities.
4. Chaperones shall be 21 years of age or older.

5. Chaperones shall be assigned a prescribed group of students and shall be responsible for the continuous monitoring of these students' activities.

6. Teachers and chaperones shall not consume alcoholic beverages or use controlled substances while accompanying and supervising students on a trip.

7. When a trip is made to a place of business or industry, the teacher shall arrange for an employee of the host company to serve as conductor.

**Funding**

No student shall be prevented from making a trip because of lack of funds. No trip shall be authorized if any student would be excluded from participation because of a lack of funds.

**Trip Approval**

1. Teachers planning a trip shall make a request in writing to the principal at least fifteen (15) days prior to the date desired. Whenever practical, an alternate date should also be listed. The purpose of the trip and its relation to the course of study shall be stated in the request.

2. The principal shall approve or disapprove the request and notify the teacher. If the trip is disapproved, the principal should state the reasons.

3. Principals may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk.

4. Principals shall approve no activities which they consider to be inherently dangerous to students or to pose unacceptable risks.
Trips Which Include Swimming or Wading

1. No swimming or wading shall be allowed on trips unless planned and approved in advance.

2. When wading in a river or other body of water as part of a planned, supervised outdoor education activity, teachers shall provide for a number of chaperones to exceed the normal one to ten ration and shall instruct both chaperones and students to make the real and potential risks inherent in such activities and the precaution necessary for their safety.

3. Swimming Activities
   A. Parents/guardians must provide written permission for the student to swim and must indicate the student’s swimming ability.
   B. Swimming facilities must be inspected by the principal and teacher before the trip is scheduled.
   C. Field trips will not be approved to family swimming pools.
   D. Lifeguards must be designated for all swimming activities. If lifeguards are not provided by the pool owner or operator, the principal shall ensure their presence. Lifeguards must be Red Cross certified.
   E. The ratio of adult chaperones to students shall be a least one to ten. Younger students may require additional adult supervision.
   F. Emergency procedures shall be included with instructions to adult chaperones and staff.
   G. Staff and chaperones assigned to supervise students must wear swim suits and know how to swim.
   H. The principal may require students to wear flotation devices, depending upon their age and swimming ability.
   I. A buddy-system or other means of surveillance shall be arranged in advance and strictly enforced during swimming activities.

Approved: August 20, 2001
Note: This form must be signed and returned to the school by _______________ (date) if the student named below is to participate in the field trip or activity.

*****

Consent to Participate in Field Trip or Other Activity and Consent for Treatment

I, ____________, the parent and legal guardian of ______________ give by consent for my child to participate in the field trip/other activity described here:

---------------------------------------------
on ______ date. I further give my legal consent and authorize any representative of Meade USD 226 to authorize emergency medical treatment, including any necessary surgery or hospitalization, for my above named child, for any injury or illness of an emergency nature he/she incurred while participating in the field trip or other activity noted above by any physician or dentist licensed in accordance with the provisions of the Kansas Healing Arts Act, K.S.A. 65-2801, and any hospital.

I agree to pay and assume all responsibility for medical and hospital expenses and any emergency services incurred on behalf of my child.

I acknowledge and agree that Meade USD 226 is not responsible for any medical, hospital expenses and/or other charges that are incurred in the medical treatment or hospitalization of my child. A photocopy of this document shall have the same force and effect as the original. If my child requires emergency medical treatment, I understand that school personnel will make a reasonable attempt to contact me to seek my permission to authorize that treatment. To facilitate contacting me, I agree to continue to provide current work and home phone numbers to the school.

---------------------------------------------
Parent or Legal Guardian  Date

---------------------------------------------
Parent or Legal Guardian  Date

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IHA Grading System

The district shall have methods for assessing and reporting the quality of student academic progress to parents as approved by the board.

Approved: April 10, 2000
Homework shall not be used as a means to discipline students. Homework shall be assigned as needed to reinforce lessons introduced in the classroom.

Approved: April 10, 2000
IHEA Make-Up Opportunities (See JBD, JDD)

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

Approved: April 10, 2000
Graduation Requirements (See JFCA)

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 24 academic credits of a type meeting state and district requirements beginning with the class of 2016.

Exceptions may be granted by the board and authorizes its Graduation Committee to waive local graduation requirements in excess of the state minimum requirements for students on a case by case basis in accordance with the following guidelines. The board further authorizes such committee to make determinations on when alternative credits taken by students experiencing extreme hardship or considered to be at-risk may be deemed to satisfy all or part of required graduation credits.

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

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

- If such student is an adult learner whose four-year cohorts have graduated;
**Graduation Requirements** (See JFCA)

- if such student is attending the district’s learning center and/or participating in an alternative education program approved by the Graduation Committee and has experienced high mobility, teen pregnancy, long-term illness, extreme hardship conditions, or is deemed to be at-risk by the Graduation Committee.

Waiver may only be considered under the previous two situations if the Graduation Committee finds doing so would be in the best interest of the student in furthering the student’s career or education.

The board’s Graduation Committee shall be comprised of the superintendent, high school principal, elementary/junior high school principal, high school counselor, and an additional high school faculty member appointed by the superintendent. A written alternative graduation plan shall be developed by the committee for students the committee identifies. Graduation plans and waivers of board graduation requirements may only be granted upon a unanimous affirmative vote of the Graduation Committee. Alternative graduation plans developed by the Graduation Committee shall meet the minimum graduation requirements adopted by the state board of education. All graduation committee decisions shall be final.

Approved: April 10, 2000, 09/15, 10/16
II Educational Testing Program (See JR et seq.) II

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

Test Integrity

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

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.

Approved: 04/10/00, 08/14/06
Testing Integrity: Staff handbook language

In the administration of standardized tests, licensed staff (teachers, administrators and others) shall not:

1. Provide inappropriate test preparation
2. Modify test administration procedures.
3. Provide inappropriate assistance to students during test administration.
4. Change or fill in answers on student answer sheets.
5. Provide inaccurate data on student information sheets.
6. Discourage or exclude certain students from taking the test.
7. Engage in any other practice to artificially raise student scores without actually improving underlying student achievement.

Failure by staff to follow district guidelines and/or state testing directions is grounds for termination.

Approved by board of education: 04/10/00, 08/14/06
IIA Performance-Based Credits

A student may earn credits towards high school graduation by demonstrating mastery of the course outcomes through a performance instrument. The standards for designing and passing the performance instrument shall be set sufficiently high to ensure credits earned by such means shall be equivalent to those offered in the framework of the Carnegie unit.

A written request to “test out” of a class must be submitted prior to the beginning of each semester/year. A student may not request to “test out” of a class in which he or she is currently enrolled or has been enrolled.

The request is to be evaluated within 30 school days by a review committee composed of: a building administrator, a school counselor, a faculty member appointed by the principal and the students’ parent(s) or guardian(s).

If the request is approved, the course instructor will have 30 school days to design a performance instrument that reflects mastery of all course outcomes. Commercially available instruments may be used if they adequately cover course objectives.

The student has 10 school days in which those designated tasks developed by the teacher and approved by the administration must be performed. The principal, in consultation with the instructor, will determine the setting and the timelines for the administration of the instrument, as well as the criteria for successful completion of those tasks.
IIA-2 Performance-Based Credits

Credit for such classes shall be awarded only on a pass/fail basis. Students will be allowed only one opportunity to “test out” of any particular class. It will not be the responsibility of the school or the instructor to provide instructional and/or review time for the student. However, the outcomes, as noted in the district curriculum guide, and class syllabus will be made available.

Approved: 10/21/02
IIBG  Computer and Device Use (See ECH, JCDA and KBA)  IIBG

Use of District Computers and Devices/Privacy Rights

District issued computer systems and electronic devices (including, but not limited to, Smartboards, iPads, iTouches, iPhones, eReaders, and eBooks) are for educational and professional use only. All information created by staff or stored thereon 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 violation of this policy.

Copyright

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

Installation

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

Ownership of Employee Computer and Device Materials

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

Lost, Stolen, or Damaged Computers and/or Equipment

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

Approved: Approved: 10/02, 09/03, October 13, 2008, August, 13, 2012
**Computer and Device Acceptable Use: Staff Handbook**

Employees shall have no expectation of privacy when using district e-mail, other official communication systems, computers, or electronic devices. E-mail messages shall be used only to conduct approved and official school business. All employees must use appropriate language in all messages. Employees are expected to conduct themselves in a professional manner and to use the system according to these guidelines or other guidelines published by the administration and the board.

Any e-mail or computer application or information in district computers, computer systems, or electronic devices is subject to monitoring by the administration. The district retains the right to duplicate any information stored in the system or device or on any hard drive. Employees who violate district computer or electronic device policies are subject to disciplinary action up to and including termination.

**Computer and Device Acceptable Use: Student Handbook**

Students shall have no expectation of privacy when using district e-mail, computer systems, or electronic devices. E-mail messages shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration.

Any e-mail or computer application or information stored in district computers, computer systems, or electronic devices is subject to monitoring by the staff and/or administration. The district retains the right to duplicate any information created by students in a computer system, on any individual computer, or on any electronic device. Students who violate these rules or any other classroom rules relating to computer
or electronic device use are subject to disciplinary action up to and including suspension or expulsion from school.

Approved: KASB Recommendation – 1/04; 8/12
OPTIONAL Camera Use in School Handbook Policies

Option 2:

Cameras may be used at school, on school property or at school activities or functions only if they are not disruptive, as determined by the school staff. Cameras shall not be used in the classroom unless the photographs or videos taken are for an official or authorized school publication or broadcast. Cameras shall not be used in such a fashion as to inappropriately invade the privacy of others. No camera shall be used in any restroom, dressing area, or locker room. Cameras shall not be used to record confidential material, such as classroom material, tests, or grade book entries.

For the purposes of this section, “camera” shall be defined to include film cameras, movie cameras, digital cameras, video cameras, cellular telephone cameras (capable of recording either still images and/or video), videophones, web cameras, and any other device capable of taking, storing, transmitting, or viewing pictures or video.

Approved: KASB Approved – 8/12
IIBGA  **Children’s Internet Protection Act**  IIBGA

The district shall implement and enforce an internet safety plan meeting the requirements of both the federal and the Kansas Children’s Internet Protection Acts (CIPA). The superintendent shall develop a plan to implement the Children’s Internet Protection Acts.

Such plan shall include technology protection measures and such other measures as deemed appropriate to address the following issues:

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

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

If the district is providing public access to any computer, the CIPA plan shall also implement and enforce technology protection measures to ensure no minor has access to visual depictions that are child pornography, harmful to
minors, or obscene. This plan shall be on file with the board clerk and in each school office with Internet access, and copies shall be made available upon request. The superintendent shall ensure compliance with CIPA by completing Federal Communication Commission forms as required.

Approved: 08/12, August 12, 2013
Children’s Internet Protection Act (CIPA) Safety Plan

[Revise and edit as necessary to fit USD goals and include in Handbook]

Goals:

It is the policy of USD226 to take the following measures in order to better protect our district students from harmful online and electronically transmitted content:

- install blocks or Internet filters to the district network in order to limit access by both minors and adults to child pornography or visual materials that are obscene, inappropriate, or harmful to minors and/or the transmission thereof;
- monitor the online activities of students while at school, at school sponsored activities, or while utilizing the district's network, computer system, computers, e-mail system, or electronic devices having access to the Internet;
- address issues related to the safety of students when using e-mail, chat rooms, and other electronic communication;
- educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms as well as on cyberbullying awareness and response;
- hinder unauthorized access (hacking) and other unlawful on-line activities by students; and
- prevent unauthorized disclosure, use, or dissemination of personal information regarding minors, which shall include, but may not be limited to, personally identifiable information contained in student records; and
- comply with the Children’s Internet Protection Act.

Access to Inappropriate Material

To the extent practicable, technology protection measures or Internet filters shall be used to block or filter the Internet or other forms of electronic devices from accessing child pornography as well as obscene, inappropriate, or harmful material given the age and maturity levels of district students.
Subject to administrative approval, technology protection measures may be minimized only for bonafide research or other lawful purposes that are closely monitored by district staff.

Inappropriate Network Usage

To the extent practicable, steps shall be taken to promote the safety and security of users of the district's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, in accordance with CIPA, measures to prevent inappropriate network usage shall include frequent monitoring of the District's network, computer systems, and equipment to detect any unauthorized access to prohibited materials as described earlier in this plan, hacking, and other unlawful activities by students or staff members. Such monitoring shall also strive to detect unauthorized disclosure, use, and dissemination of personally identifiable information regarding students.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the District's staff to educate, supervise, and monitor appropriate usage of online computer network access to the internet in accordance with this policy and CIPA. If, during the course of such monitoring, a student or staff member discovers a violation of this policy, the student or staff member shall make a report as follows:

1) Students shall report suspected violation of this policy to any classroom teacher.
2) Staff members shall report suspected violations of this policy to their immediate supervisor when possible.

**Disciplinary Measures**

The district retains the right to discipline any student, up to and including expulsion, and any employee, up to and including termination, for violation of this policy.

**Adoption**

This Children's Internet Protection Act Safety Plan was adopted by the Board of USD 226 at a public meeting, following normal public notice and a hearing, on (Month Day, Year).

Approved: KASB Recommendation – 8/12
Application

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

Students {may/ 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 {board/administration}:

1. Only {board/administration} approved courses shall be posted on student transcripts.

2. Approval of any course shall be based upon the course content and rigor, its length and scope, its method of assessing knowledge acquired by the student, the qualifications of the instructor, and other appropriate factors.

3. Enrollment in an on-line course will be allowed only if an appropriately certified staff member is available and willing to supervise the student’s participation in the course.

4. Suspended or expelled students may also apply for permission to enroll in on-line course work.

Other Regulations or Guidelines

Approval by the {board/administration} of online coursework shall be based on Kansas State Department of Education regulations and/or guidelines in effect at the time the student request is made. 8/12
IIBGC  Social Networking Guidance  IIBGBC

The Meade USD 226 Board of Education encourages school staff to use caution and professional prudence when socializing with students outside of school, in person or on social networking websites, including but not limited to MySpace, Facebook, and Twitter. If inappropriate materials posted on social networking sites become topics of conversation at school, there is a chance the employee’s reputation or ability to function effectively can be affected.

School district employees are expected to refrain from posting communication on social networking sites about school related issues, rather are expected to communicate directly with the person(s) involved. Professional conduct is expected from all employees for any material posted on social networking sites.

All school district employees, faculty, and staff who participate in social networking websites, shall not post any school district data, documents, photographs or other district owned or created information on personal websites. These constitute websites not developed by the school for school purposes. Further, the posting of any private or confidential school district material on any websites is strictly prohibited.

School district employees are prohibited from engaging in any conduct on social networking websites that violates the law, school board policies, or other standards of conduct. Employees who violate this policy may face discipline and/or termination, in line with other school board policies and/or collective bargaining agreements, if applicable.
Nothing in this policy prohibits employees, faculty, staff or students from the use of educational websites if such sites are used solely for educational purposes.

Access of social networking websites by staff members for personal use during school hours is prohibited.

Approved: 12/10, 8/13
IJ  Evaluation of Instructional Program  (See IC, ICA, II & MK)  IJ

The superintendent shall develop guidelines to evaluate a portion of the instructional program each year. This evaluation shall be part of the district's school improvement efforts as required by current regulation.

Approved: April 10, 2000

IJ-R  Evaluation of Instructional Program  (See IC, ICA, II & MK)  IJ-R

The superintendent shall establish special curriculum committees to study the district's instructional program on a regular schedule. The superintendent shall require reports from these committees which shall include the committee's recommendations for improvement, modification or elimination of any part of the instructional program. The superintendent shall submit a comprehensive report from the committees to the board.

Approved: April 10, 2000
The board supports the goal of providing district students with sufficient knowledge of economic systems to make informed, financial choices. In furtherance of this goal, the board directs the superintendent to develop and implement a plan to incorporate outcome-based personal financial literacy education into the district’s instructional program.

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

Approved: 09/15
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.

Approved: April 10, 2000
IKCA  Human Sexuality and AIDS Education

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 {clerk of the board/principal}, completing and signing the form and returning the form to the {superintendent/principal}. The signed form will be kept on file in the {clerk of the board's/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 __________.

(Examples: newsletters, distribution at enrollment, etc.)

Approved: 04/10/00, 08/14/06
NOTE: Remove from book and file with the clerk/principals.

