

# USD 320 WAMEGO BOARD OF EDUCATION POLICY MANUAL

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## **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..

## **PREFACE**

The policies and administrative rules of Unified School District No. 320 are the results of a combined effort of the professional staff of the Kansas Association of School Boards, the board of education and the district's staff.

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

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

### **Understanding the Policy System**

Policies are principles adopted by the school board to chart a course of action. They tell WHAT is wanted and may include also WHY and HOW MUCH. They should be broad enough to indicate a line of action to be taken by the administration in meeting a number of problems day after day; they should be narrow enough to give the administration clear guidance.

Rules are the detailed directions that are developed by the administration and staff to put policy into practice. They tell HOW, WHEN, WHERE and BY WHOM things are to be done.

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

There is one binder containing thirteen sections of policies and rules.

These sections are as follows:

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

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

Basic to the system is the vocabulary of policy development descriptors. This vocabulary includes more than 1,000 discreet terms, e.g., "Underground Newspapers", "Psychological Testing", "Nepotism", etc. These terms set forth specific issues and concerns for possible school board action at the policy development level.

The coding or "tracking" of terms is by letter rather than by number. Letter (alpha) encoding offers two major advantages over number coding. A letter system offers more flexibility. The code has available 26 separate letters to use compared to only ten digits. A letter system requires no decimal points. This tends to reduce the likelihood of errors in reproduction and filing.

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

### The Index

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

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

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

### When Using This Manual

To use this manual properly, the reader should look up the subject matter in the index and turn to the policy section first. The reader should check the table of contents found in the front of each policy section to determine whether the desired subject is cross-referenced to any other policy and to determine if

"Also" or "See" are present. The reader should turn to the alpha code in the appropriate section and read the policy and any applicable rule. After the reader has done this, he should read all cross-references and other similar referrals.

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

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

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

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

A few changes in format were initiated with the computerized system. You will note that the letter code with the policy title appears as always in the upper left hand margin. Note that the letter code is also printed in the upper right margin, a change that will help you "thumb" through the pages and find a particular page much more easily. Note that multi-paged policies and rules are now numbered which will assist in keeping pages in order. Policy paging is il-

illustrated, for example, as: AC, AC-2, while the rule paging is AC-R, AC-R-2. There is no symbol for page one on any policy or rule.

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

#### State Law and Negotiated Contracts

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

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

#### Updating Your Policy Book

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

### Symbols

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

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

#### Administrative Personnel

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

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

BCBI (Also KCA) Public Participation

KCA (Also BCBI) Public Participation

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

AFC (See JGFA) Emergency Closings

JGFA (See AFC) Emergency Drills

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

### Definitions

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

2. Wherever the word "superintendent" or "principal" occurs, the words "or designated representative" are assumed to follow.



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## Master Policy Index

Last revised: July 2009

Sections	Policy Code	Title and Subtitles	Related Policies
Student	JBD	<b>Absences and Excuses</b> Excused/Unexcused Absences Significant Part of a School Day Make-Up Work	AEB, IHEA, JBE and JDD
Student	JF	<b>Academic Achievement</b> Reporting Report Cards	II and JR <u>et seq.</u>
Personnel	GBRE	<b>Additional Duty</b>	
Fiscal Management	DJFAB	<b>Administrative Leeway</b>	CMA, DJEG, and DJEJ
General Administration	CD	<b>Administrative Line and Staff Relations</b>	GACA and GACB
General Administration	CG	<b>Administrative Personnel</b> Compensation Guides and Contracts Qualifications and Duties Recruitment Assignment Orientation Supervision Administrative Intern Program Travel Expense and Reimbursement	CEF, GAN and KB
General Administration	CMA	<b>Administrative Rules and Regulations</b> Staff Involvement Community Involvement Student Involvement Rules Drafting Disseminating Rules Reviewing Rules Action Allowed When No Policy Exists	BDA, CM, DJFAB, GAA and JA
General Administration	CL	<b>Administrative Teams</b> Method of Appointment Organization Resources Financial	BBG, CJ and ID
General Administration	CB	<b>Administrator Ethic</b> The Administrator	
General Administration	CGI	<b>Administrator Evaluation</b>	CEI and GAK
Student	JQI	<b>Adult Students</b>	
Board Operations	BCBD	<b>Agenda</b>	
Student	JQE	<b>Alternative Arrangements for Nontraditional Students</b>	
Instructional Program	ING	<b>Animals and Plants in the School</b>	
Negotiations	HAL	<b>Announcement of Agreement</b>	

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Sections	Policy Code	Title and Subtitles	Related Policies
Fiscal Management	DC	<b>Annual Operating Budget</b> Budget Forms Priorities Deadlines and Schedules Encumbrances Recommendations Preliminary Adoption Procedure Hearings and Reviews Management of District Assets/Accounts Fraud Prevention & Investigation Reporting Fraud Whistleblowers	
Instructional Program	IKE	<b>Assemblies</b>	
Personnel	GACE	<b>Assignment and Transfer</b>	
Instructional Program	IDFA	<b>Athletics</b>	
Student	JB	<b>Attendance Records</b>	
Board Operations	BBE	<b>Attorney</b>	
Student	JGCBA	<b>Automated External Defibrillators</b>	
Student	JN	<b>Awards</b>	
Fiscal Management	DJED	<b>Bids and Quotations Requirements</b> Bid Specifications Procedure Responsible Bidder Withdrawal of Bids Rejection of Bids Multi-State Purchasing Pools	
Personnel	GARA	<b>Bloodborne Pathogen Exposure Control</b>	
Board Operations	BBC	<b>Board Committees</b> Advisory Committees	CF
Negotiations	HAE	<b>Board Negotiating Agents</b>	
Board Operations	BK	<b>Board Self-Evaluation</b>	ABE
General Administration	CF	<b>Board-Superintendent Relations</b>	BBC
Fiscal Management	DH	<b>Bonded Employees</b>	
Fiscal Management	DB	<b>Budget Planning</b>	
Facility Program	FB	<b>Building Committees</b>	
Business Management	EB	<b>Buildings and Grounds Management</b>	
Personnel	GAAE	<b>Bullying by Adults</b> Cyber Bullying	EBC, GAAB, JDD, and JDDC
Student	JDDC	<b>Bullying by Students</b> Cyber Bullying Form, Report to Law Enforcement	EBC, GAAB, GAAE, JCE, JDD, JGEC and JGECA
Facility Program	FD	<b>Capital Outlay Long Range Planning</b>	
Instructional Program	IEB	<b>Charter Schools</b>	

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Sections	Policy Code	Title and Subtitles	Related Policies
Personnel	GAAD	<b>Child Abuse</b> SRS Access to Students on School Premises Cooperation Between School and Agencies Reporting Procedure	JCAC and JGEC
Instructional Program	IIBGA	<b>Children's Internet Protection Act</b> Form, Children's Internet Protection Act Plan	
Student	JQLA	<b>Class Size/Caseload Limits for Exceptional Students</b>	
Personnel	GCI	<b>Classified Employee Evaluation</b> Form, Sample Classified Personnel Evaluation	GAK
Business Management	EBE	<b>Cleaning and Maintenance Program</b> Sanitation	
District Organization	AG	<b>Closing School Buildings</b>	AD
Instructional Program	IDCE	<b>College Classes</b> Concurrent Enrollment	JBE and JQ
Relations/Agencies	MF	<b>Colleges and Universities</b> Contract Required Other Relationships	
Student	JGCC	<b>Communicable Diseases (Students)</b>	
Personnel	GAR	<b>Communicable Diseases (Employees)</b>	
Student	JI	<b>Community Activities</b>	
Instructional Program	IFC	<b>Community Resources</b>	KFD
General Administration	CEE	<b>Compensation and Benefits</b>	
Personnel	GCA	<b>Compensation and Work Assignments</b> Work Assignments Attendance Required Workweek Classification of Employees Overtime Compensation for Out-of-Town/Overnight Trips	GAN
Personnel	GAE	<b>Complaints</b>	
Personnel	GAAB	<b>Complaints of Discrimination</b>	JDDC, JGECA and KN

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Sections	Policy Code	Title and Subtitles	Related Policies
Student	KN	<b>Complaints</b> 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 Form, Complaint of Discrimination	BCBI, GAACA, IF, IKD and JCE
Public Relations	JCE	<b>Complaints</b> Complaints about Discrimination Complaints about School Rules	JDDC and KN
Instructional Program	IIBG	<b>Computer Use</b> Use of District Computers/Privacy Rights Copyright Installation Hardware Audits E-mail Privacy Rights Ownership of Employee Computer Materials Staff and Student Handbook Information	ECH, JCDA and KBA
Personnel	GAG	<b>Conflict of Interest</b>	
Board Operations	BBG	<b>Consultants</b>	CJ, CL and ID
Personnel	GBRGA	<b>Consulting</b>	
Student	JM	<b>Contests for Students</b>	JH
Instructional Program	IKB	<b>Controversial Issues</b>	GBU, IA and IFBH
Student	JDA	<b>Corporal Punishment</b>	
Business Management	EBBF	<b>Crisis Planning</b>	EBBD
Public Relations	KGD	<b>Crowd Control at School Sponsored Activities</b> Criminal Possession of a Firearm	EBC and JCDBB
Business Management	EF	<b>Data Management</b> Data Dissemination To Education Agencies	
Student	JCEC	<b>Demonstrations</b>	JCAC
Student	JDB	<b>Detention</b>	
Board Operations	BDA	<b>Developing and Adopting Policy</b> Drafting Policy Attorney Involvement Policy Discrimination Historical Policy Files Public Input on Policy	CM, CMA, GAA and JA

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Sections	Policy Code	Title and Subtitles	Related Policies
Personnel	GBRIBA	<b>Disability Leave</b>	
Student	JRC	<b>Disposition of Records</b>	BCBK, CN, CNA, ECA, IDAE, JGGA, JR <i>et seq.</i> and KBA
Public Relations	KI	<b>Distributing Materials in Schools</b> Materials Produced by Outside Groups – Including Religious Political Campaign Materials Advertising in the Schools Mailing Lists Sample Form, Distribution Rules: Non-School Materials	JHCA, JK and JR <i>et seq.</i>
District Organization	AD	<b>District Attendance Areas</b>	AG
District Organization	A	<b>District Authority</b> Home Rule Form, Home Rule Resolution	
District Organization	ABE	<b>District Goals and Objectives</b>	BK
Public Relations	KBA	<b>District or School Web Sites</b> Web Site Rules Form, Sample Handbook Language	ECH, IIBG, JR <i>et seq.</i> , and KB
General Administration	CNA	<b>Document Production, Including Electronic Information</b>	BCBK, BE, CN, IDAE, II, JGGA, JR <i>et seq.</i> and KBA
Student	JCDB	<b>Dress Code</b>	
Personnel	GAOD	<b>Drug and Alcohol Testing</b>	
Student	GAOB	<b>Drug Free Schools</b> Employee Conduct	JDDA and LDD
Student	JDDA	<b>Drug Free Schools</b> Student Conduct Insert Local Sanctions Here	GAOB and LDD
Personnel	GAOA	<b>Drug Free Workplace</b> Alternative I Alternative II	LDD
Student	JFCA	<b>Early Graduation</b>	IHF
Relations/Agencies	MK	<b>Educational Accreditation Agency Relations</b>	IJ
Instructional Program	IC	<b>Educational Program</b> Curriculum Handbooks Educational Goals and Objectives Additional Educational Programs	ID, IDAA, IDAB, IDAC and IJ
Instructional Program	II	<b>Educational Testing Programs</b> Test Integrity Reporting Test Results Testing Integrity: Staff Handbook Language	BCBK, BE, CN, CNA, IDAE, IJ and KAB
Business Management	EBBE	<b>Emergency Drills</b>	

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Sections	Policy Code	Title and Subtitles	Related Policies
Personnel	GAD	<b>Employee Development Opportunities</b>	
Personnel	GACD	<b>Employment Eligibility Verification (Form I-9)</b>	GAK
Student	JJ	<b>Employment of Students</b> In-School Employment Outside Employment Vocational or Other Work Experience	IDAA
Student	JBC	<b>Enrollment</b> Resident Students Non-Resident Student 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 and JQKA
Personnel	GAAA	<b>Equal Employment Opportunity and Non-discrimination</b>	
Business Management	EC	<b>Equipment and Supplies Management</b> Receiving	
Fiscal Management	DFM	<b>Equipment and Supplies Sales</b>	KK
Personnel	GBU	<b>Ethics</b>	IA and IKB
Business Management	EBBD	<b>Evacuations and Emergencies</b> School-Closing Announcements Bomb Threat Planning for Emergencies	EBBF and JBH
General Administration	CEI	<b>Evaluating the Superintendent</b>	CGI and GAK
Personnel	GCIA	<b>Evaluation of Coaches and Sponsors</b>	
Instructional Program	IJ	<b>Evaluation of Instructional Program</b>	IC, ICAA, ID, II and MK
Personnel	GBI	<b>Evaluation</b>	GAK
Instructional Program	IDAC	<b>Exceptional Programs</b>	IC
Student	JQ	<b>Exceptional Students</b> Concurrent Enrollment	DCE and JBE
Board Operations	BCBK	<b>Executive Session</b> Sample Motion	BE, BBBB, CN, CNA, ECA, IDAE, II, JRB and KBA
General Administration	CEF	<b>Expense Reimbursement and Credit Cards</b>	CG, GAN and KB
District Organization	AEB	<b>Extended School Year</b> Extended School Year Extended Learning Opportunities for Students	JBD, JBE, JCDA and JDD

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Sections	Policy Code	Title and Subtitles	Related Policies
Personnel	GARI	<b>Family and Medical Leave</b> Sample: Family and Medical Leave Plan	
Relations/Organizations	LED	<b>Family Night</b>	
Relations/Organizations	LDD	<b>Federal Government-Drug Free Schools</b>	GAOA, GAOB, IDAB and JDDA
Fiscal Management	DFG	<b>Fees, Payments and Rentals</b>	KG
Instructional Program	IFCB	<b>Field Trips</b> USD Approved Field Trips Non-Sanctioned Field Trips Form, Consent to Participate in Field trip, etc.	
Relations/Organizations	LDDA	<b>Fiscal Management of Federal Grants</b>	
Business Management	EE	<b>Food Services Management</b> Sanitation Inspections Records Meal Prices	
Student	JQKA	<b>Foreign Exchange Students</b> Form, Foreign Exchange Student/Host Family Application	JBC
Student	JHCAA	<b>Gang Activity</b>	JCAC, JCDA, JCDBB and JDD
Fiscal Management	DFK	<b>Gifts and Bequests</b>	
Public Relations	KH	<b>Gifts to Schools</b>	GAJ and JL
Personnel	GAJ	<b>Gifts</b> Gifts to Staff Members	JL and KH
Student	JL	<b>Gifts</b> Student Gifts to Staff Members Faculty Gifts to Students Student Organization Gifts to the School	DK, GAJ and KH
Board Operations	BA	<b>Goals and Objectives</b>	
Fiscal Management	DA	<b>Goals and Objectives</b>	
Business Management	EA	<b>Goals and Objectives</b>	
Facility Program	FA	<b>Goals and Objectives</b>	
Negotiations	HAB	<b>Goals and Objectives</b>	
Relations/Organizations	LA	<b>Goals and Objectives</b>	
Relations/Agencies	MA	<b>Goals and Objectives</b>	
Personnel	GAA	<b>Goals and Objectives</b>	BDA, CM, CMA and JA
Student	JA	<b>Goals and Objectives</b>	BDA, CM, CMA, GAA and JCDA
Public Relations	KA	<b>Goals and Objectives</b>	IB
General Administration	CA	<b>Goals and Objectives of School Administration</b>	
Instructional Program	IHA	<b>Grading System</b>	
Student	JFC	<b>Graduation Exercises</b>	
Instructional Program	IHF	<b>Graduation Requirements</b>	JFCA

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Fiscal Management	DFAA	<b>Grants and other Outside Financial Resources</b>	
Business Management	EBBA	<b>Hazardous Waste Inspection and Disposal</b> Inspection Disposal Rules	
Student	JGC	<b>Health Assessments and Physicals</b>	JGCB
Student	JQL	<b>Hearing Procedures for Exceptional Students</b>	
Student	JRD	<b>Hearing Request</b>	BCBK, CN, CNA, ECA, IDAE, JGGA, JR <u>et seq.</u>
Business Management	ECA	<b>HIPAA Policy</b> Staff Training Required Compliance Required Form, Notice of Privacy Practices Form, Health Records, Request for Amendment	BCBK, BE, CN, CNA, IDAE and JR <u>et seq.</u>
General Administration	CJ	<b>Hiring Consultants</b>	See BBG, CL and ID
Student	JBCA	<b>Homeless Students</b> Coordinator Homeless Student Regulations Enrollment/Placement Services Transportation Records Coordinator Complaint form	EDAA and JBC
Instructional Program	IHB	<b>Homework</b>	
Instructional Program	IKCA	<b>Human Sexuality and AIDS Education</b> Opt-Out Procedure and Form Opt-Out Form Annual Request Required Notice of Availability Form, Parent/Guardian Opt Out Form	
Student	JGCB	<b>Inoculations</b>	JGC
Instructional Program	IE	<b>Instructional Arrangements</b> Class Size Scheduling for Instruction Pre-enrollment	
Instructional Program	ID	<b>Instructional Program</b> Modification Personnel Financial Resources Evaluation	BBG, CJ, CL, IC and IJ



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Sections	Policy Code	Title and Subtitles	Related Policies
Business Management	EBA	<b>Insurance Program</b> Liability Other Than For Vehicles	
Relations/Agencies	MD	<b>Interdistrict Relations</b>	
Student	JCAC	<b>Interrogation and Investigations</b> 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	EBC, GAAD, JCABB, JCEC and JHCAA
Fiscal Management	DIC	<b>Inventories</b>	
Fiscal Management	DFE	<b>Investment of Funds</b> Posting Securities Distribution of Monies for Investment shall be as follows:	
Personnel	GACB	<b>Job Descriptions</b>	CD and GACA
Personnel	GCRG	<b>Leaves and Absences -- Classified</b> Paid Leave Unpaid Leave Jury Leave	GBRH
Personnel	GBRH	<b>Leaves and Absences -- Licensed</b> Paid Leave Unpaid Leave Jury Leave	GCRC
Negotiations	HAA	<b>Legal Status</b>	
Instructional Program	IKI	<b>Lesson Plans</b>	
Fiscal Management	DJEE	<b>Local Purchasing</b>	
Student	JGCA	<b>Local Wellness Policy</b>	
Business Management	EBI	<b>Long-Range Maintenance Program</b>	
Facility Program	FDB	<b>Long-Range Needs Determination</b>	
Personnel	GAO	<b>Maintaining Proper Control</b>	JGFB
Instructional Program	IHEA	<b>Make-Up Opportunities</b>	JBD and JDD
Public Relations	KBC	<b>Media Relations</b> Broadcasting and Taping News Releases Conferences and Interviews	
Board Operations	BG	<b>Memberships</b>	
Personnel	GARID	<b>Military Leave</b>	
Board Operations	BCBH	<b>Minutes</b>	BCBF

