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; 4/07
PREFACE

The following policies of Unified School District (USD) 445 are the result of a combined effort of the staff at the Kansas Association of School Boards, the Board of Education and district staff.

KASB has written the policy model and integrated the appropriate policies and procedures being used. Upon the completion of the first and second draft, KASB staff consulted with the board and selected district staff members to arrive at the final draft. This final draft was then adopted by the board.

Understanding the Policy System

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

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

This document of policies contains thirteen sections. These sections are:

A -- SCHOOL DISTRICT ORGANIZATION
B -- SCHOOL BOARD OPERATIONS
C -- GENERAL SCHOOL ADMINISTRATION
D -- FISCAL MANAGEMENT
E -- BUSINESS MANAGEMENT
F -- FACILITY EXPANSION PROGRAM
G -- PERSONNEL (Licensed and Non-Licensed)
H -- NEGOTIATIONS
I -- INSTRUCTIONAL PROGRAM
J -- STUDENTS
K -- GENERAL PUBLIC RELATIONS
L -- INTERORGANIZATIONAL RELATIONS
M -- RELATIONS WITH OTHER EDUCATION AGENCIES
The policy system's ultimate success depends on using these policies daily to guide the board, administrators and other staff as a management tool to facilitate school board operations and actions.

**The Index**

The index is designed to help the user find the subject described in the appropriate policy.

**When Using This Manual**

Proper use of this manual includes, looking up the subject matter in the index and proceeding to the policy section first. Second, check the table of contents which is found in the front of each policy section. Determine if the desired subject is cross-referenced to any other policy. Proceed to the alpha code in the appropriate section and read the policy. Once this is done, cross-references should also be read.

**State Law and Negotiated Contracts**

Policies do not contain any statutory language or citations, unless necessary or negotiated contract language. They exist in separate documents which should be consulted as needed. If there is doubt about the subject being considered, guidance should be sought from the superintendent or another administrative staff member.

**Definitions**

1. When the masculine pronoun is used throughout these policies, it is intended to refer to both feminine and masculine antecedents.

2. Wherever the word "superintendent" or "principal" occurs, the words "or designated representative" are assumed to be included.
TABLE OF CONTENTS

A--SCHOOL DISTRICT ORGANIZATION

A.................................District Authority

   Home Rule

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

AC.................................School District Grade Levels

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

ADA ..............................School Census

AE .................................School Year

   Virtual Schools

AEA ...............................School Calendar (See IKD)

AEB ..................Extended School Year (See JBD, JBE, JCDA and JDD)

   Extended School Year

   Extended Learning Opportunities for Students

AF ................................School Day

AG .................................Closing School Buildings (See AD)
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: KASB Recommendation – 1/01; 7/03; 4/07
**ABE District Goals and Objectives** (See BK)  

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

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

The superintendent shall develop necessary procedures to implement this policy.

Approved: KASB Recommendation – 1/01; 4/07
AC School District Grade Levels

The district will be organized on a PK, K-6, 7-8, 9-12 plan.

Approved: KASB Recommendation 1/01; 4/07; 4/13
AD District Attendance Areas

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

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

Approved: KASB Recommendation 1/01; 4/07; 4/13
ADA School Census

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

- The number of potential students living in the district under the age of 5 years;
- The number of potential students and patrons residing in the district between the ages of 5 and 21;
- The number between the ages of 17 and 21.

The census shall also obtain information related to the planning of transportation services and other information the superintendent considers necessary.

Approved: KASB Recommendation 1/01; 4/07
AE School Year

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: KASB Recommendation 1/01; 6/05; 4/07; 6/08
**AEA School Calendar** (See IKD)  

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

Approved: KASB Recommendation 1/01; 4/07
AEB  Extended School Year (See JBD, JBE, JCDA and JDD) AEB

Extended School Year

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

Extended Learning Opportunities for Students

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

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

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

Approved: KASB Recommendation – 7/02; 4/07
AF School Day

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

Approved: KASB Recommendation – 1/01; 4/07
AG  **Closing School Buildings (See AD)**  AG

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

Approved: KASB Recommendation – 1/01; 4/07
TABLE OF CONTENTS (TC)

B--SCHOOL BOARD OPERATIONS

| BA          | Goals and Objectives                |
| BBBB       | New Member Orientation (See BCBK)   |
| BBBF       | Reimbursement for Expenses (See GAN) |
| BBC        | Board Committees (See CF)          |
| BBBC       | Advisory Committees                |
| BBE        | Attorney                           |
| BBG        | Consultants (See CJ, CL and ID)    |
| BCAC       | Special Meetings                   |
| BCAE       | Public Hearings (See BCBI and KN)  |
| BCBD       | Agenda                             |
| BCBF       | Rules of Order (See BCBH)          |
| BCBG       | Voting Method                      |
| BCBH       | Minutes (See BCBF)                 |
| BCBI       | Public Participation (See BCAE and KN) |
|            | Open Forum                         |
|            | Patron-Requested Agenda Items      |
|            | Handling Complaints                |
| BCBJ       | News Coverage                      |
|            | Cameras/Recording Devises at Board Meetings |
| BCBK       | Executive Session (See BBBB, BE, CN, CNA, ECA, IDAE, II, JRB and KBA) |
|            | Sample Motion                      |
|            | No Binding Action, Executive Sessions |
| BDA        | Developing and Adopting Policy (See CM, CMA, GAA and JA) |
|            | Drafting Policy                    |
|            | Attorney Involvement               |
|            | Policy Dissemination               |
|            | Historical Policy Files            |
|            | Public Input on Policy             |
Approved August 12, 2013

BE ....................................School Board Records (See BCBK, CN, CNA, ECA, II and KBA)
BG ....................................Memberships
BK ....................................Board Self-Evaluation (See ABE)
BA  Goals and Objectives (See ABE)  BA

The board shall provide the best educational system possible within the financial limitations of the district.

Approved: KASB Recommendation – 4/13
BBBB  New Member Orientation (See BCBK)

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

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

Approved: KASB Recommendation – 1/01; 4/07
Approved August 12, 2013

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

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

Approved:  KASB Recommendation –1/01; 7/03; 4/07
Board Committees (See CF)

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: KASB Recommendation – 1/01; 4/07; 11/12
BBE Attorney

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

Approved: KASB Recommendation – 1/01; 4/07
**BBG  Consultants (See CJ, CL and ID)  BBG**

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

Approved: KASB Recommendation –1/01; 4/07
BCAC Special Meetings

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

Approved: KASB Recommendation –1/01; 4/07
BCAE Public Hearings (See BCBI and KN)  

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

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

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

Approved: KASB Recommendation – 1/01; 4/07
The board shall adopt an agenda at the beginning of each meeting. The superintendent shall distribute background material concerning agenda items to all board members prior to each meeting, which then shall be referred to as the annotated agenda.

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

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

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

Other items and reports may be added to the agenda.

Approved: KASB Recommendation – 1/01; 4/07
BCBF  **Rules of Order (See BCBH)**

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

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

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

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

The following motions shall be in order:

- To recess;
- To take action;
BCBF  Rules of Order  BCBF-2

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

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

Approved:  KASB Recommendation – 1/01; 4/07
BCBG Voting Method

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

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

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

Approved: KASB Recommendation – 1/01; 4/07
BCBH Minutes (See BCBF)

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

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

Approved: KASB Recommendation – 1/01; 4/07
BCBI  Public Participation at Board Meetings (See BCAE and KN)  BCBI

Open Forum

The president or presiding officer may ask patrons attending if they would like to speak during the open forum. Rules for the public forum will be available from the clerk prior to the board meeting and at the meeting itself. The board president may impose a limit on the time a visitor may address the board. The board president may ask groups with the same interest to appoint a spokesperson to deliver the group’s message. Except to ask clarifying questions, board members shall not interact with speakers at the open forum.

Patron-Requested Agenda Items

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

Handling Complaints

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

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

Cameras/Recording Devices

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

Approved: KASB Recommendation – 1/01; 4/07
BCBK Executive Session
(See BBBB, BE, CN, CNA, ECA, IDAE, II, JRB and KBA)

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 _ (1-7)_ (a statutorily approved reason and justification) and that the board return to the open meeting at ______ o’clock in this room.

1) Personnel matters for nonelected personnel;
   *Justification: To protect the privacy interests of an identifiable individual.

2) Consultation with an attorney which would be deemed privileged in attorney-client relationship;
   *Justification: To protect attorney-client privilege and the public interest.

3) Matters relating to employer-employee negotiations whether or not in consultation with the representative or representatives of the body or agency.
   *Justification: To protect the district’s right to the confidentiality of its negotiating position and the public interest.

4) Confidential data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships;
   *Justification: To protect the privacy rights of a corporation, partnership, trust, etc. with regard to their financial affairs.

5) Matters relating to actions adversely or favorably affecting a person as a student, except that any such person shall have the right to a public hearing if requested by that person;
   *Justification: To protect the privacy rights of a student who is identifiable.

6) Preliminary discussion relating to the acquisition of real property;
   *Justification: To protect the district’s financial interest and bargaining position.

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

*Explanation of reason for executive session.
BCBK  Executive Session  BCBK-2

NO BINDING ACTION SHALL BE TAKEN DURING CLOSED OR EXECUTIVE SESSIONS

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

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

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

The motion will explain why one of the seven statutorily acceptable reasons was chosen.

Approved: KASB Recommendation – 6/99; 6/00; 1/01; 4/07
**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 shall be posted on the district website, or other website designated by the board. Board members, district staff, patrons and others will be encouraged to use the web site to access current board policy.
BDA Developing and Adopting 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: KASB Recommendation 1/01; 4/07; 6/10
BE School Board Records
(See BCBK, CN, CNA, ECA, II, and KBA)

The board shall keep records necessary to document board actions.

Approved: KASB Recommendation – 12/00; 2/07; 4/07; 6/07
BG Memberships

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

Approved: KASB Recommendation –1/01; 4/07
BK  **Board Self-Evaluation** (See ABE)  

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

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

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

The standards may include, but not be limited to:

- educational leadership;
- policy development;
- board member development and performance;
- relationships with the superintendent and other staff members;
- communications with the public;
- fiscal management;
- board meeting organization and committee performance;
- relations with cooperating agencies and other governmental organizations.

2. Evaluation shall be at a scheduled time and place with all board members present.
3. The evaluation shall be a composite of the individual board members’ opinion.
4. The evaluation shall discuss strengths as well as areas needing improvement.

The evaluation results shall be discussed in detail, and the board shall formulate a series of objectives for the coming year. These objectives shall be stated in the form of behavioral change or productivity gains.

Approved:  KASB Recommendation – 1/01; 4/07
**TABLE OF CONTENTS**

**C—GENERAL SCHOOL ADMINISTRATION**

CA........................................ Goals and Objectives of School Administration  
CB........................................ Administrator Ethics  
                          The Administrator  
CD........................................ Administrative Line and Staff Relations (See GACA and GACB)  
CE........................................ Superintendent of Schools  
CEA................................. Superintendent Qualifications  
CEB........................................ Superintendent’s Duties  
CEC........................................ Superintendent Recruitment  
CEE........................................ Compensation and Benefits  
CEF........................................ Expense Reimbursement and Credit Cards (See CG, GAN and KB)  
CEG........................................ Superintendent’s Professional Development Opportunities  
CEI........................................ Evaluating the Superintendent (See CGI and GAK)  
CEJ........................................ Non-renewing or Terminating the Superintendent’s Contract  
CEK........................................ Resignation  
CF........................................ Board-Superintendent Relations (See BBC)  
CG........................................ Administrative Personnel (See CEF, GAN and KB)  
                          Compensation Guides and Contracts  
                          Qualifications and Duties  
                          Recruitment  
                          Assignment  
                          Orientation  
                          Supervision  
                          Administrative Intern Program  
                          Travel Expense and Reimbursement  
CGI................................. Administrator Evaluation (See CEI and GAK)  
CJ........................................ Hiring Consultants (See BBG, CL and ID)  
CK........................................ Professional Development Opportunities  
CL........................................ Administrative Teams (See BBG, CJ and ID)  
                          Method of Appointment  
                          Organization  
                          Resources
Approved August 12, 2013

Financial

CM.........................Policy Implementation (See BDA, CM, CMA, GAA and JA)

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

Staff Involvement
Community Involvement
Student Involvement
Rules Drafting
Disseminating Rules
Reviewing Rules
Action Allowed When No Policy Exists

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

Types of Records
Central Office Records
Building Records
Public Access
Disposition
Retention of Documents in Certain Circumstances

CNA....................Document Production, Including Electronic Information

(See BCBK, BE, CN, ECA, IDAE, II, JGGA, JR et seq., and KBA)

Destroying Documents

CO......................Reports (See BCBK)

Types of Reports
Annual
Budget Reports
Disseminating Reports
CA Goals and Objectives of School Administration

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

Approved: KASB Recommendation – 01/02; 4/07
CB Administrator Ethics

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

The administrator:

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

Approved: KASB Recommendation – 01/02; 4/07
CD  Administrative Line and Staff Relations (See GACA and GACB)  CD

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

Approved: KASB Recommendation – 01/02; 4/07
CE Superintendent of Schools

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

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

Approved: KASB Recommendation – 1/02; 4/07
CEA Superintendent Qualifications

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

Approved: KASB Recommendation – 01/02; 4/07
**CEB Superintendent’s Duties**

The superintendent shall be responsible to:

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

Approved: KASB Recommendation – 01/02; 4/07

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CEC Superintendents Recruitment

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

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

Approved: KASB Recommendation – 01/02; 4/07
The board shall annually determine the superintendent’s compensation and benefits. Compensation shall be based on recent performance and the superintendent’s ability to carry out board policy.

Approved: KASB Recommendation – 01/02; 7/03; 4/07
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. Expenses for district travel in personal vehicles or extended travel incurred in the performance of official duties shall be reimbursed in accordance with the provisions of GAN.

Approved: KASB Recommendation – 6/01; 7/02; 4/07
CEG  Superintendent's Professional Development Opportunities  CEG

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

Approved: KASB Recommendation – 01/02; 4/07
CEI  Evaluating the Superintendent (See CGI and GAK)

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

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

The superintendent’s evaluation shall be confidential and be made available only to the board, the superintendent and others as provided by law. The evaluation instrument shall be on file at the district office with the clerk. Any revisions in the evaluation system shall include input from the superintendent.

Approved: KASB Recommendation – 6/00; 1/02 6/04; 4/07
CEJ Non-renewing or Terminating the Superintendent’s Contract CEJ

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

Approved: KASB Recommendation – 01/02; 4/07
CEK Resignation

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

Approved: KASB Recommendation – 1/02; 4/07
CF  Board-Superintendent Relations (See BBC)  

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

Approved: KASB Recommendation – 01/02; 4/07
CG  **Administrative Personnel** (See CEF, GAN and 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.
Approved August 12, 2013

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: KASB Recommendation – 01/02; 7/03; 4/07
CGI  Administrator Evaluation (See CEI and GAK)

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

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

Approved: KASB Recommendation – 01/02; 4/07
CJ  Hiring Consultants (See BBG, CL and ID)  CJ

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

Approved: KASB Recommendation – 01/02; 4/07
CK  Professional Development Opportunities  CK

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

Approved: KASB Recommendation – 01/02; 4/07

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CL. **Administrative Teams (See BBG, CJ and ID)**

The board advocates the team concept of school administration.

**Method of Appointment**

The superintendent shall select the members of each administrative team.

**Organization**

The superintendent shall determine the organization of each administrative team.

**Resources**

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

**Financial**

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

Approved: KASB Recommendation – 01/02; 4/07
CM  Policy Implementation (See BDA, CMA, GAA and JA)

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

Approved: KASB Recommendation – 6/00; 01/02; 4/07
CMA Administrative Rules and Regulations (See BDA, CM, DJFAB, GAA and JA)

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

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

Staff Involvement

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

Community Involvement

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

Student Involvement

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

Rules Drafting

All proposed rules shall be submitted to the legal counsel to determine their legality before they are submitted to the board.
CMA Administrative Rules

Disseminating Rules

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

Reviewing Rules

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

Action Allowed When No Policy Exists

In an emergency when action must be taken, the superintendent shall have authority to act. Any decision shall be subject to board review at the next meeting. The superintendent should recommend any policy needs the incident may have created.

Approved: KASB Recommendation – 01/02; 4/07
The board shall designate a Freedom of Information Officer (the superintendent) with the authority to establish and maintain a system of records in accordance with the Kansas Open Records Act and other applicable laws and may assign another district employee (Clerk) to handle requests for records and to serve as the custodian of the records. The custodian shall prominently display and distribute or otherwise make available to the public a brochure in the form prescribed by the local Freedom of Information Officer.

**Types of Records**

A public record means any recorded information, regardless of form or characteristics which is made, maintained 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 funds, student records and personnel records. (See JR *et seq.* )

**Public Access**

All records, except those subject to exception by the Kansas Open Records Act, shall be open to inspection by the general public during regular office hours of any school or the district office. The superintendent will establish
CN Records

procedures for making records available on normal business days when
district offices are closed. Copies of open records shall be available on
written request.

Requests for access to open records shall be made in writing to an
official custodian of district records. The official custodian shall examine
each request to determine whether the record requested is an open record or
is subject to an exception by the Kansas Open Records Act. The custodian
shall either grant or deny the request.

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

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 requests 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 district office records shall be kept for at least the minimum length of time required by law.

The clerk is designated as the official custodian of all board records maintained by the district. The Clerk is designated as official custodian of all district office records maintained by the district. Each building principal 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)

Retention of Documents in Certain Circumstances (See CNA)
CNA Document Production, Including Electronic Information * CNA
(See BCBK, BE, CN, ECA, IDAE, II, JGGA, JR et seq. and KBA)

Destroying Documents

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

Approved: KASB Recommendation – 02/07; 4/07; 6/07

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

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

Types of Reports

Annual

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

Budget Reports

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

Disseminating Reports

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

Approved: KASB Recommendation – 01/02; 4/07
TABLE OF CONTENTS

D--FISCAL MANAGEMENT

DA...............................Goals and Objectives
DB...............................Budget Planning
DC...............................Annual Operating Budget
  Budget Forms
  Priorities
  Deadlines and Schedules
  Encumbrances
  Recommendations
  Preliminary Adoption Procedures
  Hearings and Reviews
  Management of District Assets/Accounts
  Fraud Prevention and Investigation
  Reporting Fraud
  Whistleblowers

DFAA .........................Grants and other Outside Financial Resources

DFE .........................Investment of Funds
  Posting Securities
  Distribution of Monies for Investment shall be as follows:

DFG .........................Fees, Payments and Rentals (See KG)

DFK .........................Gifts and Bequests

DFM .........................Equipment and Supplies Sales (See KK)

DH .........................Bonded Employees

DIC .........................Inventories

DJB .........................Petty Cash Accounts

DJE .........................Purchasing
  Purchasing Authority

DJEB .........................Quality Control
  Specifications
  Standardization
  Quantity Purchasing
  Cost Control
DJED .................. Bids and Quotations Requirements
    Bid Specifications
    Procedure
    Responsible Bidder
    Withdrawal of Bids
    Rejection of Bids
    Multi-State Purchasing Pools

DJEE .................. Local Purchasing

DJEF .................. Requisitions

DJEG .................. Purchase Orders and Contracts (See DJEJ and DJFAB)

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

DJFA .................. Purchasing Authority

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

DK .................. Student Activity Fund Management (See JGHB, JH and JL)
    Activity Fund Management
    Activity Fund Deposits
    Inactive Activity Funds
    Resolution to Establish Activity Fund
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: 4/07
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: 4/07
DC  Annual Operating Budget  DC

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

The superintendent shall follow the adopted budget.