HUMAN SEXUALITY
AND
AIDS EDUCATION

I, ____________________________________________, parent/guardian of
__________________________________________, request that my child be removed from those
portions of the Human Sexuality/AIDS instruction noted below:
                                                                                      
                                                                                      
                                                                                      
                                                                                      
I have had the opportunity to review the curriculum goals and objectives or
have had the opportunity to have them explained to me by a school official.

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

**Teaching About Religion**

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

**Religion in the Curriculum and School Activities**

In compliance with these rules, religious themes may be presented in the curriculum and as part of school activities.

**Religious Symbols in the Classroom**

Temporary display of religious symbols is permitted as part of the curriculum.

**Religious Holidays** (See AEA)

Holidays which have a religious and a secular basis may be observed.

**Graduation and Other Ceremonies**

School ceremonies shall be secular in nature.

Approved: April 10, 2000
Religion in the Curriculum and School Activities

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

Religious Symbols in the Classroom

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

Religious Holidays  (See AEA)

School vacations shall have secular designations, e.g., Winter Vacation, Spring Break.

Graduation and Other Ceremonies

The district seeks to maintain traditions significant to the community. While recognizing the significance of tradition, the board requires that graduation exercises and dedication ceremonies be secular in nature. Inspirational addresses which do not promote religion may be permitted at these ceremonies.

Approved: April 10, 2000
IKDA Religious Objections to Activities

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

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

Approved: April 10, 2000

IKDA-R Religious Objections to Activities

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
IKDA-R  Religious Objections to Activities  IKDA-R-2

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.

Approved: April 10, 2000
ACTIVITY PARTICIPATION OPT-OUT FORM

I, ______________________ (parent/guardian) request that my child, ______________________, be excused from participating in certain activities for religious reasons.

From what activity do you wish your child to be excused?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Identify where in the curriculum the activity exists. (Please identify the grade level, class, building.)

________________________________________________________________________

For what reason do you wish your child to be excused. (Please state the particular religious objection to this activity, including the religious teaching you believe this activity violates.)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

I understand that I am requesting the school to excuse my child from certain activities and that my request is subject to review and determination by the school. I further understand that if my request is granted, my child may still be required to view the activity, discuss the activity or may otherwise be exposed to the subject matter of the activity.

Parent/Guardian Signature  ______________________  Administrator Signature  ______________________

Date Received ______________________
IKE Assemblies

Each building principal may schedule assemblies as needed.

Approved: April 10, 2000

IKE-R Assemblies

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

Approved: April 10, 2000
Each teacher shall develop, maintain and follow lesson plans which conform to the approved curriculum, the district's educational goals and the expected student learning outcomes. Principals shall establish methods to regularly review teacher lesson plans.

Approved: April 10, 2000
With the prior approval of the principal, animals or plants may be brought to school for instructional purposes.

If someone is injured by an animal or comes into contact with a toxic plant, the incident shall be immediately reported to the administration by the supervising teacher. The principal shall notify the appropriate persons.

**Service Animals in the Schools**

Service animals may be permitted in the schools and on school property in accordance with board-approved guidelines and may be used by employees, patrons, and students. In order for the district to accommodate the health and safety of our students and staff while maintaining our educational services, programs, and activities, employees and students are encouraged to notify their building administrator prior to bringing a service animal to school for the first time. Patrons or individuals attending functions or having short term business on school property are not required to provide advance notice to school staff in order to be accompanied by a service animal on school property.

Access to school buildings will not be denied to a service animal as long as the animal is individually trained and required to do work or perform tasks for the benefit of an individual with a disability. Such work or tasks must be directly related to the individual’s disability. District staff shall not be responsible to provide care or control of a service animal and any service animal which is out of control or is not housebroken may be excluded by district staff.
ING  Animals and Plants in the School

This policy does not apply to animals provided by the school for instructional purposes or for therapy or comfort dogs.

Approved: April 10, 2000, 03/07/2016
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JA **Goals and Objectives**

The goal set forth in this policy and rule section is to create the best possible educational climate. These student policies are designed to prevent misunderstanding by students about their responsibilities and privileges. The ideas and recommendations of students shall be considered when adopting policies, rules and regulations governing the conduct of students and their rights and responsibilities.

All student handbooks shall be approved by the board and adopted, by reference, as a part of these policies and rules. (See BDC)

Approved: April 10, 2000
Attendance Records

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 principal. A cumulative attendance record for each student shall be kept in the principal's office.

The superintendent shall include attendance data in the annual report to the board. Attendance problems shall be reported to the board as necessary.

Approved: April 10, 2000
**Enrollment** (See IIBGB, JBCA, JBCB, and JQKA)

**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 __________.

**Enrollment Restriction**

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

**Enrollment Procedures**

The superintendent shall establish orderly procedures for enrolling all students, including pre-enrollment, changes in enrollment, normal enrollment times, and communication to parents and 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 __________. (Insert date) 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.
Identification of Students

All students enrolling in the district for the first time shall provide required proof of identity. Students enrolling in kindergarten or first grade shall provide a certified copy of their birth certificate, a certified copy of the court order placing the child in the custody of the Secretary of the Department for Children and Families, or other documentation which the board determines to be satisfactory. Students enrolling in grades 2-12 shall provide a certified transcript, similar pupil records or data, or other documentary evidence the board deems satisfactory.

The above requirements are not to serve as barriers to immediate enrollment of students designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by ESSA. The district shall work with the Department for Children and Families, the school last attended, or other relevant agencies to obtain necessary enrollment documentation.

If proper proof of identity is not provided within 30 days of enrolling, the superintendent shall notify local law enforcement officials as required by law and shall not notify any person claiming custody of the child.

Enrollment Information

The enrollment documentation shall include a student’s permanent record card with a student’s legal name as it appears on the birth certificate or as changed by a court order and the name, address, and telephone number of the lawful custodian. The records shall also provide proper proof of identity.
Assignment to a School Building, Grade Level, or Classes

Unless otherwise provided herein, the superintendent shall assign students to the appropriate building. Any student desiring to attend a school outside the attendance area in which the student resides may do so only with the prior written permission of the superintendent.

If required by law, students placed in foster care or students who are homeless may be educated in their “school of origin” instead of the building corresponding to the assigned attendance area. (For definition of “school of origin”, see regulations for JBCA and JBCB.)

Assignment to a particular grade level or particular classes shall be determined by the building principal based on the educational abilities of the student. If the parents disagree, the principal’s decision may be appealed to the superintendent. If the parents are still dissatisfied with the assignment, they may appeal in writing to the board.

Transferring Credit

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

Transfers from Non-Accredited Schools

Students transferring from non-accredited schools will be placed by the principal. Initial placement will be made by the principal after consultation
JBC  Enrollment

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:

April 10, 2000, November 18, 2002, August 12, 2013, 09/15, 09/14/17
Homeless Student Regulations
Required by Federal and State Law

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

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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: April 10, 2000, 09/14/17

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Complaint Form

PROGRAMS FOR HOMELESS STUDENTS
(Assignment to a School Other than School of Origin/School Requested by the Parent)

After reviewing the situation, it would be in the best interest of your child or youth to be educated at _________________________________.

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: April 10, 2000, 09/14/17
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:

09/03, 09/14/17

Note: The reader is encouraged to review regulations and forms for related information.
JBCB Foster Care Students (See EDAA, JBC, and JBCA)

The district, in accordance with state and federal law and the Kansas state plan, will ensure that students placed in foster care within the school district have access to a public education in a stable educational environment. For the purposes of this policy and its applicable regulations, “foster care” means 24-hour substitute care for children placed away from their parents and for whom a child welfare agency has placement and care duties.

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.

Approved: 09/14/17
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:  
Position:  
E-mail:  
Address:  
Telephone:

**Child Welfare Agency**

In Kansas, DCF is the regular child welfare agency for collaboration on transportation procedures. The Child Protective Services (“CPS”) division of DCF will typically be the division that works with the district on issues related to students in foster care, however, tribal child welfare agencies may also be involved with this process. Therefore, whenever DCF is used in these regulations, it may be deemed to apply to any child welfare agency 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:

09/14/17
**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**

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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:

09/14/17
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.

Approved: April 10, 2000, 04/12/10

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

Excused/Unexcused Absences

Parents are asked to call the school when their child is absent. For purposes of record keeping the school should be notified by 9:00 a.m. Parents must notify the school before an absence can be excused. The school reserves the right to require a written excuse from home, a doctor, or another entity. The student handbook shall list the following absences and include procedure for handling attendance.

Excused Absences
a. Personal illness and professional medical appointment
b. Religious observance or activity
c. Family emergency
d. Court appearances/legal meetings
e. In-School-Suspension and Out-of-School Suspension
f. Death of a family member
g. College/Post-Secondary
h. Approved school/building activities
i. Family activity
j. Extraordinary circumstances
Unexcused Absences
Absences other than those listed above may be considered unexcused.

Significant Part of a School Day
When a student has missed ½ or more of any class period this is considered a significant part of the day and will result in an absence.

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

Approved: April 10, 2000, April 12, 2010

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JBE  **Truancy** (See AEB, IDCE, JBD, and JQ)

Unless reporting would violate the terms of any memorandum of understanding between the district and the authority to which reports would be made. The building principal or the principal’s designee shall report students who are inexcusably absent from school to the appropriate authority.

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

Prior to reporting to either 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.
Truancy

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: 04/10/02, 09/20/04, 08/12/05, 18/14/06, 08/08/16
Education Pays

Unemployment rate in 2011 (in %)

<table>
<thead>
<tr>
<th>Degree</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doctoral degree</td>
<td>2.5</td>
</tr>
<tr>
<td>Professional degree</td>
<td>2.4</td>
</tr>
<tr>
<td>Master's degree</td>
<td>3.6</td>
</tr>
<tr>
<td>Bachelor's degree</td>
<td>4.9</td>
</tr>
<tr>
<td>Associate degree</td>
<td>6.8</td>
</tr>
<tr>
<td>Some college, no degree</td>
<td>8.7</td>
</tr>
<tr>
<td>High school diploma</td>
<td>9.4</td>
</tr>
<tr>
<td>Less than high school diploma</td>
<td>14.1</td>
</tr>
</tbody>
</table>

Average: 7.6%

Median weekly earnings in 2011 (in $)

<table>
<thead>
<tr>
<th>Degree</th>
<th>Earnings</th>
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<tbody>
<tr>
<td>Doctoral degree</td>
<td>1,551</td>
</tr>
<tr>
<td>Professional degree</td>
<td>1,665</td>
</tr>
<tr>
<td>Master's degree</td>
<td>1,263</td>
</tr>
<tr>
<td>Bachelor's degree</td>
<td>1,053</td>
</tr>
<tr>
<td>Associate degree</td>
<td>768</td>
</tr>
<tr>
<td>Some college, no degree</td>
<td>719</td>
</tr>
<tr>
<td>High school diploma</td>
<td>638</td>
</tr>
<tr>
<td>Less than high school diploma</td>
<td>451</td>
</tr>
</tbody>
</table>

Average: $797

PARENT CONSENT AND WAIVER FOR CHILD 16 OR OLDER TO BE EXEMPT FROM COMPULSORY ATTENDANCE REQUIREMENTS.

I, ____________ (Name of Parent(s) or Person Acting As Parent), understand that pursuant to Kansas law, ____________ (Name of Student) is required to attend school until he/she receives a high school diploma or general educational development (GED) credential or reaches the age of 18, whichever occurs first.

Pursuant to K.S.A. 72-3120, as amended, Unified School District No. ___ encourages ___ (Name of Student) to remain in school or to pursue an education alternative.

The academic skills listed below have not been achieved by ____________ (Name of Student):

____________________________________________________________________________________________

____________________________________________________________________________________________

____________________________________________________________________________________________

____________________________________________________________________________________________

Based on ____________ (Source of Information) the difference in future earning power between a high school graduate and a high school drop out is ________________.

_________ (Name of Student) is encouraged to attend one of the following area alternative education programs in order to aid ____________ (Name of Student) in obtaining a high school diploma, a general education development credential, or other certification of completion, such as a career technical education industry certification:

(List any programs that may be available. Contact information for accredited private schools, virtual schools, and virtual programs can be found at http://www.ksde.org/Agency/Division-of-Learning-Services/Career-Standards-and-Assessment-Services/CSAS-Home/Graduation-and-Schools-of-Choice/Adult-Diploma-Completion/Information-For-Alternative-and-Adult-Learners. The statutory language suggests an “alternative learning plan” could also include extended learning opportunities such as independent study, private instruction, performing groups, internships, community service, apprenticeships, and online coursework.)

____________________________________________________________________________________________

____________________________________________________________________________________________

I (we), the undersigned, hereby give written consent to allow ____________ (Name of Student), who is [16] [17] years of age, to be exempt from the Kansas compulsory attendance requirement and state we have attended the final counseling session conducted by USD No. ___ in which the above information was presented to us.

_________________________   ______________________
Signature of Student

_________________________   ________________
Signature of Parent(s) or Person
Acting as Parent

_________________________   ________________
Date

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Release of a Student During the School Day

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.

Approved: April 10, 2000

Release of a Student During the School Day

Before releasing a student during the school day, the building principal or designee 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.

Approved: April 10, 2000
Principals are authorized to search property if there is reasonable suspicion that district policies, rules or directives are being violated. In addition all lockers shall be subject to random searches without prior notice or reasonable suspicion. All searches by the principal shall be carried out in the presence of another adult witness.

Approved: April 10, 2000

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.

Any person other than the principal who wishes to search a student’s locker or property shall report to the principal before proceeding. In no event shall any person be permitted to search a student’s locker or property
without the principal’s consent unless the person has a valid search warrant authorizing a search.

If a law enforcement officer desiring to search a student’s locker or property has a search warrant, the principal shall permit the search which shall be made in the presence of the principal.

Prohibited items found during the search shall remain in the custody of either the building principal or the law enforcement officer. If any items are turned over to law enforcement officials the principal shall receive a receipt for the items.

(Whenever the principal is mentioned in this rule, it shall be construed so as to include the superintendent “or designated representative.”)

Approved: April 10, 2000
Searches of Students

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.

Approved: April 10, 2000

Searches of Students

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 may call parents and may call law enforcement. Items which the principal believes may be connected with illegal activity shall remain in the custody of the principal unless the items are turned over to law enforcement officials. If the student refuses to cooperate, the principal may take disciplinary action and/or seek assistance from law enforcement. (See JDD and JCAC)

If law enforcement assistance is present, further search of the student shall be with cooperation and assistance of law enforcement officials. The principal shall remain with the student and be present during any search of the student made by law enforcement officials on school property. The principal shall receive and file a receipt for items turned over to law enforcement officials.
If the principal believes a student is in possession of an object which can jeopardize the health, welfare or safety of the student or others, the student shall be removed to a safe location. This determination may be based on any information received by the principal or any member of the faculty or staff.

A written report of each search shall be made by the principal and submitted to the superintendent. The superintendent shall keep a copy of the written report on file.

(Whenever the principal is mentioned in this rule, it shall be construed so as to include the superintendent “or designated representative.”)

Approved: April 10, 2000
Search Report Form

Name of the student ____________________________________________________________

Parents contacted _____yes _____no

Time of search_________ Date_________

Place of search______________________________________________________________

Reason or reasons for the search ______________________________________________

____________________________________________________________________________

Law enforcement officials were called by __________________________________________

Name of the person who conducted the actual search ______________________________

Names of the persons present while the student was being searched:________________________

Result of the search_________________________________________________________________

______________________________________________________________________________

Object/s confiscated
1. __________________________________________________________
2. __________________________________________________________
3. __________________________________________________________

Notifications

<table>
<thead>
<tr>
<th>Parent/Guardian</th>
<th>Law enforcement</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Time</td>
<td>Results</td>
</tr>
</tbody>
</table>

cc: Student's file
cc: Superintendent

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JCAC Interrogation and Investigations
(See EBC, GAAD, JCABB, JEC and JHCAA)

Building administrators, school security officers, and/or others designated by the superintendent may conduct investigations and question students about violation of school rules, the student conduct code, and/or law. Unless otherwise provided herein, such investigators shall not be required to contact the student’s parent, guardian, or representative prior to questioning and may request law enforcement, school resource officer(s), and/or school security officer(s) for assistance in conducting the investigations.