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Sections	Policy Code	Title and Subtitles	Related Policies
Negotiations	HAI	<b>Negotiations Procedures</b> Distribution of Information Research Assistance Minutes and Records Reporting to Staff and Board Reporting to the Media and Public	CN
Personnel	GACCA	<b>Nepotism</b>	
Board Operations	BBBB	<b>New Member Orientation</b>	BCBK
Board Operations	BCBJ	<b>News Coverage</b> Cameras/Recording Devices at Board Meetings	
Personnel	GBN	<b>Nonrenewal and Termination</b>	
General Administration	CEJ	<b>Nonrenewing or Terminating the Superintendent's Contract</b>	
Personnel	GCRF	<b>Non-School Employment - Classified</b>	
Personnel	GBRG	<b>Non-School Employment -- Licensed</b>	
Instructional Program	IIBGB	<b>On-Line Learning Opportunities</b> Application Guidelines Other Regulations or Guidelines	
Instructional Program	IFBH	<b>Outside Speakers</b>	KB
Personnel	GCRI	<b>Paid Holidays</b>	
Personnel	GCRK	<b>Paid Holidays</b>	
Student	JFAC	<b>Parent Conferences</b>	
Personnel	GAH	<b>Participation in Community Activities</b>	
Fiscal Management	DJEJ	<b>Payment Procedures</b>	DJEG and DJFAB
Student	JFA	<b>Peer Grading of Assignments</b> Option I – Peer Grading Prohibited Option II – Limited Peer Grading Allowed	
Instructional Program	IIA	<b>Performance-Based Credits</b>	
Personnel	GAM	<b>Personal Appearance</b>	
Personnel	GA	<b>Personnel Policy Organization</b>	
Personnel	GAK	<b>Personnel Records</b> Requests for References Immunity Provided Form, Request to Release Personnel Records	CEI, CGI, GACD, GBI, and GCI
Fiscal Management	DJB	<b>Petty Cash Accounts</b> Resolution to Establish Petty Cash Fund	
Instructional Program	IA	<b>Philosophy - Mission Statement</b>	GBU and IKB
Student	JQA	<b>Physically Disabled Students</b>	
Instructional Program	ICA	<b>Pilot Projects</b> Pilot Project Evaluation Student Surveys	IDEA

# KANSAS ASSOCIATION OF SCHOOL BOARDS®

## Master Policy Index

Last revised: July 2009

Sections	Policy Code	Title and Subtitles	Related Policies
General Administration	CM	<b>Policy Implementation</b>	BDA, CM, CMA, GAA and JA
Personnel	GAHB	<b>Political Activities</b>	GBRK and GCRK
Personnel	GBRK	<b>Political Activities</b>	GAHB
Personnel	GCRI	<b>Political Activities</b>	GAHB
Personnel	GACA	<b>Positions</b>	CD and GACB
Negotiations	HAI	<b>Preliminary Agreement Disposition</b>	
Business Management	ECH	<b>Printing and Duplicating Services</b> Copyright Regulations and "fair use" rules for educators	IIBG, KBA
Student	JDC	<b>Probation</b>	JCDBB and JDD
Personnel	GBRC	<b>Professional Development</b>	GAN and GBRH
General Administration	CK	<b>Professional Development Opportunities</b>	
Student	JFB	<b>Promotion and Retention</b>	
Board Operations	BCAE	<b>Public Hearings</b>	BCBI and KN
Public Relations	KB	<b>Public Information Programs</b> Newsletters and other Media	CEE, CEF, CG and KBA
Board Operations	BCBI	<b>Public Participation</b> Open Forum Patron-Requested Agenda Items Handling Complaints Sample form – Request to Add an Agenda Item	BCAE and KN
General Administration	CN	<b>Public Records</b> Types of Records Central Office Records Building Records Public Access Disposition Retention of Documents in Certain Circumstances Form, Request for Records	BE, CNA, ECA, IDAE, HAI, II, JGGA, and JR <u>et seq.</u> and KBA
Fiscal Management	DJEG	<b>Purchase Orders and Contracts</b>	DJEJ and DJFAB
Fiscal Management	DJFA	<b>Purchasing Authority</b>	
Fiscal Management	DJE	<b>Purchasing</b> Purchasing Authority	
Fiscal Management	DJEB	<b>Quality Control</b> Specifications Standardization Quantity Purchasing Cost Control	
Personnel	GAACA	<b>Racial Harassment</b>	GAF, JGECA and KN
Personnel	JGECA	<b>Racial Harassment</b>	GAACA, GAAD, GAF, JDDC and KN

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Sections	Policy Code	Title and Subtitles	Related Policies
Negotiations	HAK	<b>Ratification Procedures</b>	
Business Management	EBJ	<b>Records</b>	
Personnel	GACC	<b>Recruitment and Hiring</b> Recruitment Hiring Hiring Sequence Form, Applicant Job Application Acknowledgments	
Personnel	GBQA	<b>Reduction of Teaching Staff</b>	
Board Operations	BBBF	<b>Reimbursement for Expenses</b>	GAN
Student	JBH	<b>Release of a Student During the School Day</b>	EBB and EBBD
Student	JRB	<b>Release of Student Records</b> Directory Information Forwarding Pupil Records	BCBK, CN, CNA, ECA, IDAE, JGGA, JR <u>et seq.</u> & KBA
Instructional Program	IKD	<b>Religion in Curricular or School Sponsored Activities</b> Teaching About Religion Religion in the Curriculum and School Activities Religious Symbols in the Classroom Religious Holidays Graduation and Other Ceremonies	AEA, IF, IKDA and KN
Instructional Program	IKDA	<b>Religious Objections to Activities</b> Form, Opt-Out Activity Participation	IKD
Student	JDDDB	<b>Reporting Crimes to Law Enforcement</b> Notifying Law Enforcement Form, Report to Local Law Enforcement	EBC and JDD
General Administration	CO	<b>Reports</b> Types of Reports Annual Budget Reports Disseminating Reports	See BCBK
Fiscal Management	DJEF	<b>Requisitions</b>	
General Administration	CEK	<b>Resignation</b>	
Personnel	GBO	<b>Resignation</b> Exit Interviews	
Board Operations	BCBF	<b>Rules of Order</b>	BCBH
Business Management	EBB	<b>Safety</b> Safety Rules Safety Unit Warning System Safety Inspections Heating and Lighting	JBH

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Sections	Policy Code	Title and Subtitles	Related Policies
Personnel	GAOF	<b>Salary Deductions</b>	GAL
Personnel	GAL	<b>Salary Deductions (FLSA)</b>	GAOF
Public Relations	KK	<b>Sale of District Property</b>	DFM
Board Operations	BE	<b>School Board Records</b>	BCBK, CN, CNA, ECA, II and KBA
District Organization	AEA	<b>School Calendar</b>	IKD
District Organization	ADA	<b>School Census</b>	
District Organization	AF	<b>School Day</b>	
District Organization	AC	<b>School District Grade Levels</b>	
Student	JGH	<b>School Food Service Programs</b> Free or Reduced Price Meals Contracts with Other Agencies	
Instructional Program	IB	<b>School Site Councils</b> Bylaws	KA
Business Management	EDAA	<b>School Vehicles</b> <b>(District-Owned Buses)</b> Liability Safety Speed Limits Safety Inspection Scheduling and Routing Records Licensing of Drivers Housing of School Vehicles	ED, JBCA and JGG
Public Relations	KFD	<b>School Volunteers</b>	IFC
District Organization	AE	<b>School Year</b> Virtual Schools	
Relations/Organizations	LB	<b>School-Community Cooperation</b>	
Relations/Organizations	LC	<b>School-Community Programs</b>	
Negotiations	HAC	<b>Scope of Negotiations</b>	
Student	JCAB	<b>Searches of Property</b> Search of Lockers Searches of Property	JCABB
Student	JCABB	<b>Searches of Students</b> Form, Search Report	JCAB and JCAC

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Sections	Policy Code	Title and Subtitles	Related Policies
Business Management	EBC	<b>Security and Safety</b> Reporting Crimes at School to Law Enforcement Reporting Certain Students to Administrators and Staff Annual Reports Staff Immunity Sample Form, Report to Local Law Enforcement Sample Form, Report to Staff Member	JCAC, JCDBB, JDD, JDDDB, JDDC and KGD
Student	JGEC	<b>Sexual Harassment</b>	GAAC, GAAD, GAF, JDDC and KN
Personnel	GAAC	<b>Sexual Harassment</b>	GAF AND JGEC
Negotiations	HAN	<b>Slowdowns</b>	
Personnel	GAI	<b>Solicitations</b>	KDC
Student	JK	<b>Solicitations</b>	KI
Personnel	KDC	<b>Solicitations</b>	GAI
Board Operations	BCAC	<b>Special Meetings</b> Waiver of Notice	
Instructional Program	IDAA	<b>Special Programs</b> Partnerships/Work-Study Program	IC and JJ
Business Management	EDDA	<b>Special Use of School Buses</b>	ED
Personnel	GBRD	<b>Staff Meetings</b>	
Personnel	GAF	<b>Staff-Student Relations</b>	GAAC, GAACA, JGEC, JGECA and KN
Relations/Agencies	MI	<b>State Education Agency Relations:</b> <b>Quality Assurances</b>	
Student	JGFG	<b>Student Accidents</b> Records Sample Student Information Form Form, Consent for Emergency Medical	
Student	JH	<b>Student Activities</b> Eligibility for Activities Adding or Eliminating Activities Activity Fund Management Form, Request to Add/Eliminate an Activity	DK, JGFB, JM and KG
Fiscal Management	DK	<b>Student Activity Fund Management</b> Activity Fund Management Inactive Activity Funds Resolution to Establish Activity Fund	JGHB, JH and JL
Student	JCDA	<b>Student Conduct</b>	AEB, IIBG, JA, JHCAA and JHBAA
Student	JFAB	<b>Student Conferences</b>	

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Sections	Policy Code	Title and Subtitles	Related Policies
Student	JS	<b>Student Fees and Charges</b> Credit Card Payments Fee Schedules Debt Collection Forwarding Pupil Records	
Student	JGA	<b>Student Insurance Program</b>	
Student	JHC	<b>Student Organizations</b> Student Clubs Non-School Sponsored Student Clubs Student Government	
Instructional Program	IDAE	<b>Student Privacy Policy</b> Regulation, Protection of Pupil Rights Amendment Surveys: Parental Inspection Rights Written Permission Required Physical Examinations Parental Rights: Marketing Information Release of Information -- FERPA Rights	BCBK, ICA, ICAA, II and JR et seq.
Student	JGD	<b>Student Psychological Services</b>	JR, <u>et seq.</u>
Student	JHCA	<b>Student Publications</b> School-Sponsored Student Publications Non-School Sponsored Student Publications Advertisements	KI
Student	JR	<b>Student Records</b>	BCBK, CN, CNA, ECA, IDAE, JGGA, JR <u>et seq.</u>
Student	JGFGBA	<b>Student Self-Administration of Medications</b> Student Eligibility Authorization Required Employee Immunity Waiver of Liability Additional Requirements Form, Permission for Self-Administration of Medication	JGFGB
Business Management	ED	<b>Student Transportation Management</b>	EDDA and JGG
Personnel	GBRJ	<b>Substitute Teaching</b>	
General Administration	CE	<b>Superintendent of Schools</b>	
General Administration	CEA	<b>Superintendent Qualifications</b>	
General Administration	CEC	<b>Superintendent Recruitment</b>	
General Administration	CEB	<b>Superintendent's Duties</b>	
General Administration	CEG	<b>Superintendent's Professional Development Opportunities</b>	
Negotiations	HAF	<b>Superintendent's Role</b>	

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Sections	Policy Code	Title and Subtitles	Related Policies
General Administration Student	GBH JGFGB	<b>Supervision</b> <b>Supervision of Medications</b> Form, Permission for Medication Form, Medications Given at School	JGFGBA
Student Instructional Program	JGFB IDAB	<b>Supervision of Students</b> <b>Support Programs</b> Drug Education Student Mental Health Dropout Prevention At-Risk Students Guidance Homebound Instruction	GAO, GBR and JH IC and LDD
Personnel Personnel Student	GBK GCK JDD	<b>Suspension</b> <b>Suspension</b> <b>Suspension and Expulsion Procedures</b> 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	AEB, EBC, IHEA, JBD, JCDA, JCDBB, JDC, JDDB, JDDC and JHCAA
Instructional Program Instructional Program	ICAA IF	<b>Teaching Methods</b> <b>Textbooks, Instructional Materials &amp; Media Centers</b> Selection Criteria: Textbooks and Instructional Materials Selection Criteria: Media Center Materials Collection Development Challenges of Materials Review Committee Removing Challenged Materials Form, Request for Review of Textbook, etc	ICA, IDAE and IJ IKD and KN
Instructional Program	IDAD	<b>Title I Programs</b> Annual Parent Meeting Regulation, Title I Programs Parental Involvement Encouraged Activities to Enable Parental Participation Scheduling for Parents' Convenience Annual Evaluation Form, Title I Parent Involvement: Policy	
Student Student	JCDAA JGG	<b>Tobacco Use</b> <b>Transportation</b>	GAOC ED and EDDA



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Sections	Policy Code	Title and Subtitles	Related Policies
Personnel	GAN	<b>Travel Expenses</b>	BBBF, CEF, CG, GBRC and GCA
Student	JBE	<b>Truancy</b> Waiver of Compulsory Attendance Requirements Involvement of Law Enforcement Reporting to Parents Dual Enrollment Students Form, Parent Consent and Waiver From Compulsory Attendance Chart, Lifetime Earnings Information for High School Principals	AEB, IDCE, JBD, and JQ
Personnel	GBRGB	<b>Tutoring for Pay</b>	
Student	JRA	<b>Types of Records</b> Permanent Student Records Administrative Records Supplementary Records Tentative Records	BCBK, CN, CNA, ECA, IDAE, JGGA, JR et seq. and KBA
Public Relations	KGA	<b>Use of District Personal Property and Equipment</b> Personal Use Sample Form, Personal Property and Equipment Use Permit	
Negotiations	HAHBB	<b>Use of School Equipment</b>	
Negotiations	HAHBA	<b>Use of School Facilities</b>	
Public Relations	KG	<b>Use of School Facilities by Community Groups</b> Fees and Rental Charges Lease Arrangements Supervision of Non-School Groups Insurance and/or Bonds Sample, Facility Use Rules Proposal Form, Schedule of Rates for Facility Use Form, School Facility Use Permit	DFG and JH
Personnel	GAOC	<b>Use of Tobacco Products in School Buildings</b>	JCDAA
Student	JGFF	<b>Use of Vehicles</b>	
Student	JGGA	<b>Use of Video Cameras</b>	CN and JR et seq.
Personnel	GCRH	<b>Vacations</b>	
Business Management	EBCA	<b>Vandalism</b> Vandalism Protection Restitution for Damages Return of School Property Offering a Reward	

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<b>Sections</b>	<b>Policy Code</b>	<b>Title and Subtitles</b>	<b>Related Policies</b>
Student	JGHB	<b>Vending Machines and Other Automated Play Machines</b>	DK
Public Relations	KM	<b>Visitors to the School</b>	
Board Operations	BCBG	<b>Voting Method</b>	
Student	JCDBB	<b>Weapons</b> Weapons and Destructive Devices Penalties for Possession	EBC, JDC, JDD, JHCAA and KGD
Personnel	GAOE	<b>Workers' Compensation and Disability Benefits</b> Choice of Physican	KFD
Personnel	GBR	<b>Working Schedule</b> Work Schedules Attendance Required	JGFB

# I N D E X

## To The

### SCHOOL BOARD POLICY CLASSIFICATION SYSTEM

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

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

#### A

GBRI, GBRG	Absence from Duty
JBD	Absences, Students - KSA 72-1111, 72-1113
BCBG	Abstaining Vote
JGEB	Abuse, Child - KSA 38-1523; 21-3609
JF	Academic Achievement
JF	Academic Achievement Reporting
IAA	Academic Freedom
GADE, IIBH	Acceptable Use Policy
JGFG	Accidents and Illness - KSA 72-8404
MK	Accreditation - KSA 72-1114 to 72-1116
JH	Activity Fund Management (See DK)
	<u>Activity Trips</u> (See "Field Trips and Excursions")
JH, JHC	Activities, Cocurricular
JH, JHC	Activities, Extra-Curricular
JH	Activities, Fees - KSA 72-5389 to 72-5391
JH	Activities, Students - KSA 72-130 to 72-134, See KSHSAA By-Laws
GBRE (See GBRD)	Additional Duty
*C	Administration, General School
CA	Administration Goals and Objectives
CMA	Administration in Policy Absence
*CC	Administration Organization Charts
JGFGB	Administration of Medication
CJ	Administrative Consultants
CG	Administrative Intern Program
DJFAB	Administrative Leeway
CG	Administrative Personnel
CG	Assignment
CG	Compensation Guides and Contracts - KSA 72-5412
*CGPFB	Conferences and Visitations
*CGPEA	Consulting
CGI	Evaluation - KSA 72-9001 <u>et seq.</u>
*CGPA	Health Examinations - KSA 72-5213
*CGD	Hiring
CD	Line and Staff Relations
*CGPE	Non-School Employment
CG	Orientation

\*Designates location for policy inserts when new policy is added.

CG	Part-Time Administrators
*CGPG	Personal Leaves and Absences
*CGB	Positions
*CGG	Probation
CK (See CG)	Professional Development Opportunities
*CGPF	Professional Leaves and Absences
*CGJ	Promotion
CG	Qualifications and Duties
CG	Recruitment
CEK	Resignation
*CGO	Retirement
*CGPFA	Sabbaticals
CEJ	Separation
CG, GBH	Supervision
CG	Time Schedules
*CGL	Transfer
CEF	Travel Expenses
*CGPH	Vacations
*CGP	Working Conditions
*CGPC	Work Load
CN	Administrative Records
CN	Central Office Records
CN	Building Records
	<u>Administrative Regulations</u> (See "Administrative Rules")
CO	Administrative Reports
CMA, BDC	Administrative Rules
CMA	Adoption (See CM)
CMA	Community Involvement (See CM)
CMA	Dissemination (See CM)
CMA	Drafting (See CM)
CMA, BDC	Review (See CM)
CMA	Staff Involvement (See CM)
CMA	Student Involvement (See CM)
JBC	Admissions
*IDG, JQJ	Adult Education Program
KI	Advertising in the Schools
BBC, BCBD	Advisory Committees
	Agenda
HAI	Negotiations
BCBD	School Board Meetings
HAI	<u>Agreement, Procedural</u> (See "Procedural Agreement")
HAI	Agreement, Preliminary
HAL	Agreement Announcement
JCDAB (See JCDA)	Alcohol Use
ING	Animals and Plants in the School
DC	Annual Operating Budget
CO	Annual Reports (See EBI, DJB)
IKE	Assemblies
	Assignment and Transfer
CG	Administrative Personnel
GCE (See GCB)	Noncertified Personnel
GBE	Certified Personnel
JBE	Students (See "Student Assignment")
	<u>Assistant Principals</u> (See "Administrative Personnel Positions")

\*Designates location for policy inserts when new policy is added.