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

Budget Forms

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

Priorities

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

Deadlines and Schedules

Deadlines and time schedules shall be established by the board.

Encumbrances

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

Recommendations

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

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DC 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 August of each year.

Hearings and Reviews

The board shall conduct budget hearings according to state law.

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.

Fraud Prevention and Investigation

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

An employee who suspects fraud, impropriety or irregularity shall promptly report those suspicions to the immediate supervisor and/or the superintendent. The superintendent shall have primary responsibility for any investigations, in coordination with legal counsel and other internal or external departments and agencies as appropriate.

Whistleblowers

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

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

Approved: KASB Recommendation – 7/03; 4/07; 6/07; 6/09
DFAA  Grants and other Outside Financial Resources

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

The board shall approve all grant applications before their submission.

Approved: KASB Recommendation – 6/04; 4/07
DFE  Investment of Funds  DFE

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

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

Posting Securities

All investments of district monies shall be secured 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.
DFE Investment of Funds

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.

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.
DFE  Investment of Funds  DFE-3

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: KASB recommendation 6/06; 4/07
Approved August 12, 2013

**DFG** Fees, Payments and Rentals (See KG) **DFG**

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

Approved: 4/07
Gifts and Bequests

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

Approved: 4/07
DFM  **Equipment and Supplies Sales (See KK)**  DFM

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

Approved: 4/07
DH  Bonded Employees

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

A position bond in the amount of $125,000 is required for the treasurer, clerk and superintendent. A position bond may be purchased by the board for district employees as follows:

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

Approved: KASB Recommendation – 9/04; 4/07
DIC **Inventories**

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

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

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

Approved: 4/07
DJB Petty Cash Accounts

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

Approved: 4/07
DJE 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 a purchasing agent for the district.

Approved: 4/07
DJEB  Quality Control

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.

Cost Control

The board reserves the right to maintain cost control authority over any goods or services.

Approved: 4/07
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. 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.
**Procedure**

All bids must be submitted to the clerk in sealed envelopes with the name of the bidder and the date of the bid opening plainly marked in the lower left-hand corner of the envelope. All bids shall be opened publicly on the stated day and time. All bidders 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 or not a bidder is “responsible.” Criteria that may be used to judge “responsible,” by way of illustration and not limitation, are: financial standing, reputation, experience, resources, facilities, judgment and efficiency.

The board may investigate the “responsibleness” of any bidder by using information at hand to form an intelligent judgment, such as the district’s architect, previous clients of the bidder, their own investigation, or an outside investigation agency.

**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: KASB Recommendation – 7/03; 4/07
Local Purchasing

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: 4/07
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 at a time designated by him. After a purchase order has been issued, the number of the purchase order shall be recorded on the requisition, and the number of the requisition shall be recorded on the purchase order. After processing, the original copy of the requisition shall be filed in the office of the purchasing agent in numerical sequence.

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

Approved: 4/07
The purchasing agent shall develop an order form compatible with the requisition form to be used in purchasing goods, and shall be authorized to sign all purchase orders.

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

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

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

Approved: 4/07
DJEJ  **Payment Procedures** (See DJEG and DJFAB)

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: 4/07
DJFA  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 $20,000. The board shall receive reports on any contracts.

Approved: KASB Recommendation - 6/01; 6/06; 4/07
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: 4/07
Student Activity Fund Management (See JGHB, JH and JL)

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

Activity Fund Management

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

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

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

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

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

Activity Fund Deposits

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

Inactive Activity Funds (See JH)

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

Approved: 4/07
# TABLE OF CONTENTS

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## E--BUSINESS MANAGEMENT

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>EA</td>
<td>Goals and Objectives</td>
</tr>
<tr>
<td>EB</td>
<td>Buildings and Grounds Management</td>
</tr>
<tr>
<td>EBA</td>
<td>Insurance Program</td>
</tr>
<tr>
<td>EBB</td>
<td>Safety (See JBH)</td>
</tr>
<tr>
<td>EBB A</td>
<td>Insurance Program</td>
</tr>
<tr>
<td>EBB B</td>
<td>Safety Rules</td>
</tr>
<tr>
<td>EBB B A</td>
<td>Safety Unit</td>
</tr>
<tr>
<td>EBB B B</td>
<td>Warning System</td>
</tr>
<tr>
<td>EBB B C</td>
<td>Safety Inspections</td>
</tr>
<tr>
<td>EBB B D</td>
<td>Heating and Lighting</td>
</tr>
<tr>
<td>EBB B E</td>
<td>Hazardous Waste Inspection and Disposal</td>
</tr>
<tr>
<td>EBB B D A</td>
<td>Inspection</td>
</tr>
<tr>
<td>EBB B D B</td>
<td>Disposal</td>
</tr>
<tr>
<td>EBB B D C</td>
<td>Rules</td>
</tr>
<tr>
<td>EBB D</td>
<td>Evacuations and Emergencies (See EBBF and JBH)</td>
</tr>
<tr>
<td>EBB E</td>
<td>School-Closing Announcements</td>
</tr>
<tr>
<td>EBB F</td>
<td>Bomb Threats</td>
</tr>
<tr>
<td>EBB B D E</td>
<td>Planning for Emergencies</td>
</tr>
<tr>
<td>EBB B E E</td>
<td>Emergency Drills</td>
</tr>
<tr>
<td>EBB F</td>
<td>Crisis Planning (See EBBD)</td>
</tr>
<tr>
<td>EBC</td>
<td>Security and Safety (JCAC, JCDBB, JDD, JDDB, JDDC and KGD)</td>
</tr>
<tr>
<td>EBC A</td>
<td>Reporting Crimes at School to Law Enforcement</td>
</tr>
<tr>
<td>EBC B</td>
<td>Reporting Certain Students to Administrators and Staff</td>
</tr>
<tr>
<td>EBC C</td>
<td>Annual Reports</td>
</tr>
<tr>
<td>EBC D</td>
<td>Staff Immunity</td>
</tr>
<tr>
<td>EBC A</td>
<td>Vandalism</td>
</tr>
<tr>
<td>EBC A A</td>
<td>Vandalism Protection</td>
</tr>
<tr>
<td>EBC A B</td>
<td>Restitution for Damages</td>
</tr>
<tr>
<td>EBC A C</td>
<td>Return of School Property</td>
</tr>
<tr>
<td>EBC A D</td>
<td>Offering a Reward</td>
</tr>
<tr>
<td>EBE</td>
<td>Cleaning and Maintenance Program</td>
</tr>
</tbody>
</table>

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Sanitation

EBI..........................Long-Range Maintenance Program
EBJ..........................Records
EC............................Equipment and Supplies Management
  Receiving
ECA..........................HIPAA Policy (See BCBK, BE, CN, CNA, IDAE and JR et seq.)
  Staff Training Required
  Compliance Required
ECH..........................Printing and Duplicating Services (See IIBG and KBA)
ED............................Student Transportation Management (See EDDA and JGG)
EDAA..........................School Vehicles (District-Owned Buses) (See ED, JBCA and JGG)
  Liability
  Safety
  Speed Limits
  Safety Inspection
  Scheduling and Routing
  Records
  Licensing of Drivers
  Housing of School Vehicles
EDDA..........................Special Use of School Buses (See ED)
EE............................Food Services Management (See JGCA)
  Sanitation Inspections
  Records
  Meal Prices
EF............................Data Management
  Data Dissemination
  To Education Agencies
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: 04/07


**EB  Buildings and Grounds Management**

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

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

Approved: 04/07
EBA  **Insurance Program**  EBA

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

**Liability Other Than For Vehicles**

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

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

Approved: 04/07
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. Teachers will conduct periodic reviews of safety rules during the school year.

Warning System

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

Safety Inspections

The superintendent, building principals and maintenance personnel will regularly inspect each attendance center, playground and playground equipment, boilers, bleachers and other appropriate areas to see that they are adequately maintained. Written records of these inspections shall be maintained.
If repairs are necessary, the individual conducting the investigation shall immediately inform the building principal, superintendent or immediate supervisor in writing. Necessary steps either to repair or to remove the defect will be taken as soon as possible. Defects requiring expenditure of money in excess of $20,000 will be reported to the board. Any defects not immediately removed, repaired or otherwise eliminated shall be blocked off with fences or other restraining devices.

**Heating and Lighting**

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

Approved: KASB Recommendation–7/96; 04/07
EBBA  Hazardous Waste Inspection and Disposal  EBBA

**Inspection**

Regular inspection of district facilities for hazardous waste shall be conducted by the business manager and maintenance director. Written records of these inspections shall be maintained.

**Disposal**

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

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

**Rules**

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

Approved: 04/07
Evacuations and Emergencies (See EBBF and JBH)

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

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

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

School-Closing Announcements

When the superintendent believes the safety of students is threatened by severe weather or other circumstances, parents and students shall be notified of school closings or cancellations by announcements made over radio/TV station(s), email and phone system.

Bomb Threats

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

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

Planning for Emergencies

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

Approved: KASB Recommendation–7/96; 4/07
**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.

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 there-after, 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.

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: KASB Recommendation–7/96; 4/07
The superintendent, in cooperation with each building principal and crisis team, shall develop a plan to deal with crises in an attendance center. Each plan shall be approved by the board before it is implemented.

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

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

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

Approved: KASB Recommendation–7/96; 4/07
Security and Safety
(See JCAC, JCDBB, JDD, JDDB, JDDC 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, report felonies and misdemeanors committed at school, on school property or at school-sponsored activities.

Reporting Crimes at School to Law Enforcement

Any district employee who knows or has reason to believe any of the following has occurred at school, on school property or at a school-sponsored activity shall immediately report this information to local law enforcement: an act which constitutes the commission of a felony or a misdemeanor; or an 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 a pupil has engaged in the following shall report the information and the identity of the pupil to the superintendent. The superintendent shall investigate the matter and if it is determined the student has been involved in the following, the superintendent shall provide information, and the identity of the student to all employees who are involved or likely to be directly involved in teaching or providing related services to pupil:
Any pupil who has been expelled for conduct which endangers the safety of others.

Any student who has been expelled for commission of felony type offenses;

Any student who has been expelled for possession of a weapon;

Any student who has been adjudged to be a juvenile offender and whose offense, if committed by an adult, would constitute a felony, except a felony theft offense involving no direct threat to human life;

Any student who has been tried and convicted as an adult of any felony, except theft involving no direct threat to human life.

Annual Reports

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

Staff Immunity

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

Approved: KASB Recommendation-7/96; 6/98; 6/99; 7/03; 4/07
**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.

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

Return of School Property

School property must be returned by students. If a student does not return district property, the superintendent may take action allowed by law.

Offering a Reward

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

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

The board of education, as authorized by K.S.A. 12-1672a, hereby offers a $250.00 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 615 Ellis, Coffeyville, KS 67337, telephone 620-252-6400. The board reserves the right to determine the deserving recipients of the reward in the event of corroborating and supplementary information.

Approved: KASB Recommendation – 12/00; 4/07
The superintendent shall develop building and grounds cleaning and maintenance programs for board approval. After approval the plans shall be shared with the appropriate administrators and classified staff.

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

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

Approved: 4/07
EBI Long-Range Maintenance Program

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

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

Approved: 4/07
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: 4/07
**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.

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

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

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

Approved: 4/07
ECA HIPAA Policy
(See BCBK, BE, CN, CNA, IDEA and JR et seq.)

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: KASB Recommendation – 7/03; 4/07
The copyright laws of the United States make it illegal for anyone to duplicate copyrighted materials without permission. Severe penalties are provided for unauthorized copying of all materials covered by the act unless the copying falls within the bounds of the "fair use" doctrine.

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

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

Approved: KASB Recommendation – 7/02; 7/03; 4/07
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.

Approved: KASB Recommendation–7/96; 4/07; 6/10
EDAA School Vehicles (District-Owned Buses) (See ED, JBCA, and JGG)

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

Liability
All school vehicles will be adequately insured.

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

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

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

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

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

Scheduling and Routing
Scheduling and routing shall be the responsibility of the superintendent.
EDAA  School Vehicles

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

Records

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

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

Licensing of Drivers

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

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.

Approved: KASB Recommendation – 7/03; 4/07; 6/10
EDDA  Special Use of School Buses (See ED)  

The board may allow for special uses of district buses using guidelines established in this policy. Transportation fees may be charged to offset totally or in part the cost of approved special trips. Revenues received by the board under the provisions of this policy shall not be considered a reduction of operating expenses of the school district. Groups allowed use of buses under this policy are responsible for the care and cleaning of the buses, and for the supervision of passengers. The types of groups allowed, and the restrictions placed on the activities these groups may sponsor while using district transportation, shall be approved by the board and filed with the clerk. Groups allowed use of district buses may not travel outside Kansas.

Special uses will not be approved without insurance coverage.

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

- Parents and/or other adults when traveling to or from school-related functions or activities;
- Students traveling to or from functions or activities sponsored by organizations, the membership of which is principally composed of children of school age;
- Persons engaged in field trips related to an adult education program maintained by the district;
- Governing bodies of townships, city or county who transport individuals, groups or organizations;
- Nonpublic school students when traveling to or from interschool or intraschool functions or activities;
- Community college students enrolled in the community college to or from attendance at class at the community college or to and from functions or activities of the community college.
EDDA  Special Use of School Buses  EDDA-2

- A four-year college or university, area vocational school, or area vocational-technical school for transportation of students to or from attendance at class at the four-year college or university, area vocational school or area vocational-technical school, or for transportation of students, alumni and other members of the public to or from functions or activities of these organizations;

- Public recreation commissions, if travel is to or from an activity related to the operation of the commission;

- Another school district if there is a cooperative and shared-cost arrangement with that district.

Approved: KASB Recommendation–7/96; 9/97; 4/07
Food Services Management (See JGCA)

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

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.

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.

Meal Prices

Meal prices shall be determined by the board prior to the first day of school each fall.

General Staff Requirements

In all schools, the lunchroom may be supervised by employees of the food management firm. Teachers shall assist on an equitable assignment basis during the lunch period in supervising students on the playground and in hallways, etc. The principal of each building shall establish rules and regulations based upon reasonable and justifiable considerations.

Custodians shall not assume supervisory responsibility over children during the lunch hour other than in their direct line of duty.
Nutrition

The board recognizes that students need adequate, nourishing food in order to grow, learn, and maintain good health. Significant research indicates a positive relationship between adequate nutrition and academic success. It is the goal of the board to provide each student access to delicious, enjoyable, and nutritious meals each day.

The district's food service program is implemented with the goal of helping our children develop healthy eating habits that will serve them throughout their lifetimes.

The board will, as resources are available, endeavor to allocate sufficient funding to implement this Nutrition Policy.

All employees of the district will support the implementation of the Nutrition Policy, especially as it relates to Federal guidelines.

The Child Nutrition Director shall ensure the meals offered by the district's food service program meet all legal requirements for participation in the National School Lunch and School Breakfast Programs.

The Food Service Department will work with administration at each school site to establish a nutrition committee. These committees will be involved in the selection, tasting and marketing of healthy foods that appeal to students.

District Level Guidelines

The following guidelines apply at all district attendance center locations.
Food Service Management

- No carbonated beverages will be allowed in vending machines which are available to K-12 students.
- The majority of products in vending machines available to students will promote healthy food choices.
- No carbonated beverages will be allowed in any student lunchroom. This prohibition against carbonated beverages in the lunchroom extends to sack lunches prepared offsite by students and/or parent/guardians and consumed in a student lunchroom. Carbonated beverages found in the lunchroom will be confiscated by district staff.

Elementary School Level Guidelines

- A food tray containing all five meal components will be provided for Kindergarten through 4th grade students. The five meal components are meat or meat alternative, vegetable, fruit, bread, and milk. The only choices for Kindergarten through 4th grade students to make with regard to the filling of their trays will be limited to their preferred selection of offered entrée and type of milk from available options.
- Students in 5th through 6th grade may decline a maximum of two meal components and shall select three, four, or all five meal components offered for each meal. The five meal components are meat or meat alternative, vegetable and/or fruit, bread, and milk.
- High sugar snack items will be limited.
- The percentage of calories coming from fat in a weekly menu shall not exceed 30 percent of total calories offered in the week’s menu items.
Food Service Management

Secondary

- Food Service Center and candy sales are prohibited during the school day without prior approval of the principal.
- All potato products will be oven-baked, not fried.
- Vending machines in the lunchroom will promote healthier food selections.
- Middle School vending machines shall be available for food item purchase only before and after school.

Approved: KASB Recommendation 4/13
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: 4/07
# TABLE OF CONTENTS

**F--FACILITY EXPANSION PROGRAM**

- **FA** ................................ Goals and Objectives
- **FB** ............................. Building Committees
- **FD** ............................ Capital Outlay Long Range Planning
- **FDB** ............................ Long-Range Needs Determination
- **FDC** ......................... Naming Facilities
FA  Goals and Objectives

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

Approved: 4/07
Building committees may be appointed by the board to assess general or specific facility needs and to advise the board.

Approved: 4/07
**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.

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: KASB Recommendation-7/96; 4/07
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: 4/07
FDC  Naming Facilities

The board will consider requests from school and community groups to name a building for a person provided the proposed name has special significance and/or the person has made an outstanding contribution to the school or the school system and has been deceased for at least 20 years. The group making the request must agree to provide appropriate recognition such as a plaque, a portrait, or a marker for the school. The board shall consider naming requests after they are approved by the superintendent.

Generally, elementary schools will be named in honor of persons who have rendered outstanding service to mankind in their community, state or county. Secondary schools will be names for compass points relative to their position in the district, geographic or historic locations.