If there is reason to believe a violation of a criminal law has been committed, the building administrator, the superintendent’s designee, and/or school security officer with authorization of the 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.
Interrogation and Investigations

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: April 10, 2000, 09/10/2007, 10/08/18
JCDA  **Student Conduct**  JCDA

Each principal shall develop rules and regulations to govern student conduct consistent with board policies. The rules shall be reviewed by the board and adopted as policy by reference. A copy of the current rules shall be filed with the state board of education.

Approved: April 10, 2000

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JCDA-R  **Student Conduct**  JCDA-R

The rules of conduct shall be published in student handbooks. (See JA)

Violation of any provision of the behavior code may result in disciplinary action up to and including suspension and/or expulsion. (See JDD)

Approved: April 10, 2000, 09/14/17

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Tobacco and Nicotine Delivery Devices (See GAOC)

Use and/or possession of any tobacco product or nicotine delivery device by students is prohibited in any district facility; in school vehicles; at school-sponsored, activities, programs, or events; and on school owned or operated property.

Administrators may report students who are in violation of this policy to law enforcement, as appropriate.

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

Approved: April 10, 2000, August 11, 2008, August 12, 2013, 08/08/16
JCDB  Dress Code

Neatness, decency and good taste are guidelines of the district dress code. Dress codes shall be published in the appropriate student handbooks.

Approved: April 10, 2000
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: Sept. 11, 2000, August 20, 2001, 09/15, 08/08/16
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. (Position, address, 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 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.

Approved: April 10, 2000, 09/15
JCEC   Demonstrations

Student demonstrations on school property shall be conducted in an orderly and non-disruptive manner. Demonstrations may be terminated at any time by the principal or the superintendent. (See JCAC)

Approved: April 10, 2000
Corporal Punishment

Corporal punishment shall not be permitted in the school district.

Approved: April 10, 2000
Detention periods may be established by building principals and administered according to rules established in student handbook.

Approved: April 10, 2000
JDC  **Probation**  (See JCBB and JDD)  

Any punishment, suspension or expulsion, may be deferred by the principal. The student involved may be placed on probation for a set period of time. The punishment, suspension or expulsion, shall remain deferred so long as the student meets the conditions of the probation. If a student is placed on probation, written notification shall be sent to the student’s parent or guardian. Any decisions on probation for students found to be in violation of probation shall be handled by the superintendent.

Approved: April 10, 2000

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JDC-R  **Probation**  

A student placed on probation shall be given a written list of the terms and conditions of the probation. The student shall sign a statement that: the terms and conditions have been explained, the student understands the conditions, the student agrees to abide by the conditions and failure to abide by the conditions may be reason to reinstate the original punishment.

Approved: April 10, 2000
JDD Suspension and Expulsion Procedures (See IHEA, JBD, JCDBB) JDD

Except as limited by Section 504 or IDEA, a student may be suspended or expelled, for reasons set forth in Kansas law. Any student who is suspended for a period of more than 10 days or expelled shall receive a copy of the current suspension and expulsion law and this policy. Suspension/expulsion hearings shall be conducted by the superintendent/designee or other certificated employee, or committee of certificated employees of the school in which the pupil is enrolled, or by any other hearing officer appointed by the board.

Approved: 09/11/00, 08/14/06

JDD-R Suspension and Expulsion Procedures JDD-R

Reasons for Suspension or Expulsion
Students may be suspended or expelled for one or more of the following reasons:

- Willful violation of any published, adopted student conduct regulation;
- Conduct which substantially disrupts, impedes, or interferes with school operation;
- Conduct which endangers the safety or substantially impinges on or invades the rights of others;
- Conduct which constitutes the commission of a felony;
- Conduct which constitutes the commission of a misdemeanor;
- Disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operation; and
- Possession of a weapon at school, on school property or at a school-sponsored event.

Short-term Suspension

Except in an emergency, a short-term suspension (not exceeding ten school days) must be preceded by oral or written notice of the charges to the student and an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than 72 hours after imposition of a short-term suspension.
JDD-R  **Suspension and Expulsion Procedures**  JDD-R-2

Written notice of any short-term suspension shall be delivered to the student’s parent or guardian within 24 hours after the suspension has been imposed. Short-term suspension hearings may be conducted by any person designated in policy as having the authority to suspend.

At the informal suspension hearing, the student shall have the right to be present and notified of: the charges; and the basis for the accusation. The student shall have the right to make statements in his/her defense after receiving notice of the charges.

**Long-Term Suspension or Expulsion**

Before a student is subject to long-term suspension (not to exceed 90 school days) or expulsion (not to exceed 186 school days), a hearing shall be conducted by a hearing officer who has authority to suspend or expel. The superintendent/principal shall designate a hearing officer authorized by the board. Formal hearings shall be conducted according to procedures outlined in current Kansas law and:

- The student and parents or guardians shall be given written notice of the time, date and place of the hearing.

- The notice shall include copies of the suspension/expulsion law, and appropriate board policies, regulations and handbooks.

- The hearing may be conducted by either a certified employee or committee of certified employees authorized by the board, the chief administrative officer, or other certified employee of the district in which the student is enrolled, or by an officer appointed by board.

- Expulsion hearings for weapons violations shall be conducted in compliance with Kansas law by persons appointed by the board.

- Findings required by law shall be prepared by the person or committee conducting the hearing.

- A record of the hearing shall be available to students and parents or guardians according to Kansas law. Written notice of the result of the hearing shall be given to the pupil and to parents and guardians within 24 hours after determination of such result.
Suspension and Expulsion Procedures

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;
Suspension and Expulsion Procedures

- 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: 09/11/00, 08/14/06
– Sample Form –

Retype to suit local needs, remove from policy book, and file with the clerk and principals. Form could also be included in staff or student handbooks.

Report to Staff Member USD _____

Pursuant to K.S.A. 72-6143, administrative, professional or paraprofessional employees of a school who have information that a pupil has engaged in the following shall report the information and the identity of the student to the superintendent. The superintendent shall investigate the matter, and, if it is determined the student has been involved in the following, the superintendent shall provide information and the identity of the pupil to all employees who are involved, or likely to be directly involved, in teaching or providing related services to pupil:

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

You are notified that _________________, within the past 365 days, has been expelled, adjudged or convicted for an activity listed above.

School District staff are required by both Federal Law and K.S.A. 72-6311 to protect the right of privacy of any student under the age of 18 and the student's family regarding personally identifiable records, files, data, and information directly related to the student and his/her family. I acknowledge this responsibility and agree that I will disclose the above information only to other USD _____ employees and officials. Violation of these privacy rights could include sanctions up to and including termination.

Signed: _______________________________________________________
School employee who receives the report

Signed: _______________________________________________________
Administrator or school employee making report

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JDDA  Drug-Free Schools (See GAOB and LDD)

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 JGFGGB and/or board policy JGFGGBA; 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: 10/21/02, August 13, 2012, 10/08/18
JDBB  **Reporting to Law Enforcement** (See EBC and JDD)  JDBB

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:

– Sample Form –

Retype to suit local needs, remove from policy book, and file with the clerk and principals. Form could also be included in staff or student handbooks.

**Report to Local Law Enforcement**

USD ________

Pursuant to K.S.A. 72-6143, the administrator or other school employee whose signature appears below is reporting the following crimes.

{Briefly describe each incident and the person/s involved in felonies, misdemeanors and weapons}

<table>
<thead>
<tr>
<th>Date</th>
<th>School/Location</th>
<th>Student/s or Person/s Involved</th>
<th>Brief Description</th>
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School Districts are required by Federal Law and K.S.A. 72-6311 to protect the privacy rights of students under the age of 18.

Signed: ___________________________________________________________

Administrator or other school employee.

cc: Superintendent of Schools, USD ____ Student/s file

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

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

USD 226 Bullying Plan
(Also see Policies GAAE and JDDC)

Bullying means: Any intentional gesture or any intentional written, verbal, electronic, or physical act or threat either by any student, staff member, or parent towards a student or by any student, staff member or parent towards a staff member that is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment that a reasonable person, under the circumstances, knows or should know will have the effect of:

- Harming a student or staff member, whether physically or mentally;
- Damaging a student's or staff member’s property;
- Placing a student or staff member in reasonable fear of harm; or
- Placing a student or staff member in reasonable fear of damage to the student’s or staff member’s property.

Bullying also includes cyberbullying. "Cyberbullying" means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games, and websites.

Additionally, bullying means any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to K.S.A. 72-6147 or subsection (e) of K.S.A. 72-1138, and amendments thereto. USD ___ will not tolerate these actions by students, staff, or parents.

For the purposes of this plan and its authorizing policies, “parent” includes a biological, adoptive, or step-parent; guardian; custodian; or other person with authority to act on behalf of a student.

Similarly, a “staff member” means any person employed by the district.

Any act of bullying by either an individual student or group of students towards a student or staff member of the district is prohibited on or while utilizing school property, in a school vehicle, or at school-sponsored activities, programs, and events. This policy applies to students who directly engage in an act of bullying, to students who, by their behavior, support another student’s act of bullying, and to all staff members and parents who engage in similar behaviors.

Training concerning identifying, reporting, investigating, and preventing bullying behaviors as outlined in district policies and this plan shall be provided to students and staff members using district resources available for such purpose and shall be provided through school assemblies, staff development, or other appropriate forums at least (annually/biannually).

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The board or the district administration on behalf of the board may seek student, staff, parent, and/or community input on the adoption, revision, and/or implementation of the board’s bullying policies or plan as directed or approved by the board.

No teacher, administrator, or school district employee shall engage in, permit, or tolerate bullying.

Retaliation against a victim, good faith reporter, or a witness to bullying is prohibited. A student or staff member who engages in an act of bullying, reprisal, retaliation or false reporting of bullying, shall be subject to discipline in accordance with school district policy and procedures. The school administration and/or board may take into account the following factors when determining an appropriate disciplinary action for such prohibited conduct: the ages of the parties involved; the developmental and maturity levels, special education needs of the parties involved, and the severity of the behavior.

Discipline guidelines for student bullying may be found in student and employee handbooks. Offenses over time or single offenses which are severe in nature may result in discipline up to and including suspension and/or expulsion or termination from employment. Parents participating in prohibited bullying conduct aimed at district students and/or staff members may jeopardize their access to district facilities; district property; school sponsored activities, programs, and events; and/or district students and/or staff members through the district’s communication systems. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors. (See Policies EBC, GAAC, GAACA, JGEC, JGECA and KN)

10/08/18
# Report to Local Law Enforcement

**USD ___**

Pursuant to Kansas law, the administrator or other school employee whose signature appears below is reporting the following crimes.

Briefly describe each incident and the person/s involved in a misdemeanor or felony behavior at school, on school property, or at a school activity.

<table>
<thead>
<tr>
<th>Date</th>
<th>School/Location</th>
<th>Student/s or Person/s Involved</th>
<th>Brief Description of bullying incident/s.</th>
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School Districts are required by Federal Law and K.S.A. 72-6311 to protect the privacy rights of students under the age of 18.

Signed: __________________________________________________________

Administrator or other school employee

c/superintendent, USD ___; c/student’s file/employee’s file as allowed by applicable negotiated language
Staff shall establish high expectations for all students. These expectation shall be based on individual student ability to meet the board approved learning objectives for each subject.

**Reporting** (See JF et seq.)

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

**Report Cards** (See JF et seq.)

Report cards shall be issued to each student or student's parent at the end of each specific grading period for each subject taken. Reasons for deficiencies and/or failures shall be given. The staff shall develop standard reporting forms for each grade level.

Approved: April 10, 2000
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.

Academic Dishonesty

Academic dishonesty is unacceptable. Materials taken from electronic sources are covered in these definitions. A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question as well as other disciplinary measures.

Cheating is the unauthorized use of information or study guides in any academic exercise.

Cheating includes:
1. Copying from others during a test.
2. Sharing answers from a take-home examination.
3. Using illegal notes during an examination.
4. Taking an examination for another student.
5. Tampering with an examination after it has been corrected, and then returning it for more credit than deserved.
6. Submitting substantial portions of the same academic work for credit in more than one course without consulting the second teacher.
7. Allowing others to do the research and writing of an assigned paper.

Plagiarism is academic theft. It refers to the use of another’s ideas or works without proper attribution or credit.

Credit must be given:
1. For every direct quotation.
2. When work is paraphrased or summarized in whole or part in your own words.
3. For information which is not common knowledge.
JFA-R Academic Dishonesty

A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question as well as other disciplinary measures.

Approved: 4/10/02, August 19, 2002, 10/21/02
Student Conferences

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

Approved: April 10, 2000
Parent Conferences

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

Approved: April 10, 2000
JFB  Academic Credit

Academic credit may be awarded to a student who receives a credit for a course taken at another secondary school, an electronic course, a correspondence course, or other academic institutions. The National Association of Secondary Principals (NASSP) must approve all. No credit will be given for any course not approve by the NASSP.

JFB-R  Academic Credit

A student may be awarded academic credit for courses taken from another secondary school, an electronic course, a correspondence course or other academic institutions. All courses must be approved by the NASSP and have prior approval of the building principal. No credit will be granted for courses not meeting these requirements.

Approved: 08/02
Students who have completed the requirements for graduation may be allowed to participate in graduation exercises unless participation is denied for appropriate reasons. Graduation exercises shall be under the control and direction of the building principal.

Approved: April 10, 2000
JFCA  Early Graduation  (See IHF)

Students who complete all state and local graduation requirements may request permission to graduate early.

Approved: April 10, 2000, November 9, 2009

JFCA-R  Early Graduation  (See IHF)

A student who wishes to graduate from high school early may request permission to do so. Early graduation will be considered no earlier than the end of the seventh semester of high school unless the board considers this to be an undue hardship on the student. 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, shall 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: April 10, 2000, November 9, 2009
**JFCB Part-Time Enrollment**

The board recognizes the advantages of maturity, a board academic base, socialization, and access to co-curricular activities as beneficial to the great majority of students. Therefore, the district does not encourage attempts to complete a course of study for graduation in less than four full academic years. However, the board will accept modification of the four-year attendance requirements for high school graduation provided the student has satisfactorily completed the credits for graduation as set forth by the Kansas State Board of Education and Unified School District 226 (see JFCA Early Graduation)

Students are required to earn 24 units of credits throughout grades 9-12 to graduate from Meade High School. It is possible to attend Meade High School as a part-time student, provided that the student meets the procedures and conditions as specified in JFCB-R.

**JFCB-R Part Time Enrollment**

A student who desires to attend Meade High School as a part-time student must follow the steps indicated below:

1. The student must be 19 years of age or younger or the class of origin has already graduated;
2. The student is required to indicate their intention to become a part-time student to the guidance counselor by the end of the 1st nine week grading period during the school year prior to the semester or school year in which the student is requesting part-time status for any semester(s).
3. The student must be within 3 credits of fulfilling the Meade High School graduation requirements, and have completed a minimum of 7 semesters of high school prior to beginning part-time status.
4. The student may not leave before 5th hour each day.
5. The student will meet with the guidance counselor and building principal, at which time the guidance counselor will:
   a) Provide a Part-Time Student Request Form and Contract for the student;
   b) Check credits;
c) Set up a tentative schedule ensuring that the classes to be taken are consecutive;

d) Instruct the student to have the parent/guardian and student request a conference with the guidance counselor after completion of the parent/guardian permission form. The student and parent(s)/guardian must return the part-time request and contract form to the principal for approval before the conference date.

6. A conference requested by the student, including the student, parents/guardian, the guidance counselor and the building principal is mandatory. At this conference:

   a) The administration decision on the request will be given;
   b) If the student is to be part-time, the student’s part-time schedule is finalized and: All KSHSAA, district rules, regulations and eligibilities policies shall be reviewed.
   c) The contract is signed;
   d) Any administrative decision may be appealed to the superintendent of schools.

Approved: December 8, 2008
USD 226 Part-Time Student Request Form and Contract Agreement

Part-Time Enrollment at Meade High School

Meade High School and the USD 226 Board of Education strongly believe that there are more benefits for the student who remains in school full-time for four years, than could be achieved by being at school only part-time.

Notwithstanding this, I as parent or guardian, request that the student named below be allowed to attend part-time following the rules and procedures for part-time students.

Student Name: ____________________________________________

1. The Part-Time Application conference must be completed by the end of the 1st nine week grading period during the school year prior to the semester or school year in which the student is requesting part-time status for any semester(s). It is the student’s responsibility to request this conference in a timely manner in order for it to be completed prior to the deadline.