Assistant Superintendents (See "Administrative Personnel Positions")  
Associate Superintendents (See "Administrative Personnel Positions")

\*MG Associations  
IDAB At-Risk Students  
\*IDFA Athletics - KSA 72-130 to 72-134 - See KSHSAA by-laws  
Attendance - KSA 72-1111; 72-1113; 72-7204  
AD Attendance Areas - KSA 72-8212  
JB Student Attendance - KSA 72-1111; 72-1113;72-7204  
Attendance Officer (See "Administrative Personnel Positions")  
Attorney - KSA 72-8205  
BDA Policy Development, Attorney Involvement (See BDBA)  
BBE School Board Attorney - KSA 72-8205  
Audiovisual Aids (See "Instructional Materials Centers")  
Audiovisual Personnel (See "Certified Personnel Positions")  
\*DID Audits - KSA 75-1122 et seq.  
JGFF Automobile, Use by Students - KSA 72-9101  
JGHB Automated Play Machines  
JN Awards and Scholarships - KSA 72-6810 to 72-6815

## B

IDA Basic Instructional Program - KSA 72-8205; 72-8212  
JCDA Behavior Code  
\*JD Behavior Clinic  
Benefits (See "Compensation")  
DFK Bequests - KSA 12-1252 to 12-1253; 72-8210-8212  
GBRI,GCRG Bereavement  
JGF Bicycle Use - KSA 8-1587 to 8-1592  
DJED Bids and Quotations Requirements - KSA 72-6760; 72-8404;  
75-3740a  
GARA Blood Borne Pathogen Exposure Control Plan  
KC Board-Community Relations (See BBH - Remembrances)  
Board of Education (See "School Board")  
JGFC Bomb Threat  
DH Bonded Employees - KSA 72-8202d  
Bond Election Campaigns (See "Information Campaigns")  
Book Complaints (See "Public Complaints")  
Bookkeepers (See "Noncertified Personnel Positions")  
Boycotts (See "Strikes")  
Broadcasting and Taping  
BCBJ, KBCD School Board Meetings - KSA 72-8205;  
75-4317 et seq.; 75-4318  
KBCD (See KB) Sports and Special Events - See KSHSAA By-laws  
Budget - KSA 72-8156, 72-8204  
DC (See DB) Annual Operating Budget - KSA 72-7053; 72-8204a  
DC (See DB) Deadlines and Schedules  
DC (See DB) Encumbrances  
\*DJ Funds - KSA 79-2925; 79-2934

\*Designates location for policy inserts when new policy is added.

*DCE	Final Adoption Procedures
DC (See DB)	Goals and Objectives
DC (See DB)	Hearings and Reviews - KSA 79-2927; 79-2929; 79-2933
DC (See DB)	Preliminary Adoption Procedures - KSA 79-2927; 79-2929; 79-2933
DC (See DB)	Priorities
DC (See DB)	Publication of Recommendations - KSA 79-2927
*DCCB	Staff Involvement
*DCCE	Student Involvement
FB (See FA)	Building Committees
EB	Building and Grounds - KSA 58-1301 to 58-1305; 12-1769; 72-8212
EBA	Casualty - KSA 72-8401 <u>et seq.</u>
EBE	Cleaning Program
EBA	Insurance Program - KSA 72-8401 <u>et seq.</u>
*EBH	Leasing and Renting - KSA 72-8225 & 55-211; 55-211a
EBA	Liability - KSA 72-8401 <u>et seq.</u>
EBI	Long-Range Maintenance Program
EB	Management
EBJ (See EBI)	Records
EBB	Repairs
EBB	Safety
EBC	Security - KSA 72-8222
KG	Buildings, Use of
	<u>Bus Drivers</u> (See "Noncertified Personnel Positions")
	<u>Buses</u> (See "Student Transportation")
EDAA	Buses, School Owned
EDDA	Buses, Special Use of
*E	Business Management

## C

	<u>Cabinets</u> (See "Councils, Cabinets and Committees")
	<u>Cafeteria Workers</u> (See "Noncertified Personnel Positions")
AEA	Calendar
*DJF	Capital Equipment
*DJFA	Purchasing Authority - KSA 10-1113; 72-8212, 75-3315 to 75-3322
	<u>Censorship</u> (See "Public Complaints")
ADA	Census - KSA 72-5333d
IKD	Ceremonies and Observances - KSA 72-5308; 72-5308a
GB	Certified Personnel
GBE	Assignment and Transfer
GBRH	Certified Leaves and Absences
	Sabbaticals
	Conference and Visitations
	Exchange Teaching
IEB	Charter Schools
GBA	Compensation Guides and Contracts - KSA 72-5412, 72-5412a
GBRGA (See GBR)	Consulting
GAD (See GAC)	Development Opportunities
GBU	Ethics

\*Designates location for policy inserts when new policy is added.

GBI	Evaluation - KSA 72-9001 <u>et seq.</u>
GBRE (See GBRD)	Additional Duty - KSA 72-5412a
GBD	Hiring
*HA	Negotiations - KSA 72-5413 <u>et seq.</u>
GBRG	Nonschool Employment
*GBS	Organizations
*GBF	Orientation
GBRI	Personal Leaves and Absences
	Illness
	Religious
	Bereavement
*GBJ	Promotion
*GBT	Publishing
GBBA	Qualifications and Duties
GBC (See GBBA)	Recruitment
GBP (See GBO)	Reemployment
GBO	Resignation
*GBQ	Retirement - KSA 74-4931 <u>et seq.</u>
GBRH	Sabbaticals
GBN	Separation - KSA 72-5435 <u>et seq.</u>
GBRD (See GBR)	Staff Meetings
GBH (See GBE)	Supervision
GBK	Suspension
GBR	Time Schedules
*GBRF	Travel Expenses - KSA 75-3201 <u>et seq.</u> , 75-3203, 75-3204
GBRGB (See GBRG)	Tutoring for Pay
*GBRL	Vacations
*ML	Visitors and Observers
GBR	Working Conditions
GBR	Work Load
JGEB	Child Abuse - KSA 21-3609; 39-1523 <u>Citizens Committees</u> (See "Advisory Committees") <u>Class Gifts</u> (See "Student Gifts to School")
*IHC	Class Rankings
*IFAC	Classroom Library Materials Selection and Adoption - KSA 72-8205; 72-8212
*IFA	Classroom Materials - KSA 72-8205; 72-8212
IE	Class Size
EBE	Cleaning Program - KSA 65-202; 72-8212; 72-1033 <u>Closed Board Meetings</u> (See "Executive Sessions")
*AFC	Closings, Emergency (See JGFA) - KSA 72-8213; 31-144
AG	Closing Schools - KSA 72-8213, 72-8213(a) <u>Coaches</u> (See "Certified Personnel Positions")
IDA	Cocurricular Activities (See JH) - See KSHSAA By-Laws <u>Collective Bargaining</u> (See "Negotiations") <u>College Bound Guidance</u> (See "Educational Guidance") <u>College Preparatory Program</u> (See "Basic Instructional Program")
MF (See MA)	Colleges and Universities - KSA 72-116
IDCE	College Classes Committees
CL	Councils, Cabinets and Committees
BBC	School Board Committees
JGCC	Communicable Diseases - KSA 65-122; 65-118, 72-5208,

\*Designates location for policy inserts when new policy is added.

	72-5210, 72-5211
GAR	Employees
	Community
LB	School-Community Cooperation
LC	School-Community Program
KC	Community-Involvement in Decision Making
	Community Activities
*KEA	Community Activities and Performances
*KEAA	Community Activities and Performances by Students (See JI)
*KEAB	Community Activities and Performances for Students
GAH	Community Activities, Staff Participation
KBE	Community Information Campaigns, Use of Students
	Community Involvement
CMA	Administrative Rules, Community Involvement
*DCCC, KCBC	Budget Planning, Community Involvement
KC	Community Involvement in Decision Making
*BDBC, KCBB	Policy Development, Community Involvement (See BDA)
IFC	Community Resource Persons
KG	Community, Use of School Facilities KSA 72-8212 72-5389-5391
GAH	Community, Staff Relations and District Residency KSA 72-1046; 72-8211
	Compensation
CG	Administrative Personnel Compensation Guides and Contracts - KSA 72-5412
GBA	Certified Personnel Compensation Guides and Contracts
GCA	Noncertified Personnel Compensation Guides and Con- tracts
*BBBE	School Board Member Compensation - KSA 72-8207 75-3203; 75-3223
BBBF	School Board Member Reimbursement for Expenses
CEE	School Superintendent Compensation and Benefits KSA 72-8202b; 72-5412
	Complaints
BCBI	Handling Complaints (See KN)
GAE	Personnel Complaints and Grievances
KN	Public Complaints (See BCBI)
JCE	Student Complaints and Grievances
JCD	Conduct, Student - KSA 72-8901 <u>et seq.</u>
IIBG	Computer Assisted Instruction and Computer Materials Conferences
JFAC (See JFAB)	Parent Conferences
JFAB	Student Conferences
KBC	News Conferences and Interviews
GBRH	Conferences and Visitations
*GBRHB, CK	Administrative Personnel Conferences and Visitations
*GCRJ	Conferences and Workshops
BCBG, GAG	Conflicts of Interest - KSA 75-4301 <u>et seq.</u>
BCBG	Abstaining Vote - KSA 72-8205a
	<u>Conservation Education</u> (See "Basic Instructional Program")
	Consultants
CJ, GBRGA	Administrative Consultants
BBG (See CG)	
*FDAA, FEAA	Administrative Consultants, Long-Range and

\*Designates location for policy inserts when new policy is added.



	Project Planning
*GGPEA	Administrative Personnel Consulting
GBRGA	Certified Personnel Consulting
BBG	School Board Consultants (See CJ)
GBRGA, CEH	School Superintendent Consulting
JM	Contests for Students - See KSHSAA By-Laws
*EDAC	Contracted Bus Service
	<u>Contracts</u> (See "Compensation")
DJEG	Contracts and Purchasing
KGD	Control, Crowd Disturbances
*BI	Control of School Activities
IKB (See IKA)	Controversial Issues Teaching
	<u>Cooks</u> (See "Noncertified Personnel Positions")
	<u>Coordinators</u> (See "Administrative Personnel Positions")
ECH	Copyright
JDA	Corporal Punishment
CL	Councils, Cabinets and Committees
CL	Dissolution
CL	Financial
CL	Liaison
CL	Material
CL	Method of Appointment
CL	Organization
CL	Personnel
CL	Reporting
CL	Resources
CL	Types and Functions
	<u>Counseling</u> (See "Guidance")
CEB	County Treasurer, Effecting agreement with, on interest from school funds - KSA 12-1678a
JGEAA	Crisis Planning
	<u>Crossing Guards</u> (See "Noncertified Personnel Positions")
KGD	Crowd Control
	<u>Culture-Free Tests</u> (See "Test Selection and Adoption")
	Curriculum
IC	Adoption - KSA 72-8205
*ID	Design
IC	Development
IC	Development Resources
IC	Finances
*ICFA	Guides and Course Outlines
IC	Materials
IC	Personnel
IC	Pilot Project Evaluation
IC	Pilot Projects
IC	Planning
IC	Research
IC	Resources
	<u>Curriculum Libraries</u> (See "Curriculum Development Resources")
	<u>Custodians</u> (See "Noncertified Personnel Positions")
	<u>Custody Record of Student</u> (See "Release of a Student During a School Day")

\*Designates location for policy inserts when new policy is added.

## D

EF	Data Collection and Retrieval Methods - KSA 75-4707, 72-8227, 72-7527, 72-7528, 45-215 <u>et seq.</u>
EF	Data Dissemination
EF	Data Management
AF	Day, School - KSA 72-1106
JCEC	Demonstrations by Students <u>Demonstration Schools</u> (See "Pilot Projects") <u>Department Chairmen</u> (See Administrative Personnel Positions")
*IEA	Departmentalization
*DG	Depository of Funds - KSA 9-1401; KSA 12-1675 <u>Desegregation</u> (See "Attendance Areas")
JDB	Detention
	Development Opportunities
CK	Administrative Personnel
*BBBC	School Board Members
*CEG	School Superintendent
GAD	Staff
*IEA	Differentiated Staffing
IHF	Diplomas - KAR 91-31-12(f) <u>Directors</u> (See "Administrative Personnel Positions")
GBRIBA	Disability Leave
*JD	Discipline - KSA 72-8901 <u>et seq.</u> Discrimination - (See Nondiscrimination)
JGFC	Dismissal Precautions
AD	District (School) Attendance Areas - KSA 72-72041 72-8212
DIC	District (School) Inventory - KSA 72-126 to 72-129
AC	District (School) Organization Plan
*AAAA	District Motto
KGD	Disturbances, At Activities
AF	Double Sessions (See AEBA)
JCDB	Dress Code
JQH	Drop-Outs (See IDCF)
IDA	Drug Education - KSA 65-2892a, 21-4109; 72-8205; 72-8212
GAOB,JDDA,LDD	Drug Free Schools and Communities
GAOA	Drug Free Workplace
GAOD	Drug and Alcohol Testing of bus drivers
JCAA	Due Process - KSA 72-8901 <u>et seq.</u>
JQ	Due Process for Special Education Students KSA 72-977 <u>et seq.</u> ; 72-933 <u>et seq.</u>
IDCE	Dual Credit (College)
ECH	Duplicating Services
CEB	Duties
GBBA, GCBA	Duties and Qualifications
GBRE	Duty, Extra - KSA 72-5412a
*HAD	Duty and Rights of Board in Negotiations KSA 72-5413 <u>et seq.</u> <u>Dyslexia</u> (See "Physically Handicapped Programs")

## E

\*Designates location for policy inserts when new policy is added.

JFCA	Early Graduation
*MK (See MA)	Educational Agencies Relations
JE	Educational Guidance
IDA	Eligibility, Activities
*AFC	Emergency Closings - KSA 72-8213, 31-144
JGFA	Emergency Drills - KSA 31-133
GBRI, GCRG	Emergency and Legal Leave
*EBGB	Emergency Repairs
DH	Employee Bond - KSA 72-8202d
GAOC	Employee Smoking - KSA 21-4009 <u>et seq.</u>
GACD	Employment Eligibility Verification
JJ	Employment of Students - KSA 38-601 <u>et seq.</u>
JJ	Employment, Outside
JHC	Equal Access - Title VIII
JAA	Equal Educational Opportunities (See GAAA) KSA 44-1030; 44-1031
GAAA (See GAA)	Equal Opportunity Employment - KSA 44-1030; 44-1031
EC	Equipment and Supplies
EC	Equipment Maintenance
*FEDC	Equipment Plans and Specifications
*ECD	Distribution
*ECA	Insurance Program - KSA 72-8401 <u>et seq.</u>
*ECE	Leasing and Renting - KSA 72-8225; 55-211 to 55-211a
EC	Management
EC	Receiving
*ECG	Records
*DFM (See DFG)	Sales - KSA 72-8212
*IFAC	Selection and Adoption
HAHBB	Use by Negotiating Teams - KSA 72-5413 <u>et seq.</u>
*KGB	Use by Public - KSA 72-8205
	Ethics
CB	Administration
GBU	Certified Personnel
BH	School Board Member
	Evaluation - KSA 72-9001; 72-1114 to 72-1116
CGI	Administrative Personnel - KSA 72-9001 <u>et seq.</u> ; 72-5451 <u>et seq.</u>
GBI	Certified Personnel - KSA 72-9001 <u>et seq.</u>
*ICD	Curriculum Pilot Project (See IJ, JR <u>et seq.</u> )
IJ	Instructional Program
GCI	Noncertified Personnel
CEI	School Superintendent - KSA 72-9001 <u>et seq.</u>
AF	Evening Sessions (See AEBA)
IDAC	Exceptional Programs
JQ	Exceptional Students - KSA 72-933 <u>et seq.</u> ; 72-977
JQKA	Exchange Students
GBRH	Exchange Teaching
BCBK	Executive Sessions (See KB) - KSA 75-4317 <u>et seq.</u>
*DJ	Expenditures of Funds
JDD	Expulsion, Suspension - KSA 72-8901 <u>et seq.</u>
AEB	Extended School Year (See AEBA)
IDC	Extended Learning Opportunity
IDA, JH	Extracurricular Activities
	Extra Duty (See "Additional Duty")

\*Designates location for policy inserts when new policy is added.

## F

HAHBA	Facilities, Use by Negotiating Teams - KSA 72-8212(d)
KG, KGA	Facilities, Use by Public - KSA 72-8212(d)
*F	Facility Expansion Program
FA	Goals and Objectives
FDB	Long-Range Needs Determination
FD (See FA)	Long-Range Planning
	<u>Family Life Education</u> (See "Sex Education")
GARI	Family Medical Leave
*LED	Family Night
GAAB	Federal Program Administration
*DFG	Fees, Payments and Rentals - KSA 72-5389 to 72-5391
JS	Fees, Fines and Charges - KSA 72-5389 to 72-5391
IFCB, KFB	Field Trips and Excursions
*IHAA (See IHA)	Final Examinations
EBB	Fire Prevention - KSA 31-150 and 31-133
JGFA	Fire Drills
JGFGA	First Aid
*D	<u>Fiscal Management</u>
*DCB	Fiscal Year - KSA 72-8204; 72-8204(a)
*DIA	Fixed Assets Accounting - KSA 75-1120a
EE	Food Service Management - KSA 72-5112 <u>et seq.</u> 72-5213; 72-5113
EE	Records
EE	Sanitation Inspections
	<u>Foreign Countries, Trips to</u> (See "Field Trips and Excursions")
JQKA	Foreign Exchange Students
JGHA	Free or Reduced Price Lunches
KI	Free Materials Distribution in Schools
	<u>Fringe Benefits</u> (See "Compensation")
*DJ	Fund Expenditure - KSA 79-2925; 79-2934
DK	Fund Raising
CEB	Funds, Agreement About Interest on Funds With County Treasurer - KSA 23-1678a
DFE	Funds, Investment of - KSA 9-1402 <u>et seq.</u> ; 17-5002

## G

	<u>Gate Receipts</u> (See "Fees, Payments and Rentals")
	Gifts
GAJ, JL, KH	Gifts and Bequests - KSA 12-1252; 72-8210; 72-8212
DFK (See DFG)	Gifts by Staff Members
GAJ	Gifts to Students
GAJ, KH, JL	Public Gifts to School - KSA 12-1252; 72-8210; 72-8212
KH	Student Gifts to School - KSA 12-1252; 72-8210; 72-8212
JL	Student Gifts to Staff Members
	Goals and Objectives
CA	Administration

\*Designates location for policy inserts when new policy is added.

DC	Budget - KSA 72-8156; 72-8204; 72-8204a; 72-7053
EA	Business Management
HAB	Certified Personnel Negotiations KSA 72-5413 <u>et seq.</u>
ABE	District
FA	Facility Expansion
DA	Fiscal Management
LA	Organizational Relations
GAA	Personnel Policies - KSA 72-8205
KA	Public Relations
MA	Relations With Other Education Agencies
BA	School Board
JA	Student Policy - KSA 72-8205
	Goods and Services
DJED	Bids and Quotations - KSA 72-6760; 72-8404; 75-3740a
*DJEC	Cooperative Purchasing
DJEB	Cost Control
*DJEBE	Guarantees
*DJEBD	Inspections
DJEE	Local Purchasing
DJEJ	Payment Procedure
DJEG	Purchase Orders and Contracts - KSA 10-1113; 60-1111; 72-6760; 75-3317; 75-3322; 72-8212
DJE	Purchasing - KSA 72-8212
*DJEBB	Purchasing Guides and Vendor Lists
DJEB	Quality Control
DJEB	Quality Purchasing - KSA 72-8212, 10-1113
DJEB	Requisitions
DJEB	Specifications
DJEB	Standardization
*DJEBC	Trial Test and Field Checks
*DJEI	Vendor Relations
JHC	Government, Student <u>Grade Level Organization</u> (See "Organization Charts")
IDA	Grade Point Average
IHA	Grading System
JBD	Grades - Reduction
JFC	Graduation - KSA 72-116, <u>KAR 91-31-12(h)</u>
JFCA	Graduation, Early
IHF (See IHEA)	Graduation Requirements - KSA 72-8205, <u>KAR 91-31-12(f), (g), and (h)</u>
	Grievance Procedures
GAE	Personnel Complaints - KSA 72-5424
JCE	Student Grievance Procedures
	<u>Grounds Management</u> (See "Buildings and Grounds Management")
*IEA	Grouping for Instruction Self-Contained Classroom - KSA 72-1113; 79-3606 Nongraded Schools Departmentalization Team Teaching Differentiated Staffing <u>Group Insurance</u> (See "Compensation") <u>Growth Development Opportunities</u> (See "Development Opportunities")

\*Designates location for policy inserts when new policy is added.