Approved: KASB Recommendation 4/13
TABLE OF CONTENTS

**G--PERSONNEL**

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>GA</td>
<td>Personnel Policy Organization</td>
</tr>
<tr>
<td>GAA</td>
<td>Goals and Objectives (See BDA, CM, CMA and JA)</td>
</tr>
<tr>
<td>GAAA</td>
<td>Equal Opportunity and Non-Discrimination</td>
</tr>
<tr>
<td>GAAB</td>
<td>Complaints of Discrimination (See JDDC, JGECA and KN)</td>
</tr>
<tr>
<td>GAAC</td>
<td>Sexual Harassment (See GAF and JGEC)</td>
</tr>
<tr>
<td>GAACA</td>
<td>Racial Harassment (See GAF, JGECA and KN)</td>
</tr>
<tr>
<td>GAAD</td>
<td>Child Abuse (See JCAC, and JGEC)</td>
</tr>
<tr>
<td>GAAE</td>
<td>Bullying by Adults (See EBC, GAAB, JDD and JDDC)</td>
</tr>
<tr>
<td>GABC</td>
<td>Expense Reimbursement and Credit Cards</td>
</tr>
<tr>
<td>GACA</td>
<td>Positions (See CD and GACB)</td>
</tr>
<tr>
<td>GACB</td>
<td>Job Descriptions (See CD and GACA)</td>
</tr>
<tr>
<td>GACC</td>
<td>Recruitment and Hiring</td>
</tr>
<tr>
<td>GACCA</td>
<td>Nepotism</td>
</tr>
<tr>
<td>GACD</td>
<td>Employment Eligibility Verification (Form I-9) (See GAK)</td>
</tr>
<tr>
<td>GACE</td>
<td>Assignment and Transfer</td>
</tr>
<tr>
<td>GAD</td>
<td>Employee Development Opportunities</td>
</tr>
<tr>
<td>GADA</td>
<td>In-Service Education</td>
</tr>
<tr>
<td>GAE</td>
<td>Complaints</td>
</tr>
<tr>
<td>GAF</td>
<td>Staff-Student Relations (See GAAC, GAACA, JGEC, JGECA and KN)</td>
</tr>
<tr>
<td>GAG</td>
<td>Conflict of Interest</td>
</tr>
<tr>
<td>GAH</td>
<td>Participation in Community Activities</td>
</tr>
<tr>
<td>GAHB</td>
<td>Political Activities (See GBRK and GCRK)</td>
</tr>
<tr>
<td>GAI</td>
<td>Solicitations (See KDC)</td>
</tr>
</tbody>
</table>
GAJ ..................... Gifts (See JL and KH)
    Gifts to Staff Members

GAK ..................... Personnel Records (See CEI, CGI, GACD, GBI, and GCI)
    Requests for References
    Immunity Provided

GAL ..................... Salary Deductions (FLSA) (See GAOF)

GAM ..................... Personal Appearance

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

GAO ..................... Maintaining Proper Control (See JGFB)

GAOA ..................... Drug Free Workplace (See LDD)
    Alternative I
    Alternative II

GAOB ..................... Drug Free Schools (See JDDA and LDD)
    Employee Conduct

GAOC ..................... Use of Tobacco Products on School Ground or in District Operated Buildings
    and Vehicles (See JCDAA)

GAOD ..................... Drug and Alcohol Testing

GAOE ..................... Workers Compensation and Disability Benefits
    Choice of Physician

GAOF ..................... Salary Deductions (See GAL)

GAR ..................... Communicable Diseases

GARA ..................... Blood borne Pathogen Exposure Control Plan

GARI ..................... Family and Medical Leave

GARID ..................... Military Leave

GBH ..................... Supervision

GBI ..................... Evaluation (See GAK)
    Availability of Evaluation Documents
    Evaluation Criteria

GBK ..................... Suspension

GBN ..................... Nonrenewal and Termination

GBO ..................... Resignation
    Exit Interviews

GBQA ..................... Reduction of Teaching Staff

GBR ..................... Working Schedule (See JGFB)
Work Schedules

Attendance Required

GBRC ..................... Professional Development (See GAN and GBRH)
GBRD ..................... Staff Meetings
GBRE ..................... Additional Duty
GBRG ..................... Non-School Employment
GBRGA .................. Consulting
GBRGB .................. Tutoring for Pay
GBRH ..................... Leaves and Absences (See GBRC)
                      
                      Paid Leave
                      Unpaid Leave
                      Jury Leave

GBRIBA .................. Disability Leave
GBRJ ..................... Substitute Teaching
GBRK ..................... Political Activities (See GAHB)
GBU ..................... Ethics (See IA and IKB)
GCA ..................... Compensation and Work Assignments (See GAN)
                      
                      Work Assignments
                      Attendance Required
                      Workweek
                      Classification of Employees
                      Overtime

                      Compensation for Out-of-Town/Overnight Trips

GCI ..................... Classified Employee Evaluation (See GAK)
GCIA ..................... Evaluation of Coaches and Sponsors
GCK ..................... Suspension
GCRF ..................... Non-School Employment
GCRG ..................... Leaves and Absences
                      
                      Paid Leave
                      Unpaid Leave
                      Jury Leave

GCRH ..................... Vacations
GCRI ..................... Paid Holidays
GCRK ..................... Political Activities (See GAHB)
These policies are arranged in the following manner:

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

Approved: KASB Recommendation - 2/98; 1/05; 4/07
Goal and Objectives

The goal of the personnel policies set forth in this policy and rule section is to create the best possible educational climate for the children of the school district. To this end, these personnel policies are designed to prevent misunderstanding by the district’s personnel of their duties and privileges. In order to further develop a climate of trust and understanding, the board earnestly seeks the involvement of personnel in the development of policies affecting their positions.

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

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

Approved: KASB Recommendation 4/13
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: KASB Recommendation - 2/98; 8/98; 6/06; 4/07
GAAB Complaints of Discrimination (See JDDC, JGECA and KN) GAAB

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. The Superintendent (615 Ellis, 620-252-6400, 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.

Approved: KASB Recommendation - 2/98; 8/98; 4/07; 6/09
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
GAAC  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. (See 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.

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 against any person who has filed a complaint or testified, assisted, or participated in an investigation of 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: KASB Recommendation - 2/98; 8/98; 7/03; 6/04; 4/07
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. (See KN)
GAACA Racial and Disability Harassment: Employees

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

Any employee who witnesses an act of racial or disability harassment or receives a complaint of 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.

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 against any person who has filed a complaint or testified, assisted, or participated in an investigation of a racial or disability harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to termination of employment.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be bal-
Racial and Disability Harassment: Employees

anced 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: KASB Recommendation - 8/98; 7/03; 4/07; 9/12
Any district employee who has reason to know or suspect a child has been injured as a result of physical, mental or emotional abuse or neglect or sexual abuse, shall promptly report the matter to the local Kansas Department for Children and Families (DCF) office or to the local law enforcement agency if the DCF office is not open. Employees may file a report of suspected abuse anonymously to either DCF by phoning 1-800-922-5330 or to local law enforcement officials. The Code for Care of Children also provides civil immunity from prosecution if the report is made in good faith.

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

**DCF or Law Enforcement Access to Students on School Premises**

The building principal shall allow a student to be interviewed by DCF or law enforcement representatives on school premises to investigate suspected child abuse and shall act as appropriate to facilitate the agency’s access to the child and to protect the student’s interests during the process. State law grants the investigating agency the authority to determine whether a school employee may be present while the interview is being conducted, taking into account the child’s best interests. If asked to sit in on the interview by the agency representative conducting it, the building principal or designee thereof shall oblige such request in order to provide comfort to the child throughout the process and to facilitate the investigation.
GAAD  Child Abuse

Cooperation Between School and Agencies

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

Reporting Procedure

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

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

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

Any personal interview or physical inspection of the child by any school employee shall be conducted in an appropriate manner with an adult witness present.
State law provides that anyone making a report in good faith and without malice shall be immune from any civil liability that might otherwise be incurred or imposed.

Approved: KASB Recommendation - 2/98; 4/07; 6/07; 11/10; 8/12; 10/12; 11/12
**GAAE Bullying by Staff** (See EBC, GAAB, JDD, and JDDC)

The board of education prohibits bullying in any form, including electronic means, on or while using school property, in a school vehicle or at a school-sponsored activity or event. The administration shall propose, and the board shall review and approve a plan to address bullying on school property, in a school vehicle or at a school-sponsored activity or event.

The plan shall include provisions for the training and education of staff members. Staff members who bully others in violation of this policy may be subject to disciplinary action, up to and including suspension pending a hearing and/or termination. If appropriate, staff members who violate the bullying prohibition shall be reported to local law enforcement.

Approved: KASB Recommendation – 06/08
GABC  Expense Reimbursement and Credit Cards  

Staff use of 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. Credit card use shall be reported monthly to the board. Expenses for district travel in personal vehicles or extended travel incurred in the performance of official duties shall be reimbursed in accordance with the provisions of GAN.

Approved: KASB Recommendation 4/13
GACA  Positions (See CD and GACB)

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.

Approved: KASB Recommendation - 2/98; 4/07
GACB  Job Descriptions (See CD and GACA)  

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

Approved: KASB Recommendation - 2/98; 4/07
GACC Recruitment and Hiring

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

Approved: KASB Recommendation – 2/98; 6/00; 6/01; 4/07
The superintendent shall make reasonable efforts to determine whether a candidate for employment is related to a board member or an administrator of the district. If a candidate is related to a board member or administrator, the superintendent will make this fact known to the board.

Except in an emergency, the board will not employ anyone who is the father, mother, brother, sister, spouse, son, daughter, step-son, step-daughter, son-in-law, or daughter-in-law of any board member.

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

Husband/Wife Employment

No employee shall directly supervise (be responsible for evaluating) his or her spouse.

Approved: KASB Recommendation 4/13
GACD Employment Eligibility Verification (Form I-9) (See GAK) GACD

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

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

For additional information see:
http://www.uscis.gov/files/nativedocuments/m-274.pdf

Approved: KASB Recommendation - 2/98; 4/07; 6/08
GACE Assignment and Transfer

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

See the negotiated agreement when applicable.

Approved: KASB Recommendation – 4/13
Employee Development Opportunities

Opportunity will be provided to all employees to develop their competence beyond the minimum skills necessary for the performance of assigned functions.

Employees are encouraged to develop and submit, through normal supervisory channels, plans or proposals for the improvement of skills, knowledge and technical performance capabilities. Except as otherwise provided in board policy or the negotiated agreement, as applicable, all plans for self-improvement of district employees involving the expenditure of district funds shall be approved in advance by the board or the superintendent of schools.

Approved: KASB Recommendation – 4/13
GADA In-Service Education

There shall be a program of in-service education for district staff promoting continuous professional development, diversification in academic foundations or subject knowledge, improved job effectiveness, and enhanced skills.

When appropriate, the superintendent shall consult with the staff affected by the in-service during the program planning process. All appropriate employees shall attend in-service education sessions unless excused by the superintendent. In-service programs may utilize all or a portion of the work day.

Approved: KASB Recommendation – 4/13
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: KASB Recommendation - 2/98; 4/07
GAF Staff-Student Relations
(See GAAC, GAACA JGEC, JGECA and KN)

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

Approved: KASB Recommendation – 2/98; 7/03; 4/07; 6/07
Conflict of Interest

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

Approved: KASB Recommendation - 2/98; 4/07
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: KASB Recommendation - 2/98; 4/07
GAHB  Political Activities (See GBRK and GCRK)  

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.

Approved: KASB Recommendation - 2/98; 4/07
All solicitations of and by staff members during duty hours are prohibited without prior approval of the appropriate supervisor.

Approved: KASB Recommendation - 2/98; 4/07
GAJ Gifts (See JL and 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: KASB Recommendation - 2/98; 4/07
GAK Personnel Records (See CEI, CGI, GACD, GBI, and GCI)

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

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

Requests for References

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

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

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

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

Approved: KASB Recommendation – 7/02; 4/07
The district shall comply with the salary basis requirements of the Fair Labor Standards Act (FLSA). The board prohibits all managers from making any improper deductions from the salaries of exempt employees. Employees shall be made aware of this policy.

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

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

Approved: KASB Recommendation – 11/04; 4/07
GAM  Personal Appearance

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

Approved: KASB Recommendation - 2/98; 4/07
GAN Travel Expenses (See BBBF, CG, CEF, GBRC and GCA) GAN

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

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

Approved: KASB Recommendation - 2/98; 7/03; 4/07
Each employee is responsible for maintaining proper control in the school. An employee may use reasonable force necessary to ward off an attack, to protect a student or another person, or to quell a disturbance which threatens physical injury to others.

Approved: KASB Recommendation - 2/98; 4/07
Maintaining a drug free work place is important in establishing an appropriate learning environment for the students of the district. The unlawful manufacture, distribution, sale, dispensing, possession or use of a controlled substance is prohibited in the district.

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

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

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

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

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

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

Approved: KASB Recommendation - 9/97; 2/98; 4/07; 6/12
GAOB Drug Free Schools (See JDDA and LDD)  

The unlawful possession, use, sale or distribution of controlled substances and the possession, use, sale or distribution of alcohol by school employees at school, on or while utilizing school property, or at school sponsored activities or events 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 manufacture, distribute, dispense, possess or use illicit drugs, controlled substances, or alcoholic beverages at school, on or while utilizing school property, or at school sponsored activities or events. Compliance with the terms of this policy is mandatory. Employees who are found violating the terms of this policy will be reported to the appropriate law enforcement officers. Additionally, an employee who violates the terms of this policy may be subject to any or all of the following sanctions:

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

Prior to applying sanctions under this policy, employees will be afforded due process rights to which they are entitled under their contracts, if any, 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. 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. 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.

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. If participation in such a program is required as a condition of continued employment, copies of any documentation related to enrollment in and attendance in such program shall be made available to the board and/or administration upon request.

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

Approved: KASB Recommendation - 9/97; 2/98; 4/07; 6/08; 6/12
The use of tobacco products in any form is prohibited in any school buildings, or vehicles owned, leased or rented by the district. The use of tobacco is limited to a designated area as established by the Board of Education.

The following locations may be used by staff for this purpose:

- The Roosevelt Middle School and Field Kindley High School tobacco use area is located on the North outside area of the food service building.
- The Community Elementary tobacco use area is located on the Northeast corner of the school property.
- The maintenance department tobacco use area is located on the East side of the Maintenance building in the gravelled yard.
- The Victor A. Klotz Educational Center tobacco use area is located on the Northwest side near the rock structure.
- The New Alternatives Directional Opportunities, NADO, and Dr. Jerry Hamm Early Learning Center tobacco use area is located on the Northeast corner of the property.

Approved: KASB Recommendation – 4/13
GAOD  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: KASB Recommendation - 7/96; 2/98; 4/07
GAOE  Workers Compensation  GAOE

(See KFD)

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

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

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

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

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Whenever an employee is absent from work and is receiving workers compensation benefits due to a work-related injury or is receiving district paid disability insurance, the employee may use available paid sick leave to supplement the workers compensation 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 sick leave may be used for this purpose until 1) available paid sick leave benefits are exhausted; 2) the employee returns to work; or 3) employment is terminated. Sick leave shall be deducted on a prorata amount equal to the percentage of salary paid by the district.

**Choice of Physician**

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

Approved: KASB Recommendation–7/96; 2/98; 7/02; 4/07; 6/09
Salary Deductions (See GAL)  

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

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

Approved: KASB Recommendation - 2/98; 11/04; 4/07
Employees are requested to notify the board of intent to retire.

Approved: KASB Recommendation – 4/13
Whenever an employee has been diagnosed by a physician as having a communicable disease as defined in current regulation, the employee shall report the diagnosis and nature of the disease to the superintendent or the superintendent’s designee so that a proper reporting may be made to the county or joint board of health as required by current law.

An employee afflicted with a communicable disease dangerous to the public health shall be suspended from duty for the duration of the contagiousness in order to give maximum health protection to other school employees and to students.

The employee shall be allowed to return to duty upon recovery from the illness, or when 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.

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

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

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

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

Additional Certifications of Health

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

Approved: KASB Recommendation – 2/98; 6/01; 4/07; 10/12; 1/13
GARA  Blood borne Pathogen Exposure Control Plan  GARA

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

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

Approved: KASB Recommendation - 9/974/07
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: KASB Recommendation - 9/97; 2/98; 4/07; 6/08; 6/09
GARID  Military Leave

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

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

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

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

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

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

The returning employee is entitled to be reemployed in the job that they would have attained had they not been absent for military service, with the same seniority, status and pay, as well as other rights and benefits determined by law. If necessary, the employer must provide training or retraining that enables the employee to refresh or upgrade their skills so they can qualify for reemployment. While the individual is performing military service, he or she is deemed to be on a furlough or leave of absence and is entitled to the non-seniority rights accorded other individuals on non-military leaves of absence.

Individuals performing military duty of more than 30 days may elect to continue employer sponsored health care for up to 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.

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>
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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.
GARID  Military Leave

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: KASB Recommendation 9/97; 4/07; 6/08; 6/09; 6/10
The board shall compensate professional staff in accordance with collectively bargained salary schedules, supplemental duty pay rates, and other payment mechanisms addressed within the negotiated agreement. Notwithstanding the aforementioned negotiated language, the board reserves the right to offer employment incentive and retention bonuses to teachers, outside of negotiations, in accordance with state law.

Approved: KASB Recommendation – 4/13
The superintendent and other administrators designated by the superintendent have the right to supervise certified staff. The responsibility for the immediate supervision of certified staff rests with each building principal.

Approved: KASB Recommendation – 2/98; 4/07
GBI Evaluation (See GAK)

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

Availability of Evaluation Documents

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

Evaluation Criteria

Evaluation criteria shall be established by the board.

Approved: KASB Recommendation – 2/98; 7/03; 4/07
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 by the board, the employee is entitled to pay until the employee has been advised of the basis for suspension and has been given an opportunity to respond.

Approved: KASB Recommendation – 4/13
Nonrenewal or termination shall be in accordance with Kansas law.

Approved: KASB Recommendation – 2/98; 4/07
The board shall consider any certified employee’s resignation which is submitted to the board in writing. The board may accept resignations from employees under contract when the resignation will be in the best interests of the district. Also see the negotiated agreement.

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

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

Exit Interviews

Exit interviews may be conducted after an employee resigns.

Approved: KASB Recommendation – 2/98; 6/06; 4/07
GBQA  Reduction of Teaching Staff

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

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 from which group or groups of teaching staff the reduction shall be made.

With regard to the remainder of the reduction in staff process, including selecting individual staff members from any group to be nonrenewed for this purpose, the negotiated language shall control.

Approved: KASB Recommendation – 4/13
GBR  **Work Schedule (See JGFB)**  GBR

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

**Work Schedules**

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

**Attendance Required**

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

Approved: KASB Recommendation – 2/98; 9/00; 11/04; 4/07
GBRC  Professional Development  (See GAN and GBRH)  

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: KASB Recommendation – 2/98; 7/03; 4/07
Staff Meetings

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

Approved: KASB Recommendation – 2/98; 4/07
The board may establish other educational assignments that may extend beyond the school day or time class is in session.

Approved: KASB Recommendation – 2/98; 4/07
GBRG  Non-School Employment

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

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

Approved: KASB Recommendation – 2/98; 4/07
Licensed employees may request to be excused from regular duty by the board to serve as paid or unpaid consultants to other districts, government agencies or private industry. If the employee takes paid leave to perform consulting services, any fee and/or honorarium paid to the employee shall be returned to the district.

Approved: KASB Recommendation – 2/98; 4/07
Tutoring for Pay

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

Approved: KASB Recommendation – 2/98; 4/07
**GBRH Leaves and Absences (See GBRC)**

**Paid Leave**

Except as otherwise provided in terms of the negotiated agreement, professional staff may be granted the following leaves: sick leave, extended sick leave, discretionary leave, court or jury duty leave, professional leave, and bereavement leave.