2. The guidance counselor will arrange a conference between the student, parent, building principal, and guidance counselor. This meeting is mandatory before part-time status will be granted.

3. The building principal will discuss relevant issues concerning the part-time status during the conference. The building principal may approve or deny part-time status. Any administrative decision may be appealed to the superintendent.

Rules and Conditions of Granted Part-Time Status

1. To be eligible to participate in a Kansas State High School Activities Association sponsored activity, the student must be enrolled in 5 new subjects (Meade High School requires 6 new subjects).

2. The student is subject to ALL school rules and must attend consecutive classes. When not in class, the student must leave the campus.

3. Failure to comply with condition number 2 above, the student will resume full-time student status that requires seven (7) classroom classes for the remainder of the school year.

4. Prior to the approval of the part-time status, the student must show verification of employment, concurrent enrollment in a community college, university, technical school or other proof of time commitments that are approved by the building principal and parent.
USD 226 Part-Time Student Request Form and Contract Agreement

Part-Time Enrollment at Meade High School

To be completed by parents or guardian:

Student Name: ____________________________________________

Part-Time Request Explanation (list reasons for requesting part-time status):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

My signature below indicates I have read the related school district policy (Part-Time Enrollment JFCB and JFCB-R). I assume full responsibility for meeting all requirement, rules, and deadlines of being a part-time student.

Parent Signature: ____________________________________________

Date: _______________________________________________________

To be completed by student:

I, ______________________, request the status of being a part-time student at Meade High School starting with the ___ semester of school year ______. My signature below indicates I have read the related school district policy (Part-Time Enrollment JFCB and JFCB-R). I assume full responsibility for meeting all requirements, rules and deadlines of being a part-time student. I will continue to be employed, a concurrent student, or other acceptable reasons for being granted part-time status for the duration of this contract.

Student Signature: ____________________________________________

Date: _______________________________________________________

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**USD 226 Part-Time Student Request Form and Contract Agreement**

**Part-Time Enrollment at Meade High School**

To be completed by guidance counselor (credit check-indicates completed course)

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
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<tbody>
<tr>
<td>English</td>
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<tr>
<td>Science</td>
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<tr>
<td>Math</td>
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<td>Social Science</td>
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<td>Computer</td>
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<td>Fine Arts</td>
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<tr>
<td>Physical Education</td>
<td></td>
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<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

Include Transcript (attach to application form)

Total Credit to Date_______

Proposed Part-Time Class Schedule:

1. ________________________________________________________________
2. ________________________________________________________________
3. ________________________________________________________________
4. ________________________________________________________________

Part-Time Application Grated: Yes_____ No_____

Student Signature: _______________________________ Date: ____________

Parent/Guardian Signature: ___________________________ Date: ____________

Guidance Counselor Signature: _________________________ Date: ____________

Principal Signature: _________________________________ Date________________
USD 226 Part-Time Student Request Form and Contract Agreement

Part-Time Enrollment at Meade High School

To be Completed by Employer:

Student Name: ___________________________ Grade _____________

The student named above is requested to attend Meade High School on a part-time basis. This student has reported that they will be employed by you during the regular school hours that they will not be attending Meade High School.

Is this student employed by you at this time? _______________________

Approximately how many hours will the student work per week? __________

Will employment expectedly continue through this semester? _____________

Employer Name: _________________________________________________

Place of Employment: _____________________________________________

Phone Number of Employer: _______________________________________

Employer Signature: _____________________________________________

Date: __________

**Please contact the Meade High School guidance office at 620.873.2981 if this student’s employment is terminated for any reason!!**
Parents or guardians shall have access to material on student insurance available in the district. Medical expenses are not the responsibility of the district.

Approved: April 10, 2000
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: April 10, 2000, 09/14/17
The board is committed to providing a school environment that promotes student wellness as part of the total learning experience for its students. To this end, the board shall promote and monitor a local wellness plan that includes methods to promote student wellness, prevent and reduce childhood obesity, and provide assurance that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum federal standards. The plan shall:

- Include goals for providing proper student nutrition promotion and education, physical activity, and other school-based activities designed to promote student wellness which are based on evidenced-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; and
- 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.

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 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.

**Wellness Committee**

The board shall establish a wellness committee comprised of, but not necessarily limited to, at least one of each of the following: school board member, district administrator, district food service representative, student, parent/guardian, school health professional, physical education teacher, and member of the public.

The wellness committee shall serve as an advisory committee regarding student health issues and shall be responsible for developing, implementing, and periodically reviewing and updating a school wellness policy and plan that complies with law to recommend to the board for adoption.

The 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 wellness as part of the policy and plan development and revision process.

The superintendent or designee and the 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 wellness;
- The extent to which this policy and plan compare to model local wellness policies; and
- A description of the progress made by the district in attaining the goals of this policy.

At least once every three (3) years, the district shall update or modify this policy and wellness plan based on the results of the most recent triennial assessment and/or as district and community needs and priorities change; wellness goals are met; new health science, information, and technologies emerge; or new federal or state guidance or standards are issued.

The district shall annually inform and update the public, including parents/guardians, students, and others in the community, about the contents, updates and implementation of this policy and plan via the district website, student handbooks, newsletters, or other efficient communication methods. This annual notification shall include information on how to access the school 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 wellness policy and plan; and a means of contacting wellness committee leadership.
Recordkeeping

The district shall retain records documenting compliance with the requirements of the school wellness policy, which shall include:

- The written school wellness policy and plan;
- Documentation demonstrating that the district has informed the public, on an annual basis, about the contents of the school wellness policy and plan and any updates to these documents;
- Documentation of efforts to review and update the school 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 wellness policy and plan and notification of the assessment results to the public.

Approved: 09/12/05, 08/11/14, 09/14/17,
DISTRICT WELLNESS PLAN

The board offers the following district wellness plan as a supplement to its wellness policy, JGCA. This plan reflects some of the board’s elected methods to promote student wellness, prevent and reduce childhood obesity, and provide assurance that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum federal standards. This plan is periodically revised in accordance with policy JGCA. Questions concerning its contents may be directed to __________, president of the district’s wellness committee at __________ or to the superintendent at ________________.

NUTRITION PROMOTION AND EDUCATION

Designated instructional staff will integrate nutrition education into the district’s sequential, comprehensive health education program. The program will be reviewed and updated, as appropriate.

Nutrition education will be interactive and will endeavor to provide students with the knowledge and skills needed to adopt healthy eating behaviors.

Nutrition education may be provided in school cafeterias, as well as in the classroom, with coordination between the food service personnel and teachers.

The district will provide appropriate training to the staff members responsible for providing nutrition education and training to students on strategies for promoting healthy eating behaviors.

Consistent nutrition messages will be disseminated throughout the district, schools, classrooms, cafeterias, homes, and community utilizing one or more of the following methods:

1. Handouts;
2. Posters and bulletin boards;
3. Postings on the district’s website;
4. Articles and information provided in district or school newsletters;
5. Presentations that focus on nutritional value and healthy lifestyles;
6. Special programs that highlight aspects of nutrition education; and
7. News media.

Lessons and Activities

District staff will develop and implement nutrition education lessons and activities for all grades that are appropriate to the student’s age and developmental levels.

Instructional staff will be requested to integrate nutritional themes into daily lessons and activities, as appropriate, to complement the academic standards based on nutrition education. Nutritional themes may include, but are not limited to:

1. Knowledge of USDA dietary guidelines;
2. Sources and variety of foods;

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3. Guide to a healthy diet, including snacks and the importance of breakfast;

4. Concepts of control and prevention of disease and nutritional deficiencies;

5. Use and misuse of dietary supplements;

6. Understanding calories;

7. Understanding and using food labels;

8. Essential nutrients and their relationship to physical performance and body composition;

9. Appreciating cultural diversity related to food and eating;

10. Recognizing appropriate serving sizes;

11. Safe food preparation, handling, and storage; and

12. Identifying and limiting junk food.

District staff members are expected to be supportive in helping students to practice the nutritional themes used in lessons and activities.

**Family and Community Involvement**

The superintendent or designee will be responsible for promoting family and community involvement in supporting and reinforcing nutrition education in the schools utilizing one or more of the following methods:

1. Nutrition education materials are sent home with students, posted in school buildings, and made available on the district’s website;

2. Parents/Guardians are encouraged to send healthy snacks/meals to school;

3. Families are invited to attend any exhibitions of student nutrition projects or health fairs;

4. Nutrition education workshops and screening services may be offered;

5. Links with nutrition service providers (e.g., qualified public health and nutrition professionals) may be established on the district’s website to inform families about supplemental nutritional services available in the community;

6. Nutrition education curriculum may include homework that students can do with their families, such as:
   a. Reading and interpreting food labels,
   b. Reading nutrition-related articles, and
   c. Preparing healthy recipes; and

7. School staff members will be encouraged to cooperate with other agencies and community groups to provide opportunities for student projects related to nutrition, as appropriate.
PHYSICAL ACTIVITY

Developmentally appropriate physical activities during the school day for students will be designed to achieve optimal health, wellness, fitness, and performance benefits, and may include the following:

1. Daily school-wide exercise program for students in which all students participate in their classrooms;

2. Physical activity breaks for students between lessons or classes, as appropriate; activities will be planned to maximize student participation;

3. Providing information to parents/guardians that encourages students’ physical activity outside the school environment, such as outdoor play at home, sports, recreation programs, before and after-school programs, community programs, etc.;

4. Establishing guidelines governing the age-appropriate physical activity opportunities for students that will be provided in each school;

5. Offering and supervising walking programs for students on school property before school, at lunch, or after school;

6. Daily recess periods for elementary school students featuring time for unstructured but supervised active play;

7. Introducing physical activities other than competitive sports to students;

8. Organizing and supervising walking trains for students going to and coming home from school;

9. Programs conducted before and after school in district facilities providing developmentally appropriate physical activities to students in an effort to promote physical activity. Designated staff will meet with providers of before and after-school programs in district facilities to discuss and support opportunities for physical activity for attendees;

10. Sending students home with suggestions for physical activities for use by parents/guardians through:
    
    a. Monthly suggested activity calendars,
    
    b. Periodic information and updates,
    
    c. Notices of family activity events taking place in the schools or community;

11. Promoting the use of school facilities by students and the community for physical activity, fitness, sports, and recreation programs offered by district schools and/or community-based organizations outside of school hours through:
    
    a. Announcements,
    
    b. Posted notices,
    
    c. Newsletters,
    
    d. District’s website,
    
    e. District’s calendar,
    
    f. News media.
PHYSICAL EDUCATION

Professional staff will provide physical education instruction that complies with the established curriculum and academic standards to ensure that students develop required skills and knowledge.

The physical education curriculum and program will be reviewed and updated, as appropriate.

District schools will encourage all students to participate in physical education classes.

Physical education staff will utilize appropriate instructional strategies that provide meaningful inclusion of all students, regardless of skill or fitness level.

The district’s physical education programs will:

1. Provide physical activity options and alternatives from a variety of categories such as outdoor, rhythmical, and lifetime;
2. Feature cooperative as well as competitive games;
3. Teach self-management skills as well as movement skills;
4. Actively teach cooperation, fair play, and responsible participation;
5. Promote participation in physical activity outside of school;
6. Endeavor to be an enjoyable experience for students;
7. Encourage lifelong participation in health-enhancing physical activities;
9. Attempt to create a positive learning environment in which students feel safe and supported; and
10. Utilize physical activities that are developmentally appropriate.

Suitably adapted physical education will be included, when practicable, as part of a student’s IEP, Section 504 Plan, or accommodation when chronic health problems, disabling conditions, or other special needs preclude such student’s participation in regular physical education instruction or activities. Documented medical conditions and disabilities will be accommodated in accordance with the applicable IEP or Section 504 Plan.

An annual assessment and inventory of equipment, facilities, and resources used for physical education courses will be made by physical education staff. Equipment, facilities, and resources determined to be obsolete, out-of-date, unusable, or unsafe will be reported for disposition.

Physical education staff will attend professional development opportunities and inservice programs, in accordance with board policy.

District schools will discourage the withholding or use of physical education solely as a form of punishment.

Student physical activity on school grounds during school hours will be supervised to enforce safety rules and to attempt to prevent injuries.

Building administrators are encouraged to notify district staff that physical activity (e.g., recess) will not be used or withheld as a form of punishment.

Assessment

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A local assessment system may be implemented to track student progress on the Health and Physical Education academic standards. Course grades will be awarded in the same manner grades are awarded in other subject areas and will be included in calculations of grade point average, class rank, and academic recognition programs.

Family and Community Involvement

To promote family and community involvement in supporting and reinforcing physical education in the schools, the building principal or designee will be responsible for ensuring that:

1. Physical education activity ideas are sent home with students;
2. Parents/Guardians are actively encouraged to promote their child’s participation in the school’s physical education programs and any after-school activities through information distributed by the school;
3. Families are invited to attend and participate in physical education activity programs and health fairs when held;
4. Physical education curriculum may include homework that students can do with their families.
5. School staff is encouraged to consider student preferences and interest when developing physical education programs.
6. School staff is encouraged to work with local recreation agencies and community organizations to provide opportunities for students to participate in physical activity programs outside of school.

OTHER SCHOOL BASED ACTIVITIES

Drinking water shall be available and accessible to students, without restriction and at no cost to the student, at all meal periods and throughout the school day.

Nutrition professionals who meet hiring criteria established by the district and in compliance with federal regulations shall administer the school meals program. Professional development and continuing education shall be provided for district nutrition staff, as required by federal regulations.

1. Students shall be provided a clean and safe meal environment.
2. District administrators may consider offering alternative service models to increase school breakfast participation, such as breakfast served in the classroom and “grab & go breakfast” to reinforce the positive educational, behavioral, and health impacts of a healthy breakfast.
3. Students shall have access to hand washing or sanitizing before meals and snacks.
4. Access to the food service operation shall be limited to authorized staff.
5. Nutrition content of school meals shall be available to students and parents/guardians upon request.
6. The district shall provide appropriate training to staff on the components of the school wellness policy and plan.
7. Fundraising projects submitted for approval shall be supportive of healthy eating and student wellness or at least neutral on that topic.
8. { } The district shall support the efforts of parents/guardians to provide a healthy diet and daily physical activity for children by communicating relevant information through various methods.

9. { } ________________________________ other.

**FUNDRAISERS**

Fundraising projects must be submitted for district approval in accordance with district policy. School fundraising activities will be approved with consideration of the following:

1. Fundraising activities held during the school day involving the sale of food or beverages will be limited to foods that meet the USDA Smart Snacks in School nutrition standards, unless an exemption is approved by the building principal;

2. Availability of any food or beverage items sold as part of a fundraising activity will be restricted until at least thirty (30) minutes after the last lunch period;

3. Fundraising activities that promote physical activity will be encouraged; and

4. District staff members are encouraged to select foods and beverages which are low in sugar and fat content to be sold as part of any fundraisers for school sponsored activities, programs, or events outside of the school day.

For purposes of this regulation, school day means the period from midnight before school begins until thirty (30) minutes after the end of the official school day.

Copies of this administrative regulation will be available in the central office and will be distributed to activity sponsors, student treasurers of school activities, and other interested individuals and groups.

Exempt fundraiser foods or beverages may not be sold in competition with school meals in the food service area during the meal service.

**NUTRITION GUIDELINES FOR ALL FOODS/BEVERAGES AT SCHOOL**

All foods and beverages available in district schools during the school day shall be offered to students with consideration for promoting student health and reducing obesity.

Foods and beverages provided through the National School Lunch or School Breakfast Programs shall comply with established federal nutrition standards.

Foods and beverages offered or sold at school-sponsored events outside the school day, such as athletic events and dances, shall offer healthy alternatives in addition to more traditional fare.

**Competitive Foods**

Competitive foods available for sale shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School). These standards shall apply in all locations and through all services where foods and beverages are sold to students, which may include, but are not limited to: a la carte options in cafeterias, vending machines, school stores, snack carts, and fundraisers conducted during the school day.

Competitive foods are defined as foods and beverages offered or sold to students on school campus during the school day, which are not part of the reimbursable school breakfast or lunch.
For purposes of this policy, school campus means any area of property under the jurisdiction of the school that students may access during the school day.

For purposes of this policy, school day means the period from midnight before school begins until thirty (30) minutes after the end of the official school day.