JE Guidance  
 JE Educational Guidance  
 JE Guidance Program  
 JE Personal Guidance  
 JE Vocational Guidance  
Guidance Counselors (See "Certified Personnel Positions")

## H

BDC Handbooks, all  
 JQA Handicapped Students - KSA 72-933 et seq.; 72-977  
 BCBI, KN Handling Complaints  
 EBBA Hazardous Waste Inspection and Disposal  
Hazing - KSA 21-3434  
 IDA Health Education  
 \*JGCA Health Examinations, Students - KSA 72-5203; 75-626  
 72-1204 to 72-1207; 65-122; 72-5204 to 72-5206;  
 72-5208 to 72-5211  
Health Insurance (See "Compensation")  
 JGC Health Services  
 \*EBD Heating and Lighting  
Hearings (See "Public Hearings")  
 Hiring  
 \*CGD Administrative Personnel  
 GBD Certified Personnel, Teacher Selection  
 \*GCD Noncertified Personnel  
 Holidays - KSA 72-1106, 35-107  
 GCRI Noncertified Personnel Paid Holidays  
 \*AEAB School Holidays - KSA 72-1106  
 IDA Homebound Instruction - KSA 72-933 et seq.  
 JBC Homeless Students  
 \*JGEA Home Visits  
 IHB (See IHA) Homework  
 \*IHD (See IHA) Honor Rolls  
Hospitalization Insurance (See "Compensation")  
Human Relations Education (See "Basic Instructional  
 Program")  
 IKCA Human Sexuality and AIDS Education

## I

JBC Identity of Students  
 GBRI, GCRG Illness (Sick Leave)  
Inclement Weather Procedures (See "Dismissal Precautions")  
 Incentive Pay System  
 \*GABB All Personnel  
 \*GBAA Certified Personnel  
 \*GCAA Noncertified Personnel  
 \*IEH Independent Study  
 KBE (See KB) Information Campaigns, Use of Students  
 KB Information Program  
 JGCB (See JGC) Inoculations - KSA 72-5209

\*Designates location for policy inserts when new policy is added.

GADA	In-Service Education - KSA 72-1106(f)
	Inspections
*DJEBD	Capital Equipment
*DJEBD	Goods and Services
IE	Instructional Arrangements
	Class Size
	Scheduling for Instruction
	Pre-Enrollment
IB	Instructional Program Goals and Objectives
IA	Instructional Program Philosophy
IF	Instructional Resources
IF	Resource Teachers
IF	Services
IF	Textbook Selection and Adoption - KSA 72-8205; 72-4107 <u>et seq.</u> ; 10-1113; 79-3606; 72-5386
IF	Use of Textbooks
	Insurance - KSA 72-8401 <u>et seq.</u>
EBA	Buildings and Grounds Insurance Program KSA 72-8401 <u>et seq.</u>
EBA	Employees - KSA 12-2616 <u>et seq.</u>
*ECA	Equipment and Supplies Insurance Program KSA 72-8401 <u>et seq.</u>
	<u>Life, Hospitalization and Medical Insurance</u> (See "Compensation")
JGA	Student Insurance Programs - KSA 72-8401 <u>et seq.</u>
*EDB	Student Transportation Insurance Programs KSA 72-8401 <u>et seq.</u>
	<u>Insurance Appraisals</u> (See "Financial Reports and Statements")
MD (See MA)	Interdistrict Relations
*MDA	Interdistrict Shared Services - KSA 72-933 <u>et seq.</u> ; 72-4408 <u>et seq.</u> ; 12-2901 <u>et seq.</u> ; 72-968; 72-8230
*CEB	Interest, From School Funds With County Treasurer KSA 12-1678a
CG	Intern Program
*L	<u>Interorganizational Relations</u> (Excludes Educational Agencies)
JCAC	Interrogation and Investigations in the School
JCAC	By Police
JCAC	By School Officials
IDA	Interdistrict Activities - See KSHSAA By-Laws
IDA	Interdistrict Athletics - See KSHSAA By-Laws
	<u>Interviews With Staff</u> (See "News Conferences and Interviews")
*KBCE	Interviews With Students <u>Intramural Sports</u> (See "Cocurricular Activities")
DIC	Inventories - KSA 72-126 to 72-129
	Investigations (See "Interrogation and Investigations in the School")
DFE	Investment of Funds - KSA 9-1402 <u>et seq.</u> ; 17-5002

## J

\*Designates location for policy inserts when new policy is added.

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

## K

EC Keys, equipment

## L

KG Leasing and Renting (See DFG; ECE)  
KSA 52-211 to 55-211a; 12-1765; 72-8225  
Leaves and Absences (See Specific Titles in This Index)  
\*CGPF, CGPG Administrative Personnel  
GBRH, GBRI Certified Personnel  
GCRG Noncertified Personnel  
GBRI, GCRG Legal (Emergency) Leave  
Legal Counsel (See "Attorney")  
IKI (See IKH) Lesson Plans  
Librarians (See "Certified Personnel Positions")  
Library Materials Selection and Adoption (See "School  
Libraries")  
Life Insurance (See "Compensation")  
KSA 72-8401 et seq.  
CD Line and Staff Relations  
GBO Liquidated Damages  
\*DCCD Local Government, Involvement in Budget Planning  
DJEE Local Purchasing - KSA 75-3317 to 75-3322;  
72-8212; 10-1113  
Locker Searches (See "Searches of Lockers and Students")  
Lunch Service (See "Food Service Management")  
Lunch Workers (See "Noncertified Personnel Positions")

## M

JGHB Machines, Automated Playing and Vending  
Maintenance  
EBI Buildings and Grounds Long-Range Maintenance  
EC Equipment Maintenance  
Maintenance Workers (See "Noncertified Personnel Posi-  
tions")  
\*IHEA (See IHA) Make-Up Opportunities  
JQF Married Students  
Media Specialists (See "Certified Personnel Positions")  
Medical Insurance (See "Compensation")  
Medical Leave (See Family Medical Leave)  
JGFGFB Medication, Supervision of, to Students  
Meetings  
GBRD Professional Personnel Staff Meetings  
\*KCC Public Hearings

\*Designates location for policy inserts when new policy is added.



*BC	School Board Meetings - KSA 72-8205; 75-4317 to 75-4320
BG (See BE)	Memberships - KSA 72-5326
GBRID, GCRG	Military Leave, U.S. Code, PL 94-286, Title 38, Part III Sec. 2021 <u>et seq.</u> ; KSA 48-222; KSA 74-3747; KAR 1-5-1
BCBH	Minutes - KSA 72-8202 <u>Modular Schedules</u> (See "Local Government") <u>Municipal Government</u> (See "Local Government")
JGFF	Motorized Vehicles, Use by Students - KSA 72-9191

## N

*H	Negotiations - KSA 72-5413 <u>et seq.</u>
HAL	Announcement of Agreement
HAE (See HAB)	Board Negotiating Agents
*HAD (See HAB)	Board Rights and Duties
*HAD (See HAN)	Boycotts and Strikes
*HA (See HAA)	Certified Personnel Negotiations
*HAH (See HAA)	Certified Personnel Negotiating Organization
HAA	Legal Status of Negotiations
HAJ	Preliminary Agreement
HAK (See HAJ)	Ratification Procedures
*HAHBC (See HAB)	School Time Use in Negotiations
HAC (See HAB)	Scope of Negotiations
HAF (See HAB)	Superintendent's Role
*HAHA (See HAB)	Team Selection Method
HAHBA (See HAB)	Use of School Facilities
HAHBB (See HAB)	Use of School Equipment
HAI	Negotiations Meeting Procedure - KSA 72-5413 <u>et seq.</u>
HAI	Agenda Notification
HAI	Distribution of Information
HAI	Minutes and Records
HAI	Notification
HAI	Quorum
HAI	Reporting to Press and Public
HAI	Reporting to Staff and Board
HAI	Research Assistance
HAI	Rules of Order
HAI	Time and Place
HAI	Time Limits
	<u>Neighborhood Schools</u> (See "Attendance Areas")
GAGA	Nepotism
*FDC	New Facilities Naming
JBC	New Resident Students - KSA 72-1046
BBBB	New Board Member Orientation
	News Coverage
BCBJ, KBCC	Board Meetings News Coverage - KSA 75-4317 <u>et seq.</u>
KBC	News Conferences and Interviews
KBC (See KB)	News Media Relations
KBC	News Releases
KBCD	Sports and Special Events News Coverage

\*Designates location for policy inserts when new policy is added.

See KSHSAA By-Laws

Noncertified Personnel

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

**O**

Objectives (See "Goals and Objectives")

Order of Business (See "Agenda")

*L	Organizational Relations
LA	Organizational Relations Goals and Objectives
	Organizational Charts
*CC	Administration
*CCCC	School Building
*CCA	School District
*CCB	School District Departmental
	<u>Organization of Grade Levels</u> (See "Organization Charts")
	Orientation
CG	Administrative Personnel
*GBF	Certified Personnel
BBBB	New School Board Members
*GCF	Noncertified Personnel

\*Designates location for policy inserts when new policy is added.

\*GCRD Overtime Pay - KSA 44-1201 to 44-1213  
(See Fair Labor Standards Act)

## P

JFAC (See JFAB) Parent Conferences  
\*KMA Patron/Parent Visitors to the Schools - KSA 21-3721  
JCDA Paraprofessionals and Teacher's Aides  
\*BBABF (See BCBF) Parliamentary Procedure - KSA 72-8205  
BCBG Abstaining Vote  
Parochial Schools (See "Private School Relations")  
IDE Partnership Program  
CG Part-Time Administrators  
DJEJ (See DJEE) Payment Procedures (See DFG)  
\*DJC Payroll Procedures  
Pensions (See "Retirement")  
GAM Personal Appearance  
JE Personal Guidance  
Personal Leaves (See specific titles in this Index)  
CG Administrative Personnel  
\*GB Certified Personnel  
\*GC Noncertified Personnel  
\*G Personnel  
GAE Personnel Complaints and Grievances  
Personnel Director (See "Administrative Personnel Positions")  
GAK Personnel Records  
DJB Petty Cash Accounts - KSA 72-8208  
Physical Education (See "Basic Instructional Program")  
Physical Examinations (See "Health Examinations")  
JQA Physically Handicapped Students - KSA 72-933 et seq.  
72-977  
\*ICD Pilot Projects  
IB Planning for Quality Education  
DB Planning Programming Budgeting System  
DB Program Structure  
ING Plants and Animals in the School  
Policy Development - KSA 72-8205  
CMA Administration in Policy Absence (See DJFAB)  
BDC Policy Adoption - KSA 72-8205, 72-8212  
\*BDBA Policy Development, Attorney Involvement (See BDA)  
\*BDBC Policy Development, Community Involvement (See BDA)  
BDA, GAC Policy Development, Staff Involvement (See CMA)  
\*BDBD Policy Development, Student Involvement (See BDA, JCB)  
BDA Policy Development System Adoption  
BDC Policy Dissemination  
\*BDB Policy Drafting  
\*BDAA Policy Draft Writer  
CM, BD Policy Implementation  
BDC Policy Review  
GAHB Political Activities by Staff  
KI Political Campaign Materials Distribution  
GACA Positions

\*Designates location for policy inserts when new policy is added.

	Administrative Personnel
	Noncertified Personnel
	Professional Personnel
JQI	Post Secondary Students
*MFB	Practice Teaching - KSA 72-1392
JQE	Pregnant Students
	Press Service
*BCBJA, KBCCA	School Board Meeting - KSA 72-8205, 75-4517 <u>et seq.</u>
KBCD (See KB)	Sports and Special Events - See KSHSAA By-Laws
	<u>Principals</u> (See "Administrative Personnel Positions")
ECH	Printing and Duplicating Services
	Probation
*CGG	Administrative Personnel
GBG	Professional Personnel
JDC (See JDB)	Students
HAI	Procedural Agreement - KSA 72-5413 <u>et seq.</u>
HAI	Agenda Notification
HAI	Distribution of Information
HAI	Minutes and Records
HAI	Notification
HAI	Quorum
HAI	Reporting to Press and Public
HAI	Reporting to Staff and Board
HAI	Research Assistance
HAI	Rules of Order
HAI	Time and Place
HAI	Time Limits
*BBABF	Procedure (Parliamentary) - KSA 72-8205
HAK	Procedures in Ratification - KSA 72-5413 <u>et seq.</u>
	<u>Program Development</u> (See "Curriculum Development")
	<u>Program Development Officer</u> (See "Administrative Personnel Positions")
	Promotion of Staff
*CGJ	Administrative Personnel
*GBJ	Certified Personnel
*GCJ	Noncertified Personnel
JFB	Promotion and Retention of Students
DJEJ	Prompt Payment - KSA 75-6401 <u>et seq.</u>
JBC	Proof of Identity
*DO	Properties Disposal Procedure - KSA 72-8212
JS	Property Damage Claims
*DFN	Property Sales - KSA 72-8212
JGD	Psychological Services - KSA 72-961 <u>et seq.</u>
*JGDA	Psychological Testing - KSA 72-961 <u>et seq.</u>
*GAHC, KDB	Public Appearances by Staff
KN	Public Complaints
KN	About Curriculum
KN	About Instructional Materials
KN	About School Facilities and Services
KN	About School Personnel
KH	Public Gifts - KSA 12-1252; 72-8210, 72-8212
BCAE, DC	Public Hearings
	<u>Public Information Officer</u> (See "Administrative Personnel Positions")
KB	Public Information Program

\*Designates location for policy inserts when new policy is added.

BCBI, KCA	Public Participation at Board Meetings
*K	<u>Public Relations, General</u>
KK	Public Sale on School Property
JI	Public Service, Student
*KL	Public Use of School Records - KSA 45-216
KG, KGA	Public Use of School Facilities - KSA 72-8205d
KGC	Public Use of School Employee Services
KB	Public's Right to Know - KSA 75-4317 <u>et seq.</u>
*GBT	Publishing
JDA	Punishment, Corporal
	Purchasing - KSA 75-3317 to 75-3322; 72-8212; 10-1113
DJE (See DJB)	Agent
DJE (See DJB)	Authority
DJEG (See DJEE)	Purchase Orders and Contracts - KSA 10-1113; 60-1111; 72-6760; 75-3317 to 75-3322; 72-8212

## Q

GACB	Qualifications and Duties
DJEB	Quality Control
DJEB	Cost Control
DJEB	Quantity Purchasing
DJEB	Requisitions
DJEB	Specifications
DJEB	Standardization
	Quality Purchasing
*DJFCB	Capital Equipment
*DJFCB	Goods and Services
*BCBFA	Quorum - KSA 72-8205
DJED	Quotations and Bids Requirements - KSA 72-6760; 72-8404; 75-3470a

\*Designates location for policy inserts when new policy is added.

## R

	<u>Racial Balance</u> (See "Attendance Areas")
*IHC	Ranking of Students
JBG	Readmission of Students - KSA 72-8901 <u>et seq.</u>
EC	Receiving Equipment and Supplies
	Records
CN	Administrative
*EBJ (See EBI)	Buildings and Grounds (See CN)
GAK	Central Office (See CN)
GAK	Disposition (See CN) - KSA 72-5369 to 72-5373
*ECG	Equipment and Supplies
*FGI	Facility Expansion Project Records and Reports
GAK	Personnel
GAK	Public Use (See CN) - KSA 45-215-216
BE	School Board - KSA 10-1117 to 10-1118
JR	Student - KSA 72-5386; 72-6214
EE	Student Lunch Service - KSA 72-5112 <u>et seq.</u> 72-5213
EDAA	Student Transportation - KSA 72-8301 <u>et seq.</u>
GAK	Types
	Recruitment
CG	Administrative Personnel
GACC (See GACB)	Certified Personnel
GACC (See GCB)	Noncertified Personnel
CEC	School Superintendent
GBQA	Reduction of Teaching Staff
	Reemployment
GBP (See GBO)	Certified Personnel
*GCP	Noncertified Personnel
	<u>Regulations</u> (See "Administrative Rules")
*M	Relations With Other Educational Agencies
GBO	Release from Contract
JBH	Release of a Student During the School Day
IKD	Religion in the Schools (See IKC)
IKD	Beliefs and Customs
IKD	Holidays - KSA 72-5308
IKD	Religion in the Curriculum
IKD	Dedications and Commencement
IKD (See IKA)	Silent Meditation - KSA 72-5308a
IKC	Religion, Teaching About
JB	Religious Exemption from Compulsory School Attendance
GBRI, GCRG	Religious Leave
*IDDB	Remedial Programs - KSA 72-933 <u>et seq.</u>
*BBH	Remembrances
	<u>Rentals</u> (See "Fees, Payments and Rentals")
	<u>Renting</u> (See "Leasing and Renting")
EBE	Repairs
*JF	Report Cards
	Reports
CO	Administrative Reports
CO	Dissemination
*BE	School Board Annual Reports
CO	Types

\*Designates location for policy inserts when new policy is added.

DJEF (See DJEE) Requisitions  
Research Director (See "Administrative Personnel Positions")

GAH Residency for Staff - KSA 72-8211  
 JBC Resident Students - KSA 72-1046  
 Resignations

GBO, CGN Administrative Personnel  
 GBO Certified Personnel  
 GCO Noncertified Personnel  
 CEK School Superintendent (See GBO)  
 IFBH Resource Speakers  
 IF Resource Teachers  
Retarded Students (See "Mentally Handicapped Students")

JFB Retention of Students  
 GAQ Retirement - KSA 72-1701 et seq.;  
 72-5501 et seq.; 74-4931 et seq.  
 Administrative Personnel  
 Certified Personnel  
 Noncertified Personnel

\*CEL School Superintendent (See GBQ)  
 \*DF Revenues - KSA 72-8156, 72-8204a  
 \*BDF Review of Administrative Rules (See CMA)  
 EBCA Rewards, For Information About Vandalism - KSA 12-1672a  
 Rules

CMA Administrative Rules (See CM)  
 CMA Adoption  
 BCBF Rules of Order - KSA 72-8205

## S

Sabbaticals

\*CGPFA Administrative Personnel  
 GBRH Certified Personnel

Safety - KSA 31-133

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

EBB Warning Systems - KSA 31-133  
 GAL Salary Deductions - KSA 72-8601; 72-8603

Sales

DFM Equipment and Supplies - KSA 72-8212  
 KK Public Sales on School Property  
Salesman (See "Vendor Relations")

HAN Sanctions  
 EBE Sanitation

Schedules, Time

CG Administrative Personnel  
 GBR Certified Personnel  
 GCR Noncertified Personnel

Scheduling

IE Scheduling for Instruction

\*Designates location for policy inserts when new policy is added.