**Unpaid Leave**

The board may grant a period of unpaid leave as allowed by board policy or negotiated language. The period of leave and reason for unpaid leave shall be determined by board policy or negotiated agreement language. The school shall not be required to pay any salary or benefits during periods of unpaid leave except as may be required by law or relevant negotiated language. Reasons for which unpaid leave may be granted include, but may not be limited to: extended leave for reasons described in the negotiated agreement, emergency and legal leave, religious leave, and family and medical leave act leave.

**Jury Duty Leave**

Any employee called to jury duty will be granted paid leave for such service by the school, and such leave will not be deducted from the employee’s credited paid leave.

Approved: KASB Recommendation – 4/13
GBRIBA  Disability Leave

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

Approved: KASB Recommendation – 2/98; 4/07
Substitute Teaching

Qualified substitute teachers shall be secured for the district.

The superintendent (shall/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 July.

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

The handbook shall include information on when and how candidates should apply to be substitutes, the rates of pay, the time of the morning or day that substitutes can expect to be called for duty, instructions on where to report for all district attendance centers, maps of the school district and of each attendance center, a current copy of the school calendar, a copy of the board’s educational philosophy (see IA), suggestions for working with students, a statement of expectations the district has for substitutes, a list of tasks the substitute must complete before leaving for the day and a sample report form for reporting incidents that may take place during the day.
Substitutes are encouraged to prepare, in advance, for the subjects in which they are most likely to substitute in case lesson plans are not available.

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

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

Approved: KASB Recommendation - 9/97; 2/98; 4/07
GBRK  Political Activities (See GAHB)  GBRK

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

Approved: KASB Recommendation – 2/98; 4/07
GBU Ethics (See IA and IKB)

An educator in the performance of assigned duties shall:

- 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: KASB Recommendation – 2/98; 4/07
Compensation and Work Assignments (See GAN)

GCA

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

Work Assignments

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

Attendance Required

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

Workweek

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

Classification of Employees

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

Overtime

No non-exempt employee shall work more than 40 hours per week without the prior written permission of the appropriate supervisor. Principals and supervisors shall monitor employees’ work to ensure that the overtime
provisions of this policy and the Fair Labor Standards Act are followed. All employees shall be compensated for overtime worked, at a rate of one and a half times their normal rate of pay for any hours worked over 40 in a workweek.

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

Compensation for Out-of-Town/Overnight Trips

When classified personnel are required to be out of town on district business, they shall be compensated in the following manner:

Regular or overtime pay (or compensatory time) as appropriate for time away from (name of town) MINUS:

1. Eight hours for sleep when overnight;
2. Reasonable time for meals (normally one hour per meal); and
3. Time used exclusively for pleasure or personal business.

Approved: KASB Recommendation – 2/98; 9/00; 11/04; 4/07
The superintendent or designated representative has the responsibility to supervise all non-certified employees not directly under the supervision of a building principal. A building principal has the responsibility to supervise all non-certified employees who are assigned to the building as provided for within the context of Job Descriptions.

Approved: KASB Recommendation – 4/13
GCI  **Classified Employee Evaluation (See GAK)**  

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.

**Classified employees shall be evaluated by the supervisor to whom they are assigned.** Classified employees shall be evaluated on their personal qualities, their commitment to duty and work skills related to their job description. A copy of the completed evaluation will be given to the employee after it is signed by the employee and the evaluator and will be placed in the employee's personnel file.

Approved: KASB Recommendation – 2/98; 4/07
GCIA Evaluation of Coaches and Sponsors

All employees contracted to coach or sponsor an activity shall be evaluated **at least once a year**. Evaluation documents will be on file with the clerk of the board.

Coaches and sponsors shall be evaluated by the supervisor to whom they are assigned. Evaluations shall be based on the employee’s personal qualities, their commitment to duty, their work skills, and other appropriate issues related to the activity sponsor/coach job description. A copy of the completed evaluation shall be given to the employee after it is signed by the employee and the evaluator and will be placed in the employee’s personnel file.

Approved: KASB recommendation 6/09
**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:** KASB Recommendation – 2/98; 4/07; 6/08
GCR  Work Schedules

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

Time Schedules

The board delegates to the superintendent the authority to develop time schedules for all noncertified employees, subject to approval by the board. Time schedules for noncertified employees will be assigned at the beginning of the employment term by the superintendent or designated representative.

Work Load

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

Approved: KASB Recommendation – 4/13
GCRF Non-School Employment

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: KASB Recommendation – 2/98; 4/07
Classified staff may be granted paid and unpaid leaves and absences.

**Emergency and Legal**

Classified staff may be granted emergency and legal leave.

**Sick Leave**

Classified staff may be granted sick leave.

Sick leave is available for the personal illness or medical appointments of the benefits eligible employee or the illness, death, or medical appointments of such employee’s spouse, child, grandchild, parent, or the parent or child of the employee’s spouse. The superintendent shall have the right to receive verification of any illness or disability. Sick leave shall accumulate to a level and at a rate specified in the Classified Employee Handbook for eligible employees. If the employee leaves the employment of the district for any reason other than retirement, no payment will be made for unused sick leave. Benefits eligible employees retiring from the district may be compensated for unused sick leave as specified in the Classified Employee Handbook.

**Personal Leave**

Classified personnel working less than 12 months shall be entitled to one (1) day of personal leave with pay per year. Twelve-month employees get two (2) days of personal leave with pay per year. Personal leave must have prior approval by the Superintendent or designated representative. Applications for this approval must be made on the form provided. Personal leaves will not be used the day before or following a holiday.
Absence Without Pay

For each absence without pay, one day’s wages will be deducted at each employee’s daily wage rate.

Court or Jury Duty Leave

Classified employees called for jury duty or to answer a court subpoena shall be granted leave with pay. Such employees shall forward any compensation received for such service, less expenses incurred, to the district office.

Approved: KASB Recommendation – 4/13
Full-time classified employees may be granted a paid vacation each year.

Approved: KASB Recommendation – 2/98; 4/07
GCRI  Paid Holidays

Paid holiday leave may be granted to classified employees.

Approved: KASB Recommendation – 2/98; 4/07
GCRK  **Political Activities (See GAHB)**

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

Approved: KASB Recommendation – 2/98; 4/07
TABLE OF CONTENTS

H--NEGOTIATIONS

HAA..............................Legal Status
HAB..............................Goals and Objectives
HAC..............................Scope of Negotiations
HAE..............................Board Negotiating Agents
HAF..............................Superintendent’s Role
HAHBA........................Use of School Facilities
HAHBB........................Use of School Equipment
HAI...............................Negotiations Procedures (See CN)
  Distribution of Information
  Research Assistance
  Minutes and Records
  Reporting to Staff and Board
  Reporting to the Media and Public

HAJ ..............................Preliminary Agreement Disposition
HAK..............................Ratification Procedures
HAL..............................Announcement of Agreement
HAN..............................Slowdowns
HAA Legal Status

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

Approved: 4/07
HAB Goals and Objectives

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

Approved: 4/07
HAC Scope of Negotiations

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

Approved: KASB Recommendation – 6/04; 4/07
HAE  Board Negotiating Agents  HAE

The board shall select as its agents those persons the board feels will best represent the interests of the district.

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: 4/07
**Superintendent's Role**

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

Approved: 4/07
Use of School Facilities

School facilities shall be made available for negotiating sessions without cost to the teachers' organization. If the representatives of the teachers wish to negotiate in facilities not furnished by the board, none of the costs of any other facilities shall be paid for by the board.

Approved: 4/07
The board may make school equipment available for negotiating sessions.

Approved: 4/07
HAI Negotiations Procedures (See CN)

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

Distribution of Information

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

Research Assistance

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

Minutes and Records

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

Reporting to the Staff and Board

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

Reporting to the Media and Public

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

Approved: 4/07
HAJ Preliminary Agreement Disposition HAJ

All tentative agreements shall be reported to the board.

Approved: 4/07
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.

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

Approved: 4/07
HAL Announcement of Agreement

The board may announce its ratification of the agreement.

Approved: 4/07
The board opposes work slowdowns by its teachers.

If any district teachers engage in a practice commonly known as a "slowdown," the board shall immediately direct the superintendent and other administrators to investigate the situation and report back to the board instances in which a teacher is not performing in accordance with the terms of the contract. The board shall take whatever action may be deemed appropriate, including termination of the teacher.

Approved: 4/07
TABLE OF CONTENTS

I--INSTRUCTIONAL PROGRAM

IA ........................................Philosophy - Mission Statement (See GBU and IKB)

IB ........................................School Site Councils See (KA)

IC .........................................Educational Program (See IDAA, IDAB, IDAC and IJ)
    - Curriculum Handbooks
    - Educational Goals and Objectives
    - Additional Educational Programs

ICA .....................................Pilot Projects (See IDAE,)
    - Pilot Project Evaluation
    - Student Surveys

ICAA ....................................Teaching Methods (See ICA, IDAE, IJ)

ID ........................................Instructional Program (See BBG, CJ, CL and IJ)
    - Modification
    - Personnel
    - Financial Resources
    - Evaluation

IDAA .................................Special Programs (See IC and JJ)
    - Partnerships/Work-Study Program

IDAB .................................Support Programs (See IC and LDD)
    - Drug Education
    - Student Mental Health
    - Dropout Prevention
    - At-Risk Students
    - Guidance
    - Homebound Instruction

IDAC .................................Exceptional Programs (See IC)

IDAD .................................Title I Programs
    - Annual Parent Meeting
    - Regulation, Title I Programs
        - Parental Involvement Encouraged
        - Activities to Enable Parental Participation
        - Scheduling for Parents’ Convenience

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Annual Evaluation

**IDAE** Student Privacy Policy (See BCBK, ICA, ICAA, II and JR et seq.)
Regulation, Protection of Pupil Rights Amendment
  Surveys: Parental Inspection Rights
  Written Permission Required
  Physical Examinations
  Parental Rights: Marketing Information
  Release of Information – FERPA Rights

**IDCE** College Classes (See JBE and JQ)
Concurrent Enrollment

**IDFA** Athletics

**IE** Instructional Arrangements
  Class Size
  Scheduling for Instruction
  Pre-enrollment

**IEB** Charter Schools

**IF** Textbooks, Instructional Materials & Media Centers (See IKD and KN)
  Selection Criteria: Textbooks and Instructional Materials
  Selection Criteria: Media Center Materials
  Collection Development
  Challenges of Materials
  Review Committee
  The Review Committee Shall:
  Removing Challenged Materials

**IFBH** Outside Speakers (See IKB)

**IFC** Community Resources (See KFD)

**IFCB** Field Trips
  USD Approved Field Trips
  Non-Sanctioned Field Trips

**IHA** Grading System

**IHB** Homework

**IHEA** Make-Up Opportunities (See JBD and JDD)

**IHF** Graduation Requirements (See JFCA)

**II** Educational Testing Programs (See BCBK, BE, CN, CNA, IDAE, IJ and KBA)
Test Integrity
Reporting Test Results

IIA .......................... Performance-Based Credits

IIBG .......................... Computer Use (See ECH, JCDA and KBA)
  Use of District Computers/Privacy Rights
  Copyright
  Installation
  Hardware
  Audits
  E-mail Privacy Rights
  Ownership of Employee Computer Materials

IIBGA .......................... Children’s Internet Protection Act

IIBGB .......................... On-Line Learning Opportunities
  Application
  Guideline
  Other Regulations or Guidelines

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

IKB .............................. Controversial Issues (See GBU, IA and IFBH)

IKCA .............................. Human Sexuality and AIDS Education
  Opt-Out Procedure and Form
  Annual Request Required
  Notice of Availability

IKD .............................. Religion in Curricular or School Sponsored Activities
  (See AEA, IF, IKDA and KN)
  Teaching About Religion
  Religion in the Curriculum and School Activities
  Religious Symbols in the Classroom
  Religious Holidays
  Graduation and Other Ceremonies

IKDA .............................. Religious Objections to Activities (IKD)

IKE .............................. Assemblies

IKI .............................. Lesson Plans

ING .............................. Animals and Plants in the School
IA Philosophy (See GBU and IKB)

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

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

Approved: KASB Recommendation – 6/04; 4/07
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 one time a year. As required, the superintendent shall submit reports to the State Board of Education evaluating the effectiveness of each school site council. Reports shall be reviewed by the board of education before submission to the state.

Approved: KASB Recommendation–7/96; 6/04; 4/07
IC **Educational Program** (See ID, IDAA, IDAB, IDAC and IJ) IC

The academic program shall assist students to grow intellectually, to master the curriculum objectives, and to prepare for further education or career. 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.

**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: KASB Recommendation – 6/04; 04/07; 6/10
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**

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: KASB Recommendation – 7/03; 6/04; 4/07
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: KASB Recommendation – 6/04; 4/07; 6/10
ID  Instructional Program (See BBG, CJ, CL, IC and IJ)  ID

All certified staff shall cooperatively develop an integrated, comprehensive, performance-oriented preK-12 Instructional Program, which will be composed of the specific courses and programs offered that allow students to meet the goals and objectives set forth in the educational program. 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 may 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: KASB Recommendation – 6/04; 4/07; 6/10; 6/12

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**IDAA Special Programs** (See IC and JJ)

In addition to the educational program, the district shall provide programs to meet special needs. These programs shall be outlined in the appropriate handbooks or other documents following board review and approval.

**Partnerships/Work-Study Program**

The board may approve partnership/work-study programs with business and/or educational institutions for the purpose of improving and/or expanding the quality of curricular offerings, and may approve opportunities for partnership organizations to assist with specified programs.

A periodic review of the partnership's goals and objectives shall be conducted.

Approved: KASB Recommendation – 6/04; 4/07
Support Programs (See IC and LDD)

Support program information approved by the board shall be filed with the clerk and made available to staff as needed.

Drug Education

All students shall be made aware of the legal, social and health consequences of drug and alcohol use. Students shall be instructed on effective techniques for resisting peer pressure to use illicit drugs or alcohol. Students shall be informed that the use of illicit drugs and the unlawful possession and use of alcohol is both wrong and harmful.

The board's comprehensive drug and alcohol abuse and prevention program shall be included as part of the district's curriculum. The curriculum at each grade level shall be age-appropriate and developmentally based.

A student who voluntarily seeks assistance, advice or counseling from school personnel regarding drugs or drug abuse shall not be disciplined by school authorities because the student sought assistance.

Student Mental Health

The superintendent may develop and implement a student mental health awareness program. The superintendent shall identify community or area mental health agencies able to provide assistance.

 Dropout Prevention

The board endorses special programming efforts geared toward enticing students who are in danger of becoming dropouts back to learning. The board desires to provide students and their parents with an understanding and appreciation of the need for academic learning and relate academic learning to work experience. This can be accomplished both outside the school in
cooperation with business and industry and within the school in simulated experiences. Students must know how to read and communicate if they are to be able to succeed in the business world.

The board shall combine academic study with the stimulation and challenges necessary to engage the minds of all students and with the variation of pace, topic, and activity important to sustaining their interest. The major goals of the district’s dropout prevention program shall be to: identify individual needs at the earliest stage and provide instruction designed to improve and expand basic reading, writing, and speaking skills so that every student is capable of keeping up with his classmates throughout his school career; develop an incentive and reward system which reinforces pride in academic achievement and replaces the expectation of failure so prevalent in the dropout scenario; offer a teaching and counseling curriculum designed to provide students graduating from high school with valuable skills, career direction, and the possibility of future employment; encourage high risk students to participate in school activities in order to combat the school isolation common to dropouts; and communicate with parents and students regarding the value of education in their lives.

The superintendent shall incorporate the philosophy and goals of this policy into the school setting.

The staff shall incorporate the philosophy and goals of this policy into the schools’ programs.
IDAB Support Programs

At-Risk Students

The superintendent shall be responsible for developing a program for identifying and working with at-risk students.

Guidance

The guidance program shall be organized to serve all students.

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

Homebound Instruction

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

The parent makes the request for homebound instruction; and

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

The principal shall be responsible for obtaining a teacher for the student.

When appropriate, the director of special education is responsible for filing the necessary papers with the Division of Student Support Services, State Board of Education.

Approved: KASB Recommendation – 4/13
In addition to the basic programs approved by the board, the district shall provide programs to meet exceptional needs. Program information approved by the board shall be filed with the clerk and made available to staff as needed.

Approved: 4/07
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 program; assessing the educational needs of all students, particularly the needs of educationally disadvantaged children; developing appropriate communication channels between all parties; developing in-service training for parents and staff; and developing appropriate evaluation procedures.

Annual Parent Meeting

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

Approved: KASB Recommendation – 6/00; 7/03; 6/04; 4/07
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, at the beginning of each school year, and at any other time the school district policies in the area are substantially changed.

Approved: KASB Recommendation – 7/03; 6/04; 4/07
IDCE  **College Classes** (See JBE and JQ)

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: KASB Recommendation – 6/04; 6/05; 6/06; 4/07; 6/08
The board believes the physical and mental well-being of students must be maintained as a prerequisite to achievement through the educational process and wishes to initiate and continue appropriate youth suicide awareness and prevention programs in the district in an effort to safeguard its students.

The staff of the district, as well as the students, can benefit from and contribute toward the prevention of student suicide. The success of such an effort depends to a large extent upon the understanding and support of the total community.

The board directs the superintendent to develop and implement a comprehensive and student suicide awareness and intervention program for the district. Since the necessary professional expertise to carry out such a program adequately may not be available within the school system, it also directs the superintendent to identify a community mental health agency able to provide the necessary assistance and to establish a continuing cooperative relationship with the agency in this effort.

Approved: 4/13
Any district elementary or middle school that includes any of the grades six through nine may conduct athletic practice during the school day only at times when one or more elective academic courses or a study period is offered to students.

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

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

Approved: KASB Recommendation – 8/98; 7/02; 6/04; 4/07
IE 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: KASB Recommendation – 6/04; 4/07
The board may consider a petition for creation of a charter school if the petition meets all requirements of current law and regulations.

Approved: KASB Recommendation – 6/04; 4/07
IF Textbooks, Instructional Materials and Media Centers  
(See IKD and KN)

All textbooks, instructional materials and the selection criteria for district media center materials shall be subject to board approval.

Textbooks and instructional materials shall support the district’s instructional program. Media center materials shall support and supplement the curriculum, promote wise use of leisure time, develop literary discrimination and appreciation, and encourage students to become productive citizens.

Selection Criteria: Textbooks and Instructional Materials

Textbooks and instructional materials shall provide:
An effective education for all students;
Factual knowledge, literary appreciation, aesthetic values and ethical standards;
Practice for students to develop abilities in critical thinking, communication, mathematics and science skills.
Information which helps students develop an appreciation of American cultural, ethnic and racial diversity and balanced views concerning international, national, state and local issues and problems; and
Sufficient flexibility for meeting the special needs of individuals and groups.