The district may impose additional restrictions on competitive foods, provided that the restrictions are not inconsistent with federal requirements.

Non-Sold Competitive Foods

Non-sold competitive foods available to students, which may include but are not limited to foods and beverages offered as rewards and incentives, at classroom parties and celebrations, or as shared classroom snacks, shall meet or exceed the standards established by the district.

If the offered competitive foods do not meet or exceed the Smart Snacks in School nutrition standards, the following standards shall apply:

1. Rewards and Incentives: (CHOOSE ONE OF THE OPTIONS BELOW)
   a. {   } Foods and beverages shall not be used as a reward or incentive in district schools.
   b. {   } Foods and beverages shall not be used as a reward for classroom or school activities unless the reward is an activity that promotes a positive nutrition message (e.g., guest chef, field trip to a farm or farmers market, etc.).
   c. {   } ___________________________________________other.

2. Classroom Parties and Celebrations: (CHOOSE ONE OR MORE OF THE OPTIONS BELOW)
   a. {   } Only non-food based parties and celebrations shall occur on the school campus during the school day in district schools.
   b. {   } Classroom parties/celebrations with food/beverages shall be limited to no more than one (1) per month in each classroom.
   c. {   } Parents/Guardians shall be informed through newsletters or other efficient communication methods that foods/beverages should only be brought in when requested for scheduled parties.
   d. {   } Classroom parties shall offer a minimal amount of foods (maximum 2-3 items) containing added sugar as the primary ingredient (e.g., cupcakes, cookies) and will provide the following:
      • Fresh fruits/vegetables; and
      • Water, 100 percent juice, 100 percent juice diluted with water, low-fat milk, or nonfat milk.
   e. {   } When possible, foods/beverages for parties and celebrations shall be provided by the food service department to help prevent food safety and allergy concerns.
   f. {   } Food celebrations shall not occur until thirty (30) minutes after the end of the last lunch period.
   g. {   } ___________________________________________other.
3. Shared Classroom Snacks:
   a. [ ] Shared classroom snacks are not permitted in district schools
   b. [ ] ___________________________________________ other.

The district shall provide a list of suggested nonfood ideas and healthy food and beverage alternatives to parents/guardians and staff, which may be posted via the district website, student handbook, newsletters, posted notices and/or other efficient communication methods.

**Marketing/Contracting**

Any foods and beverages marketed or promoted to students on the school campus during the school day shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School) and comply with established Board policy and administrative regulations.

Exclusive competitive food and/or beverage contracts shall be approved by the board, in accordance with provisions of law. Existing contracts shall be reviewed and modified to the extent feasible to ensure compliance with established federal nutrition standards, including applicable marketing restrictions.

**SAFE ROUTES TO SCHOOL**

District schools may provide appropriate instruction on walking and bicycling safety to students.

To make walking and biking to school safer and easier for students, improvements to school zone traffic safety may be made by:

1. Developing drop-off and pick-up procedures and informing students, parents/guardians, and district staff by means of:
   a. Publication in handbooks,
   b. Reminders to parents/guardians in the form of letters or emails at the start of each school term and as necessary throughout the school year,
   c. Presentation at a student assembly,
   d. Presentation at a parents meeting, and/or
   e. Posting of notice/signs.

2. Designating a drop-off and pick-up zone to discourage traffic congestion in front of schools;

3. Conducting regular traffic safety training for school personnel, volunteers, and students who drive to school;

4. Encouraging carpooling to alleviate traffic congestion in front of schools;

5. Staggering school arrival and dismissal times for different grades to minimize the flow of traffic; and

6. Using a designated employee, parent/guardian, or volunteer at drop-off locations to open the student’s door and expedite the drop-off process.
Designated school personnel, police, and volunteers may periodically evaluate drop-off and pick-up conditions and provide safety information and instruction to drivers.

The Superintendent or designee may meet periodically with local municipality officials, law enforcement, and community organizations to develop, evaluate, and maintain safe routes to school.

In cooperation with the local ordinances and laws, physical improvements such as curb striping and signage revision may be made to the school’s drop-off and pick-up zones and/or parking and stopping spots.
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
JGCB Inoculations

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: 09/12/05, 08/11/14, 09/14/17
JGCBA  Automated External Defibrillators  JGCBA

If the board approves their use in district schools and other facilities, automated external defibrillators shall be used only by qualified persons as required by law.

To be qualified, a district employee shall have completed all training, and have demonstrated proficiency in the use of the AED as required by current law.

Approved: October 13, 2008, 09/09
JGCC  Communicable Diseases

Any student noted by a physician or the school nurse as having a communicable disease may be required to withdraw from school for the duration of the illness. The student will be readmitted to regular classes upon termination of the illness, as authorized by the student’s physician or as authorized by a health assessment team.

The board reserves the right to require a written statement from the student’s physician indicating that the student is free from all symptoms of the disease.

Approved: April 10, 2000

JGCC-R  Communicable Diseases

If a student is absent from regular classes for more than three consecutive days or the principal has been notified that a student has a communicable disease, the principal shall determine whether a release shall be obtained from the student's physician before the student reenters school.

Decisions regarding the type of education and the setting for provision of educational services for a student with a severe communicable disease of long duration shall be based on the medical condition of the child, the behavior and neurological development, and the expected type of interaction with others in that setting. These decisions will be made after receiving input from the student’s physician, public health personnel, the student’s parent or
JGCC-R Communicable Diseases JGCC-R-2

guardian, and personnel associated with the proposed care or educational setting.

AIDS

In each case involving a student with AIDS, ARC, or a seropositive test for the HIV virus, the board shall reserve the right to make a final decision regarding the placement of the student after taking into account the recommendations of the health assessment team, the risks and benefits to both the infected student and to the others in the proposed educational setting.

No information regarding students with communicable diseases shall be released by district personnel without the student’s, parents’ or guardians' consent or in order to comply with state or federal statutes.

Guidelines for Dealing With Individuals Infected With AIDS in the District Schools

A. The district establishes the following guidelines for dealing with the problems presented by students and school employees who have or could transmit AIDS to other students or school employees. The guidelines should be reviewed periodically and revised as necessary to reflect new medical information regarding AIDS.

B. Based upon the present knowledge that AIDS is primarily transmitted by blood or sexual contact, and that casual person-to-person contact as would occur among school children appears to pose no risk, individuals known to be infected with HIV virus should not be restricted from the school setting unless otherwise medically indicated. Those individuals include the following: students and school personnel with positive antibodies to the HIV virus; students and school personnel who have illness due to the virus but do not meet the AIDS CASE definition; and students and school personnel with AIDS.
Case Review

The determination of the appropriate educational setting for HIV infected individuals should be done on a case-by-case basis by a Review Board and should be weighed against the risk and benefits to both the infected individual and to others who will share the same setting. The school nurse will serve as Chairperson of the Review Board and is the contact source for all referred cases.

A. In the case of a student, the Review Board may consist of, but not necessarily limited to, the student's physician, appropriate school officials including the school principal, guidance counselor, student's primary teacher, office secretary to keep a written record of the proceedings, superintendent of schools, the student's parents or guardian and the county health officer. The school attorney may act as an observer to advise the Review Board on legal questions.

Dealing With Students With AIDS

A. Most school-aged children and adolescents infected with HIV should be allowed to attend school in an unrestricted manner with the approval of the student's physician. HIV infection, in these recommendations, includes cases of AIDS, ARC and seropositivity since the potential for transmission of the virus is present in any of these three clinical conditions. Based on present data, the benefits of unrestricted school attendance of these students outweigh the possibility that they will transmit the infection in the school environment.

B. Some infected students may pose a greater risk than others in the school setting. Students who lack control of their body secretions, who display behavior such as biting, or have open skin sores which cannot be covered, require a more restricted school environment until more is known about the transmission of the virus under these conditions. Alternative settings may be provided in these instances.

C. In cases where the student's regular educational program is altered because of the risk of infecting others, the Review Board will meet regularly to evaluate and assess the need for alternatives.
Communicable Diseases

JGCC-R

Communicable Diseases

JGCC-R-4

to continuing in the regular school setting. Also, those students who have AIDS and have an unrestricted program will be re-evaluated and re-assessed by the Review Board to determine if a need may exist for alternatives to continuing in the regular school setting. Hygienic practices of an infected student may improve with maturation or deteriorate if the condition worsens. The Review Board may determine that a risk exists and the student be recommended for removal from the classroom and an appropriate alternative education program be established until a subsequent review determines that the risk has abated. A plan for periodic review should be established at the time a decision has been made, by the appropriate official, to exclude a child.

D. Before HIV infected individuals attend class in a district school, they will participate in a conference with appropriate school personnel at which time reasonable expectations regarding the individual's responsibilities in the school setting will be discussed. Appropriate recommendations are to be developed from these discussions and submitted to the appropriate official.

Confidentiality

The student’s teacher(s), the guidance counselor, the office secretary, the school principal, the school nurse, the designated school custodian(s), the superintendent, the county health officer and the school attorney may be among the appropriate personnel who would be knowledgeable about the student’s case and shall keep information regarding the student’s health confidential. In some situations it may be necessary that other personnel also be advised. This will be determined by the superintendent.

Approved: April 10, 2000
JGCD Health Screenings

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.
JGCD Health Screening

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:
08/08/16
JGD  Student Psychological Services  JGD

Various psychological services are available to students through the district, cooperative special education programs, the county and the state. Results of any such psychological service, testing program or consultation services will be kept in strict confidence by school authorities and shall be governed by JR through JRD.

Approved: April 10, 2000
The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

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

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when: (1) submission to such conduct is
made, explicitly or implicitly, a term or condition of the individual’s education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual’s academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student’s grades, participation in extra-curricular activities, etc.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of sexual harassment and take prompt corrective action to end the harassment.

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee’s obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall
be reported to the district compliance coordinator. The building principal or district compliance coordinator shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district’s discrimination complaint procedure in policy KN.

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

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

An employee who witnesses an act of sexual harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the building coordinator or district coordinator shall report such conduct to the appropriate law enforcement or DCF authorities.
**JGEC Sexual Harassment**

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district’s obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual’s status or grades. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted, or participated in any investigation, proceeding, or hearing involving a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

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

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent, and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

Approved: 04/00, 09/03, August 12, 2013, 09/15
JGECA Racial and Disability Harassment
(See GAACA, GAAB, GAF, JDDC and KN)

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color, national origin, or disability. Discrimination or harassment on the basis of race, color, or national origin ("racial harassment") or on the basis of disability ("disability harassment") shall not be tolerated in the school district. Racial or disability harassment of employees or students of the district 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.
JGECARacial and Disability Harassment

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 and related materials shall be posted in each district facility. The policy shall also be published in student, parent, and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually, if applicable.

Approved: 04/00; 09/03, 09/15
Supervision of Students

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 establish guidelines for teachers, aides, paraprofessionals and administrators for supervising students at specific times and in designated areas. (See GAO)

Approved: April 10, 2000
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.

Approved: April 10, 2000
When a staff member sees a student who has been involved in an accident at school, on school property or at a school-sponsored event, the staff member shall follow the rules for the care of an injured student and report the accident to the building principal. If a student has an accident which appears to require medical treatment, no action shall be taken by an employee except to send for medical help and to make the student as comfortable as possible while waiting for medical assistance to arrive. If an employee is qualified to administer first aid, that aid may be given.

Appropriate records shall be kept in case a student accident occurs.

Approved: April 10, 2000

When appropriate, the student's parent(s) shall be notified of the injury as soon as possible to determine appropriate action. If the student needs medical attention and the parents cannot be reached, the principal or his designee shall seek emergency medical treatment.

Records

Appropriate records documenting student accidents shall be kept on file in the principal's office.

Approved: April 10, 2000
MEADE USD 226

Pupil Emergency Information and Consent Card

Name ___________________________________________ Grade ______

Address __________________________________________

Birthdate ____________________ Social Security Number ___________

Medications __________________________________________

Allergies or Chronic Illnesses __________________________________________

In case of accident, illness or emergency, it is necessary for the school to know your preference for the care of your child. Please list 3 choices.

Parent ___________________________ Phone Home ____________________

Business __________________________

Parent ___________________________ Phone Home ____________________

Business __________________________

Relative, Neighbor
Or Friend __________________________ Phone Home ____________________

Business __________________________

Insurance Company ________________ Policy # ______________________

In case of accident, illness or emergency, it is necessary for the school to know your preference for the care of your child. Please list 2 choices. If parent or guardian cannot be contacted, we, the undersigned parents of the child identified above, hereby authorize officials of the above School District to contact directly the following physicians of our selection, and we hereby certify that we, and we hereby certify that we are the parents of the said minor child, and to authorized the physician named below to render such treatment as said physicians, or either of them, may deem reasonably necessary. In an emergency, for the health of said child, without further authorization the officials of the school district to contract any licensed physician, and we hereby authorize said physician to render such treatment as he may deem reasonably necessary. In what he may consider to be an emergency, for the health of our aforesaid minor child.

Physician (1st Choice)
_______________________________ Phone ____________________

Physician (2nd Choice)
_______________________________ Phone ____________________

Date ____________________________ ____________________________

Signature of Parent or Guardian

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**JGFGB Supervision of Medications** *(See JGFGBA)*

The supervision of oral 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. *(See JGFGBA)*

School personnel shall not be required to be custodians of any medication except as required by a written order of a licensed medical person or in the case of nonprescription medication when requested in writing by the parents.

The medication shall be examined by the school employee administering the medication to determine that it appears to be in the original container, to be properly labeled and to be properly authorized by the written order of licensed medical person. Two containers, one for home and one for school, should be requested from the pharmacist. Only oral medications should be administered except in emergency situations.
JGFB Supervision of Medications (See JGFGBA) JGFB-2

Any changes in type of drugs, dosage and/or time of administration should be accompanied by new physician and parent permission signatures and a newly labeled pharmacy container.

All medication maintained in the school setting should be kept in a locked container. This includes medication requiring refrigeration.

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.
Supervision of Medications  (See JGFGBA)  

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: 04/10/00, 09/20/04
Permission for Medication

Name of Student ____________________________________________________________

School ____________________________ Grade ________________________________

Teacher ________________________________

Medication ___________________________ Dosage _____________________________

Date Started _____________________________________________________________

Time of day medication is to be given __________________________________________

_________________________________________________________________________

I hereby give my permission for __________________________ to take the above medication at school as ordered. I understand that it is my responsibility to furnish this medication. I further understand that any school employee who administers any drug or nonprescription medication pursuant to parental written request to my student in accordance with written instructions from the physician or dentist shall not be liable for damages as a result of an adverse medication reaction suffered by the student because of administering such medication.

_____________________________          ________________________________________
Date                                    Signature of Parent or Guardian

NOTE: The medication is to be brought to school in the original container appropriately labeled by the pharmacy, or physician, stating the name of the medication, the dosage and times to be administered.
## SAMPLE FORM

**USD ________**

School ______________________

Medications Given at School

**Name of Student____________________________**

**Parent/Guardian ____________________________**

**Physician’s Name __________________________ Phone __________**

**Medication ______________________ Prescribed by __________________**

**Dosage ______________________ Time to be Given __________________**

**Duration of Orders ________________________________________________**

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JGFGBA  Student Self-Administration of Medications  JGFGBA
(See JGFGB)

The self-administration of medication is allowed for eligible students in grades K–12. As used in this policy, medication includes, but is not limited to, a medicine for the treatment of anaphylaxis or asthma listed in current federal regulation as an inhaled bronchodilator or auto-injectable epinephrine. Self-administration is the student’s discretionary use of an approved medication for which the student has a prescription or written direction from a health care provider or written parental authorization on file in the school office for over-the-counter medications. Self-administration of medication at a dosage or rate exceeding product label instructions may result in denial of privilege to self-administer medications and/or disciplinary action as appropriate.

As used in this policy health care provider means a physician licensed to practice medicine and surgery; an advanced registered nurse practitioner, or a licensed physician assistant who has authority to prescribe drugs under the supervision of a responsible physician.