EDAA	Student Transportation Scheduling and Routing - KSA 72-8301 <u>et seq.</u>
JBC	School Admissions - KSA 72-6757; 72-53,106
*B	<u>School Board Operations</u>
*BBF, KCBA	Advisory Committees (See BBC)
BE	Annual Reports (See CO)
BBE	Attorney - KSA 72-8205
	Budget (See "Budget")
BBC	Committees
KC	Community Relations
BBG	Consultants
BH	Ethics
BA	Goals and Objectives
*BB	Internal Organization
	Meetings (See "School Board Meetings")
	Members ("See School Board Members")
BG	Memberships - KSA 72-5326
HAE (See HAB, BDN)	Negotiating Agents - KSA 72-5413 <u>et seq.</u>
*HAD (See HAB)	Negotiation Rights and Duties - KSA 72-5413 <u>et seq.</u>
*B	Operations
*BD	Policy Development (See CM)
*ABB	Powers and Duties - KSA 72-8205; 72-8212; 72-1623
BE	Records - KSA 10-1117 to 10-1118; 45-216 <u>et seq.</u> ; 72-5369 <u>et seq.</u>
*BBD, CF	School Superintendent Relations (See BBC)
	School Board Meetings - KSA 72-8205
BCBG	Abstaining Vote - KSA 72-8205a
*BCAD	Adjourned Meetings - KSA 72-8205
*BCBD	Agenda - KSA 75-4317 <u>et seq.</u>
*BCAA	Annual Meetings - KSA 72-8205
BCBJ	Broadcasting and Taping - KSA 75-4317 <u>et seq.</u>
BCBK	Executive Sessions (See KB) - KSA 75-4317 <u>et seq.</u>
*BCB	Meeting Procedures - KSA 72-8205
BCBH	Minutes - KSA 72-8202
BCBJ	News Coverage - KSA 75-4317 <u>et seq.</u>
*BBABF	Parliamentary Procedure - KSA 72-8205
*BCBJA	Press Services
BCAE	Public Hearings
BCBI	Public Participation
*BCBFA	Quorum - KSA 72-8205
BCBJ, BCAB	Regular Meetings - KSA 72-8205
BCBF	Rules of Order - KSA 72-8205
BCAC	Special
BCBG	Voting Method - KSA 72-8205
	School Board Members
*BBBD	Bonded Members
*BBBE	Compensation - KSA 75-3223, 75-3203, 72-8207
BBBF	Reimbursement
*BBBC	Development Opportunities
*BBBA	Duties - KSA 72-8205; 72-8212
BH	Ethics
BBBB (See BA)	Orientation
BK	Self-evaluation
	School Boards Associations
BG	State School Boards Association and National School

\*Designates location for policy inserts when new policy is added.



	Boards Association - KSA 72-5326
*CCC	School Building Organization Charts
EDAA	School Bus Driver Licensing
	<u>School Bus Program</u> (See "Student Transportation")
AEA	School Calendar
ADA	School Census - KSA 72-5333d
IKD	School Ceremonies and Observances
AG	School Closings - KSA 72-8213, 72-8213(a)
LB, KC (See LA)	<u>School-Community Coordinators</u> (See "Certified Personnel Positions")
*LE	School-Community Organizations Relations
LC (See LA)	School-Community Programs
AF	School-Day - KSA 72-1106
	<u>School Directories</u> (See "School-Sponsored Information Media")
AD	School District Attendance Areas - KSA 72-8212; 72-7204
JJ	School District Employment
HAHBA	School District Facilities, Use of - KSA 72-8212d
DIC	School District Inventory - KSA 72-126 to 72-129
A	<u>School District Organization</u>
AC	School District Organization Plan
KG	School Facilities, Use of - KSA 72-8212d
LD (See LA)	School, General Government Relations
*IFBD	School Libraries
JGH	<u>School Lunch Service</u> (See "Food Service Management")
JGHA	Free or Reduced Lunch Policy
	<u>School Newspapers</u> (See "Certified Personnel Positions")
	<u>School Nurses</u> (See "Student Health Services" and "Certified Personnel Positions")
EDDA	School Owned Vehicles
IB	School Site Councils
KB	School-Sponsored Information Media
	<u>School Social Workers</u> (See "Certified Personnel Positions")
CED (See CEC)	Appointment - KSA 72-8202b; 72-5412
CEE (See CEC)	Compensation and Benefits - KSA 72-8202b
*CEH	Consultation (See GBRGA)
CEB	Duties
CEI	Evaluation (See GBI, GBI-R) - KSA 72-9001 <u>et seq.</u>
CEG (See CEE)	Growth Development Opportunities
HAF	Negotiations Role
CEA (See CEC)	Qualifications
CEC	Recruitment
CEK	Resignation
*GBQ, CEL	Retirement - KSA 74-4931 <u>et seq.</u>
CF (See CEK)	School Board Relations
CEJ	Separation - KSA 72-5412
CEF (See CEE)	Travel Expenses
HAI	School Time Use in Negotiations
IFC	School Volunteers (See KFD)
AE	School Year
AEB	School Year Extended
HAC (See HAB)	Scope of Certified Negotiations
JCAB	Searches of Lockers and Students
EBC	Security of Building and Grounds - KSA 72-8222
	Selection and Adoption of Instructional Resources

\*Designates location for policy inserts when new policy is added.

	KSA 72-8205; 72-8212
*IFAC	Equipment and Supplies - KSA 72-8205; 72-8212
*IFAB	Supplementary Materials (See IFA) - KSA 72-8205; 72-8212
II	Tests
IF	Textbooks (See IFA) - KSA 72-8205; 72-8212; 72-4107 <u>et seq.</u>
*IEA	Self-Contained Classrooms - KSA 10-1113; 79-3606 Semester Schedules (See "Scheduling for Instruction") Separation - KSA 72-5436 <u>et seq.</u>
GBN, CGM	Administrative Personnel - KSA 72-5412
GBN	Certified Personnel - KSA 72-5436 <u>et seq.</u>
*GCN	Noncertified Personnel
CEJ	School Superintendent - KSA 72-5412
IDA	Sex Education
GAAC	Sexual Harassment-Employees
JGEC	Sexual Harassment-Students
	Shared Services
*MFA	Colleges and Universities
*MDA	Interdistrict
*MCA	Private Schools
GBRI, GCRG	Sick Leave, Illness
IB	Site Councils
*GBRAB, GAOC	Smoking - Staff
JCDAA	Smoking - KSA 21-4009 <u>et seq.</u> ; 72-53,107
KGA, GAOC	Smoking, Building and Grounds
	Snow Days (See "Dismissal Procedures")
JHC	Social Events, Students
*JGE	Social Services
	Solicitations
GAI, KDC	By Staff
JK	By Students
GAI, KDC	Of Staff
JK	Of Students
*KBD	Speaker Services
IFBH	Speakers, Resource
KI	Special Interest Materials Distribution
JQ	Special Education Due Process - KSA 72-972 <u>et seq.</u> 72-977; 72-933
	Specialists (See "Professional Personnel Positions")
	Specifications
*DJFBA	Capital Equipment Specifications
DJEB	Goods and Services Specifications
KBCD (See KB)	Sports and Special Events Broadcasting and Taping See KSHSAA By-Laws
KBCD	Sports and Special Events News Coverage See KSHSAA By-Laws
KBCD	Sports and Special Events Press Service See KSHSAA By-Laws
GAH	Staff-Community Relations
	Staff Involvement
CMA, GAC	Administrative Rules (See CM)
*DCCB	Budget Planning
*BDBB	Policy Development (See CM)
*IFBC	Staff Libraries

\*Designates location for policy inserts when new policy is added.

GBRD	Staff Meetings
GAH	Staff Participation in Community Activities
GAHB	Staff Political Activities
GAO	Staff Protection
GBQA	Staff Reduction
GAH	Staff Residency - KSA 72-8211
*GBRAB	Staff Smoking
GAF	Staff-Student Relations
	Standardization
*DJFCA	Capital Equipment
DJEB	Goods and Services
*MI (See MA)	State Education Agency Relations - KSA 72-7501 <u>et seq.</u> <u>Statistical Research</u> (See "Data Management")
AFC, JGFA, JGFC	Storm Warnings
	Strikes
JCEC	Demonstrations, Strikes and Walkouts by Students
HAO (See HAN)	Strikes by Professional Personnel - KSA 72-5413; 72-5413j
DK	Student Activities Funds Management - (See JH)
*JGB	Student Aid Programs
JH, JS	Student Fees, Fines and Charges - KSA 72-5389 to 72-5391
JHC	Student Equal Access
JBD	Student Grades - Reduction
JFC, IHF	Student Graduation (See IHA)
JFCA	Student Graduation, Early
JHC	Student Government
JGC	Student Health Services - See KSA Chapter 65; 72-5201 <u>et seq.</u>
JGA	Student Insurance Program - KSA 72-8401 <u>et seq.</u>
	Student Involvement
CMA	Administrative Rules (See CM)
*DCCE	Budget Planning
JCB	Policy Development (See BDA, BDBD)
JGH	Student Lunch Services - KSA 72-5112 <u>et seq.</u>
*JGHA	Free or Reduced Lunch Policy (See EE) KSA 72-5112 <u>et seq.</u>
EE	Management - KSA 72-5112 <u>et seq.</u> ; 72-5113
EE	Records - KSA 72-5112 <u>et seq.</u>
JA	Student Policy Goals and Objectives
JGD	Student Psychological Services - KSA 72-961 <u>et seq.</u>
JR	Student Records - KSA 72-6214; 72-5386; 45-216 <u>et seq.</u>
JRA	Types
JRB	Public Use - KSA 45-216 <u>et seq.</u>
JRC	Disposition - KSA 72-5369 to 72-5373
JGF	Student Safety
JCAB	Student Searches
*JGE	Student Social Services
*JP	Student-Staff Relations (See GAF) <u>Student Teachers</u> (See "Student Volunteers" or "Practice Teaching")
*JGG	Student Transportation Services - KSA 72-8301 <u>et seq.</u>
*EDB	Insurance Program (See EDAA)
EDAA	Liability - KSA 72-8401 <u>et seq.</u>
*EDE	Maintenance (See EDAA)
EDAA	Records and Types - 72-8301 <u>et seq.</u>

\*Designates location for policy inserts when new policy is added.

EDAA	Safety
EDAA	Scheduling and Routing
EDAA	School-Owned Vehicles - KSA 72-6761
EDAB	School-Leased Vehicles
JGG	Student Conduct - KSA 72-8305
JGF	Walkers and Riders
JI	Student Volunteers
*J	<u>Students</u>
JBD	Absences and Excuses - KSA 72-1111; 72-1113
JGFG	Accidents
JH, IDA	Activities and Activity Eligibility Guidelines
*JQJ	Adult
JCDAB (See JCDA)	Alcohol Use - KSA 41-719; 41-715; 41-805; 41-710
JBC	Assignment: To Classes, To Schools
IDDA	At-Risk
JB	Attendance - KSA 72-1111; 72-1113
JGFF	Automobile Use
JN (See JM)	Awards - See KSHSAA By-Laws
JCDA	Behavior Code - KSA 72-8901 <u>et seq.</u>
JGF	Bicycle Use and Walkers and Riders - KSA 8-1587
*IHC	Class Rankings
JHC	Clubs - KSA 72-5311
JM	Contests
*JO, KE	Community Relations
JCD	Conduct - KSA 72-8901 <u>et seq.</u>
JFAB	Conferences
JFAB (See JFAC)	Parent Conferences
JDA	Corporal Punishment
IG	Counseling
JGEAA	Crisis Planning
JBH	Custody Record of a Student
JCEC	Demonstrations
*JD	Discipline - KSA 72-8901 <u>et seq.</u>
JCDB	Dress Code
IDAB	Dropout Prevention Program
JQH (See JQE)	Drop-Outs
*JCDAC, IDA	Drug Use - KSA 65-2892a
JCAA	Due Process - KSA 72-8901 <u>et seq.</u>
JJ	Employment
*JBB	Entrance Age - KSA 72-1107
JAA	Equal Educational Opportunity
IFCB, KFB	Excursions, Field Trips and
JDD	Expulsion - KSA 72-8901 <u>et seq.</u>
JH, JS	Fees, Fines and Charges - KSA 72-5389 to 72-5391; 72-130 to 72-134
IFCB, KFB	Field Trips and Excursions
*IHAA	Final Examinations
JGFGA	First Aid
JQKA	Foreign Exchange
DK	Fund Raising
JQL	Gifted
JL	Gifts to School - KSA 72-8212
JL	Gifts to Staff Members
JFC, IHF	Graduation

\*Designates location for policy inserts when new policy is added.

JFCA	Graduation, Early
JCE	Grievances by Students
IG	Guidance
	Hazing - KSA 21-3434
JRD	Hearing Request
IHB	Homework
IHD	Honor Rolls
JBC	Identity
JGCB (See JGC)	Inoculations
JCAC	Interrogations
*KEC	Interviews
IHEA	Make-Up Opportunities
JQF (See JQE)	Married Students
JGFF	Motorized Vehicles, Student Use - KSA 72-9101
JBC	Nonresident - KSA 72-6757; 72-7201 <u>et seq.</u>
JHC	Organizations
JI	Performances
*JGGA	Physical Examinations
JQA	Physically Handicapped - KSA 72-933 <u>et seq.</u>
JQI (See JQE)	Post-Secondary Vocational Ed.- KSA 72-4408 <u>et seq.</u>
JQE	Pregnant Students
JDC (See JDB)	Probation
JFB	Promotion and Retention
JGD	Psychological Services - KSA 72-961 <u>et seq.</u>
*JGDA	Psychological Testing - KSA 72-961 <u>et seq.</u>
JHC	Publications
JI	Public Service
JDA	Punishment, Corporal
JBG	Readmissions
JBH	Release, During the School Day
*IHAB	Report Cards
*JC	Rights and Responsibilities - KSA 72-8901 <u>et seq.</u>
JGF	Safety - KSA 72-5207
*IED	Schedules
JCAB	Searches
IDA	Sex Education
JGEC	Sexual Harassment
JCDAA	Smoking - KSA 21-4009 <u>et seq.</u> ; 72-53,107
JHC	Social Events
JCEC	Strikes - KSA 72-8901 <u>et seq.</u>
*IDCG	Suicide Prevention and Awareness
JDD	Suspension - KSA 72-8901 <u>et seq.</u>
JBC	Transfers and Withdrawals
ED, JGG	Transportation - KSA 72-8301 <u>et seq.</u>
IFCB, KFB	Trips
JBE	Truancy - KSA 72-1113
JBC	Tuition (See JS); KSA 72-7204
KBE (See KB)	Use of Student in Information Program
*JQG (See JQE)	Unwed Mothers
JGGA	Video cameras on buses and in buildings
JGF	Walkers, Riders and Bicycle Use
JG	Welfare
JJ	Work Permits
	<u>Substitutes</u>
GBRJ	Arrangements for Substitutes

\*Designates location for policy inserts when new policy is added.

IKH	Substitute Teaching
*AEBA	Summer Sessions
*IDCG	Suicide Awareness and Prevention (See JG)
CE	Superintendent of Schools
	<u>Supervision</u>
CG, GBH	Administrative Personnel - KSA 72-1111
GBH (See GBE)	Certified Personnel
JGFGB	Medication
GCH (See GCB)	Noncertified Personnel - KSA 72-1106
JGFB	Students - KSA 72-1111
	<u>Supervisors</u> (See "Administrative Personnel Positions")
*IFAB	Supplementary Materials Selection and Adoption
	<u>Supplies</u> (See "Equipment and Supplies")
	<u>Suspension</u>
GBK	Certified Personnel
GCK	Noncertified Personnel
JDD	Students - KSA 72-8901 <u>et seq.</u>

\*Designates location for policy inserts when new policy is added.

## T

GCDA	Teacher Aides and Paraprofessionals- KSA 72-1106
IKI	Teacher Lesson Plans
	Teacher Observations (See "Certified Personnel Supervision")
	Teachers (See "Certified Personnel Positions")
	<u>Teaching</u>
IKB	Controversial Issues
*GBRHC	Exchange Teaching
*MFB	Practice Teaching - KSA 72-1392
IKD	Teaching About Religion
*IEA	Team Teaching
IIB	Technology Mission Statement
	<u>Tenure</u>
*CGK	Administrative Personnel
*GBL	Certified Personnel - KSA 72-5436 <u>et seq.</u> ; 72-5445
	<u>Testing</u>
II	Test Administration
II	Test Selection and Adoption
II	Testing Program
II	Reporting test results to the board- KSA 72-8231
II	Use and Dissemination of Test Results
IF	Textbook Selection and Adoption - KSA 72-8205; 72-4107 <u>et seq.</u> ; 79-3606; 10-1113; 72-5389
IF	Textbook Rental - KSA 72-5390
GAOC	Tobacco, use of
	Tornado Warnings (See "Warning Systems")
	Track System (See "Grouping for Instruction")
	Traffic Guards (See "Noncertified Personnel Positions")
	Transfer (See "Assignment and Transfer")
*GBM, CGL	Administrative Personnel
GBD	Certified Personnel
*GCM	Noncertified Personnel
JBC	Students
	<u>Transportation</u> (See "Student Transportation")
GAN	Travel Expenses
	Administrative Personnel
	Certified Personnel
	Noncertified Personnel
*BBBE	School Board Members - KSA 72-8207; 75-3223; 75-3203
CEF	School Superintendent
	Trimester Schedules (See "Scheduling for Instruction")
	Trips (See "Field Trips and Excursions")
JBE	Truancy - KSA 72-1113
*JBCBA	Tuition - 72-7202 <u>et seq.</u>
GBRGB	Tutoring for Pay

\*Designates location for policy inserts when new policy is added.

## U

*JQG	Unwed Mothers
JCDAA, GAOC	Use of Tobacco Products
JGFF	Use of Motorized Vehicles - KSA 72-9101
KG	Use of School Facilities
KGA (See KG)	Buildings and Grounds
*KGB (See KG)	Equipment
*KCC	Services
KBE	Use of Students in Information Campaigns

## V

	Vacations
*CGPH	Administrative Personnel
*GBRK	Certified Personnel
GCRH	Noncertified Personnel
EBCA	Vandalism Protection
EBCA	Vandalism: Restitution for Damages - KSA 72-5386
EBCA	Offering a Reward - KSA 12-1672a
JGHB	Vending Machines
*DJEI, DJFI	Vendor Relations
JGGA	Videotaping Students
	Visiting Teachers (See "Resource Teachers")
	Visitors
*ML	Certified Visitors and Observers
KM	Visitors to the Schools - KSA 21-3721
JE	Vocational Guidance
	<u>Vocational Program</u> (See Basic Instructional Program")
	Volunteers
IFC, KFD	Adult Volunteers
JI	Student Volunteers
BCBG	Voting Method
BCBG	Abstaining Vote

## W

*JGGA	Walkers, Riders and Bicycle Use
EBB	Warning Systems - KSA 31-133
JCDBB	Weapons in School
JS	Withholding Student Records - KSA 72-5386
	Working Conditions
GBR, CGP	Administrative Personnel
GBR	Certified Personnel
GCR	Noncertified Personnel
EBAA	Worker's Compensation
	Work Load
GBR, CGPC	Administrative Personnel
GBR	Certified Personnel
GCR	Noncertified Personnel
IDA	Work-Study Programs

\*Designates location for policy inserts when new policy is added.