The superintendent shall develop selection procedures which meet the above criteria, which shall include a review of available material by appropriate staff members.

Selection Criteria: Media Center Materials

Materials shall be chosen for accuracy, artistic quality, format and
authoritativeness. Materials shall be chosen on various reading levels presenting different points of view, including current issues.

Books and other media materials shall be evaluated before purchase, either through direct examination or by using reputable, unbiased, professionally prepared selection tools.

The media center(s) shall obtain, process and circulate materials and equipment and provide references and other services to students and faculty. Media specialists shall work toward providing resources so that students have an opportunity to achieve high levels of performance.

Collection Development

The media collection shall be developed systematically, be well balanced in coverage of subjects, include various types of materials and a variety of content in various formats.

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

Challenges of Materials

Any person having a complaint about textbooks, media center or other instructional materials shall meet with the principal. If the matter cannot be resolved, the principal shall notify the superintendent and ask the complainant to use a request for review form which is available through building principals or at the district office. After receiving the completed form, the superintendent shall meet with the complainant to discuss the complaint.
IF Textbooks, Instructional Materials and Media Centers IF-3

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

Review Committee

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

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

The committee’s charge shall be:

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

To direct a written report to the board; and

To send the complainant a copy of the report.

The Review Committee Shall:

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

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

If the complainant is dissatisfied with the committee’s recommendation, an appeal of the decision may be made to the board for a
hearing and final decision. If an appeal is requested by the complainant, the superintendent shall request that the board schedule an appeal and shall prepare in advance of the appeal all appropriate documentation for the board’s study.

Removing Challenged Materials

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

Approved: KASB Recommendation – 6/04; 4/07
IFBH  **Outside Speakers** *(See IKB)*

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

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

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

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

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

Approved: KASB Recommendation – 6/04; 4/07
Community Resources (See KFD)

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

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

Approved: KASB Recommendation – 6/04; 4/07
**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 not occur during class time or the employee’s work day.

Approved: KASB Recommendation – 6/05; 4/07

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IHA Grading System

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

Approved: KASB Recommendation – 6/04; 4/07
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: KASB Recommendation – 6/04; 4/07
IHEA  Make-Up Opportunities (See JBD and JDD)  IHEA

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

Approved: KASB Recommendation – 6/04; 4/07
Graduation Requirements (See JFCA)

The board may adopt graduation requirements exceeding the minimums set forth by state regulation.

Approved: KASB Recommendation 9/97; 6/04; 4/07
II Educational Testing Program
(See BCBK, BE, CN, CNA, IDAE, IJ, JF and KBA)

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

Test Integrity

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

Reporting Test Results

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

Approved: KASB Recommendation – 6/04; 10/04; 6/06; 4/07
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 cover all course objectives.

The student has {10} school days in which those designated tasks developed by the teacher and approved by the administration must be performed. The principal, in consultation with the instructor, will determine the setting and the timelines for the administration of the instrument, as well as the criteria for successful completion of those tasks.

Credit for such classes shall be awarded only on a pass/fail basis. Students will be allowed only one opportunity to “test out” of any particular class. It will not be the responsibility of the school or the instructor to provide
IIA  Performance-Based Credits  IIA-2

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: KASB Recommendation – 7/02; 6/04; 4/07
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: KASB recommendation – 9/97; 9/00; 7/02; 7/03; 6/04; 4/07; 6/08; 6/12
The district shall implement and enforce an internet safety plan meeting the requirements of the Children’s Internet Protection Act (CIPA). The superintendent shall develop a plan to implement the Children’s Internet Protection Act.

Such plan shall include measures to address the following issues:

1. Access by minors to inappropriate matter on the Internet and World Wide Web,
2. The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications,
3. Unauthorized access, including so-called “hacking,” and other unlawful activities by minors online;
4. Unauthorized disclosure, use, and dissemination of personal information regarding minors; 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 18 years of age or under. The board charges the superintendent to develop the CIPA implementing plan so that all of the protections provided by this policy and the corresponding plan may be afforded to all district students.

This plan shall be on file with the board clerk and in each school office with Internet access, and copies shall be available. The superintendent shall ensure compliance with CIPA by completing Federal Communication Commission forms as required.

Approved: KASB Recommendation – 7/01; 6/04; 4/07; 6/09; 6/12
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 administrator’s decision in writing no later than {June 1}.

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

Guidelines

The following guidelines shall be used by the administration:

1. Only 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.

2. 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.

3. Suspended or expelled students may also apply for permission to enroll in on-line course work.

Other Regulations or Guidelines

Approval by the 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.

Approved: KASB Recommendation – 7/02; 6/04; 4/07; 6/12
IJ Evaluation of Instructional Program
(See IC, ICAA, ID, II & MK)

The superintendent may develop guidelines to evaluate the instructional program. This evaluation shall be part of the district's school improvement efforts.

The superintendent may establish special curriculum committees to study the district's instructional program on a regular schedule. The superintendent may require reports from these committees which shall include the committee's recommendations for improvement, modification or elimination of any part of the instructional program. The superintendent may submit a comprehensive report from the committees to the board.

Approved: KASB Recommendation – 6/04; 4/07; 6/12
IKB  Controversial Issues (See GBU, IA and IFBH)  IKB

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

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

Approved: KASB Recommendation – 6/04; 4/07
IKCA  Human Sexuality and AIDS Education  IKCA

Opt-Out Procedure and Form

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

Opt-Out Form

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

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

Annual Request Required

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

Public notice of the availability of the Human Sexuality and AIDS curriculum goals and objectives shall be made by means of newsletters and teacher notification.

Approved: KASB Recommendation – 6/04; 6/06; 4/07
IKD  Religion in Curricular or School Sponsored Activities  

(See AEA, IF, IKDA and KN)

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

Teaching About Religion

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

Religion in the Curriculum and School Activities

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

Religious Symbols in the Classroom

Temporary display of religious symbols is permitted as part of the curriculum. The temporary use of religious symbols such as a cross, menorah,
Religion in Curricular or School Sponsored Activities

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

Religious Holidays

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

Graduation and Other Ceremonies

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

Approved: KASB Recommendation – 6/04; 4/07
IKDA Religious Objections to Activities (See IKD) IKDA

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

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

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

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

If the parents are dissatisfied with the principal's decision, they may appeal in writing to the superintendent.
If the opt-out request is granted, students who opt-out of activities for religious reasons may still be required to view the activity, to learn the subject matter of the activity, or to discuss the activity. The student may be reassigned during the activity or given alternative class assignments.

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

Approved: KASB Recommendation – 6/04; 4/07
IKE Assemblies

Each building principal may schedule assemblies as needed.

Approved: KASB Recommendation – 6/04; 4/07
IKI Lesson Plans

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: 4/07
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.

This policy does not apply to animals provided by the school for instructional purposes or for therapy or comfort dogs.

Approved: KASB Recommendation – 1/13
# TABLE OF CONTENTS

## J--STUDENTS

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

**JB**..............................Attendance Records

**JBC**..............................Enrollment (See JBCA and JQKA)

- Resident Students
- Non-Resident Students
- Enrollment Procedures
- Part-time Students
- Identification of Students
- Enrollment Information
- Assignment to a School Building, Grade Level or Classes
- Transferring Credit
- Transfers from Non-Accredited Schools

**JBCA**..............................Homeless Students (See EDAA and JBC)

- Coordinator

**JBD**..............................Absences and Excuses (See AEB, IHEA, JBE and JDD)

- Excused/Unexcused Absences
- Significant Part of a School Day
- Make-Up Work

**JBE**..............................Truancy (See AEB, IDCE, JBD, and JQ)

- Waiver of Compulsory Attendance Requirements
- Involvement of Law Enforcement
- Reporting to Parents
- Dual Enrollment Students

**JBH**..............................Release of a Student During the School Day (See EBB and EBBD)

**JCAB**..............................Searches of Property (See JCABB)

- Search of Lockers
- Searches of Property

**JCABB**..............................Searches of Students (See JCAB and JCAC)

**JCAC**..............................Interrogation and Investigations

(See EBC, GAAD, JCABB, JCEC and JHCAA)

- Coordination with Law Enforcement
Investigations Initiated by School Administrators and Conducted by Law Enforcement Officers

Investigations Initiated and Conducted by Law Enforcement Officers

Violations of Criminal Law

Taking Students Into Custody

Disturbance of School Environment

JCDA ....................... Student Conduct (See AEB, IIBG, JA, JCHAA and JHBAA)

JCDAAA ................... Tobacco Use (See GAOC)

JCDB ....................... Dress Code

JCDBB ..................... Weapons (See EBC, JDC, JDD, JHCAA and KGD)

Weapons and Destructive Devices

Penalties for Possession

JCE ......................... Complaints (See JDDC and KN)

Complaints about Discrimination

Complaints about School Rules

JCEC ....................... Demonstrations (See JCAC)

JDA ......................... Corporal Punishment

JDB ......................... Detention

JDC ......................... Probation (See JCDBB and JDD)

JDD ......................... Suspension and Expulsion Procedures

(See AEB, EBC, IHEA, JBD, JCDA, JCDBB, JDC, JDD, JDDC and JHCAA)

Reasons for Suspension or Expulsion

Short-term Suspension

Long-term Suspension or Expulsion

Rules Which Apply in all Cases When a Student may be Suspended or Expelled

Student Rights During a Long-Term Suspension/Expulsion Hearing

Appeal to the Board

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

Student Conduct

Insert Local Sanctions Here

JDDB ....................... Reporting Crimes to Law Enforcement (See EBC and JDD)

JDDC ....................... Bullying (See EBC, GAAB, JCE, JDD, JGEC and JGECA
Cyber Bullying

JF .................................. Academic Achievement (See II and JR et seq.)

  Reporting

  Report Cards

JFA .................................. Peer Grading of Assignments

  Option I – Peer Grading Prohibited

  Option II – Limited Peer Grading Allowed

JFAB ......................... Student Conferences

JFAC .......................... Parent Conferences

JFB .......................... Promotion and Retention

JFC .......................... Graduation Exercises

JFCA .................. Early Graduation (See IHF)

JGA .......................... Student Insurance Program

JGC .......................... Health Assessments and Physicals (See JGCB)

JGCA .......................... Local Wellness Policy (See EE)

JGCB .......................... Inoculations (See JGC)

JGCB A ......................... Automated External Defibrillators

JGCC .......................... Communicable Diseases

JGD .......................... Student Psychological Services (See JR, et seq.)

JGEC .......................... Sexual Harassment (See GAAC, GAAD, GAF, JDDC and KN)

JGECA ...................... Racial Harassment (See GAACA, GAAD, GAF, JDDC and KN)

JGFB .......................... Supervision of Students (See GAO, GBR and JH)

JGFF .......................... Student Transportation Regulation

JGFG .......................... Student Accidents

  Records

JGFGB ......................... Supervision of Medications (See JGFGB)

JGFGB A .................. Student Self-Administration of Medications (See JGFGB)

  Student Eligibility

  Authorization Required

  Employee Immunity

  Waiver of Liability

  Additional Requirements

JGG .......................... Transportation (See ED and EDDA)

JGGA .......................... Use of Video Cameras (See CN and JR et seq.)
JGH..........................School Food Service Programs
  Free or Reduced Price Meals
  Contracts with Other Agencies
JGHB..........................Vending Machines and Other Automated Play Machines (See DK)
JH..............................Student Activities (See DK, JGFB, JM and KG)
  Eligibility for Activities
  Adding or Eliminating Activities
  Activity Fund Management
JHC..............................Student Organizations
  Student Clubs
  Non-School Sponsored Student Clubs
  Student Government
JHCA.............................Student Publications (See KI)
  School-Sponsored Student Publications
  Non-School Sponsored Student Publications
  Advertisements
JHCA.............................Gang Activity (See JCAC, JCDA, JCDBB and JDD)
JI.................................Community Activities
JJ.................................Employment of Students (See IDAA)
  In-School Employment
  Outside Employment
  Vocational or Other Work Experience
JK.................................Solicitations (See KI)
JL.................................Gifts (See DK, GAJ and KH)
  Student Gifts to Staff Members
  Faculty Gifts to Students
  Student Organization Gifts to the School
JM.................................Contests for Students (See JH)
JN.................................Awards
JQ.................................Exceptional Students (See IDCE and JBE)
  Concurrent Enrollment
JQA.............................Physically Disabled Students
JQE.............................Alternative Arrangements for Nontraditional Students
JQI.............................Adult Students
JQKA.......................Foreign Exchange Students (See JBC)
JQL..........................Hearing Procedures for Exceptional Students
JQLA..........................Class-size/Caseload Limits for Exceptional Students
JR..............................Student Records
(See BCBK, CN, CNA, ECA, IDAE, JGGA, JR et seq. and KBA)
JRA..............................Types of Records
(See BCBK, CN, CNA, ECA, IDAE, JGGA, JR et seq. and KBA)

Permanent Student Records
Administrative records
Supplementary records
Tentative records

JRB..............................Release of Student Records
(See BCBK, CN, CNA, ECA, IDAE, JGGA, JR et seq. and KAB)

Directory Information
Forwarding Pupil Records

JRC..............................Disposition of Records
(See BCBK, CN, CNA, ECA, IDAE, JGGA, JR et seq. and KAB)

JRD..............................Hearing Request
(See BCBK, CN, CNA, ECA, IDAE, JGGA, JR et seq. and KAB)

JS..............................Student Fees and Charges

Credit Card Payments
Fee Schedules
Debt Collection
Forwarding Pupil Records
JA  Goals and Objectives (See BDA, CM, CMA, GAA and JCDA)  

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.

Approved: KASB Recommendation–7/96; 4/07
**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 superintendent. A cumulative attendance record for each student shall be kept in the principal's office.

The superintendent shall include attendance data in the annual report to the board. Attendance problems shall be reported to the board as necessary.

Approved: KASB Recommendation–7/96; 4/07
JBC  **Enrollment** (See JBCA 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. Non-resident students may be admitted only to the extent that staff, facilities, equipment and supplies are available.

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

**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.
**Enrollment**

**Part-Time Students**

Part-time students may enroll with the (board’s/administration’s) permission if they complete all paperwork in a timely fashion and are in attendance no later than September 20th. Part-time students may be admitted only to the extent that staff, facilities, equipment and supplies are available.

**Identification of Students**

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

**Enrollment Information**

The enrollment documentation shall include a student’s permanent record card with a student’s legal name as it appears on the birth certificate, or as changed by a court order and the name, address, telephone number of the lawful custodian. The records shall also provide the identity of the student as evidenced by a certified birth certificate, copy of a court order placing the student in the custody of Kansas Department for Children and Families, a certified transcript of the student, a baptismal certificate or other documentation the board considers satisfactory. If proper proof of identity is not provided within 30 days of enrolling, the superintendent shall notify local law enforcement officials as required by law and shall not notify any person claiming custody of the child.
Assignment to a School Building, Grade Level or Classes

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

Transferring Credit

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

Transfers from Non-Accredited Schools

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

Approved: KASB Recommendation – 6/01; 4/07
JBCA  **Homeless Students** *(See EDAA and JBC)*  

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.

**Coordinator**

The board shall designate a homeless coordinator for the district.

Approved: KASB Recommendation – 7/03; 4/07

**Note:** The reader is encouraged to review regulations and forms for related information.
JBD  Absences and Excuses (See AEB, IHEA, JBE and JDD)  JBD

When a student is absent from school an attempt shall be made to contact the parent or guardian to determine the reason for the absence. The principal has been designated to determine the acceptability and validity of excuses presented by the parent(s) or the student.

Procedures for notifying parents on the day of a student’s absence shall be published in the student handbook.

It is the student’s responsibility to obtain make-up assignments from teachers following an excused or unexcused absence.

Approved: KASB Recommendation–7/96; 9/97; 4/07
JBE  **Truancy (See AEB, IDCE, JBD, and JQ)**  JBE

The building principal shall report students who are inexcusably absent from school to the appropriate authority.

Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first. School year means the period from July 1 to June 30. Students who are absent without a valid excuse for a significant part of any school day shall be considered truant.

Prior to reporting to either the Department for Children and Families (if the student is under 13) or the county or district attorney (if the student is 13 or more years of age but less than 18 years of age), a letter shall be sent to the student’s parent(s) or guardian notifying them that the student’s failure to attend school without a valid excuse shall result in the student being reported truant.

**Waiver of Compulsory Attendance Requirements**

Students 16 or 17 years of age may be exempt from compulsory attendance regulations if the parent(s) or person acting as parent attend(s) the counseling session required by law and signs the appropriate consent and waiver form; if the student earns a GED; or if the student is exempt from compulsory attendance requirements pursuant to a court order.

**Involvement of Law Enforcement**

Law enforcement officers may return truant children to the school where the child is enrolled, to the child’s parent or guardian or to another location designated by the board to address truancy issues.
Reporting to Parents

If a truant child is returned to school by a law enforcement official, the principal shall notify the parent or guardian.

Dual Enrollment Students

Eligible students who are enrolled in a board-approved dual enrollment program shall not be considered truant for the hours during the school day they attend classes at a Regent’s university, community college, technical college, vocational educational school or Washburn University.

Approved: KASB Recommendation – 7/96; 9/97; 8/98; 7/02; 6/04; 6/06; 4/07; 6/10; 6/12; 11/12; 1/13
JBH Release of a Student During the School Day (See EBB and EBBD) JBH

Building principals shall not release a student during the school day except upon a written or verbal request from the student’s lawful parent or person acting as a parent.

Before releasing a student during the school day, the building principal shall be responsible for verifying the identity of the person seeking release of the student.

If the principal is not satisfied with the identification provided by the person seeking release of a student, the student’s release may be refused.

Students shall not be allowed to run personal errands for school employees off school premises during the school day.

Approved: KASB Recommendation–7/96; 4/07
**J CAB**  **Searches of Property (See JCABB)**

Principals are authorized to search property if there is reasonable suspicion that district policies, rules or directives are being violated. In addition all lockers shall be subject to random searches without prior notice or reasonable suspicion. All searches by the principal shall be carried out in the presence of another adult witness.

**Search of Lockers**

Lockers in the district schools shall be under supervision of the principal. Students shall have no expectation of privacy in any school locker.

The combinations and/or keys to all locker locks shall be in the possession of the principal and stored in a place designed to guard against unauthorized access or use. The principal may search any locker at any time without notice. Students shall not place locks, other than those approved by the school, on any locker.

**Searches of Property**

Any person other than the principal who wishes to search a student’s locker or property shall report to the principal before proceeding. In no event shall any person be permitted to search a student’s locker or property without the principal’s consent unless the person has a valid search warrant authorizing a search.

If a law enforcement officer desiring to search a student’s locker or property has a search warrant, the principal shall permit the search which shall be made in the presence of the principal.
Prohibited items found during the search shall remain in the custody of either the building principal or the law enforcement officer. If any items are turned over to law enforcement officials the principal shall receive a receipt for the items.

(Whenever the principal is mentioned in this policy, it shall be construed so as to include the superintendent “or designated representative.”)