Student Eligibility

An eligible student shall meet all the following requirements:

- Have a written statement from the student’s health care provider stating the name and purpose of any prescription medication/s or written authorization from the student’s parent for use of over-the-counter medication/s;

- Know the prescribed or recommended dosage;

- Know the time the medication is to be regularly administered;

- Be able to articulate any additional special circumstances under which the medication is to be administered;
JGFGBA Student Self-Administration of Medications JGFGBA-2

- 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/or_____}

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 or 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: 09/20/04, 09/12/05, 09/14/17
Permission for Self-Administration of Medication

Name of Student

School

Grade

Teacher

Medication

Dosage

Date Started

Conditions under which the medication is to be given:

__________________________________________________________________

Any additional circumstances under which the medication is to be given:

__________________________________________________________________

Length of time medication is to be administered:

__________________________________________________________________

I hereby give my permission for (name of student) to administer the above medication at school as ordered. I understand that it is my responsibility to furnish this medication. I acknowledge that the school incurs no liability for any injury resulting from the self-administration of medication and agree to indemnify and hold the school, and its employees and agents, harmless against any claims relating to the self-administration of such medication.

My child has been instructed on self-administration of the medication and is authorized to do so in school.

Signature of Parent or Guardian

[NOTE: Parental permission must be renewed annually]

__________________________________________________________________

Signature of Health Care Provider

__________________________________________________________________

Approved: 09/20/04, 09/12/05

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

**Student Eligibility**

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

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

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

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

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

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

**Employee Immunity**

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

Approved: 08/11/14
JGG Transportation

Bus transportation shall be provided to and from school for those students who qualify. Transportation may be provided by the district for all school activities. Transportation may be denied to students who are detained after school for disciplinary reasons.

All rules shall be published in the student handbook.

Approved: April 10, 2000

JGG-R Transportation

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. Students may be directly released to their parents with the approval of their sponsor.

Approved: April 10, 2000
Use of Video Cameras  (See JR and JRB)

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.

Approved: April 10, 2000
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.

Approved: 04/00; 09/03
JGHB  **Vending Machines and Other Automated Play Machines**  JGHB

(See DK and JGCA)

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: April 10, 2000, 09/14/17
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**  (See DK)

Approved: Sept. 11, 2000
Sample Only: Adapt for local use

Public Input Form: Request to Add/Eliminate an Activity

1. Name:

2. Address:

3. Represents:    Self    Group:

4. Name of Group:

5. Activity to eliminate: Explain rational

6. Activity to add:

7. Proposed start-up budget; $__________
   - Prepare a detailed budget sheet for board consideration.
   - Where would you get the money?
   - If no new money is available, what existing program would you propose reducing or eliminating to fund the proposed budget?

8. On-going budget: $__________
   Prepare a reasonably detailed on-going budget which describes the on-going expenses necessary to maintain the program.

9. Indicate need to add program:

10. OTHER:

   Use additional paper as necessary.

Signed_________________________________________

Date submitted to administration__________________, 20__
JHC  **Student Organizations**  JHC

Students may form clubs and other groups organized to promote or pursue specialized activities outside the regular classroom. Membership in student organizations, whether school sponsored or non-school sponsored, must be open to all interested and eligible students. The building principal and the board shall approve school sponsored student organizations, and a staff member shall attend the meetings or activities to supervise use of the facilities by all student organizations as an advisor or supervisor.

**Student Clubs**

The administrator shall establish regulations for the operation of school sponsored clubs, and for the use of school facilities by non-school-sponsored clubs.

School sponsored clubs shall be under the direct control of school personnel. Every school sponsored club shall develop guidelines which have been approved by the building principal and filed in the school office. If non-curriculum related school sponsored clubs are allowed to meet on school facilities then, during non-instructional time, non-school sponsored student clubs may also meet in school facilities.

**Non-School Sponsored Student Clubs**

Non-school sponsored clubs shall submit a request for use of school facilities prior to using the facilities. A faculty member (or other adult approved in advance) may/shall attend the meetings as a supervisor but may/shall not participate in the group’s activities.
Student Government

Student councils under the direct control of the building principal or designated faculty representative may be established. Student councils may exercise only the authority expressly delegated to them by the building principal.

Approved: April 10, 2000
Gun Raffle Guidelines – Meade USD 226

RAFFLE AMENDMENT SCR 1618 to the Kansas Constitution allowed for nonprofit organizations to hold raffles. Gun raffles shall only be permitted by the district using the following guidelines:

- The raffle must be conducted by a school organization and cannot be administered by a separate organization or company
- Permission must be granted by the building principal for the school organization to host the raffle
- No firearms of any kind to be raffled shall be brought on school property or carried in any school vehicle
- Guns to be raffled shall be firearms to be used for hunting (shotguns, rifles) or small pistols
- At least one other comparably priced raffle item, which is not a gun, shall be available to choose from in the raffle
- No raffle ticket shall be sold to any person under the age of 18
- No advertising shall be done on school property (school accounts for electronic or social media advertising shall not be allowed)
- If the fundraising goal is not reached, the prize shall nevertheless be awarded to a ticket-holder, unless all raffle proceeds are refunded with 15 day of the prize deadline
- Gross receipts may not exceed $25,000, unless the organization has obtained a raffle license, as required by SCR 1618
- All raffled guns shall be handled by a licensed gun dealer
- Transfer of any gun to a raffle winner shall only take place through the licensed gun dealer and after a successful federal background check

Approved: 12/11/2017
JHCA Student Publications

School-Sponsored Student Publications

School-sponsored student publications shall be under the supervision of the building principal or designated faculty representative.

Students who have facts and opinions should be allowed to express them in print as well as through oral communications. However, student editors and writers must observe the same legal responsibilities as those imposed upon conventional newspapers and communication media. No student shall distribute any school publication which:

- Is obscene according to current legal definitions;
- Is libelous according to current legal definitions; or
- Creates a material or substantial interference with normal school activity or appropriate discipline in the operation of the school.

Student publications which are not libelous, disruptive or obscene may be distributed on school property during school hours at times and in areas designated by the building principal.

If a decision to disapprove distribution of a publication is made, the principal shall state reasons for the decision to the student(s).

If the student is dissatisfied with the principal’s decision, the student may appeal the decision to the superintendent.

Non-School Sponsored Student Publications

Non-school sponsored student publications may be distributed on school property at times and in areas designated by the building principal.

(See KI) Distribution of any non-school-sponsored publication may be halted
if the material is obscene or libelous, or creates a material or substantial
disruption of normal school activity or interferes with the operation of the
school. Distribution in violation of this policy may result in suspension,
expulsion or other discipline of the students involved.

Advertisements

Ads concerning illegal drugs, any controlled substances, or any illegal
activity are prohibited in school sponsored publications.

Approved: April 10, 2000
Gang Activities which threaten the safety or well-being of persons or property on school grounds or at school activities, or which disrupt the school environment, are prohibited.

The superintendent shall establish procedures and regulations for disciplinary action to be taken against any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in gang-related activities. (See JCAC, JCDA, JCDBB and JDD)

District staff may be provided in-service training in gang behavior and characteristics to facilitate identification of students involved in gang activities.

Approved: April 10, 2000
Community Activities

Students shall not participate in any community activities during school hours without the prior permission of the principal.

Approved: April 10, 2000
Employment of Students

In-School Employment

Students may be employed by the district. The district shall not employ students in hazardous jobs.

Outside Employment

A student who needs to work on a regular basis during the school day shall file a written request with the principal. If the request is approved, the student shall file a work schedule with the principal. Changes in the schedule shall be reported by the student to the principal. The student shall not begin the new schedule unless the change is approved by the principal.

Vocational or Other Work Experience (See IDAA)

A student who works in a board-approved vocational or other work-experience program shall have a schedule developed cooperatively by the employer and the supervising teacher and approved by the principal prior to beginning the work activity.

Approved: April 10, 2000
Commercial firms shall not be permitted to solicit students during school hours or on school property without prior approval of the administration.

Solicitations by students of students during school hours and on school property shall be done only when they are related to school sponsored activities. All student sales projects shall require the principal's prior approval.

Representatives from commercial schools, colleges, armed forces or other agencies shall be permitted to meet with students only by permission of the principal. Student contact by these organizations shall be arranged for and supervised by the guidance office. (See K1)

Approved: April 10, 2000
JL  Gifts  (See GAJ, KH)  

The giving of gifts between students and staff members is discouraged, if such gifts are given to gain favor.

Approved: April 10, 2000

JL-R  Gifts  (See GAJ, KH)  (See DK)  

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 should not be excessive.

Student Organization Gifts to the School

Student organizations, with prior approval of the organization sponsor and building principal, may donate a portion of the organization's funds to the district. These donations shall require prior board approval.

A gift is defined as any donation, present or endowment in the form of cash, merchandise or personal favor.

Any student organization gift to the district shall become district property when accepted by the board.

Approved: April 10, 2000
No student shall enter any contest as a school representative unless the contest is approved by the KSHSAA or by the administration. (See JH)

Approved: April 10, 2000
Awards for participation in interscholastic activities shall be limited to those approved by the KSHSAA.

Approved: April 10, 2000
JQ  Exceptional Students

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.

Approved: April 10, 2000
Physically disabled students, including those temporarily disabled by illness, operation or accident authenticated by a physician's order, may be eligible for alternative educational services or accommodations in their regular program which allow for meaningful participation in the program.

Approved: April 10, 2000

Students with injuries which prohibit participation in physical education or other classes shall present to the building principal a physician's statement prohibiting such activity.

Teachers shall follow medical instructions relating to limitations on the student's participation, and shall either provide alternative methods for the student to earn a credit/grade in the class during the period of the disability or contact the district 504 coordinator for consideration of appropriate accommodation for the student.

Approved: April 10, 2000
JQE  **Alternative Arrangements**  JQE

Married students, pregnant students and students who are parents shall have access to the same educational opportunities, special services and extracurricular activity considerations provided to other students.

A pregnant student may be required to provide a physician's release statement to be allowed to participate in school activities.

If there is a delay in obtaining a physician's release statement, in the student’s best interest, the administration may deny activity participation until the permission slip is made available.

Approved: April 10, 2000
Adult students who have not graduated from high school are encouraged to attend high school classes.

Approved: April 10, 2000
The board recognizes the cultural benefits of foreign exchange student programs and authorizes the superintendent of schools to accept foreign exchange students into the district. Acceptance shall be based upon these guidelines or if an exchange student meets residency requirements outlines in JBC.

JQKA-R Foreign Exchange Students

Foreign exchange students in approved programs shall be admitted to the district on a tuition-free basis. The board may accept a maximum of up to six students annually from other nations who come to the district via exchange programs officially recognized by the board.

Exchange programs recognized by the board are: those organizations approved each year by the KSHSAA as well as those listed as approved programs by the National Association of Secondary School Principals (NASSP).

Foreign exchange students are subject to the following additional guidelines:

- At the time of admission to the public schools, the exchange student must be at least 15 years old but not older than 19 years of age and shall possess a reasonable facility for the English language.
- Resident host families shall complete a host family foreign exchange application accepting responsibility for the student and verifying that they are serving as a volunteer host family without personal profit.
- Applications shall be screened by the building principal to determine if there is an appropriate program available for the student.
- Students shall be considered for acceptance and enrolled on a space available basis, subject to size of classes.
JQKA Foreign Exchange Students

- Students shall be subject to all policies and regulations governing the conduct and behavior of resident students, and shall agree to abide by all such policies and rules of the district and school of attendance.

- Students shall maintain passing grades in all subjects as well as satisfactory discipline and attendance records.

- No student shall be enrolled until all standards for admission have been cleared through the office of the appropriate building principal. Information such as the student’s name, nationality, age, sponsor’s name and address, etc., shall be supplied at that time.

- Exchange students are encouraged to assist in some manner the curriculum of the school they are attending (i.e., assist with language classes, history classes, etc.).

- Exchange students who complete a year of study as a Senior at Meade High School will receive a Certificate of Attendance and will be eligible to participate in graduation and other Senior class related activities. Exchange students are eligible to receive a Meade High School diploma as determined by the administration.

Approved: 04/10/00, 06/12/06, 05/08/2017
JQL **Hearing Procedures for Exceptional Students**  

A hearing procedure shall be available to parents or guardians of exceptional students according to state board of education regulations, the state special education plan, locally adopted procedures and applicable laws. A hearing shall be held for the purpose of ascertaining whether a staffing/placement committee's recommendations for assignment, reassignment, exclusion, transfer or withdrawal of a student are warranted.

Approved: April 10, 2000
**Student Records**

(See BCBK, CN, CNA, 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 IDAE, 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.
JR  Student 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.

Approved: April 10, 2000, Aug 11, 2014
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 reports of teachers or counselors that may be needed in ongoing counseling or disciplinary actions.

Approved: Sept. 11, 2000
**JRB Release of Student Records**  
(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;
Release of Student Records

- 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
Release of Student Records

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: 04/00, 10/02, 09/03, 08/13, 08/14, 09/14/17
All student records will be maintained and screened periodically.

Administrative records shall be permanent records and maintained by the school for an indefinite period of time. When the student graduates, supplementary records shall be destroyed or shall be transferred to the administrative records if they have permanent usefulness. Tentative records shall be destroyed when the use for which they were collected is ended. However, tentative records may be placed in the supplementary classification if the continuing usefulness of the information is demonstrated and its validity verified.

The official custodian shall review a student's records when the student moves from elementary to a middle school or junior high, from a middle school or junior high to high school and upon high school graduation. During each review obsolete or unnecessary information shall be removed and destroyed.

Following a reasonable amount of time after a student has graduated or ceases to attend school in the district, the records of the student that are determined to be appropriate for retention may be stored electronically.

Approved: 04/10/00, 08/14/06
JRD  

**Hearing Request**

When a hearing has been requested by a parent, guardian or an eligible student to challenge the content of the student's education record, the procedure to be followed in the hearing shall be:

The hearing shall be conducted and the decision rendered by a person who does not have a direct interest in the hearing outcome.

The parent, guardian or eligible student shall be given notice of the date, place and time of the hearing within a reasonable time in advance of the hearing.

The parent, guardian or the eligible student may be assisted or represented by individuals of their choice at their own expense, including an attorney. Parents, guardian or the eligible student shall be afforded a full and fair opportunity to present relevant evidence.

A written decision shall be rendered within a reasonable time after the hearing concludes. The decision of the hearing official shall be based solely upon the evidence presented at the hearing and include a summary of the evidence and the reasons for the decision.

Approved: April 10, 2000
Student Fees and Charges

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 Payment

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 the justifiable value owed by a student of school property lost, damaged or destroyed by a student and to collect unpaid fees which have accrued. If, after the attempt to collect, the amount remains unpaid, the principal shall discuss the matter with the
JS  **Student Fees and Charges**  JS-2

superintendent. The administration shall follow the procedures outlined to collect unpaid debts that have accrued to an unacceptable level.

- A minimum of two letters delivered by first class mail shall be sent by the building principal’s office to the parents or guardians to collect unpaid debts.

- Arrangements for payments may be made to pay the unpaid debts with the building principal.

- If unpaid debts continue, 1) unpaid debts will be turned over to a collection agency selected by the school district; and 2) students will not be able to participate in graduation or promotion exercise at the Jr. High or High School unless all financial obligations to Meade USD 226 have been satisfied.

  **Forwarding Pupil Records**

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

Approved: Sept. 11, 2000, August 20, 2001, February 13, 2017
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KGA Buildings and Grounds (See KG) - KSA 72-8212
Use of District Personal Property and Equipment (sports)
*KGB Equipment (See KG) - KSA 72-8205
KGC Supervision of Non-School Groups
KGD Crowd Control at School Sponsored Activities
KGDA Public Conduct on School Property
KH Gifts to Schools - KSA 12-1252; 72-8210; 72-8212
*KHA Awards and Scholarships (Also JN)
*KHB Contests for Students (Also JM)
*KHC Gifts to Students (Also JL)
*KHD Gifts to Staff Members (See GAJ)
KI Free Materials Distribution in Schools
KI Political Campaign Materials
KI Special Interest Materials
KI Advertising in the Schools
SN Includes advertising in school publications, on school property and
sponsored advertising of school events.
KK Public Sales on School Property
*KL Public Use of School Records - KSA 45-216 et seq.
KM Visitors to the Schools - KSA 21-3721
KN Complaints
KN Discrimination or Discriminatory Harassment
KN Informal Procedures
KN Formal Complaint Procedures
KN About School Policies
KN About Curriculum
KN About Instructional Materials
KN About School Facilities and Services
KN About School Personnel

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KA Goals and Objectives

Educational public relations is a planned and systematic two-way process of communication between a district and its internal and external publics. Its program serves to stimulate a better understanding of the role, objectives, accomplishments and needs of the organization. Educational public relations is a management function which interprets public attitudes, identifies the policies and procedures of an individual organization with the public interest and executes a program of action to encourage public involvement and to earn public understanding and acceptance.