**X**

**Y**

Yearbooks (See "Student Publications")

**Z**

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A--SCHOOL DISTRICT ORGANIZATION**

A	District Authority
*AA	School District Legal Status - KSA 72-6734 et seq. SN An information category
*AAA	Decentralization Legal Status
*AB	School Board Legal Status - KSA 72-8205 SN Largely an information category offering little, if any, leeway for board action.
*ABA	Authority
*ABB	Powers and Duties - KSA 72-8205; 72-1623; 72-8212
*ABC	Board Members
*ABCA	Number - KSA 72-7901
*ABCB	Qualifications - KSA 25-2020
*ABCC	Terms of Office - KSA 72-7902
*ABCD	Method of Election - Ch. 72, Art. 80; Ch. 25, Art. 20
*ABCDA	Unexpired Term Fulfillment - KSA 25-2022; 25-2022a; 25-2022b; 72-7902
*ABCE	Resignation
*ABCF	Removal from Office - KSA 25-4301; 25-4331
*ABD	School Superintendent Legal Status (See CE) - KSA 72-8202b
ABE	District Goals and Objectives
AC	School District Organization Plan - KSA 72-8212
AD	School District Attendance Areas - KSA 72-8212; 72-7204
ADA	School Census - KSA 72-5333d
AE	School Year - KSA 72-1106
AEA	School Calendar
*AEAA	Vacations
*AEAB	Holidays - KSA 72-1106
AEB	Extended School Year
AEB	Summer Sessions
AF	School Day - KSA 72-1106
AF	Double Sessions
AF	Evening Sessions
*AFC	Emergency Closings (See JGFC & JGFC-R) - KSA 72-8213; 31-144;
AG	School Closings - KSA 72-8213; 72-8213a

**A District Authority**

**A**

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

**Home Rule**

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

Approved: August 11, 2003

RESOLUTION TO ESTABLISH HOME RULE BY BOARD OF EDUCATION

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

RESOLUTION

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

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

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

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

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

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

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

ADOPTED by the Board of Education of Unified School District \_\_\_\_\_, \_\_\_\_\_ County, Kansas, the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

See Key [N]

See Key /s/

**ABE District Goals and Objectives**

**ABE**

The board shall annually establish and review a set of long-range goals and objectives to guide the operations of the district. All personnel in the district shall direct their efforts toward achieving the goals and objectives. 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 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. The superintendent shall provide opportunities for interested patrons to become knowledgeable about the district long-range planning process.

Approved: 8-11-2008

**AC School District Organization Plan**

**AC**

The district will be organized on a pre-K-5, 6-8, 9-12 plan.

Approved: August 9, 2010

**AD District Attendance Areas**

**AD**

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

Approved: May 10, 1999

**AD-R District Attendance Areas**

**AD-R**

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

Approved: May 10, 1999

**ADA School Census**

**ADA**

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

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

The census shall also obtain information related to the planning of transportation services and other information the superintendent considers necessary, such as, but not limited to, birthdates of potential students in those categories.

Approved: 05/10/2010; 02/10/2020



**AE School Year**

**AE**

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

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

(2) The minimum number of statutorily required school hours for students in grades K-12.

**Virtual Schools**

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

Approved: 8-11-2008

**AEA School Calendar**

**AEA**

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

Approved: May 10, 1999

**AEA-R School Calendar**

**AEA-R**

On or before March 1 of each year, the superintendent shall present to the board a recommended school calendar for the next school year. In making such recommendation, the superintendent should be prepared to minimize conflicts with religious holidays of all faiths, shall consider the customs of the district, legal holidays and other relevant matters. The superintendent shall also consider the recommendations of the district's staff in the preparation of the school calendar, but the adoption of the school calendar shall not be a subject of discussion in the negotiating process, except as provided by law. A copy of the current annual calendar shall be on file in the clerk's office.

Approved: 5-10-99

**AEB School Year and Learning Opportunities**

**AEB**

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

Prolonged or Shortened School Year

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

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

Additional Learning Opportunities for Students

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

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

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

Approved: 09/09/02; 10/10/16

**AF School Day**

**AF**

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

Approved: 05/10/1999; 11/12/2018

**AG Closing School Facilities**

**AG**

The administration is responsible for assessing the utilization of school facilities and other resources and for identifying schools which may be discontinued as attendance centers. The superintendent will seek direction from the board prior to making recommendations relative to a district-wide facilities assessment or the closing of specific attendance center(s). Once schools which may be closed are identified, an appropriate recommendation will be made to the board for study.

Approved: July 11, 1988

**AG-R Closing School Facilities**

**AG-R**

**Procedures**

Initially, the administration will identify to the board a school which may be discontinued as an attendance center.

Alternatives to closing a school to be considered by the administrators include: Changing of boundaries, with consideration given to the effect upon enrollments in schools affected by changes; shifting of programs from one building to another; and housing of new programs(s) in the building under consideration.

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

**I. Enrollment and Program**

A. Number of students currently in attendance.

B. Enrollment in relation to that needed to provide quality of educational programs and services and efficient building utilization.

C. Student enrollment in relationship to unique program offerings and community needs.

D. Student enrollment projections indicative of continued decreasing student population, taking into account both neighborhood students and others.

E. Effect upon programs for students in all schools affected by the closing.

F. Relationship to integration efforts.

G. Proximity of the school to community resources.

H. Relationship to long-range plans for special education and regular attendance centers.

I. Consistency with district commitment to provide special education, integrated education, vocational education and alternative education programs.

II. Community Considerations

A. Attitudes toward reducing the number of attendance centers and reducing costs.

B. Hardships and/or benefits to parents and/or students resulting from closing a school, distance from where students reside to schools where assignments may be made.

C. Reactions on the part of parents and other school patrons.

D. Capacity of buildings in adjacent attendance centers, space to house additional students.

IV. Environmental Factors

A. Adequacy of the building in terms of student health and safety.

B. Frequency of vandalism and amount of damage.

C. Location and size of site.

D. Traffic hazards and/or serious deterrents to learning in the surrounding community.

V. Financial Considerations

A. Staffing requirements.

B. Food Service and student transportation requirements and expenses resulting from closing a school.

C. Comparative per student operating costs related to the status quo.

D. Value of property for other use.

E. Saving which might accrue by reducing the number of attendance

centers.

VI. Relationship to Long Range Planning Efforts

A. Comprehensive planning of the district, other governmental bodies and planning agencies and private interests.

B. Need to utilize property for other purposes.

C. Current and projected land use resulting in changes in residential and commercial patterns.

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

After a school is identified for possible closing and the board has given approval to study the particular situation, parents and other school patrons of the attendance area will be involved in discussions pertaining to the possible closing. Other governmental agencies may be involved in the study to assure consistency and coordination in matters of community planning and development. Outside consultants may be utilized to assist in the study of a possible school closing.

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

I. After the official enrollment has been determined during the first month of school, the superintendent will present any recommendation to the board for a study of the possible closing of a school for the following school year.

II. If the recommendation of the superintendent for consideration and study is approved by the board, appropriate staff members will be delegated the responsibility of participating in the study.

III. A community advisory committee or committee consisting of appropriate representation may be utilized by the superintendent to study all relevant data and submit suggestions.

IV. By the end of the first semester in which the study was proposed the superintendent will submit to the board relevant data for its consideration. Such data may include suggestions from the advisory committees(s), information from the administration and preliminary recommendations from the administration regarding closing of a school.

V. The superintendent, working with the president of the board, will

schedule meetings of the board to review and discuss the preliminary recommendations of the administration regarding school closings. Information regarding recommendations and meeting dates will be published in a newspaper of general circulation to the area concerned.

VI. By the middle of the second semester, the superintendent will submit final recommendation regarding the school closings(s) under study. The recommendations will be presented early enough to assure time for sufficient public review by the board at a regular or special meeting prior to final action.

VII. The board will act on the recommendation of the superintendent no later than the second regular board meeting in April of the school year in which the study has been conducted.

VIII. If the board fails to act on the recommendations of the superintendent by the second regular board meeting in April of the school year, the school in question will remain open for the following school year.

IX. The board may close a school any time during the school year without following the procedures described above if the board believes it is an emergency situation and closing is warranted.

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

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

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

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

Approved: July 11, 1988

Revised:



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BK

by a group and not imposed upon it.  
Board Self-Evaluation

**BA Goals and Objectives**

**BA**

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

Approved: 5-10-99

**BBBB New Member Orientation**

**BBBB**

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

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

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

Approved: 5-10-99

**BBBF** Reimbursement for Expenses

**BBBF**

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

Approved: August 11, 2003

**BBC** Board Committees (See CF)

**BBC**

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

There shall be no standing or temporary board committees except as provided for in this policy. Board members [shall not/may] serve on committees which advise the board.

Sub-committees of the board may be assigned on a temporary basis and shall consist of no more than three board members. Board 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: 8/14

**BBE** Attorney

**BBE**

The board may retain a qualified attorney to handle all legal matters referred to him/her at the board's discretion. The duties and compensation of the attorney shall be prescribed by regulation.

Approved: 05/10/1999

**BBG** Consultants (See CJ)

**BBG**

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

Approved: 05/10/1999

**BBG-R** Consultants (See CJ)

**BBG-R**

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

Approved: 05/10/1999



**BCAC Special Meetings**

**BCAC**

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

Approved: 04/13/2009; 05/10/1999; 11/12/2018; 02/10/2020

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

I hereby waive the written notice required under the provisions of K.S.A. 72-1138 as to the time, place, and purpose of a special meeting of the Board of Education of Unified School District No. 320, State of Kansas, held on \_\_\_\_\_, 20\_\_.

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Member, Board of Education

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Member, Board of Education

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Member, Board of Education

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Member, Board of Education

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Member, Board of Education

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Member, Board of Education

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Member, Board of Education

Attest:

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Clerk, Board of Education  
Unified School District No. \_\_\_\_  
----- County  
State of Kansas

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

**BCAE**

The board may hold public hearings on those matters which so warrant.

Approved: 05/10/1999

**BCAE-R** **Public Hearings** (See BCBI-R)

**BCAE-R**

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

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

Approved: 05/10/1999

**BCBD**     **Agenda**

**BCBD**

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

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

Approved: 05/10/1999

**BCBD-R**     **Agenda**

**BCBD-R**

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

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

Approved: 05/10/1999

**BCBEA    Length of Board Meetings**

**BCBEA**

As regular meetings of the board are usually held at night after board members have already put in a normal day's work, meetings shall be limited to two hours. After the two hour time limit has lapsed, exception may be made to extend the time limit one-half hour at a time by an affirmative vote by four board members. The meeting may be extended only twice for a total limit of one hour.

This policy for a 3-hour meeting length limitation can only be waived to extend the Board of Education meeting for the following purposes:

- Administrative Hiring
- Administration Evaluations
- Annual Board Retreat
- Annual Facilities Tour
- Yearly Goal Setting
- BOE Work Sessions

Approved: 05/10/1999

Revised: December 10, 2012

**BCBF Rules of Order**

**BCBF**

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

Approved: 05/10/1999

**BCBF-R Rules of Order**

**BCBF-R**

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

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

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

All formal actions of the board will be taken by ordinary motions unless a formal resolution is required by law.

It will not be necessary for a motion to be before the board in order to discuss an agenda item which has been presented by the board president for consideration. In the ordinary course of events, the board will

discuss all matters other than routine procedural questions prior to the making of a motion in order that the reaching of consensus may be facilitated.

The following motions will be in order:

To recess;

To take action;

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

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

To go into executive session; and

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

Approved: 05/10/1999

**BCBG Voting Method**

**BCBG**

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

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

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

Approved: 05/10/1999; 11/12/2018



**BCBH Minutes**

**BCBH**

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

Approved: 05/10/1999

**BCBH-R Minutes**

**BCBH-R**

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

Approved: 05/10/1999

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

The board president may, at his/her discretion, ask those patrons attending the board meeting if any of them have something to bring to the attention of the board regarding any item on the board of education agenda. The rules for the public forum are available through the clerk prior to the board meeting and at the meeting itself. The board president may impose a limit on the amount of time a visitor may have to address the board. The board president may ask groups with the same special interest to appoint a spokesperson.

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

Handling of Complaints (See KN)

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

Approved: November 10, 2008

Request to Appear Before the Board

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

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

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

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

Name \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Individual or organization (if any) you represent \_\_\_\_\_

\_\_\_\_\_

Organization's address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

District official's signature \_\_\_\_\_

Date received \_\_\_\_\_ Time received \_\_\_\_\_

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

**BCBJ**    News Coverage

**BCBJ**

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

Broadcasting and Taping

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

Approved: 05/10/1999

**BCBJ-R**    News Coverage

**BCBJ-R**

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

Broadcasting and Taping

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

Cameras

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

Recording Devices

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

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

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

Approved: 05/10/1999

**BCBK Executive Session**

**BCBK**

(See BBBB, BE, CN, CNA, ECA, IDAE, II, JDD, and JRB)

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

**Sample Motion**

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

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

Acceptable justifications for recessing into executive session include the following:

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

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

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

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

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

Approved: 09/13/99; 02/12/18

## Addendum 1: Sample Motions for Executive Session

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

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



The board shall regularly review its policies and shall adopt all new policies and delete or modify existing policies as needed. 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. Policies shall have readings and discussion at two separate Board of Education meetings before being adopted as official policy.

Attorney Involvement

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

Policy Dissemination

Changes in board policy shall be disseminated as appropriate. The superintendent shall 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 by the clerk of the board and this shall be considered to be the official policy book. 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.

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: August 9, 2010

**BDC** **Policy Adoption**

**BDC**

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

Policy Dissemination

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

Policy Review

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

Approved: 05/10/1999

**BDC-R** **Policy Adoption**

**BDC-R**

The policies, rules and regulations of the board may be amended at any regular, special or adjourned meeting of the board by a majority vote of the members of the board. In order for a policy amendment, or a new policy, to be adopted there must be a reading of said policy, approved by a majority vote of the Board, at two separate Board of Education meetings.

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

**Policy Dissemination**

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

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

Approved: 05/10/1999

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

BE

The board shall keep records necessary to document board actions.

Approved: August 13, 2007

**BG** Memberships

**BG**

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

Approved: 05/10/1999

**BH School Board Member Ethics**

**BH**

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

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

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

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

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

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

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

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

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

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

**BH School Board Member Ethics**

**BH-2**

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

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

Approved: 05/10/1999

**BK Board Self-Evaluation**

**BK**

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

Approved: 05/10/1999

**BK-R Board Self-Evaluation**

**BK-R**

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

- 1) Board members should be involved in development of the standards and process by which they shall evaluate themselves. The standards may include, but not be limited to: educational leadership, policy development, board member development and performance, relationships with the superintendent and other staff members, communications with the public, fiscal management, board meeting organizations and subcommittee performance, relations with cooperating agencies and other governmental organizations.
- 2) Evaluation shall be at a scheduled time and place with all board members present.
- 3) The evaluation shall be a composite of the individual board member's opinions.
- 4) The evaluation shall discuss strengths as well as areas needing improvement;
- 5) Following the discussion, determinations that are made shall be supported by objective evidence.



**BK-R Board Self-Evaluation**

**BK-R-2**

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: 05/10/1999

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**CA Goals and Objectives of School Administration**

**CA**

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

Approved: 8/14

**CB Ethics**

**CB**

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

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

Fulfills professional responsibilities with honesty and integrity;

Supports the principle of due process as required by law and protects the civil and human rights of all individuals;

Obeys local, state and national laws;

Implements the board's policies, rules and regulations;

Pursues appropriate measures to correct those laws, policies and regulations that are not consistent with sound educational goals;

Avoids using a position for personal gain;

Accepts academic degrees or professional certificates only from duly accredited institutions;

Seeks to improve the profession through research and continuing professional development; and

Honors employment contracts until fulfillment or release.

Approved: 05/10/1999

**CD Line and Staff Relations**

**CD**

Line and staff administrators are those employees responsible for discharging various functions at the building level, (See CC Organizational Charts), and who are concerned with the management of auxiliary activities and who serve as an advisory or consulting capacity to the superintendent.

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

Approved: 05/10/1999

**CD-R Line and Staff Relations**

**CD-R**

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

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

Approved: 05/10/1999

**CE Superintendent of Schools**

**CE**

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

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

Approved: 05/10/1999

**CEA Superintendent Qualifications**

**CEA**

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

Approved: 06/15



**CEB Duties**

**CEB**

The responsibility of the superintendent shall be:

To serve as administrative head of the district;

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

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

To carry out the board's policies and rules;

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

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

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

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

To advise and recommend in business administration matters;

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

To assure that the district finances are properly managed.

Approved: 05/10/1999

**CEC Superintendent Recruitment**

**CEC**

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

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

Approved: 05/99; 06/15

**CED Appointment**

**CED**

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

Approved: 05/10/1999

**CED-R Appointment**

**CED-R**

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

Approved: 05/10/1999

**CEE Compensation and Benefits**

**CEE**

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

Approved: August 11, 2003

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

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

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

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

Approved: 09/09/2002; 12/14/2015

**CEG Staff Development Opportunities (See CK)**

**CEG**

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

Approved: 5-10-1999

**CEI Evaluating the Superintendent**

**CEI**

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

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

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

Approved: September 13, 2004

**CEJ Separation**

**CEJ**

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

Approved: 05/10/1999

**CEK Resignation**

**CEK**

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

Approved: 05/10/1999



**CF Board-Superintendent Relations (See BBC)**

**CF**

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

Approved: 05/10/1999; 08/03/2020

**CF Board-Superintendent Relations**

**CF**

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

Approved: 05/10/1999

**CG Administrative Personnel**

**CG**

The board shall employ administrative personnel as needed.

**Compensation Guides and Contracts**

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

**Qualifications and Duties**

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

**Recruitment**

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

**Assignment**

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

Orientation

The superintendent shall conduct an appropriate administrative orientation program.

Supervision

The superintendent shall be responsible for supervising all administrative personnel.

Administrative Intern Program

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

Travel Expense and Reimbursement

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

Approved: August 11, 2003

**CGI Administrator Evaluation (See CEI and GAK)**

**CGI**

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

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

Approved: 8/14

**CGK Suspension**

**CGK**

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

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

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

Approved: 02/10/2020

**CJ Consultants** (See BBG)

**CJ**

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

Approved: 05/10/1999

**CK Professional Development Opportunities** (See CG)

**CK**

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

Approved: 05/10/1999

**CL Councils, Cabinets and Committees**

**CL**

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

Method of Appointment

All administrators are automatically members of the administrative council.

Organization

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

Resources

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

Material

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

Financial

The superintendent may recommend a budget to the board for the administrative council.

Reporting

The board may call for reports from the administrative council. Reports should pertain to the activities of the council and may take the form of recommendations to the board.

Approved: 05/10/1999



**CL-R Councils, Cabinets and Committees**

**CL-R**

Administrative council meetings shall be held at times deemed appropriate by the chair. All members of the council shall attend regular board meetings of the board unless excused by the board.

**Financial**

Funds for the administrative council's budget shall be included in the district's general fund.

Approved: 05/10/1999

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

#### Staff Involvement

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

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

#### Community Involvement

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

#### Student Involvement

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

Rules Adoption

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

Rules Dissemination

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

Rules Review

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

Administration in Policy Absence

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

Approved: 05/10/1999

**CMA-R Administrative Rules**

**CMA-R**

No administrative rule shall be in conflict with board policy.

Rules Drafting

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

Staff Involvement

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

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

Student Involvement

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

Administration in Policy Absence

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

Approved: 05/10/1999

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

**CM**

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

Approved: 10/09/2000; 02/10/2020

**CN Public Records**

**CN**

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

The board designates the superintendent as its Freedom of Information Officer. The Freedom of Information Officer shall have the authority to establish and maintain a system of records in accordance with the Kansas Open Records Act and other applicable laws. The board further assigns the clerk to handle requests for records and to serve as the custodian of the records. The custodian shall prominently display and distribute or otherwise make available to the public a brochure concerning record access in the form prescribed by the local Freedom of Information Officer.