Approved: KASB Recommendation–7/96; 8/98; 4/07
Principals are authorized to search students if there is reasonable suspicion that district policies, rules or directives are being violated. Strip searches shall not be conducted by school authorities. All searches by the principal shall be carried out in the presence of another adult witness.

The student shall be told why a search is being conducted. The student shall be requested to empty items such as, but not limited to, pockets, purses, shoulder bags, book bags and briefcases. The principal shall attempt to call the student’s parent/s and may call law enforcement. Items which the principal believes may be connected with illegal activity shall remain in the custody of the principal unless the items are turned over to law enforcement officials. If the student refuses to cooperate, the principal may take disciplinary action and/or seek assistance from law enforcement.

If law enforcement assistance is present, further search of the student shall be with cooperation and assistance of law enforcement officials. The principal shall remain with the student and be present during any search of the student made by law enforcement officials on school property. The principal shall receive and file a receipt for items turned over to law enforcement officials.

If the principal believes a student is in possession of an object which can jeopardize the health, welfare or safety of the student or others, the student shall be removed to a safe location. This determination may be based on any information received by the principal or any member of the faculty or staff.
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 policy, it shall be construed so as to include the superintendent “or designated representative.”)

Approved: KASB Recommendation–7/96; 8/98; 4/07
JCAC  **Interrogation and Investigations**  
(See EBC, GAAD, JCABB, JCEC and JHCAA)

Building administrators, school security officers, and others designated by the superintendent may conduct investigations and question students about infractions of school rules or the student conduct code.

If there is reason to believe a violation of a criminal law has been committed, the principal (or school security officer with authorization of the principal) shall notify the appropriate law enforcement agency as necessary and may request further investigation of the alleged violation.

**Coordination with Law Enforcement**

School administrators and school security officers shall meet periodically with local law enforcement officials to discuss the district’s policies and rules regarding law enforcement contacts with the district.

**Investigations Conducted by Law Enforcement Officers**

When law enforcement officers question a student on a topic unrelated to a report of child abuse during school hours or school security officers question a student concerning an alleged violation of criminal law, the building principal shall make a reasonable attempt to contact a parent, guardian or representative of the student(s) prior to questioning. Notification or attempted notification of parents, guardian or representative shall be documented by the administrator involved. If a student's parents, guardian or representative is not present during such questioning of a student, the principal may be present.

**Child Abuse Investigations Conducted by Law Enforcement Officers**

The administration shall cooperate with law enforcement officers who are conducting investigations of suspected child abuse. For any investigations
**JCAC Interrogation and Investigations**

concerning known or suspected child abuse, 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, 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 principal for such purpose, or in demonstrated emergency situations. If a demonstrated emergency is found, the principal shall require identification of law enforcement officials and reasons for the interrogation or investigation of a student. If the principal is not satisfied with either the identification or the reason, the request shall not be granted. The principal shall attempt to notify the superintendent and the officer’s superiors of the reasons for the refusal.

**Violations of Criminal Law**

Information on criminal conduct shall be turned over to law enforcement officials.

**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 or Department for Children and Families (“DCF”) authorities pursuant to a child abuse investigation. Except as
JCAC  \textbf{Interrogation and Investigations}  \hspace{1cm} JCAC-3

otherwise specified in this policy, reasonable effort shall be made to notify the student’s parents, 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 and/or law enforcement as a result of allegations of abuse or neglect. If a student is taken into custody by a campus police officer, school administrators shall also make a good-faith effort to contact parents. Notification efforts shall be documented.

When a student has been taken into custody or arrested on school premises without prior notification to the building principal, the school staff present shall ask the law enforcement officer to notify the principal of the circumstances as quickly as possible and shall themselves contact the principal with any information they have regarding the child being taken into custody.

\textbf{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.

Approved: KASB Recommendation–7/96; 6/04; 4/07; 6/07; 10/12; 1/13
JCAE Control of Student Behavior

The Board of USD 445 recognizes the need for safe and orderly schools and classrooms. Administrators, teachers, students, parents, and the community each share the burden of developing and maintaining proper behavior among our young people. Each school site, under the direction of the principal, shall adopt policies relating to the control and discipline of the students and shall define and communicate expected standards of conduct to the students, parents, and community. Committees made up of administrators, teachers, students, and parents shall assist in developing the building policies that are consistent with school board policy, and state and federal law. School rules shall be annually reviewed by the committee and presented to the school board for their adoption or modification. Further provided, the teacher of a child attending USD 445 schools shall have the same right as a parent or guardian to control and discipline such child according to local policies during the time the child is in attendance or in transit to or from school or any other function authorized by the school district or classroom presided over by the teacher.

Acts of Behavior Considered Unacceptable

Acts of behavior which interfere with the maintenance of a good learning environment or which are antagonistic to the welfare of other students, teachers, or other school employees or visitors are unacceptable. The following list gives a non-exhaustive list of major rule violations that are subject to disciplinary action. While not every possible rule violation could be covered, this list will guide teachers, students, and parents in what generally constitutes unacceptable behavior. Prohibited student behaviors at school, on or in district

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owned or operated property, and at school sponsored activities, programs, or events include, but shall not be limited to:

- Cheating, plagiarizing, or attempting to create a classroom or school disturbance;
- Disobeying a teacher or administrator willfully and openly;
- Using profanity, or vulgar language or expressions;
- Defying a teacher’s or administrator’s authority;
- Assault and battery of another student or person;
- Possession of weapons, including fireworks;
- Possession, use, abuse, distribution of, or being under the influence of any alcoholic beverage, illicit drug, prescription drugs without a doctor’s prescription, “copy-cat” or simulated drugs, over-the-counter drugs in such a volume as to be dangerous; or the possession of drug paraphernalia;
- Violating written school or district level policies, rules, or regulations;
- Inciting, encouraging, promoting, or participating in attempts to interfere with the normal education process;
- Engaging in acts of immorality;
- Showing disrespect for or causing damage to school property or any property;
- Continuing absenteeism or tardiness;
- Stealing school-owned property or private property;
- Extortion;
- Truancy;
Control of Student Behavior

- Criminal acts; and
- Sexual, racial, or disability harassment or discrimination, bullying, or hazing.

Appropriate Disciplinary Actions

When self-discipline fails, policies and regulations for management of school behavior must be enforced by those directly responsible for the operation of the schools. School staff members will make continual efforts, individually, collectively, and cooperatively with appropriate available community resources, to help each student attain acceptable self-discipline. However, when proper student self-discipline is not maintained, and prohibited student conduct occurs, proper disciplinary measures will be taken. Disciplinary measures available to school staff for use in addressing student misconduct includes, but shall not be limited to (in no particular order or sequence):

1. Verbal reprimand;
2. Advise parents;
3. Remove student from class or group;
4. Parental conference;
5. In-school detention;
6. After-school detention;
7. In-school suspension;
8. Saturday school;
9. Restitution (financial, replacement, repair, etc.);
10. Involve law enforcement;
11. Refer to social agencies;
12. Probationary period;
13. Out-of-school suspension;

14. Expulsion;

15. Other disciplinary measures deemed appropriate under the circumstances.

Approved: KASB Recommendation – 4/13
JCDA  **Student Conduct** (See AEB, IIBG, JA, JDD and JHCAA)

Each principal shall develop rules and regulations to govern student conduct consistent with board policies. The rules shall be reviewed by the board and adopted as policy by reference. The rules of conduct shall be published in student handbooks.

Violation of any provision of the behavior code may result in disciplinary action up to and including suspension and/or expulsion.

Approved: KASB Recommendation–7/96; 6/05; 4/07
JCDAA Tobacco Use (See GAOC)

Smoking by students and/or the possession and use of any other tobacco product is prohibited in any attendance center, at school-sponsored events or on school property.

Administrators may report students who are in violation of this policy to the appropriate law enforcement agency.

Approved: KASB Recommendation 7/96; 9/97; 4/07
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: KASB Recommendation–7/96; 4/07
JCDBB  Weapons (See EBC, JDC, JDD, JHCAA and KGD)  JCDBB

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

Weapons and Destructive Devices

As used in this policy, the term “weapon” and/or destructive device shall include, but shall not be limited to:

- any item being used as a weapon or destructive device;
- any facsimile of a weapon;
- 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 or 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 Possession

Possession of a firearm or other weapon listed under the “Weapons and Destructive Devices” heading above shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis.

Possession of a weapon of a type other than described under the “Weapons and Destructive Devices” heading above or a facsimile of a weapon may result in disciplinary action up to and including suspension and/or expulsion. Expulsion hearings for possession of a weapon 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 DCF or the Commissioner of Juvenile Justice.

Approved: KASB Recommendation–9/97; 6/99; 6/00; 6/01; 6/04; 4/07; 10/12; 1/13
Complaints About Discrimination

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

Any incident of discrimination including acts of harassment shall promptly be reported for investigation and corrective action by the building principal or district compliance coordinator. Any student or employee who engages in discriminatory conduct shall be subject to disciplinary action, up to and including termination from employment or expulsion from school.

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the district’s programs and activities is prohibited. Superintendent of Schools, 615 Ellis, Coffeyville, Kansas 67337, (620-252-6400), 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
building principal is the alleged harasser, the report shall be made to the dis-
trict compliance coordinator. Any student complaint of discrimination shall be
resolved under the district’s discrimination complaint procedures.

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: KASB Recommendation - 7/96; 8/98; 4/07
JCEC  **Demonstrations** *(See JCAC)*  JCEC

Student demonstrations on school property shall be conducted in an orderly and non-disruptive manner. Demonstrations may be terminated at any time by the principal or the superintendent.

Approved: KASB Recommendation–7/96; 4/07
Corporal punishment shall not be permitted in the school district.

Approved: KASB Recommendation–7/96; 4/07
Detention periods may be established by building principals and administered according to rules approved by the board.

Approved: KASB Recommendation–7/96; 4/07
JDC **Probation (See JCDBB 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 shall be handled by the superintendent.

A student placed on probation shall be given a written list of the terms and conditions of the probation. The student shall sign a statement that: the terms and conditions have been explained, the student understands the conditions, the student agrees to abide by the conditions and failure to abide by the conditions may be reason to reinstate the original punishment.

Approved: KASB Recommendation–7/96; 4/07
**Suspension and Expulsion Procedures**

Except as limited by Section 504 or IDEA, a student may be suspended or expelled, for reasons set forth in Kansas law. Any student who is suspended for a period of more than 10 days or expelled shall receive a copy of the current suspension and expulsion law and this policy. Suspension/expulsion hearings shall be conducted by the superintendent/designee or other certificated employee, or committee of certificated employees of the school in which the pupil is enrolled, or by any other hearing officer appointed by the board.

**Reasons for Suspension or Expulsion**

Students may be suspended or expelled for one or more of the following reasons:

- Willful violation of any published, adopted student conduct regulation;
- Conduct which substantially disrupts, impedes, or interferes with school operation;
- Conduct which endangers the safety or substantially impinges on or invades the rights of others;
- Conduct which constitutes the commission of a felony;
- Conduct which constitutes the commission of a misdemeanor;
- Disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operation; and
- Possession of a weapon at school, on school property or at a school-sponsored event.

**Short-term Suspension**

Except in an emergency, a short-term suspension (not exceeding ten school days) must be preceded by oral or written notice of the charges to the student and an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than 72 hours after imposition of a short-term suspension.
Written notice of any short-term suspension shall be delivered to the student’s parent or guardian within 24 hours after the suspension has been imposed. Short-term suspension hearings may be conducted by any person designated in policy as having the authority to suspend.

At the informal suspension hearing, the student shall have the right to be present and 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.
JDD Suspension and Expulsion Procedures

- A record of the hearing shall be available to students and parents or guardians according to Kansas law.

- Written notice of the result of the hearing shall be given to the pupil and to parents and guardians within 24 hours after determination of such result.

Rules Which Apply in all Cases When a Student May be Suspended or Expelled

- Refusal or failure of the student and/or the student’s parents to attend the hearing shall result in a waiver of the student’s opportunity for the hearing.

- A student suspended for more than 10 school days or expelled from school shall be provided with information concerning services or programs offered by public and private agencies which provide services to improve the student’s attitude and behavior.

- A student who has been suspended or expelled shall be notified of the day the student can return to school.

- If the suspension or expulsion is not related to a weapons violation, the principal may establish appropriate requirements relating to the student’s future behavior at school and may place the student on probation. (See JDC)

- If the expulsion is related to a weapons violation the superintendent may establish appropriate requirements relating to the student’s future behavior at school and may place the student on probation if the student is allowed to return. (See EBC, JCDBB and JDC)

- The days a student is suspended or expelled are not subject to the compulsory attendance law.

- During the time a student is suspended or expelled from school, the student may not:
  
  - Be on school property or in any school building without the permission of the principal.
  - Attend any school activity as a spectator, participant or observer.

A student over the age of 18 or the parents or guardian of a student who is suspended for more than 10 days or expelled from school may appeal to the board within 10 calendar days of receiving written notice of the hearing results.

When a suspension is imposed during the school day, the student shall not be removed from school until a parent has been notified. If a parent cannot
be notified during regular school hours, the student shall remain at school until
the regular dismissal time.

Student Rights During a Long-Term Suspension/Expulsion Hearing

The student shall have the right:

- to counsel of his/her own choice;
- to have a parent or guardian present;
- to hear or read a full report of testimony of witnesses;
- to confront and cross-examine witnesses who appear in person at
  the hearing; to present his or her own witnesses;
- to testify in his or her own behalf and to give reasons for his or her
  conduct;
- to an orderly hearing; and
- to a fair and impartial decision based on substantial evidence.

Appeal to the Board

The following conditions shall apply if a student who is age 18 or
older or the student’s parent or guardian files a written appeal of a suspension
or expulsion:

- Written notice of the appeal shall be filed with the clerk within 10
calendar days of receiving the results of the hearing.

- The board shall schedule an appeal with the board or a hearing officer
  appointed by the board within 20 calendar days.

- The student and the student’s parent shall be notified in writing of the
time and place of the appeal at least 5 calendar days before the
hearing.

- The hearing shall be conducted as a formal hearing using rules similar
to those noted earlier for expulsion hearings.

- The board shall record the hearing.

- The board shall render a final decision no later than the next regularly
  scheduled board meeting after the conclusion of the appeal hearing.

Approved: KASB Recommendation-7/96; 8/98; 6/99; 6/00; 4/04; 6/06; 4/07
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. The possession, use, sale or distribution of illicit drugs and alcohol by students at school, on or in school property, or at school sponsored activities or events is prohibited.

Student Conduct

As a condition of continued enrollment in the district, students shall abide by the terms of this policy.

Students shall not manufacture, sell, distribute, dispense, possess or use illicit drugs, controlled substances or alcoholic beverages at school, on or in school district property, or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to:

[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. 72-8901, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. 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.
JDDA Drug-Free Schools

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: KASB Recommendation – 7/96; 9/97; 7/02; 4/07; 6/08; 6/12
JDBB  Reporting to Law Enforcement (See EBC and JDD)  JDBB

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:

- in possession of a weapon,
- in possession of controlled substance or illegal drug; or
- 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 if any of the behaviors noted above occur.

Approved: KASB Recommendation – 6/99; 6/01; 4/07; 6/07; 9/07; 6/08
JDDC  Bullying (See EBC, GAAB, GAAE, JCE, JDD, JGEC and JGECA) JDDC

The board of education prohibits bullying in any form, including electronic means, on or while using school property, in a school vehicle or at a school-sponsored activity or event. The administration shall propose, and the board shall review and approve a plan to address bullying on school property, in a school vehicle or at a school-sponsored activity or event.

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 expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

Approved: KASB Recommendation – 06/07; 6/08; 6/09
JF  Academic Achievement (See II and JR et seq)  

Staff shall establish high expectations for all students. These expectations shall be based on individual student ability to meet the board approved learning objectives for each subject.

Reporting

Periodic reports on each student's mastery of the approved learning objectives shall be issued to the parents.

Report Cards

Report cards shall be issued to each student at the end of each specific grading period for each subject taken. Reasons for deficiencies and/or failures shall be given. The superintendent shall develop standard reporting forms for each grade level.

Approved: KASB Recommendation–7/96; 4/07
Peer Grading Prohibited:

No student shall be allowed to grade another student's work. Teachers who assign work to students are expected to grade each assignment and to enter the grade or mark in the appropriate grade book.

Approved: KASB Recommendation – 7/02; 4/07; 8/13
JFAB  Student Conferences  JFAB

Teachers shall be available for student conferences at mutually convenient times.

Approved: KASB Recommendation—7/96; 4/07
JFAC  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: KASB Recommendation–7/96; 4/07
Students may be promoted when they have demonstrated mastery of the board-approved learning objectives.

The final decision to promote or retain a student shall rest with the principal after receiving information from parents/guardians, teachers and other appropriate school personnel.

Approved: KASB Recommendation–7/96; 4/07
Students who have completed the requirements for graduation may be allowed to participate in graduation exercises unless participation is denied for appropriate reasons. Graduation exercises shall be under the control and direction of the building principal.

Approved: KASB Recommendation–7/96; 4/07
JFCA  Early Graduation (See IHF)  JFCA

Students who complete all state and local graduation requirements may request permission to graduate early.

A student who wishes to graduate from high school early may request permission to do so. The student and parents shall consult with high school administrative and/or guidance personnel in order to develop a graduation plan. The board shall approve or deny each request based on the circumstances of the individual student. The student’s request shall be in writing, addressed to the superintendent, shall state the reasons supporting the request, 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: KASB Recommendation–7/96; 4/07
JGA  Student Insurance Program  JGA

Parents or guardians shall be notified annually in writing of student insurance provided by the district, and that medical expenses not covered by such policies are the responsibility of the parents.

Principals shall keep a record of the students who enroll in the group insurance program.

Approved: KASB Recommendation—7/96; 4/07
JGC  Health Assessments and Physicals (See JGCB)  JGC

All students up to the age of nine shall submit evidence they have undergone a health assessment prior to entering kindergarten or before enrolling in the district for the first time.

All students engaged in activities covered by appropriate KSHSAA rules shall provide the building principal with proof of a physical examination.

Principals shall work cooperatively with local, county and state health agencies to disseminate materials related to the availability of health assessments and inoculations.

Approved: KASB recommendation - 7/96; 4/07
Coffeyville USD 445 is committed to providing school environments that promote and protect children’s health, well-being and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy USD 445 that:

- Wellness guidelines will be implemented as specified in the Kansas State Department of Education’s Wellness Policy Report for each school level.
- Students, parents, teachers, food service professionals, health professionals and other interested community members will be engaged in developing, implementing, monitoring and reviewing district-wide nutrition and physical activity policies.
- All students in grades K-12 will have opportunities, support and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans*.
- Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students;
- Students will be provided with adequate time to eat in settings that are clean, safe, and pleasant.
- To the maximum extent practicable, all schools in our district will participate in available federal school nutrition programs.
- Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish
JGCA Wellness (See EE)  

linkages between health education, school nutrition programs and related community services.