Approved: April 10, 2000
KB Public Information Programs (See CEE, CEF, CG, IBBG 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 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.

Approved: KASB Recommendation – 04/00; 09/03, 09/10/2007
**District or School Websites**

(See DC, ECH, II, IIBG, JR *et seq.*, and KB)

The board may establish a district website and may allow creation of websites for individual schools. A district website shall be under the control of ________, and school websites shall be supervised by the principal (or ________).

**Website Rules**

Detailed rules relating to websites are found in appropriate handbooks or in documents approved by the board and filed with the clerk and/or principals.

Website rules shall include the following areas:

- data privacy and FERPA regulations;
- copyright rules, relating to access and use of materials and the property rights of the district, students, and employees who create material;
- instruction on what information and materials will be prominently posted on district and/or school homepages, which shall include, but may not be limited to, a copy of Kansas State Department of Education's Form 150 estimating the legal maximum general fund budget as well as the budget summary for the current school year and actual expenditures for the immediately preceding two school years showing total net dollars of transfers and dollars per pupil as specified in Kansas law, using the full-time equivalent enrollment of the school district for such required calculations;
• the 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 – 9/00; 09/03, 09/15
General Information

Student Privacy Rights  (See JRB)

Identifiable student images shall not be posted on district or school websites without prior written permission from the student and, if under 18, the student's parent or guardian. The mailing address, telephone number or other personally identifiable information about any student shall not be posted on district or school web sites. All applicable requirements of the Family Educational Rights and Privacy Act (FERPA) shall be followed.

Copyrighted Material Posted On Websites  (See KBA)

Any original materials created by students are owned by those students. Original materials will not be posted on district or school web sites without prior written permission of the student who created the work. The building principal shall be in charge of monitoring permission to post copyrighted materials.

Software Copyright  (See ECH)

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

Downloading Copyrighted Materials  (ECH)

Students and staff shall not download copyrighted materials without prior, written permission being obtained from the author or creator of the material in question. See ECH for “fair use exceptions” which may allow for limited use of copyrighted materials.
Media Relations

The board will attempt to cooperate with media representatives.

News Releases

News and information concerning school events and programs may be released to the press with the approval of the administrator of the school or program. All other news releases prepared for public distribution under the auspices of the district by employees or students of the district shall have approval of the superintendent prior to release.

Conferences and Interviews

All news conferences and interviews will be scheduled in such a manner that they do not disrupt the regular educational activities of the schools.

Approved: April 10, 2000

News Releases

The superintendent shall prepare copies of news releases approved by his office for members of the board upon request.

Approved: April 10, 2000
**KBCD Extra Curricular**

Members of the working press will be admitted free of charge to all school extracurricular activities of the district upon presentation of proper credentials.

**Press Services**

To the extent possible, space will be provided at all sports and special events for members of the working press to cover the extracurricular activities.

**Broadcasting and Taping**

The superintendent is authorized to establish rules and regulations for the broadcasting and taping of extracurricular activities of the district.

Approved: April 10, 2000

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**KBCD-R Extra Curricular**

The appropriate building principal shall be responsible for determining eligibility and issuing passes to members of the working press wishing to cover school events.

**Broadcasting and Taping**

Members of the broadcast media shall notify the superintendent prior to the event they wish to cover in order that arrangements may be made for their equipment.

Approved: April 10, 2000

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**KBCE Interviews With Students**

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Representatives of the news media seeking to interview a student during regular school hours must first have approval of the building principal.

Approved: April 10, 2000

KBCE-R  Interviews With Students

The building principal shall regulate all interviews with students so that such interviews do not interfere with the educational activities of the students involved.

Approved: April 10, 2000
KBE Information Campaign

All information campaigns of the district will be under the direction of the superintendent.

When approved by the building principal, notes, attendance center announcements or related information shall be the only types of information sent home with students.

Approved: April 10, 2000

KBE-R Information Campaigns

Upon request, the superintendent shall report to the board on the progress of any information campaigns initiated by the board.

Approved: April 10, 2000
The board is committed to keeping the community informed about school functions and solicits patron involvement so that these relations may be sustained or improved.

Approved: April 10, 2000
KCA Protection of Privacy Rights

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

Approved: 8/11/14
KCB Custodial and Non-Custodial Parent Rights

The district recognizes that divorced parents continue to share caregiving and custody of their children and that each parent, if not otherwise prohibited by court order, should have equal access to information regarding his/her child's school progress and activities. The district recognizes the value of providing information to both parents regarding school progress and activities pertaining to their child(ren).

Upon request to a child's principal, either parent may obtain copies of school information such as report cards and progress reports.

Approved: 08/11/14
KDC Solicitations

The board shall discourage all solicitations of and by staff members during regular school hours and at school-sponsored activities.

Approved: April 10, 2000

KDC-R Solicitations

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.

Approved: April 10, 2000
Disorder and disruption of school activities will not be tolerated, and persons attempting to endanger the safety of students, school personnel or other adults; to damage school property; to interfere with school activities or the educational process; will be asked to leave the premises.

The school administration and staff are responsible for handling any problem caused by adults or students. The final decision for determining if assistance is needed is the responsibility of the school principal. In the absence of the principal, the determination shall be made by the assistant principal or person designated to be in charge of the building or activity. The superintendent shall be notified of any serious problem at the school.

**Criminal Possession of a Firearm** (See JCDBB)

It shall be illegal for any person, other than a law enforcement officer, to possess a firearm in or on any school property, school grounds, or any district building or structure used for student instruction, or attendance or extracurricular activities of pupils, or at any regularly scheduled school sponsored activity or event. This prohibition includes concealed weapons even if the person has a legal permit. Appropriate signs shall be posted as directed by the board.

Refusal to surrender or immediately remove from school property or grounds, or any regularly scheduled school sponsored activity or event, any firearm in the possession of any person, when so requested or directed by an authorized school employee or any law enforcement officer shall be reported to law enforcement.

Approved: 09/03, 08/14/06
KFD  School Volunteers  (See IFC)

All school volunteers work under the direction of the school staff and provide supportive services to them.

Persons interested in volunteering time or services to the district should contact the building principal for assignment.

School volunteers serving in the district without financial compensation are bound by the policies, rules and regulations of the district.

Approved: April 10, 2000

KFD-R  School Volunteers

The school volunteer shall work under the direction of the building administrator.

Approved: April 10, 2000
Use of School Facilities by Community Groups (See DFG and JH)

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. Priority for facility use outside of the school day goes to use promoting student academic achievement. Notwithstanding the previous statement, the district shall provide equal access to the Boy Scouts and other designated youth groups which are neither school sponsored nor co-curricular in nature.

Use in Accordance with Board Policies

As a condition to initial use of and continued access to district property and facilities, groups and/or organizations must follow Kansas law and board policy prohibiting the use of drugs, alcohol, and tobacco on district property and ensure individuals in attendance refrain from using such substances on district property as well. Failure to abide by this provision may result in a revocation of facility use privileges.

Fees and Rental Charges

The board shall establish reasonable fees and/or rental charges for the use of any school facility or school grounds; fees and/or rental charges will cover costs of wages of school personnel involved and utilities. The fee and/or rental charges shall be approved by the board and shall be reviewed annually.

Lease Arrangements

The board shall approve any lease arrangements.
Supervision of Non-School Groups

Whenever any school facility is used by non-school groups or individuals, a school employee 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.


Rental Fees

The following organizations will have free use of the buildings for meetings/activities: Boys Scouts, Cub Scouts, Brownie Scouts, Girl Scouts, 4-H and not-for-profit civic organizations. Colleges or Post Secondary organizations offering classes for district patrons may use the facilities free of charge. The Meade Recreation Commission has the right, under Kansas Statute, to use USD #226's facilities under this policy at no charge. Those emergency response organizations may use the facilities free of charge. Local churches may also use the facilities free of charge unless a collection is taken for the purpose of supporting the church or church-activities, then the group will be subject to the rental fee listed below.

All other organizations will be charged a rental fee for use of school facilities.

No rental of the facility will be made if it is deemed that the regular function of the school or school activities will be interrupted as determined by the building principal.
### Rental Fees

**FACILITY** | **NOT FOR GAIN** | **FOR GAIN**
--- | --- | ---
Gymnasium | $20.00 | $200
Cafeteria and Kitchen | $20.00 | $100
Classroom | $15.00 | $50
Commons (Meade High School) | $15.00 | $100
Auditorium (with sound system) | $20.00 | $150
Auditorium (without sound system) | $15.00 | $150
All Outdoors Areas (with lights) | N/C | $300**
All Outdoors Areas (without lights) | N/C | $300**

**NOTE:** Special arrangements shall be made through the board of education for use of all outdoor activity areas, including but not limited to track, stadium, football field, and practice fields. A proof of insurance form shall be submitted as well as a signed Agreement, “Exhibit B”, “USD 226 Policy On Sharing of Staff, Equipment, Facilities, And Transportation With Other Districts.” **SEE: Regulations for Using Facilities**

In addition to the fee, there will be a minimum of 1 hour charged for custodial and/or kitchen supervisors at the employee’s overtime rate. Time needed by the custodian and/or kitchen supervisor will be charged in increments of 15 minutes.

### Regulations for Using Facilities

All use of school facilities shall be governed by the following regulations:

1. Permits for use of school facilities shall be secured well in advance of such use from the central office. Application should be filed NO LATER than 10 days prior to use. Groups using a school building on a continuing or regular basis may secure a permit for the entire year. All permits shall expire annually on July 1.

2. For groups using the outdoor facilities, a certificate of insurance as well as the completed agreement found in “U.S.D. 226 POLICY ON SHARING STAFF, EQUIPMENT, FACILITIES, AND TRANSPORTATION WITH OTHER DISTRICTS,” must be on file in the central office along with a completed application prior to the event.

3. Sunday use of school buildings is discouraged but will be based upon a case-by-case request and determined by the building principal.

4. No one granted to use the school facilities may sublet the buildings and grounds.

5. Rental of facilities shall be limited to normal use. Facilities are rented in an “as is” condition. Additional equipment or furniture must be arranged for in advance and in writing on the application. All rentals will include the use of restroom facilities.

6. A group shall be restricted to the area rented.
7. The building shall not be used except when under the supervision of a USD 226 employee or designee of the school district. **SEE: KGC Supervision of Non-School Groups**

8. Activities shall be scheduled to end by 10 P. M., except where permission may have been granted for an extension by the building principal.

9. The adult in charge shall be the last to leave upon the conclusion of the event, making sure that the area is returned to its prior condition. The custodian will secure the building.

10. The purpose of the building use shall not violate any local, state or federal laws. The renter shall be responsible for the conduct and control of both patrons and participants.

11. All groups shall have at least one adult supervisor, other than the custodian or kitchen supervisor, who shall be present from the entry of persons to their leaving the building.

12. No alcoholic beverages or illegal drugs shall be consumed, sold, given or delivered in the school buildings or on the school premises. This activity is in violation of state law and will be handled by the proper law enforcement officials.

13. A regular lunchroom employee shall be on duty any time equipment in the kitchen is used. The employee’s job shall be limited to the supervision and operation of equipment.

14. It shall be the responsibility of the renter to pay for all damages as a result of improper use of the equipment or building. Any group abusing the privilege granted shall be denied future use of the building and grounds.

15. **In addition to the fee, there will be a minimum of 1 hour charged for custodial and/or kitchen supervisors at the employee’s overtime rate. Custodial and/or kitchen supervisor time in excess of the (1 hour) minimum will be charged in increments of 15 minutes. All payment for custodial and/or kitchen supervisor will be paid directly to custodian or kitchen supervisor.**

Approved: August 18, 2003
Requests for use of the district's buildings and grounds by individuals or outside organizations shall be submitted to the building principal. Any request for use of the district's buildings or grounds shall be granted or denied pursuant to guidelines for use of the facilities developed by the administrator and approved by the board. Any group using the district's facilities shall comply with all rules and regulations governing use of the facility.

Approved: April 10, 2000

Use of District Personal Property and Equipment

Request for use of district sports equipment by individuals or outside organizations shall be submitted to the superintendent of schools or his designee. Any coach/sponsor who desires to have students use the sports equipment at times other than the “season of sport” during the regular school year shall make a formal request. Any request shall be granted or denied pursuant to guidelines for using sports equipment developed by the administrator and approved by the board. The superintendent may establish a deposit for use of school sports equipment before it is removed from the school grounds or other district property. The deposit will be paid to the principal or athletic director and will be refunded when the equipment is returned in working order.

Personal Use

No district sports equipment shall be used by staff for personal reasons at school or away from its designated stations without the prior approval of the building principal.
Guidelines for use of district personal property and equipment (football)

1) Football equipment, including helmets and shoulder pads, will only be loaned out to individuals for use at team camps that have been approved by the building principal and athletic director at Meade Junior and Senior High Schools.

2) Equipment will only be loaned to individuals who are student participants in the football program at Meade Junior and Senior High School or will become participants of the football program upon enrolling at Meade Junior or Senior High Schools.

3) Football equipment will only be loaned to individuals who will be participating at team camps at which members of the Meade Junior or Senior High School’s coaching staff will be present.

4) All equipment loaned out must be returned in the same condition as it was checked out. Any lost, stolen, or damaged property will be the responsibility of the person who it was loaned to, and the cost to replace or fix lost, stolen or damage property will be that person’s obligation.

5) All football helmets at Meade Junior and Senior High School will be reconditioned and recertified as per the manufacturer’s specifications. Exception: A student who checks out a football helmets under this policy will be issued the same helmet during the season.

6) Individuals wishing to borrow school owned football equipment for team camps will be required to complete, sign and turn into the district the following forms and documentation:
   a) Hold Harmless and Release from Liability Form;
   b) School Personal Property and Equipment Use Permit;
   c) Proof of Liability Insurance

Approved: June 8, 2009
Hold Harmless and Release From Liability
USD 226, Meade Schools

By signature to this document below, I (we) hereby release USD 226, its board members, administrators, teachers and agents from any liability from injury or accident which might be sustained by me/my child/student as a result of use of district owned sports equipment, including, but not limited to, football helmet(s), football shoulder pads, during summer football camp/program not under the auspices or control of USD 226, Meade, Kansas.

I/We agree to hold USD 226, Meade Schools, its staff, board members, and agents harmless from any liability in connection with the use of the borrowed equipment owned by USD 226, Meade Schools.

Further, I/we understand it is our responsibility and obligation to return the equipment to USD 226, Meade School at the conclusion of the camp/program in the same condition it was in at the time it was loaned to me/us/our /our child.

Student’s Signature: ________________________________________________

Parent/Guardian: _________________________________________________

Parent/Guardian: _________________________________________________

Date: ___________________________________________________________
USD 226, Meade Schools

School Personal Property and Equipment Use Permit

This permit authorizes use of the school equipment as listed. The person to whom this permit is issued agrees to accept responsibility for care of the equipment and compliance with school board policy KGA and guidelines therefore.

Person to Whom Issued: ________________________________________________________________

Address: ___________________________ Telephone Number______________________________

Group or Organization Represented: ____________________________________________________

Equipment Needed: _________________________________________________________________

Date(s) of Use: ________________________________________________________________

Start Time: ____________________ End Time: _________________________________________

Insurance and Other Special District Requirements for Use: _____________________________

Date and Amount Paid: ______________________________________________________________

Principal’s Approval: __________________________ Date: ________________________________

Superintendent’s Approval: __________________________ Date: __________________________

This form must be signed by the person to whom it is issued and presented to the person responsible for the equipment on the date(s) shown. Please read all the provisions and guidelines related to this agreement. I have read the Equipment Use Agreement and Guidelines and I agree that I will be responsible to see that there is full compliance with them.

Signature ___________________________ Date: ________________________________

Approved Borrower

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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: 08/08/16
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 either by any student, staff member, or parent towards a student or by a student, staff member, or parent towards a staff member on or while using school property, in a school vehicle, or at a school-sponsored activity or event. For the purposes of this policy, the term “bullying” shall have the meaning ascribed to it in Kansas law.

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

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: August 12, 2013
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.
Appropriate signs shall be conspicuously posted as directed by the board and required by law.