**Types of Records**

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

**Central Office Records**

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

**Building Records**

Records maintained by the building principals shall include, but may not be limited to, the following: activity funds, student records, and personnel records.

(See JR et seq.)

**Public Access**

All records, except those subject to exception by the Kansas Open Records Act, shall be open to inspection by the general public during regular office hours of any school or the district office. The superintendent will establish procedures for making records available on normal business days when district offices are closed. The district may charge and require advance payment of a fee for providing access to or furnishing copies of public records.

Requests for access to open records shall be made in writing to an official custodian of district records. The official custodian shall examine each request to determine whether the record requested is an open record or is subject to an exception of the Kansas Open Records Act that would allow the record to remain closed. The custodian may also refuse to provide access to a public record or to permit inspection if a request places an unreasonable burden in producing public records or if the custodian has reason to believe that repeated requests are intended to disrupt other essential functions of the district. The custodian shall either grant or deny each request.

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

Each request for access to a public record shall be acted upon as soon as possible, but not later than the end of the third business day following the date that the request is received. If the request is not acted on immediately,

the custodian shall inform the requester, within the three-day window, when and where the open record will be made available.

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

Copies of Records

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

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



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

- in the case of fees for copies of records, the fees shall not exceed the actual cost of furnishing copies, including the cost of staff time required to make the information available and printing fees of \$.25 cents per page, as applicable;
- In the case of fees for providing access to records maintained on computer facilities, the fees shall include only the cost of any computer services, including staff time required.

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

**Disposition**

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

The clerk is designated as the official custodian of all board and district office records maintained by the district. Each building principal is designated as official custodian of all records maintained at the building level. In addition to those records required by law, the {clerk} shall be responsible for preparing and keeping other records necessary for the district's efficient operation.

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

Approved: 08/13/2007; 02/13/2017; 02/10/2020

CNA **Document Production, Including Electronic Information**\* CNA  
(See BCBK, BE, CN, ECA, IDAE, II, JGGA, JR et seq. and KBA)

Destroying Documents

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

Approved: 08/13/2007; 02/10/2020

**CO Reports**

**CO**

The board may require reports from the staff.

Types

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

Dissemination (See JR et seq.)

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

Approved: 05/10/1999

**CO-R Reports**

**CO-R**

Types

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

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

Approved: 05/10/1999

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**DA Goals and Objectives**

**DA**

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

Approved: 05/10/1999

**DB Budget Planning**

**DB**

A planned, systematically prepared budget is essential in the management of the district. The board delegates to the superintendent the authority to develop a budget for the board's consideration. The superintendent shall schedule yearly a special board of education meeting to discuss the priorities to be met by the budget document.

Approved: 5/10/99

**DC Annual Operating Budget (See KBA)**

**DC**

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

The superintendent shall follow the adopted budget.

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

**Budget Forms**

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

**Priorities**

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

**Deadlines and Schedules**

Deadlines and time schedules shall be established by the board.

**Encumbrances**

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

**Recommendations**

Recommendations of the superintendent and professional staff concerning the district's budget allocations will be presented to the board prior to submission of the tentative draft budget. All superintendent and staff recommendations will be presented to the board no later than the regular board meeting in April each fiscal year.



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 July each year.

Hearings and Reviews

The board shall conduct budget hearings according to state law.

Budget Transparency

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

Management of District Assets/Accounts

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

internal controls. The superintendent shall review the accounting system with the board.

Approved: 08/10/2009; 12/14/2015; 11/12/2018

**DE Fraud Prevention and Investigation**

**DE**

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

**Reporting Fraud**

An employee who suspects fraud, impropriety, or irregularity shall promptly report those suspicions to the immediate supervisor and/or the superintendent. If the superintendent is the subject of the complaint, reports shall be made to the board president or the board's legal counsel. The superintendent shall 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: 11/12/2018

**DFAB Standard of Conduct for Federally Funded Contracts**

**DFAB**

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

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

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

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

Employees, officers, and agents of the district found to be in violation of this policy and standard of conduct shall be subject to disciplinary action,

**DFAB Standard of Conduct for Federally Funded Contracts**

**DFAB-2**

up to and including suspension or termination for employees and denial of access to district property and activities and/or the severing of the officer or agency relationship with the district, as appropriate.

Approved:

KASB Recommendation – 12/16

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

The board shall ensure federal funds received by the district are administered in accordance with federal requirements, including but not limited to the federal Uniform Grant Guidance. This policy outlines the district's responsibilities when federal funding is considered. The board designates the Board Clerk/Business Manager as the federal programs coordinator and district contact for all federal programs and funding.

The Board Clerk/Business Manager shall establish and maintain a sound fiscal management system to include internal controls and federal grant management standards covering the receipt of both direct and state-administered federal grants and to track costs and expenditures of funds associated with grant awards. The superintendent, to assist in the proper administration of federal funds and implementation of this policy, may recommend additional procedures and regulations be adopted to supplement this policy.

The district's fiscal management system shall be designed with strong internal controls, a high level of transparency and accountability, and documented procedures to ensure that all fiscal management system requirements are met. Fiscal management standards and procedures shall assure that the following responsibilities are fulfilled:

- Identification – The district must identify, in its accounts, all federal awards received and expended and the federal programs under which they were received.
- Financial Reporting – Accurate, current, and complete disclosure of the financial results of each federal award or program must be made in

accordance with the financial reporting requirements of the Education Department General Administrative Regulations (EDGAR).

- Accounting Records – The district must maintain records which adequately identify the source and application of funds provided for federally-assisted activities.
- Internal Controls – Effective control and accountability must be maintained for all federal funds, real and personal property purchased therewith, and other assets acquired with federal funding. The district must adequately safeguard all such property and must assure that it is used solely for authorized purposes.
- Budget Control – Actual expenditures or outlays must be compared with budgeted amounts for each federal award. Procedures shall be developed to establish determination for allowability of costs for federal funds.
- Cash Management – The district shall maintain written procedures to implement the cash management requirements found in EDGAR.
- Allowability of Costs – The district shall ensure that allowability of all costs charged to each federal award is accurately determined and documented.

#### Time and Effort Reporting by Employees

All district employees paid with federal funds shall document the time they expend in work performed in support of each federal program, in accordance with law. Time and effort reporting requirements do not apply to contracted individuals.



Recordkeeping

The district shall develop and maintain a records management plan and related board policy, administrative regulations, and/or procedures for the retention, retrieval, and disposition of print and electronic records, including emails.

The district shall ensure the proper maintenance of federal fiscal records documenting:

- Amount of federal funds,
- How funds are used,
- Total cost of each project,
- Share of total cost of each project provided from other sources,
- Other records to facilitate an effective audit,
- Other records to show compliance with federal program requirements,  
and
- Significant project experiences and results.

All records must be retrievable and available for programmatic or financial audit.

The district shall provide the federal awarding agency, Inspectors General, the Comptroller General of the United States, and the pass-through entity, or any of their authorized representatives, the right of access to any documents, papers, or other district records which are pertinent to the federal award. The district shall also permit timely and reasonable access to the district's personnel for interview and discussion related to such documents.

**DFAC Federal Fiscal Compliance**

**DFAC-4**

Records shall be retained for a minimum of three (3) years from the date on which the final Financial Status Report is submitted, or as otherwise specified in federal law or in the requirements of the federal award, unless a written extension is provided by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. If any litigation, claim or audit is started before the expiration of the standard record retention period, the records shall be retained until all litigation, claims or audits have been resolved and final action has been taken.

The district shall ensure that all personally identifiable data protected by statute or regulation is handled in accordance with the requirements of applicable law, regulations, board policy, administrative regulations, and procedures.

**Compliance Violations**

Employees and contractors involved in federally funded programs and subrecipients shall be made aware that failure to comply with federal law, regulations, or terms and conditions of a federal award may result in the federal awarding agency or pass-through entity imposing additional conditions or terminating the award in whole or in part.

Approved: 11/2017

## Procedures for Policy DFAC Allowability of Costs – Federal Programs

Expenditures of federal funds must be aligned with approved budgeted items. Any changes or variations from the state-approved budget and grant application need prior approval from the state.

### Delegation of Responsibility

When determining how the school district will spend its grant funds, the Board Clerk/Business Manager will review the proposed cost to determine whether it is an allowable use of federal grant funds *before* obligating and spending those funds on the proposed good or service.

### Allowability Determinations

All costs supported by federal education funds must meet the standards outlined in EDGAR, 2 CFR Part 3474 and 2 CFR Part 200, Subpart E, which are listed below. The *Board Clerk/Business Manager* must consider these factors when making an allowability determination. A section entitled, *Helpful Questions for Determining Whether Costs are Allowable*, is located at the end of this document.

Part 200 sets forth general cost guidelines that must be considered, as well as rules for specific types of items, both of which must be considered when determining whether a cost is an allowable expenditure of federal funds. The expenditure must also be allowable under the applicable program statute (e.g., Title I of the Elementary and Secondary Education Act (ESEA), or the Carl D. Perkins Career and Technical Education Act (Perkins)), along with accompanying program regulations, non-regulatory guidance, and grant award notifications.

Restrictions in state and local rules or policy also must be considered. For example, travel and other job-related expenses incurred by employees are not allowable unless they also are in compliance with board policy GAN, administrative regulations, and related procedures.

Whichever allowability requirements are stricter will govern whether a cost is allowable.

General allowability determination factors include the following:

1. **Be Necessary and Reasonable for the performance of the federal award.** A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision to incur the cost was made. For example, **reasonable** means that sound business practices were followed, and purchases were comparable to market prices.

When determining reasonableness of a cost, consideration must be given to:

- Whether the cost is a type generally recognized as ordinary and necessary for the operation of the district or the proper and efficient performance of the federal award.

- The restraints or requirements imposed by factors, such as: sound business practices; arm's-length bargaining; federal, state and other laws and regulations; and terms and conditions of the federal award.
- Market prices for comparable goods or services for the geographic area.
- Whether the individual incurring the cost acted with prudence in the circumstances considering responsibilities to the district, its employees, its students, the public at large, and the federal government.
- Whether the district significantly deviates from its established practices and policies regarding the incurrence of costs, which may unjustifiably increase the federal award's cost. (2 CFR Sec. 200.404)

Whether a cost is **necessary** will be determined based on the needs of the program. Specifically, the expenditure must be necessary to achieve an important program objective. A key aspect in determining whether a cost is necessary is whether the district can demonstrate that the cost addresses an existing need, and can prove it. For example, the school entity may deem a language skills software program necessary for a limited English proficiency program.

When determining whether a cost is necessary, consideration may be given to:

- Whether the cost is needed for the proper and efficient performance of the federal award program.
  - Whether the cost is identified in the approved budget or application.
  - Whether there is an educational benefit associated with the cost.
  - Whether the cost aligns with identified needs based on results and findings from a needs assessment.
  - Whether the cost addresses program goals and objectives and is based on program data.
2. **Allocable to the federal award.** A cost is allocable to the federal award if the goods or services involved are chargeable or assignable to the federal award in accordance with the relative benefit received. This means that the federal grant program derived a benefit in proportion to the funds charged to the program. (2 CFR Sec. 200.405)

For example, if fifty percent (50%) of a teacher's salary is paid with grant funds, then that teacher must spend at least fifty percent (50%) of his/her time on the grant program.

3. **Consistent with policies and procedures that apply uniformly to both federally-financed and other activities of the school entity.**
4. **Conform to any limitations or exclusions set forth as cost principles in Part 200 or in the terms and conditions of the federal award.**

5. **Consistent treatment.** A cost cannot be assigned to a federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been assigned as an indirect cost under another award.
6. **Adequately documented.** All expenditures must be properly documented.
7. **Be calculated in accordance with generally accepted accounting principles (GAAP), unless provided otherwise in Part 200.**
8. **Not included as a match or cost-share, unless the specific federal program authorizes federal costs to be treated as such.** Some federal program statutes require the nonfederal entity to contribute a certain amount of nonfederal resources to be eligible for the federal program.
9. **Be the net of all applicable credits.** The term “applicable credits” refers to those receipts or reduction of expenditures that operate to offset or reduce expense items allocable to the federal award. Typical examples of such transactions are: purchase discounts; rebates or allowances; recoveries or indemnities on losses; and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to or received by the state relate to the federal award, they shall be credited to the federal award, either as a cost reduction or a cash refund, as appropriate. (2 CFR Sec. 200.406)

### **Selected Items of Cost**

Subpart E of Part 200 sets forth principles to be applied in establishing the allowability of fifty-five (55) specific cost items (commonly referred to as Selected Items of Cost), at 2 CFR Sec. 200.420-200.475. These specific cost items are listed in the chart below along with the citation to the section of Subpart E addressing the allowability of that item. These principles are in addition to the other general allowability standards, and apply whether or not a particular item of cost is properly treated as direct cost or indirect (F&A) cost. Meeting the specific criteria for a listed item does not by itself mean the cost is allowable, as it may be unallowable under other standards or for other reasons, such as restrictions contained in the terms and conditions of a particular grant or restrictions established by the state or in Board policy. If an item is unallowable for any of these reasons, federal funds cannot be used to purchase it.

School district employees responsible for spending federal grant funds and for determining allowability must be familiar with and refer to the Part 200 selected items of cost section. These rules must be followed when charging these specific expenditures to a federal grant. When applicable, employees must check costs against the selected items of cost requirements to ensure the cost is allowable and also check state, district, and program-specific rules.

The selected item of cost addressed in Part 200 includes the following (in alphabetical order):

<b>Item of Cost</b>	<b>Citation of Allowability Rule</b>
Advertising and public relations costs	2 CFR § 200.421
Advisory councils	2 CFR § 200.422
Alcoholic beverages	2 CFR § 200.423
Alumni/ae activities	2 CFR § 200.424
Audit services	2 CFR § 200.425

Bad debts	2 CFR § 200.426
Bonding costs	2 CFR § 200.427
Collection of improper payments	2 CFR § 200.428
Commencement and convocation costs	2 CFR § 200.429
Compensation – personal services	2 CFR § 200.430
Compensation – fringe benefits	2 CFR § 200.431
Conferences	2 CFR § 200.432
Contingency provisions	2 CFR § 200.433
Contributions and donations	2 CFR § 200.434
Defense and prosecution of criminal and civil proceedings, claims, appeals and patent infringements	2 CFR § 200.435
Depreciation	2 CFR § 200.436
Employee health and welfare costs	2 CFR § 200.437
Entertainment costs	2 CFR § 200.438
Equipment and other capital expenditures	2 CFR § 200.439
Exchange rates	2 CFR § 200.440
Fines, penalties, damages and other settlements	2 CFR § 200.441
Fund raising and investment management costs	2 CFR § 200.442
Gains and losses on disposition of depreciable assets	2 CFR § 200.443
General costs of government	2 CFR § 200.444
Goods and services for personal use	2 CFR § 200.445
Idle facilities and idle capacity	2 CFR § 200.446
Insurance and indemnification	2 CFR § 200.447
Intellectual property	2 CFR § 200.448
Interest	2 CFR § 200.449
Lobbying	2 CFR § 200.450
Losses on other awards or contracts	2 CFR § 200.451
Maintenance and repair costs	2 CFR § 200.452
Materials and supplies costs, including costs of computing devices	2 CFR § 200.453
Memberships, subscriptions, and professional activity costs	2 CFR § 200.454
Organization costs	2 CFR § 200.455
Participant support costs	2 CFR § 200.456
Plant and security costs	2 CFR § 200.457
Pre-award costs	2 CFR § 200.458
Professional services costs	2 CFR § 200.459
Proposal costs	2 CFR § 200.460
Publication and printing costs	2 CFR § 200.461
Rearrangement and reconversion costs	2 CFR § 200.462
Recruiting costs	2 CFR § 200.463

Relocation costs of employees	2 CFR § 200.464
Rental costs of real property and equipment	2 CFR § 200.465
Scholarships and student aid costs	2 CFR § 200.466
Selling and marketing costs	2 CFR § 200.467
Specialized service facilities	2 CFR § 200.468
Student activity costs	2 CFR § 200.469
Taxes (including Value Added Tax)	2 CFR § 200.470
Termination costs	2 CFR § 200.471
Training and education costs	2 CFR § 200.472
Transportation costs	2 CFR § 200.473
Travel costs	2 CFR § 200.474
Trustees	2 CFR § 200.475

*Helpful Questions for Determining Whether Costs are Allowable -*

In addition to applying the cost principles and standards described above, district staff involved in expending federal funds should ask the following questions when assessing the allowability of a particular cost:

1. Is the proposed cost allowable under the relevant program?
2. Is the proposed cost consistent with an approved program plan and budget?
3. Is the proposed cost consistent with program specific fiscal rules? For example, the school entity may be required to use federal funds only to supplement the amount of funds available from nonfederal (and possibly other federal) sources, or only as a match for funds from nonfederal sources.
4. Is the proposed cost consistent with EDGAR?
5. Is the proposed cost consistent with specific conditions imposed on the grant (if applicable)?
6. Is the proposed cost consistent with the underlying needs of the program? For example, program funds must benefit the appropriate population of students for which they are allocated. This means that, for instance, funds allocated under Title III of the Elementary and Secondary Education Act (ESEA) governing language instruction programs for Limited English Proficient (LEP) students must only be spent on LEP students and cannot be used to benefit non-LEP students.
7. Will the cost be targeted at addressing specific areas of weakness that are the focus of the program, as indicated by available data?

Any questions related to specific costs should be forwarded to the *Board Clerk/Business Manager* who shall consult with the board's legal counsel for clarification as appropriate.

## **Procedures for Policy DFAC Cash Management – Federal Programs**

Generally, the school district receives payment of federal funds from the Kansas State Department of Education (KSDE) on a reimbursement basis. In some circumstances, the district may receive an advance of federal grant funds. This procedure addresses responsibilities of the district and district staff under those alternative payment methods. In either case, the district shall maintain accounting methods and internal controls and procedures that assure those responsibilities are met when dealing with federal funding.

### **Payment Methods**

#### **Reimbursements -**

The school district will initially charge federal grant expenditures to nonfederal funds.

The *Board Clerk/Business Manager* will request reimbursement for actual expenditures incurred under the federal grants *monthly*.

Such requests shall be submitted with appropriate documentation and signed by the requestor.

Requests for reimbursements will be approved by the *Superintendent*.

Reimbursement will be submitted on the appropriate form to the KSDE portal. All reimbursements are based on actual disbursements, not on obligations. KSDE will process reimbursement requests within the timeframes required for disbursement.

Consistent with state and federal requirements, the school district will maintain source documentation supporting the federal expenditures (invoices, time sheets, payroll stubs, etc.) and will make such documentation available for KSDE to review upon request.

Reimbursements of actual expenditures do not involve interest calculations.

#### **Advances -**

When the district receives advance payments of federal grant funds, it must minimize the time elapsing between the transfer of funds to the district and the expenditure of those funds on allowable costs of the applicable federal program. (2 CFR Sec. 200.305(b)) The district shall attempt to expend all advances of federal funds within seventy-two (72) hours of receipt.

When applicable, the district shall use existing resources available within a program before requesting additional advances. Such resources include program income (including repayments to a revolving fund), rebates, refunds, contract settlements, audit recoveries, and interest earned on such funds. (2 CFR Sec. 305(b)(5))

The district shall hold federal advance payments in insured, interest-bearing accounts.