Approved: KASB Recommendation – 4/13
Inoculations (See JGC)  

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 required by the Secretary of the Department of Health and Environment are also required. 

A copy of this policy and the applicable state law shall be distributed to students, prospective students or their parents 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. If the parent is not reasonably available, and the authority to consent has not been denied as provided in law, individuals other than the parent may consent to the immunizations as provided for in current law. 

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.
JGCB  **Inoculations (See JGC)**  JGCB-2

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.

Approved: KASB Recommendation–7/96; 9/97; 4/07; 6/08
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: KASB Recommendation—6/04; 4/07; 6/08; 6/09
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.

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 child’s medical condition, the child’s behavior and neurological development, and the expected type of interaction with others in the educational setting. These decisions will be made after receiving input from the student’s physician, public health personnel, the student’s parent or guardian, and personnel associated with the proposed care or educational setting.

Approved: KASB Recommendation–7/96; 6/01; 4/07
JGD  Student Psychological Services  (See JR et seq)  JGD

Various psychological services are available to students through the district, cooperative special education programs, the county and the state. Results of any such psychological service, testing program or consultation services will be kept in strict confidence by school authorities and shall be governed by JR through JRD.

Approved: KASB Recommendation–7/96; 4/07
JGEC Sexual Harassment (See GAAC, GAAD, GAF, JDDC and KN) JGEC

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

Sexual harassment is unlawful discrimination of 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.

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.

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.

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

JGEC-4

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 against any person who has filed a complaint or testified, assisted, or participated in an investigation of 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: KASB Recommendation–7/96; 8/98; 7/03; 4/07
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.
JGECA  Racial and Disability Harassment  JGECA-2

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.

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.

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 against any person who has filed a complaint or testified, assisted, or participated in an investigation of 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: KASB Recommendation–8/98; 7/03; 4/07; 6/09; 9/12
JGFB  Supervision of Students (GAO, GBR and JH)  JGFB

Students shall be supervised by school personnel when they are under the jurisdiction of the school.

Each building principal shall coordinate and assign teachers, aides or 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 make a school day duty roster of teachers, aides, paraprofessionals and administrators for supervising students at specific times and in designated areas.

Approved: KASB Recommendation–7/96; 4/07
Use of Vehicles and Bicycles

The superintendent shall develop procedures regulating the driving, parking, and use of vehicles and the use and parking of bicycles during the school day. Failure to observe district regulations may result in disciplinary action.

Rules and regulations concerning use of motorized vehicles and bicycles on school property shall be approved by the board and included in the student handbook.

Walkers

Students who walk to and from school are urged to become familiar with traffic safety laws governing such activities, to be alert to their surroundings, and to exercise caution while crossing streets in high traffic areas.

Notice

At the beginning of each school year, district staff will provide students with appropriate notice of the rules and regulations pertinent to this policy.

Approved: KASB Recommendation– 4/13
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. Qualified employees, for the purpose of this policy, are those employees who have successfully completed an approved Red Cross first aid program or the school nursing service provider.

When appropriate, the student's parent(s) shall be notified of the injury as soon as possible to determine appropriate action. If the student needs medical attention and the parents cannot be reached, the principal shall seek emergency medical treatment.

Records

Appropriate records documenting student accidents shall be kept on file in the principal’s office.

Approved: 4/07
JGFB  Supervision of Medications (See JGFGBA)  JGFB

The supervision of medications shall be in strict compliance with the rules and regulations of the board as carried out by district personnel. Diagnosis and treatment of illness and the prescribing of drugs, and medicines are not the responsibility of the public schools and are not to be practiced by any school personnel, including school nurses, unless authorized.

In certain circumstances when medication is necessary in order that the student remain in school, the school may cooperate with parents in the supervision of medication that the student will use. However, the medical person authorized to prescribe medication or the parent if it is a non-prescription medication must send a written order to the building administrator who may supervise the administration of the medication or treatment. The parents must submit a written request to the building administrator requesting the school’s cooperation in such supervision and releasing the school district and personnel from liability.

School personnel shall not be required to be custodians of any medication except as required by a written order of a licensed medical person or in the case of nonprescription medication when requested in writing by the parents.

The medication shall be examined by the school employee administering 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.
JGFGB  Supervision of Medications (See JGFGBA)  JGFGB-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.
In the administration of medication, the school employee shall not be deemed to have assumed any legal responsibility other than acting as a duly authorized employee of the school district.

Approved: KASB Recommendation–9/96; 6/04; 4/07
The self-administration of medication is allowed for eligible students in grades K–12. As used in this policy medication means a medicine for the treatment of anaphylaxis or asthma including, but not limited to, any medicine defined in current federal regulation as an inhaled bronchodilator or auto-injectible 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.

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:

1. A written statement from the student’s health care provider stating the name and purpose of the medication/s;
2. The prescribed dosage;
3. The time the medication is to be regularly administered;
4. Any additional special circumstances under which the medication is to be administered;
5. The length of time for which the medication is prescribed;
6. The student shall also demonstrate to the health care provider or the provider’s designee 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 as prescribed. In the absence of a school nurse, the school shall designate a person who is trained to witness the demonstration.
Authorization Required

The health care provider shall prepare a written treatment plan for managing the student’s asthma or anaphylaxis episodes and for medication use by the student during school hours. The student’s parent or guardian shall annually complete and submit to the school any written documentation required by the school, including the treatment plan prepared by the student’s health care provider. Permission forms shall be updated during enrollment.

Employee Immunity

All teachers responsible for the student’s supervision shall be notified that permission to carry medications and self-administer has been granted. The school district shall provide written notification to the parent or guardian of a student that the school district and its officers, employees and agents are not liable for damage, injury or death resulting directly or indirectly from the self-administration of medication.

Waiver of Liability

The student’s parent or guardian shall sign a statement acknowledging that the school districts 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 schools and its officers, employees and agents, harmless from and against any claims relating to the self-administration of medication allowed by this policy.
JGFGBA  Student Self-Administration of Medications  JGFGBA-3

The parent or guardian of the student shall sign a statement acknowledging that the school incurs no liability for any injury resulting from the self-administration of medication and agreeing to indemnify and hold the school, and its employees and agents, harmless against any claims relating to the self-administration of such medication.

Additional Requirements

- 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: KASB Recommendation – 6/04; 6/05; 4/07

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

Bus transportation shall be provided to and from school for those students who qualify. Transportation may be provided by the district for all school activities. Transportation may be denied to students who are detained after school for disciplinary reasons.

Students who use school-provided transportation shall be under the jurisdiction of the vehicle driver while in the vehicle. Students shall be subject to the district's student behavior code and other regulations developed by the superintendent and approved by the board.

Bus drivers shall report violations of the rules to the building principal who may discipline students. The principal may suspend or revoke the transportation privilege of a student who violates any rule or regulation.

When the district provides transportation to an activity, participating students are prohibited from driving personal automobiles to and from district-sponsored activities held during or after the school day.

All rules shall be published in the student handbook.

Approved: KASB Recommendation–7/96; 4/07
Use of Video Cameras (See CN and JR et seq)

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: KASB Recommendation—7/96; 4/07
JGH School Food Service Programs  

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: KASB Recommendation–7/96; 7/03; 4/07
JGHB Vending Machines and Other Automated Play Machines

No vending machine or play machine may be placed in any building without prior approval of the superintendent.

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: KASB Recommendation–7/96; 4/07
The principal shall be responsible for organizing and approving all student activities. All school-sponsored activities shall be supervised by an adult approved by the administration.

**Eligibility for Activities**

Students who participate in any school activity shall meet the following requirements:

- all applicable KSHSAA regulations;
- academic eligibility requirements noted in handbooks; and
- other requirements requested by the administration and approved by the board.

**Adding or Eliminating Activities**

Administrative recommendations to add or eliminate specific activities {shall/may} be considered by the board. Individual patrons or groups of patrons may request the addition or elimination of activities using rules approved by the board and filed with the clerk.

**Activity Fund Management**

The building principals shall maintain an accurate record of all student activity funds in the respective attendance centers. Each building principal shall make a monthly report to the board of the revenue and expenditures of the activity fund. No funds shall be expended from these accounts except in the support of the student activity program.

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

Approved: KASB Recommendation – 6/00; 4/07; 11/12
JHC  Student Organizations

Students may form clubs and other groups organized to promote or pursue specialized activities outside the regular classroom. Membership in student organizations, whether school sponsored or non-school sponsored, must be open to all interested and eligible students. The building principal and the board shall approve school sponsored student organizations, and a staff member shall attend the meetings or activities to supervise use of the facilities by all student organizations as an advisor or supervisor.

**Student Clubs**

The administrator shall establish regulations for the operation of school sponsored clubs, and for the use of school facilities by non-school sponsored clubs.

School sponsored clubs shall be under the direct control of school personnel. Every school sponsored club shall have a constitution which has been approved by the building principal and filed in the school office. If non-curriculum related school sponsored clubs are allowed to meet on school 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) shall attend the meetings as a supervisor but may not participate in the group’s activities.
Student Organizations

JHC

Student Government

Student councils under the direct control of the building principal or designated faculty representative may be established. Student councils may exercise only the authority expressly delegated to them by the building principal.

Approved: KASB Recommendation–7/96; 4/07
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.

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: KASB Recommendation–7/96; 4/07
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. District staff may be provided in-service training in gang behavior and characteristics to facilitate identification of students involved in gang activities.

Approved: KASB Recommendation–7/96; 4/07
JI Community Activities

Students shall not participate in any community activities during school hours without the prior permission of the principal.

Approved: KASB Recommendation–7/96; 4/07
Employment of Students (See IDAA)

In-School Employment

Students may be employed by the district. The district shall not employ students in hazardous jobs.

Outside Employment

A student who needs to work on a regular basis during the school day shall file a written request with the principal. If the request is approved, the student shall file a work schedule with the principal. Changes in the schedule shall be reported by the student to the principal. The student shall not begin the new schedule unless the change is approved by the principal.

Vocational or Other Work Experience

A student who works in a board-approved vocational or other work-experience program shall have a schedule developed cooperatively by the employer and the supervising teacher and approved by the principal prior to beginning the work activity.

Approved: KASB Recommendation–7/96; 4/07
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.

Approved: KASB Recommendation-7/96; 4/07
JL Gifts (See DK, GAJ and KH)

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

Student Gifts to Staff Members

Students shall be allowed to collect money or purchase gifts for faculty members with the principal's approval.

Faculty Gifts to Students

A gift by a faculty member to an individual student or to classes of students during school hours or on school property shall require prior approval of the principal.

Student Organization Gifts to the School

Student organizations, with prior approval of the organization sponsor and building principal, may donate a portion of the organization's funds to the district. These donations shall require prior board approval.

A gift is defined as any donation, present or endowment in the form of cash, merchandise or personal favor.

Any student organization gift to the district shall become district property when accepted by the board.

Approved: KASB Recommendation–7/96; 4/07
No student shall enter any contest as a school representative unless the contest is approved by the KSHSAA or by the administration.

Approved: KASB Recommendation–7/96; 4/07
Awards

Awards for participation in interscholastic activities shall be limited to those approved by the KSHSAA.

Approved: KASB Recommendation–7/96; 4/07
**JQ Exceptional Students** (See IDCE and JBE)

All programs for exceptional students shall be managed in accordance with the local plans for exceptional students, the policy and rules of the local board, and the rules and regulations of the state board of education.

**Concurrent Enrollment**

A student enrolled in grades 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.

Approved: KASB Recommendation—7/96; 6/06; 4/07; 11/12
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.

Students with injuries which prohibit participation in physical education or other classes shall present to the building principal a physician's statement prohibiting such activity.

Teachers shall follow medical instructions relating to limitations on the student’s participation, and shall either provide alternative methods for the student to earn a credit/grade in the class during the period of the disability or contact the district 504 coordinator for consideration of appropriate accommodation for the student.

Approved: KASB Recommendation–7/96; 4/07
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: KASB Recommendation–7/96; 4/07
Adult students who have not graduated from high school are encouraged to attend high school classes.

Approved: KASB Recommendation–7/96; 4/07
Foreign exchange students from organizations approved each year by the KSHSAA shall be admitted to the district on a tuition-free basis. Other foreign exchange students who meet residency requirements may be allowed to enroll in the district under rules established by the board. Students who enter the country on an F-1 visa shall pre-pay tuition equal to the current cost per pupil as calculated by the State Department of Education.

Approved: KASB Recommendation—7/96; 9/97; 4/07
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: KASB Recommendation–7/96; 4/07
JQLA  Class-size/Caseload Limits for Exceptional Students

The superintendent shall develop and review annually class-size/caseload limits for students with exceptionalities.

Approved: KASB Recommendation – 12/00; 4/07
**JR 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.

When records include information on more than one student, the parents/guardians of any student shall have access to copies of that part of the record that pertains to their child. Each school shall establish procedures for the granting of a request by parents/guardians for access to their child’s school records within a reasonable period of time, but in no case more than 45 days after the request has been made.

In situations where the parents of a student are divorced or separated, each parent, custodial and/or non-custodial, shall have equal rights to their child’s records unless a court order specifies otherwise. Private agreements between the student’s parents shall not be recognized by the district’s personnel.

Parents/guardians shall have an opportunity for a hearing to challenge the content of their child’s school records to ensure that the records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of students; to have an opportunity for the correction or deletion of any inaccurate, misleading or otherwise inappropriate data contained therein; and to insert into records the parent’s/guardian’s written explanation of the content of the records.

Any eligible parent/guardian or student may inspect the personal records of the student during regular school office hours. The district reserves the right to interpret selected records to students and/or parent/guardians at the time of the inspection.
When a student attains 18 years of age, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student.

The parents/guardians of students, or the students if they are 18 years of age or older shall be informed annually by the superintendent of the rights accorded them by this section and by the Family Educational Rights and Privacy Act. In addition, the public shall be informed annually by the superintendent of the categories of information the institution has determined to be directory information.

Approved: KASB Recommendation–7/96; 4/07
Types of Records

Permanenct Student Records: Each school shall permanently retain records relating to each student's academic performance, attendance and activities. Information about students collected and stored by any school personnel shall be separated into one of the following classifications:

Administrative records: official administrative records that constitute the minimum personal information necessary for operating the educational system. It shall include birth date, sex, race, names, telephone numbers, addresses and places of employment of parents, academic work completed, grades, attendance records, withdrawal and reentry records, honors and activities, date of graduation and follow-up records of a student.

Supplementary records: verified information important in operating the educational system but is of a more sensitive nature and of less historical importance. It includes: test data, such as scores on standardized achievement, aptitude and intelligence tests; observational data such as systematically gathered teacher or counselor evaluations and observations of social and personal assets; clinical findings and verified reports of serious or recurrent deviant behavior patterns; general data such as health data, family background information and educational and vocational plans.

Tentative records: useful information that has not been verified or is not clearly needed beyond the immediate present. It includes unevaluated re-port of teachers or counselors that may be needed in ongoing counseling or disciplinary actions.

Approved: KASB Recommendation–7/96; 6/00; 4/07
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. The custodian of student records shall disclose the student’s educational records only as provided for in policy.

Directory Information

Annual notice shall be given to parents and eligible students concerning the student's records. In addition, the custodian of the educational records shall give annual public notice of the class of records the institution has designated as directory information, and of the right of the parent or eligible student to object to the release of directory information without prior written consent. The appropriate forms for providing notice shall be on file in the office of the custodian of the educational records.

After giving notice, the custodian of records may make directory information available without parental or eligible student's consent. The custodian of records shall make student recruiting information (name, address, and telephone listing) available to military recruiters and postsecondary institutions unless parents or eligible students request the information not be released without written consent.

For the purposes of this policy, school official means teacher, administrator, other certified employee or board of education. The district may disclose, without the parents or eligible students' consent, personally identifiable information to school officials with a legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support-staff member (including health or medical staff and law enforcement unit personnel); the school board (in
executive session); a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The custodian may disclose students’ education records to the following persons without the prior consent of the parents:

- Other school officials, including teachers within the district who have legitimate educational interests;

- Officials of other schools or school systems in which the student intends to enroll. The school district will forward student records to such institutions without further notice to the parents or eligible student when the disclosure is initiated by a parent or eligible student or an annual notice provided to parents and eligible students by the district informs them that such records will be automatically disclosed to these institutions for the purposes of enrollment or transfer of the student;

- Authorized persons to whom a student has applied for or from whom a student has received financial aid;

- State and local officials or authorities to whom such information is specifically required to be reported or disclosed pursuant to state statutes;

- Organizations conducting studies for educational agencies for the purpose of developing, validating or administering student tests or programs;

- Accrediting organizations;

- Parents of a student 18 years of age if parents claim the student as a dependent for income tax purposes;
• Appropriate persons if knowledge of any information is necessary to protect the health or safety of the student or other persons in an emergency;

• An agency caseworker or representative of a state or local child welfare agency or tribal organization who has the right to access a student’s case plan when such agency or organization is legally responsible for the care and protection of the student and when any further disclosure of such information thereby will be limited in accordance with law; and

• In compliance with a lawfully issued subpoena or judicial order.

Access will be granted to any third party upon written authorization of the eligible student, parent or guardian.

No personally identifiable information contained in personal school records shall be furnished to any person other than those named herein. When there is written instruction from the student’s parents, guardian or the eligible student specifying the records, the reasons and the person(s) to whom the release is to be made, a copy of the records to be released shall be made available to the student, parents or guardian upon request. When information is requested in compliance with a judicial order or pursuant to any lawfully issued subpoena, parent(s)/guardian and the student shall be notified of the orders or subpoenas in advance of compliance with the order or subpoena unless:

• the order or subpoena specifically forbids such disclosure; or

• the order is issued in the context of a court proceeding where a parent is a party and the proceeding involves child abuse and neglect or dependency matters.

Nothing contained in this policy shall preclude authorized representatives of the Comptroller General of the United States, the Secretary and an administrative head of an educational agency or state authorities from having access to student or other records which may be necessary in connection with
the audit and evaluation of federally supported education programs or the
enforcement of the federal legal requirements which relate to these programs.
The data collection by such official with respect to individual students shall not
include information (including social security numbers) which would permit the
personal identification of students or their parents or guardian on the data
collected and provided.

All persons, agencies or organizations desiring access to the records of a
student shall be required to sign a form, which shall be kept permanently with
the student's file, but only for inspection by the parents/guardian, the student or
a school official responsible for record maintenance. The form signed shall
indicate the specific educational or other interest of each person, agency or
organization has in seeking this information.

Personal information shall be transferred to a third party only on the
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 withold them for any reason.

Approved: KASB Recommendation – 7/96; 6/00; 7/02; 7/03; 4/07; 2/13
Disposition of Records

(See BCBK, CN, CNA, ECA, IDAE, JGGA, JR et seq, and KBA)

All student records will be maintained and screened periodically.

Administrative records shall be permanent records and maintained by the school for an indefinite period of time. When the student graduates, supplementary records shall be destroyed or shall be transferred to the administrative records if they have permanent usefulness. Tentative records shall be destroyed when the use for which they were collected is ended. However, tentative records may be placed in the supplementary classification if the continuing usefulness of the information is demonstrated and its validity verified.