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

Approved: 09/03, August 12, 2013, 09/15
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.

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

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

Approved: 8/11/14
KH Gifts to Schools

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.

Approved: April 10, 2000

KH-R Gifts to Schools

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

Approved: April 10, 2000

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The superintendent reserves the right to refuse distribution of any material by outside individuals or groups to the students of the district in accordance with the rules adopted by the board.

**Political Campaign Materials**

In order to further citizenship training, the board encourages responsible use of political materials.

**Special Interest Materials**

The principal of each building shall establish rules and regulations governing the distribution of special interest materials in the building.

**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 approval of the board. Advertising in student publications shall be regulated by rules and regulations developed by the superintendent. Ads concerning drug paraphernalia and any controlled substance are prohibited in any school-sponsored publication.

Approved: April 10, 2000
KI-R  **Free Materials Distribution in Schools**

No student shall be forced to participate in the distribution of any non-school materials in the schools.

**Political Campaign Materials**

Subject to the approval of the superintendent, each building principal shall establish rules and regulations governing the distribution of political campaign materials in the school building during election campaigns in order to afford opportunity for all viewpoints to be considered. No student shall be forced to participate in the distribution or receipt of any political materials.

**Special Interest Materials**

No mailing lists of students or employees of the district shall be given to individuals, organizations or vendors for the purpose of distributing materials without a written request and approval of the appropriate records custodian as provided for in JR and JRB.

**Advertising in the Schools**

Advertising in the student publications may promote products by brand name except that commercial ads promoting the sale of any controlled substance or drug paraphernalia are prohibited.

Approved: April 10, 2000
KK Public Sales on School Property

School property will not be used for any public sales without prior approval of the board other than those sponsored by the district to dispose of excess school property and equipment as approved by the board.

Approved: April 10, 2000

KK-R Public Sales on School Property

Whenever excess property of the district is to be sold at auction, such sales shall be to the highest bidder. No credit shall be extended.

Approved: April 10, 2000
KM Visitors to the School

The board encourages its patrons and parents to visit the district facilities.

Patron visits shall be scheduled with the teacher and the building principal.

Notices shall be posted in school buildings to require visitors to check in at the office before proceeding to contact any other person in the building or on the grounds.

Any person who visits a building and/or grounds of the district will be under the jurisdiction of the building principal who shall be responsible for developing rules and regulations governing the presence of visitors in the buildings.

The principal has the authority to request aid from any law enforcement agency if any visitor to the district's buildings or grounds refuses to leave or creates a disturbance. Violation of this rule may lead to removal from the building or grounds and denial of further access to the building or grounds. Violators of this board policy and its rules may be subject to the state trespass law.

Approved: April 10, 2000
**USD 226**

**Complaint of Discrimination Form**

The policies of Board of Education of USD 226 prohibit discrimination on the basis of race, color, national origin, disability, religion and sex in all programs and activities of the district. Additionally, discrimination on the basis of age is prohibited in employment. Harassment of individuals on any of these grounds is strictly prohibited. Individuals who believe they have been discriminated against on any of these grounds may file a complaint with the following discrimination coordinators:

<table>
<thead>
<tr>
<th>District Discrimination Coordinator</th>
<th>Name: ___________ Address: ___________ Phone: ___________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Discrimination Coordinator</td>
<td>Name: ___________ Address: ___________ Phone: ___________</td>
</tr>
</tbody>
</table>

**Name of Complainant:** ____________________________________________________________________________________________

**Address:** ____________________________________________________________________________________________

**Telephone Number:** ____________________________________________________________________________________________

**Nature of the Complaint**

I believe that I have been subjected to discrimination on the basis of:

- [ ] Race
- [ ] Color
- [ ] National Origin
- [ ] Racial Harassment
- [ ] Sex
- [ ] Sexual Harassment
- [ ] Disability
- [ ] Religion
- [ ] Age
- [ ] Harassment on the basis of ____________________________________________________________________________________________

Please describe the incident or act complained of:

Please include information about:

- Who was the person engaging in the conduct?
- What was the nature of the conduct?
- When did it occur?
- Where did it occur?
- What effect did the incident have on you?

____________________________________________________________________________________________________________________

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Attach additional sheets if necessary.

**Were there any witnesses to this incident?**

- [ ] Yes
- [ ] No

If yes, please indicate who the witnesses were:

____________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________

**What action do you believe the school should take with regard to this incident?**

____________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________

**If this matter proceed to a formal or informal hearing, will you appear and testify as to your knowledge of the matter?**

- [ ] Yes
- [ ] No
KN  Complain ts (See BCBI, GAACA, GAAB, GAAF, IF, IKD, and JCE)  KN

The board encourages all complaints regarding the district to be resolved at the lowest possible administrative level. Whenever a complaint is made directly to the board as a whole or to a board member as an individual, it will be referred to the administration for study and possible resolution.

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment or employment in the district’s programs and activities is prohibited. Harassment of an individual on any of these grounds is also prohibited. (Position, 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, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the compliance coordinator.

Complaints About Discrimination or Discriminatory Harassment

Complaints of discrimination or discriminatory harassment by an employee should be addressed to the employee’s supervisor, the building principal, or the district compliance coordinator. Complaints by a student should be addressed to the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of discrimination or harassment from a student shall inform the student of the employee’s obligation to report the complaint and
any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. Complaints by any other person alleging discrimination should be addressed to the building principal or the district compliance coordinator. Complaints about discrimination, including complaints of harassment, will be resolved through the following complaint procedures:

**Informal Procedures**

The building principal shall attempt to resolve complaints of discrimination or harassment in an informal manner at the building level. Any school employee who receives a complaint of discrimination harassment from a student, another employee or any other individual shall inform the individual of the employee’s obligation to report the complaint and any proposed resolution of the complaint to the building principal. The building principal shall discuss the complaint with the individual to determine if it can be resolved. If the matter is resolved to the satisfaction of the individual, the building principal shall document the nature of the complaint and the proposed resolution of the complaint, and forward this record to the district compliance coordinator. Within 20 days after the complaint is resolved in this manner, the 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.
Complaints

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.

Formal Complaint Procedures

- A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. If an individual does not wish to file a written complaint and the matter has not been adequately resolved, the building principal may initiate the complaint. Forms for filing written complaints are available in each building office and the central office.

- A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.

- If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board shall appoint an investigating officer. In other instances, the investigation shall be conducted by the building principal, the compliance coordinator or another individual appointed by the board. The investigation shall be informal but thorough. All interested persons, including the complainant and the person against whom the complaint is lodged, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.

- A written determination of the complaint’s validity and a description of the resolution shall be issued by the investigator, and 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 or state law will be followed.

- Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the district compliance coordinator.

- The complainant may appeal the determination of the complaint. Appeals shall be heard by the district compliance coordinator, a hearing officer appointed by the board, or by the board itself as determined by the board. The request to appeal the resolution shall be made within 20 days after the date of the written resolution of the complaint at the lower level. The appeal officer shall review the evidence gathered by the investigator and the investigator’s report, and shall afford the complainant and the person against whom the complaint is filed an opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is filed. The appeal officer will issue a written determination of the complaint’s validity and a description of its resolution within 30 days after the appeal is filed.

- 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 Policy

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

Complaints About Curriculum (See IF)

The superintendent shall report a failure to resolve any complaint about curriculum to the board at the next regularly scheduled board meeting.
Complaints About Instructional Materials

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

Complaints About Facilities and Services

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

Complaints About Personnel

The superintendent or the building principal involved shall report any unresolved complaint about personnel to the board at the next regularly scheduled board meeting.

Complaints About Emergency Safety Intervention Use

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

Approved: April 10, 2000, Sept 20, 2004, 09/09, August 12, 2013, 09/15
I, the undersigned, a patron of Meade Unified School District No. 226, do hereby make complaint and advise the administration and/or board of education that I understand and believe that:

____________________________________________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________________________________________

a teacher, employee, or policy of said district, on or about the ______ day of __________________________ 20___, at _________________________________ did:

(Please describe the incident or act complained of)

____________________________________________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________________________________________

I believe this incident, act, or policy adversely affects the performance of said teacher, employee, or district as follows: (Please describe how you believe the action complained of has an adverse effect.)

____________________________________________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________________________________________

Prior to signing this complaint, I have taken the following action to verify the occurrence and remedy or clarify the problem complained of: (Generally, this should include discussing the incident with: 1-the teacher, 2-the building principal, and 3-the superintendent.)

____________________________________________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________________________________________

I suggest the following action on behalf of the administration and/or board: ____________________________

____________________________________________________________________________________________________________________________________________________

[NOTE: The signed individual's testimony may not be required in some cases, for example complaints concerning discrimination and sexual harassment.]

Complainant signature: ____________________________________________________________

Date: __________________________

Administrator signature: ____________________________________________________________

Date: __________________________
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SN Excludes education agencies

| *LDA | Local Government |
| *LDAA | Fiscal Authorities |
| *LDAB | Taxation Authorities |
| *LDAC | Election Board |
| *LDAD | Public Antipoverty Authorities |
| *LDAE | Public Housing Authorities |
| *LDAF | Public Health Authorities |
| *LDAG | Public Welfare Authorities |
| *LDAH | Parks Department |
| *LDAI | Recreation Department |
| *LDAJ | Police Department |
| *LDAJA | Interrogations and Investigations (See JCAB & JCAC) |
| *LDAK | Fire Department |
| *LDAL | Civil Defense Agency |
| *LDAM | Industrial Development Authorities |
| *LDAN | Planning Authorities |
| *LDAO | Zoning Authorities |
| *LDB | (RESERVED CATEGORY) |

SN Includes central governing and administrative bodies such as city council and mayor’s office.

SN For use to record relationships with intermediate governmental bodies between the local and state levels--county, regional, and/or metropolitan.

| *LDC | State Government |
| *LDCA | Legislative Representatives |
| *LDCB | State Employment Department |
| LDD | Federal Government-Drug Free Schools |
| *LDDA | Fiscal Management of Federal Grants |
| **LE | School-Community Organizations Relations |
| *LEA | Private Social Service Agencies |
| *LEB | Parents Organizations |
| *LEC | Booster Organizations |
| *LED | Family Night |
| *LEE | Human Relations Organizations |
| *LEF | Neighborhood Associations |
| *LEG | Business and Labor Organizations |
| *LEGA | Work-Study Programs (Also IDC)

*LEGB | Student Banking Programs |
LA  **Goals and Objectives**

The board will seek to establish a satisfactory working relationship with governmental and private agencies having an interest in the operation of public schools.

Approved: April 10, 2000
The board will seek to foster an atmosphere of cooperation between the schools and community groups and organizations.

Approved: April 10, 2000
LC School-Community Program

The board will consider the establishment of programs sponsored jointly by the district and community groups or organizations whenever, in the judgment of the board, such programs cannot be or should not be wholly under the control of the board.

Approved: April 10, 2000
LDD Federal Government-Drug Free Schools
(See GAOA, GAOB, IDAB and JDDA)

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

Approved: 09/10/2007, August 13, 2012
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<td>*ML</td>
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</tbody>
</table>
MA  **Goals and Objectives**

The board shall seek to work harmoniously with educational agencies having an interest in the district’s schools. Staff shall follow all regulations required by state and federal education agencies.

Approved: April 10, 2000, 09/09
MD **Interdistrict Relations**

The board will work cooperatively with other districts to provide services to students when it is in the best interest of students and the districts.

Approved: April 10, 2000
The board may consider the use of student teachers in classes maintained by the district upon conclusion of a written contract with appropriate colleges and universities.

Approved: April 10, 2000
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:

09/14/17
The high school shall remain a member of the North Central Association of Colleges and Secondary Schools.

Approved: April 10, 2000
Notice of Protections Under the Kansas Tort Claims Act

As a teacher employed by Unified School District No. 226, Meade, Kansas, you are entitled to protections under the Kansas Tort Claims Act, K.S.A. 75-6101 et seq.

1. **What is the Kansas Tort Claims Act?**

   It is the state statutory scheme which allows governmental entities, including public school districts, in the state to be sued for damages caused by the negligent or wrongful acts or omissions of employees, officers, or board members. In cases arising under the Kansas Tort Claims Act, liability is limited to $500,000 for any number of claims arising out of a single occurrence or accident or to the extent of the district’s insurance, whichever is greater. U.S.D. 226’s insurance with regard to tort claims provides liability coverage for such claims up to $1,000,000. (See K.S.A. 75-6101 et seq.)

2. **Are there any situations in which a school district may be exempt from liability for negligent acts?**

   Yes, the law contains several exemptions. A school district and its employees are not liable, under the Tort Claims Act, for damages resulting from:

   - Legislative functions, such as adopting or failing to adopt a policy;
   - Judicial functions, such as a student or teacher due process hearing;
   - Enforcement or failure to enforce a statute, regulation, or board resolution;
   - Adoption or failure to adopt written personnel policies which protect persons’ health or safety;
• Any claim based on the performance of or failure to perform a discretionary function or duty, regardless of whether discretion is abused;
• The assessment or collection of taxes;
• Any claim by an employee which is covered by workers compensation;
• Snow or ice or other temporary or natural conditions on school property;
• The plan or design for the construction or improvement to public property;
• Any claim for injuries resulting from the use of any public property intended or permitted to be used as a park, playground, or open area for recreational purposes, except in cases of gross or wanton negligence; or
• The natural condition of any unimproved public school property.

3. Is the school district liable for all negligent acts of its employees?

No. The district is only liable for acts or omissions of employees which occur in the scope of the employee’s employment and which are done with actual fraud or actual malice.

4. Will the district provide me a legal defense for claims under this act?

Generally yes. Upon request of an employee, the district shall:
• Provide for the defense of any civil action or proceeding against you, in your official or individual capacity or both, on account of an act or omission in the scope of your employment with the district; and
• Provide legal counsel to you when you are summoned to appear before any grand jury or inquisition on account of an act or omission in the scope of your employment with the district.

• The district has no right to recover expenses from you for this defense or representation, except as provided in K.S.A. 75-6109, and amendments thereto.

5. **Can the district refuse to provide me a defense under the act?**

Yes, the district may refuse to provide for the defense of an action against you or to provide you with representation if the district determines:

• The act or omission was not within the scope of your employment;

• You acted or failed to act because of actual fraud or actual malice;

• The defense of the action or proceeding would create a conflict of interest between you and the district; or

• The request was not made in accordance with law.

6. **How do I request the district to come to my defense or to provide me with representation?**

You must make a request for such in writing within 15 days of receiving service of process or a subpoena of the action. This request is to be filed with the board of education.

The district may reimburse an you such reasonable attorney fees, costs and expenses as are necessarily incurred in defending a claim against the you for punitive or exemplary damages if: (1) The action or proceeding arose out of an act or omission in the scope of the your employment; and (2) you reasonably cooperated in good faith in the defense of the claim.
I acknowledge that I have been provided with notice protections provided to me in accordance with the Kansas Tort Claims Act.

Teacher Signature

Date

Teacher Name (Printed)
Handbook Language – Workers Compensation

Injuries Occurring When an Employee is “Under the Influence”

The Workers' Compensation Law clearly states that compensation is not payable if the injury was caused primarily by the intoxication of the employee or by the influence of any drugs, barbiturates, or other stimulants not prescribed by a physician. Under the law, the employer may require the employee to submit to a test for the presence of any or all drugs or alcohol in his or her system. If the injured worker refuses to submit to a drug test, it shall be presumed in the absence of clear and convincing evidence to the contrary that the injury was caused primarily by the influence of drugs or alcohol.

Recreational and Social Activities

Recreational and social activities are not compensable unless such recreational or social activities are an expressly required incident of employment and produce a substantial direct benefit to the employer beyond improvement in employee health and morale that is common to all kinds of recreation and social life.

Injuries Suffered While Traveling to and From Work

An injury suffered while going to or coming from work is not an injury arising out of and in the course of employment whether or not the employer provided transportation if such means of transportation was available for the exclusive personal use by the employee, unless the employee was engaged in a special errand or mission for the employer, or access to the vehicle was an integral element of the employment. An employee who is injured while deviating from the course of his employment, including leaving the employer's premises, is generally not eligible for benefits unless such deviation is expressly approved by the employer.

Horseplay

An employee who is injured during horseplay occurring in the course of the workday is not entitled to benefits unless the injured employee is an innocent victim not participating in the activity.