The official custodian shall review a student's records when the student moves from elementary to a middle school or junior high, from a middle school or junior high to high school and upon high school graduation. During each review obsolete or unnecessary information shall be removed and destroyed.

Following a reasonable amount of time after a student has graduated or ceases to attend school in the district, the records of the student that are determined to be appropriate for retention may be retained in a format designated by the administration.

Approved: KASB Recommendation–7/96; 4/07; 6/10
JRD Hearing Request

(See BCBK, CN, CNA, ECA, IDAE, JGGA, JR et seq. and KBA)

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: KASB Recommendation–7/96; 4/07
JS  **Student Fees and Charges**  JS

Building principals shall be authorized to collect fees approved by the board or to seek restitution for any school property lost, damaged or destroyed by a student.

**Credit Card Payments**

Credit and debit cards may be accepted to pay fees, fines, and charges due the district. A fee 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. If, after the attempt to collect, the amount remains unpaid, the principal shall report the matter to the superintendent who shall consult with the school board's attorney, and they shall jointly recommend a course of action to the board.
Forwarding Pupil Records

Administrators shall forward student's school records upon request and may not withhold them for any reason.

Approved: KASB Recommendation–7/96; 6/99; 6/00; 6/01; 4/07
TABLE OF CONTENTS

K--GENERAL PUBLIC RELATIONS

KA ......................... Goals and Objectives (See IB)

KB .......................... Public Information Programs (See CEE, CEF, CG and KBA)

KBA .......................... District or School Web Sites (See ECH, II, IIBG, JR et seq. and KB)

KBC .......................... Media Relations

KDC ......................... Solicitations (See GAI)

KFD .......................... School Volunteers (See EBAA and IFC)

KG ............................. Use of School Facilities by Community Groups (See DFG and JH)

KGA ......................... Use of District Personal Property and Equipment

KGD .......................... Crowd Control at School Sponsored Activities (See EBC and JCDBB)

KH ......................... Gifts to Schools (See GAJ and JL)

KI ............................. Distributing Materials in Schools (See JHCA, JK and JR et seq.)

KK ............................. Sale of District Property (See DFM)

KM ............................. Visitors to the School

KMA ......................... Sex Offenders and Campus Visitation

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KN .......................... Complaints (See BCBI, GAACA, IF, IKD and JCE))

Complaints About Discrimination or Discriminatory Harassment
Informal Procedures
Formal Complaint Procedures
Complaints About Policy
Complaints About Curriculum
Complaints About Instructional Materials
Complaints About Facilities and Services
Complaints About Personnel
The goal of educational public relations is to facilitate a process of communication between the district and its internal and external publics. The public relations program is intended to develop better public understanding of the district’s goals, objectives, accomplishments, and needs.

The community shall be informed about school functions and activities, the accreditation status of each school, and the progress of school improvement efforts. Patron involvement is encouraged.

Approved: KASB Recommendation – 3/00; 4/07
KB Public Information Programs (See CEE, CEF, CG and KBA) KB

The board shall keep the public informed about the school system’s functions and operations.

Newsletters and other Media

The board shall issue a patron newsletter. The superintendent shall be responsible for the content of the district newsletter and other district-sponsored media or publications.

The superintendent shall direct the dissemination of district information and report to the board as requested.

When approved by the principal, attendance center announcements or school-related information may be sent home with students.

Approved: KASB Recommendation – 3/00; 7/03; 4/07; 6/07
The board may establish a district web site and may allow creation of web sites for individual schools. A district web site shall be under the control of Superintendent and school web sites shall be supervised by the technology administrator for the district.

**Web Site Rules**

Detailed rules relating to web sites are found in appropriate handbooks or in documents approved by the board and filed with the clerk and/or principals.

School 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 or employees who create material;
- board and administration shall determine web site content and monitor use by employees and students.

District and school web sites are maintained to support the public relations and educational programs of the district and/or the schools. Web sites may be modified or terminated at any time by board action.

Approved: KASB Recommendation – 6/00; 7/03; 4/07
Upon presentation of proper credentials, media members on assignment will be admitted free of charge to all school extra-curricular activities. To the extent possible, space will be provided at sporting and special events for members of the working media to cover extra-curricular activities.

**Broadcasting and Taping**

The superintendent is authorized to establish rules and regulations for broadcasting and taping district activities.

The appropriate building principal shall be responsible for determining eligibility and issuing passes to press members on assignment to cover school events. Members of the broadcast media shall notify the superintendent prior to the event they wish to cover so arrangements may be made for their equipment.

**News Releases**

News and information concerning building events and programs may be released to the media with the approval of the principal. District news releases prepared for public distribution by district employees or students shall have the superintendent’s approval prior to release. The superintendent shall, upon request, prepare official district news releases for the board.

**Conferences and Interviews**

News conferences and interviews shall be scheduled so they do not disrupt regular educational activities. Representatives of the news media seeking to interview a student during school hours must first have the principal’s approval and permission from the student's parent or guardian.

Approved: KASB Recommendation – 3/00; 4/07
KDC Solicitations (See GAI)

The board shall discourage all solicitations of and by staff members during regular school hours and at school-sponsored activities.

Agents, solicitors and salesmen shall not be permitted to take time of teachers or students from educational activities. The students and faculty of the district shall not promote commercial or private financial interests, either through direct sales or through promotion of competitive goods or services.

This rule applies to those activities, promotions and sales originating outside the school. Exception to this rule may be made as outlined below.

Materials and projects submitted for consideration under this rule must be made in writing to the superintendent. Requests will be considered in light of the proposal's direct contribution to the educational values in the school. Consideration shall be on the basis of unreasonably added work for staff members.

Any individuals or organizations violating the policy on solicitations shall be reported to the board by the superintendent. Violators may be denied further access to school premises by board action.

Approved: 4/07
KFD  School Volunteers  (See GAOE and IFC)  KFD

School volunteers work under the school staff’s direction with the principal’s approval.

School volunteers are bound by the policies, rules and regulations of the district, serve without financial compensation and are not covered by workers’ compensation.

Approved: KASB Recommendation – 3/00; 4/07
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.

Fees and Rental Charges

The board shall establish reasonable fees and/or rental charges for the use of any school facility or school grounds; fees and/or rental charges will cover costs of wages of school personnel involved and utilities. The fee and/or rental charges shall be approved by the board and shall be reviewed annually.

Lease Arrangements

The board shall approve any lease arrangements.

Supervision of Non-School Groups

Whenever any school facility is used by non-school groups or individuals, a school employee shall 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.

Approved: KASB Recommendation – 3/00; 4/07
Requests for use of district equipment by individuals or outside organizations shall be submitted to the superintendent. Any request shall be granted or denied pursuant to guidelines for using equipment developed by the administrator and approved by the board. The superintendent may establish a deposit or requirement for the purchase of insurance for use of school equipment before it is removed from the school grounds or other district property. The deposit will be paid to the business manager and will be refunded when the equipment is returned in working order.

Lost, Stolen, or Damaged Property or Equipment

No request for use of school equipment shall be granted until the requestor executes a use agreement specifying such person will agree to pay the district fair market value for any equipment that has been lost, stolen, or has suffered irreparable damage while in the requestor's possession. For the purposes of this policy, "irreparable damage" shall include any damage severe enough that the cost to repair such equipment would be more than the fair market value of the equipment. If school equipment is returned damaged beyond normal wear and tear of acceptable use, the requestor shall be responsible for the cost to repair such equipment. The district may also require the purchase of insurance.

Personal Use

No district equipment shall be used by staff for personal reasons at school or away from its designated station without the prior approval of the superintendent.

Approved: KASB Recommendation – 3/00; 4/07; 6/12

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Crowd Control at School Sponsored Activities

Disorder and disruption of school activities will not be tolerated. Persons attempting to endanger the safety of students, school personnel or other adults; to damage school property; or 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

No person other than a law enforcement officer shall possess a firearm in or on any school property, school grounds, or any district building or structure used for student instruction or attendance; at extracurricular activities of pupils; or at any regularly scheduled school sponsored activity or event. This prohibition includes possession of 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 any firearm in the possession of any person from school property, school grounds, or any regularly scheduled school sponsored activity or event when so requested or directed by an authorized school employee or any law enforcement officer shall be reported to law enforcement.

Approved: KASB Recommendation – 6/99; 7/03; 6/06; 4/07; 7/12
Any organization or individual making a gift to the district shall have the prior approval of the board. All gifts will be regarded as district property.

Persons or organizations desiring to make gifts to the schools should contact the superintendent.

Approved: KASB Recommendation – 3/00; 4/07
Distributing Materials in Schools (See JHCA, JK and JR et seq.)

In accordance with rules adopted by the board, the superintendent reserves the right to refuse distribution to students any material by outside individuals or groups which creates a material or substantial interference with normal school activity or appropriate discipline in the operation of the school.

Materials Produced by Outside Groups—Including Religious Materials

The principal may establish rules and regulations which control the time, place and manner in which non-school/educational materials are displayed and disseminated in the building or on school property. No student shall be forced to participate in the distribution or receipt of any non-school materials in the schools.

Political Campaign Materials

The board encourages responsible use of political materials as part of the board-approved curriculum. No student shall be forced to participate in the distribution or receipt of any political materials.

Advertising in the Schools

No advertising for commercial purposes shall be permitted in the school buildings or on the grounds of the district without prior board approval. Advertising in student publications shall be regulated by rules and regulations developed by the superintendent. Advertising in the student publications may promote products by brand name. Ads promoting the sale of any controlled substance, drug paraphernalia or any other illegal material or activity are prohibited.
Mailing Lists

No mailing lists of students shall be given to individuals, organizations or vendors for the purpose of distributing materials.

Approved: KASB Recommendation – 3/00; 4/07
KK  **Sale of District Property (See DFM)**  KK

The board may dispose of property in a manner the board deems to be in the district’s best interest. Whenever excess district property is to be sold at auction, all sales shall be to the highest bidder. No credit shall be extended.

Approved: KASB Recommendation – 3/00; 4/07
The board encourages patrons and parents to visit district facilities. Patron visits shall be scheduled with the teacher and the building principal. Notices shall be posted in school buildings to require visitors to check in at the office before proceeding to contact any other person in the building or on the grounds.

Any person who visits a building and/or grounds of the district will be under the jurisdiction of the building principal who shall be responsible for developing rules and regulations governing the presence of visitors in the buildings.

The principal has authority to request assistance from law enforcement if any visitor to the district's buildings or grounds refuses to leave or creates a disturbance. Violation of this rule may lead to removal from the building or grounds and denial of further access to the building or grounds. Violators of this board policy may be subject to the state trespass law.

Approved: KASB Recommendation – 3/00; 4/07
Parents and patrons of the District are welcome to visit district schools and attend district events as allowed by District policy. However, all visitors to a school campus must sign or check in at the campus administrative office, list the reason for the visit, and display his or her driver’s license or other government-issued form of photographic identification prior to proceeding elsewhere on campus. This requirement applies to parents, social service workers, volunteers, Board members, invited speakers, maintenance and repair persons not employed by the District, vendors, representatives of the news media, former students, and any other visitors. These guidelines will be available in each campus’ administrative office.

**Classroom Visitation**

Visits to individual classrooms during instructional time shall be permitted only with the principal’s approval and in consultation with the teacher. Such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the school environment.

**Disruptive Conduct**

If a visitor’s conduct becomes disruptive, abusive, threatening, or violent, the administration may require the visitor to leave immediately. Depending on the severity of the conduct, the visitor may be prohibited from being present on any District property for a period of time authorized by the superintendent or the superintendent’s designee.
Sex Offenders

The District may use the computerized central database maintained by the Kansas Bureau of Investigation or any other database accessible to the District to determine whether campus visitors are registered sex offenders. Visitor-management technology may also be used to verify this information.

General Rule

No adult who has ever pled guilty or nolo contendere to a crime identified in K.S.A. 21-5501 through K.S.A. 21-551, has been found guilty of a crime listed in K.S.A. 21-5501 through K.S.A. 21-5513, or who is required to register as a sex offender in the public offender registry authorized under the Kansas Offender Registration Act, K.S.A. 22-4901 et seq.; and whose victim was under the age of 18 at the time the offense was committed may enter or be present upon any District property unless otherwise specified herein. Such individuals shall be referred to hereafter as “sex offenders”. Except as otherwise provided in this policy, any sex offender meeting the above criteria will be asked to leave District property and law enforcement may be notified. Exceptions to this rule exist for sex offenders who are enrolled in and attending school within the district and for sex offenders who are parents or guardians for students enrolled in and attending school in the district. District administration shall be responsible for notifying staff members and implementing student safety measures, as necessary, in the interest of protecting student rights and safety within the school with regard to student sex offenders. Sex offenders who are parents or guardians for district students are prohibited from being present in school buildings or on school property.
while persons under the age of 18 are present except for the following circumstances:

(a) they may enter district buildings or enter onto school grounds to pick up or drop off their child as long as they immediately check in at the principal's office to await staff escort or to have their child meet them there;

(b) they may drive onto school property and remain in their vehicles for the drop off or pickup of their child;

(c) they may attend parent-teacher conferences for their child;

(d) they may attend child review conferences or Individualized Education Plan meetings in which evaluation and placement decisions may be made with respect to their child regarding special education services;

(e) they may attend conferences to discuss other student issues concerning their child, such as student discipline issues, retention, and promotion of the student so long as they notify the building principal or his or her designee of their presence at the school prior to attending such a conference; and

(f) they may attend school programs involving their child after giving 24 hours’ notice to the principal’s office that they intend to attend. School staff may be required to escort such sex offenders while on school district property for this purpose.
Voting

Where a sex offender is a lawfully registered and qualified voter whose polling place is on District property, he or she may come upon such property for early voting or on election day, during polling hours, solely for the purpose of casting his or her vote.

Approved: 4/13
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. The Superintendent, (615 Ellis, Coffeyville, Kansas, 620-252-6400) 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
KN Complaints

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.
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 no later than 30 days after the filing of the complaint.

  ◊ If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.

  ◊ If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy, the negotiated agreement or state law will be followed.

- Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the district compliance coordinator.
• The complainant may appeal the determination of the complaint. Appeals shall be heard by the district compliance coordinator, a hearing officer appointed by the board, or by the board itself as determined by the board. The request to appeal the resolution shall be made within 20 days after the date of the written resolution of the complaint at the lower level. The appeal officer shall review the evidence gathered by the investigator and the investigator’s report, and shall afford the complainant and the person against whom the complaint is filed an opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is filed. The appeal officer will issue a written determination of the complaint’s validity and a description of its resolution within 30 days after the appeal is filed.

• Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies including the right to file a complaint with the Office 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.

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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.

Approved: KASB Recommendation–9/97; 8/98; 3/00; 4/07
# TABLE OF CONTENTS

**L - INTERORGANIZATIONAL RELATIONS**

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>LA</td>
<td>Goals and Objectives</td>
</tr>
<tr>
<td>LB</td>
<td>School-Community Cooperation</td>
</tr>
<tr>
<td>LC</td>
<td>School-Community Programs</td>
</tr>
<tr>
<td>LDD</td>
<td>Federal Government-Drug Free Schools (See GAOA, GAOB, IDAB and JDDA)</td>
</tr>
<tr>
<td>LDDA</td>
<td>Fiscal Management of Federal Grants</td>
</tr>
<tr>
<td>LED</td>
<td>Family Night</td>
</tr>
</tbody>
</table>
LA  Goals and Objectives

The board shall seek to establish a satisfactory working relationship with governmental agencies and private organizations having an interest in the schools.

Approved: KASB Recommendation – 3/00; 4/07
School-Community Cooperation

The board will seek to foster an atmosphere of cooperation between the schools and community groups and organizations.

The board and the administration seek and welcome individual and group opinions, suggestions and questions concerning school affairs. Suggestions or complaints presented to an individual board member will be referred to the administration which will take appropriate action in accordance with district policies. See KN.

In cooperation with administrators and teachers, the board will make an effort to keep individual citizens and organizations, as well as the public at large, informed about services, accomplishments, needs and problems of the school district. To ensure that all interested persons are informed about school services, programs, activities, problems and needs, the district will use newspapers, radio and television stations to disseminate relevant information. The superintendent is authorized to prepare publications necessary to keep citizens informed about educational services, achievements, needs, costs, revenues and expenditures.

Approved: KASB Recommendation – 4/13
LC  School-Community Programs

The board shall consider establishing programs sponsored jointly by the district and community groups or organizations whenever, in the board's judgment, these programs cannot or should not be wholly under the board's control.

Approved: KASB Recommendation – 3/00; 4/07
**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: KASB Recommendation – 9/97; 4/99, 3/00; 4/07; 6/08; 6/12**
The district shall meet the requirements of the *Education Department General Administrative Regulations* (EDGAR). The outline used to meet this requirement may be the document: *Federal Education Grants Management: What Administrators Need to Know*, Office of Management and Budget circulars, or other pertinent documents developed by the U.S. Department of Education.

Approved: KASB Recommendation – 1/07; 6/07; 9/07
LED **Family Night**

No school activity is to take place on Wednesday night or on Sunday without written permission of the superintendent. These times are set aside for family activities. If the superintendent permits any exceptions to this policy, notice shall be given to the board at their next regular or special meeting.

Approved: 4/07
# TABLE OF CONTENTS

## M--RELATIONS WITH OTHER EDUCATION AGENCIES

- MA.................................. Goals and Objectives
- MD.................................. Interdistrict Relations
- MF .................................. Colleges and Universities
  - Contract Required
  - Other Relationships
- MI .................................. State Education Agency Relations: Quality Assurances
- MK.................................. Educational Accreditation Agency Relations (See IJ)
**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: KASB Recommendation – 3/00; 4/07; 6/09
MD  **Interdistrict Relations**

The board shall work cooperatively with other districts to provide services to students when it is in the best interest of students and the district.

Approved: KASB Recommendation – 3/00; 4/07
**MF  Colleges and Universities**

The board may consider use of student teachers in district classes.

**Contract Required**

A written student teaching contract with appropriate colleges and universities shall be prepared and presented to the board for their consideration and approval.

**Other Relationships**

Other relationships between the district and institutions of higher education may be considered upon recommendation of the administration.

Approved: KASB Recommendation – 3/00; 4/07
The board is committed to school improvement for all schools, academic achievement for all students, and results-based professional development for all district staff members. The board maintains the goal of full accreditation for all district schools. Good faith efforts shall be made by all staff to implement district school improvement plans. The board shall monitor compliance. The superintendent shall regularly report to the board on the district’s progress in meeting the eleven required QPA quality assurances.

The board shall fully inform the public in languages commonly used in the community about school improvement plans, the progress of school improvement efforts, the accreditation status of each district school, and other pertinent information as the board may direct.

Approved: KASB Recommendation – 6/05; 4/07
The district may remain a member of the North Central Association of Colleges and Secondary Schools.

Approved: KASB Recommendation – 3/00; 4/07