The school district is permitted to retain for administrative expense up to \$500 per year of interest earned on federal grant cash balances. Regardless of the federal awarding agency, interest earnings exceeding \$500 per year shall be remitted annually to the Department of Health and Human Services Payment Management System (PMS) through an electronic medium using either Automated Clearing House (ACH) network or a Fedwire Funds Service payment. (2 CFR Sec. 200.305(b)(9))

Pursuant to federal guidelines, interest earnings shall be calculated from the date that the federal funds are drawn down from the G5 system until the date on which those funds are disbursed by the district. Consistent with state guidelines, interest accruing on total federal grant cash balances shall be calculated on cash balances per grant and applying the actual or average interest rate earned.

Remittance of interest shall be the responsibility of the *Board Clerk/Business Manager*.

## Procedures for Policy DFAC: Procurement – Federal Programs

This document is intended to integrate standard district purchasing procedures with additional requirements applicable to procurements that are subject to the federal Uniform Grant Guidance regulations concerning the use of federal funds and/or U.S. Department of Agriculture (USDA) regulations governing school food service programs. The district maintains the following purchasing procedures, in accordance with federal and state laws, regulations, and board policy to aid in making purchases with federal funds. (2 CFR 200.318-200.325; 7 CFR 210.16, 210.19, 210.21, 215.14a, 220.16; K.S.A. 72-6760; board policies DFAB, DFAC, DJE, DJEB, DJED, DJEE, DJEF, DJEG, DJEJ, DJFA, and DJFAB)

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

\*Please review this Procurement attachment annually and update amounts accordingly

### **Responsibility for Purchasing**

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

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

### **Purchase Methods**

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

Program Notes at the end of this procedure. Final determination of which purchasing procedures are to be applied is delegated to the *Board Clerk/Business Manager* under the authority of the Board.

### **Standard Procurement Documents and Purchase Request Process**

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

The district shall use *paper and/or electronic* purchasing records, which are pre-numbered and are accessible to designated purchasing staff in *the district*.

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

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

1. Description of the services to be performed or goods to be purchased;
2. Location of where services will be performed or goods will be delivered;
3. Appropriate dates of service or delivery;

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

Contracts shall be reviewed by the *Superintendent* prior to submission to the board for approval.

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

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

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

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

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

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

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

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

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

### **Small Purchase Procedures**

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

The base amount at which bidding is required under state law for construction, reconstruction or remodeling or for the purchase of materials, goods or wares is \$20,000. (K.S.A. 72-6760)

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

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

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

## **Formal Competitive Bidding**

### **Publicly Solicited Sealed Competitive Bids:**

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

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

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

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

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

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

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

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

## **Competitive Proposals**

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

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

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

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

If this method is used, the following requirements apply:

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

Competitive proposals shall be evaluated by the *Superintendent* based on factors including but not limited to:

1. Cost.
2. Experience of contractor.
3. Availability.
4. Personnel qualifications.
5. Financial stability.
6. Minority business, women's business enterprise, or labor surplus area firm status.
7. Project management expertise.
8. Understanding of district needs.

Evaluations shall be completed in a timely manner, documented and shall be reviewed by the *Superintendent*.

### **Contract/Price Analysis**

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

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

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

### **Negotiated Profit**

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

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

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

### **Noncompetitive Proposals (Sole Sourcing)**

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

1. The item is available only from a single source.
2. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation. An **emergency** exists whenever the time required for the board to act in accordance with regular procedures would endanger life or property or threaten continuance of existing school classes.
3. The federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the district.
4. After solicitation of a number of sources, the district determines the competition is inadequate.

In addition to standard procurement policy and procedures, the district will document the grounds for using the noncompetitive method in lieu of an otherwise required competitive method of procurement,

which may include written confirmation from the contractor as the sole source of the item. Documentation must be submitted to and maintained by the district office.

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

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

### **Purchase Cards**

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

Procurement cards may be used for purchases under federal programs.

### **Full and Open Competition**

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

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

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

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

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



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

### **Geographical Preferences Prohibited**

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

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

### **Prequalified Lists**

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

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

### **Solicitation Language**

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

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

### **Avoiding Acquisition of Unnecessary or Duplicative Items**

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

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

### **Use of Intergovernmental Agreements and Cooperative Purchasing**

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

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

### **Use of Federal Excess and Surplus Property**

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

### **Debarment and Suspension**

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

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

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

All successful contractors must provide written certification that they have not been suspended or debarred from federal projects. The *Board Clerk/Business Manager* will be responsible for verification.

Such verification may include accessing the online federal System for Award Management (SAM) to determine whether any relevant party is subject to any suspension or debarment restrictions.

### **Maintenance of Procurement Records**

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

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

### **Time and Materials Contracts**

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

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

### **Settlements of Issues Arising Out of Procurements**

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

### **Protest Procedures to Resolve Dispute**

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

## **Food Service Program Notes:**

### *Exemption from Bidding for Perishable Food Items -*

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

### *Geographic Preferences -*

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

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

### *Buy American -*

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

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

### Mandatory Contract Clauses -

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

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

### Contracts with Food Service Management Companies -

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

*Pre-Plated Meals -*

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

## Procedures for Policy DFAC:

### Type of Costs, Obligations and Property Management – Federal Programs

The district establishes and maintains board policies, administrative regulations, and administrative procedures on administration of federal funds in federal programs as required by the Uniform Grant Guidance and other federal, state, and local laws, regulations, and requirements. The district's fiscal management system includes internal controls and grant management standards in the following areas when federal funds are involved.

#### Direct and Indirect Costs

**Direct costs** – costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.

**Indirect costs** – costs incurred for a common or joint purpose benefiting more than one (1) cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved.

Costs incurred for the same purpose in like circumstances must be treated consistently as either direct or indirect costs. (2 CFR Sec. 200.405, 200.413)

Identification with the federal award rather than the nature of the goods and services involved is the determining factor in distinguishing direct from indirect costs.

Direct and indirect costs shall be determined in accordance with law, regulations, the terms and conditions of the federal award, and the district's negotiated indirect cost rate.

The district shall develop an indirect cost rate proposal and cost allocation plan in accordance with law, regulations, and the terms and conditions of the federal award.

#### Timely Obligation of Funds

**Obligations** – orders placed for property and services, contracts, and subawards made and similar transactions during a given period that require payment by the district during the same or a future period.

The following table illustrates when funds must be obligated under federal regulations:

<b>Obligation is for:</b>	<b>Obligation is made:</b>
Acquisition of property	On the date on which the district makes a binding written commitment to acquire the property
Personal services by a district employee	When the services are performed
Personal services by a contractor who is not a district employee	On the date on which the district makes a binding written commitment to obtain the services
Public utility services	When the district receives the services
Travel	When the travel occurs
Rental of property	When the district uses the property

A pre-agreement cost that was properly approved by the Secretary under the cost principles in 2 CFR Part 200, Subpart E - Cost Principles 34 CFR §75.707; 34 CFR §76.707	On the first day of the project period
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All obligations must occur between the beginning and ending dates of the federal award project, which is known as the period of performance. The period of performance is dictated by law and regulations and will be indicated in the federal award. Specific requirements for carryover funds may be specified in the federal award and must be adhered to by the district. (2 CFR Sec. 200.77, 200.309)

The district will handle obligations and carry over of state-administered and direct grants in accordance with state and federal law and regulations and the terms and conditions of the federal award. Carryover will be calculated and documented by the *Board Clerk/Business Manager*.

The district may exercise an extension of the period of performance under a direct grant in accordance with law, regulations, and the terms and conditions of the federal award when written notice is provided to the federal awarding agency at least ten (10) calendar days prior to the end of the period of performance. (2 CFR Sec. 200.308(d)(2))

The *Board Clerk/Business Manager* will decide when an extension of the period of performance is necessary and will recommend that the board approve this process.

The *Board Clerk/Business Manager* will develop the required written notice, including the reasons for the extension and revised period of performance; the notice will be issued no later than ten (10) calendar days prior to the end of the currently documented period of performance in the federal award.

The district must seek approval from the federal awarding agency for an extension of the period of performance when the extension is not contrary to federal law or regulations, and the following conditions apply:

1. The terms and conditions of the federal award prohibit the extension;
2. The extension requires additional federal funds; or
3. The extension involves any change in the approved objectives or scope of the project. (2 CFR Sec. §200.308)

The *Board Clerk/Business Manager* will determine when an extension must be requested for approval by the federal awarding agency, draft the written request and notify the *Superintendent* of the requested extension.

Management of Property Acquired With Federal Funds

Contract and Purchasing Administration -

The district maintains internal controls, administrative regulations, and procedures to ensure that contractors deliver goods and services in accordance with the terms, conditions, and specifications of the designated contract, purchase order, or requisition.



Property Classifications -

Property shall be classified as **real or personal property** as defined and specified in accordance with law and regulations.

Inventory Control/Management -

All personal property, other than intangible property, which is purchased with federal funds, regardless of cost, will be inventoried as a safeguard.

Inventory will be received by the department or program requesting the item; designated staff will inspect the property, compare it to the applicable purchase order or requisition, and ensure it is appropriately logged and tagged in the district's property management system.

Items acquired will be physically labeled by source of funding and acquisition date.

Inventory records of equipment and computing devices must be current and available for review and audit, and include the following information:

1. Description of the item, including any manufacturer's model number.
2. Manufacturer's serial number or other identification number.
3. Identification of funding source.
4. Acquisition date and unit cost.
5. Source of items, such as company name.
6. Percentage of federal funds used in the purchase.
7. Present location, use, condition of item, and date information was reported.
8. Pertinent information on the ultimate transfer, replacement or disposition of the item and sale price of the property.

Inventory will be updated as items are sold, lost, stolen, or cannot be repaired and new items are purchased.

Physical Inventory -

Physical inventory of property will be completed by designated district staff in accordance with applicable federal law and regulation and board policy DIC.

The physical inventory of items will be conducted annually, and the results will be reconciled with the inventory records and reported to the federal awarding agency.

### Maintenance -

The district establishes adequate maintenance procedures to ensure that property is maintained in good condition in accordance with law, regulation, and board policy.

### Safeguards -

The district ensures that adequate safeguards are in place to prevent loss, damage, or theft of property:

1. Any loss, damage or theft will be reported to the *Superintendent*, investigated and fully documented, and may be reported to local law enforcement.
2. If stolen items are not recovered, the district will submit copies of the investigative report and insurance claim to the federal awarding agency.
3. The district may be responsible for replacing or repairing lost, damaged, destroyed, or stolen items.
4. Replaced equipment is property of the originally funded program and should be inventoried accordingly.
5. District property may only be loaned in accordance with board policy KGA and administrative regulations and procedures.

### Disposition of Property Acquired with Federal Funds –

When the district determines that real property, including land, land improvements, structures, and accessories thereto, acquired under a federal award is no longer needed for the originally authorized purpose, the district must obtain disposition instructions from the federal awarding agency or pass-through entity administering the program, in accordance with applicable law and regulations. (2 CFR Sec. 200.311)

When the district determines that equipment or supplies acquired under a federal award are no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, the *Board Clerk/Business Manager* will contact the federal awarding agency or pass-through entity administering the program to obtain disposition instructions, based on the fair market value of the equipment or supplies.

Generally, items with a fair market value of \$5,000 or less that are no longer effective may be retained, sold, purged, or transferred to the district. For items with a fair market value greater than \$5,000, the federal awarding agency is entitled to the federal share of the current market value or sales proceeds.

If the district will be replacing the equipment or supplies, the district may use the existing equipment or supplies as a trade-in or sell the property and use the proceeds to offset the cost of the replacement property.

The *Board Clerk/Business Manager* will be responsible for contacting the federal awarding agency and determining the process for disposition of equipment or supplies.

The district may use the following methods in disposing of unnecessary equipment or supplies acquired with federal funds:

- *Public auction and/or online sale – generally conducted by a licensed auctioneer.*
- *Salvage – scrap sold to local dealers.*
- *Negotiated sale – normally used when disposing of items of substantial value.*
- *Sealed bid – normally used for items of substantial value or unique qualities.*
- *Pre-priced sale – large quantities of obsolete or surplus equipment or supplies may be sold by this method.*
- *Donation to charitable organizations, for equipment or supplies with little to no value.*
- *Disposition to trash for equipment or supplies with no value.*

The *Board Clerk/Business Manager* will be responsible for maintaining records of obsolete and surplus property disposed of, and will report to the federal awarding agency when required.

# **(GAN) TRAVEL REIMBURSEMENT PROCEDURES**

## **FEDERAL PROGRAMS**

The board shall reimburse employees and school board for travel costs incurred in the course of performing services related to official business as a federal grant recipient. School board members must have prior written approval from the federal awarding agency or pass-through entity to get reimbursement for expenses specifically related to a federal award.

For purposes of this procedure, travel costs shall mean the expenses for transportation, lodging, subsistence, and related items incurred by employees and/or board members who are in travel status on official business as a federal grant recipient.

Board members and district employees shall comply with applicable board policies established for reimbursement of travel and other expenses.

The validity of payments for travel costs for all district employees shall be determined by the superintendent or designee.

Travel costs shall be reimbursed on a mileage basis for travel using an employee's or board member's personal vehicle and on an actual cost basis for meals, lodging and other allowable expenses, consistent with those normally allowed in like circumstances in the district's nonfederally funded activities, and in accordance with the district's travel expenses policy GAN.

Mileage reimbursements shall be at the rate approved by the board for other district travel reimbursements. Actual costs for meals, lodging, and other allowable expenses shall be reimbursed only to the extent they are reasonable and do not exceed the per diem limits established by the **{board/the federal General Services Administration for federal employees for locale where incurred.}**

All travel costs must be presented with an itemized, verified statement prior to reimbursement.

In addition, if these costs are charged directly to the federal award, documentation must be maintained that justifies that:

Participation of the individual is necessary to the federal award, and

The costs are reasonable and consistent with the district's established policy.

**DFE Investment of Funds**

**DFE**

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

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

**Posting Securities**

All investments of district monies shall be secured to 100% of the amount of district monies by F.D.I.C. coverage, a pledge of direct federal obligations, or direct guaranteed federal agency deposits in accordance with requirements of state law. Exceptions to the required posting of securities shall be only as provided by law and with approval of the board.

All offerings of monies for investment shall state the amount to be invested and the maturity date of each investment.

All banks and savings and loan associations (hereafter "financial institution(s)") with main or branch offices located within the district and the county or counties in which part of the district is located shall be given an opportunity to respond to requests for proposals on monies offered for investment. All responses shall be directed to the superintendent and shall be specified on the basis of simple interest.

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

The treasurer or other person designated by the board shall inform each eligible financial institution of the total amount of money to be invested on a specified date and the maturity date of the investment. Each financial institution responding shall submit a single proposal of the rate of interest it would pay on all or part of the funds to be invested.

Monies shall be invested with the financial institution offering the highest interest rate in such amount as the financial institution will accept, and any remaining amounts shall be invested with the financial institution(s) offering the next highest interest rates in such amounts as it will accept until all funds offered for investment are invested. No financial institution shall be eligible to receive any funds in the same offering at a rate lower than its proposal rate.

No proposal less than the most recently determined investment rate as defined in K.S.A. 12-1675a shall be accepted unless otherwise authorized by K.S.A. 12-1675. No funds will be invested for maturities of more than two years.

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

Any monies not invested in financial institutions in the district or located in counties in which a part of the school district is located may be invested as authorized by Kansas law.

Monies available for reinvestment as a result of maturities may be reinvested with the financial institution holding such monies provided the financial institution agrees to pay the same or higher rate as that offered by the highest proposal at the time the requests for proposals were accepted.

In the event of identical high proposals, the allocation of monies to be invested between the financial institutions offering the high proposals shall be at the discretion of the superintendent.

The treasurer shall record the following information: the date of each request for proposal; the name of each financial institution notified; the name of the officer notified; the proposal; the amount of monies the financial institution is willing to accept at the rate proposed.

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

Approved: 08/14/2006; 11/12/2018; 02/10/2020; 08/03/2020

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

**DFG**

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

Approved: 05/10/1999

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

**DFG-R**

All moneys collected within the schools will be handled and prudently safeguarded. Money collected for any purpose will be submitted to the school principal or his designee, who will provide for its proper deposit. No money will be left overnight in classrooms.

Approved: July 11, 1988



**DFK Gifts and Bequests**

**DFK**

Income derived from gifts and bequests will be credited, if possible to the fund requested by the donor. If the request of the donor cannot be fulfilled, the gift or bequest will be deposited in the capital outlay fund of the district or any other fund specified by the board.

Approved: July 11, 1988

**DFM Equipment and Supplies Sales**

**DFM**

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

The following steps shall guide the process of disposing of computer or other technological items:

1. Items to be disposed of shall be identified by the district technology coordinator. A list of these items will be created and given to the superintendent.
2. Items approved for disposal by the superintendent shall be advertised by the school district to the community.
3. Qualifying individuals shall complete a form requesting the opportunity to receive one or more of the items listed for disposal.
4. Distribution of equipment shall be in the following order:
  - a. Faculty members of USD 320
  - b. Students of USD 320
  - c. Donation to pre-schools, daycare providers, youth service groups or any other organization whose purpose is the care or education of children in the USD 320 school district;
  - d. Non-profit service organizations or the community library;
  - e. Items to be sold at auction or disposed of at the discretion of the superintendent.

Approved: July 14, 2003

**DH Bonded Employees**

**DH**

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

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

- Building principals: High School - \$100,000  
Middle School - \$25,000  
West Elementary - \$20,000  
Central Elementary - \$10,000
- Building secretary(s): High School - \$100,000  
Middle School - \$25,000  
West Elementary - \$20,000  
Central Elementary - \$10,000
- Other employees as the board may direct.

Approved: 3-14-05

**DIC Inventories**

**DIC**

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

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

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

Approved: 08/09/2010; 11/12/2018

**DJB**    **Petty Cash Accounts**

**DJB**

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

Approved: 05/10/1999; 11/12/2018

[RESOLUTION TO ESTABLISH PETTY CASH FUND]

RESOLUTION

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

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

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

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

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

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

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

ADOPTED by the Board of Education of Unified School District \_\_\_\_\_, \_\_\_\_\_ County, Kansas, the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

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

\* Not to Exceed \$1500.00

**DJEB Quality Control**

**DJEB**

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

**Specifications**

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

**Standardization**

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

**Quantity Purchasing**

Quantity purchasing is encouraged.

Approved: 05/10/1999; 11/12/2018

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

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

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

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

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

**Bid Specifications**

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

The board shall avoid negotiation of bid specifications after bids have been accepted and shall correct specifications if they are inadequately written and request new bids. If an error is discovered in the bid specifications, all bids shall be returned unopened, and the project shall be rebid using corrected and/or amended specifications.



Procedure

All bids must be submitted to the clerk in sealed envelopes with the name of the bidder and the date of the bid opening plainly marked in the lower left-hand corner of the envelope. All bids shall be opened publicly on the stated date and time. All bidders and other interested persons may be present when the bids are opened.

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

Responsible Bidder

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

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

Withdrawal of Bids

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

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

Rejection of Bids

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

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

Multi-State Purchasing Pools

The board may participate in multi-state purchasing pools.

Approved: 08/11/2003; 11/12/2018

**DJEE Local Purchasing**

**DJEE**

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

Approved: 05/10/1999

**DJEE-R Local Purchasing**

**DJEE-R**

Local purchases shall be made only after a purchase order has been signed by the superintendent or building principal. School personnel shall sign a charge ticket at the time of receipt of goods. A copy of the charge ticket must be turned in to the central office.

Complete cooperation from those making local purchases as well as those who sell is necessary in order that there be a satisfactory purchasing program.

Purchases for the school system shall be made locally whenever local merchants can supply required goods and services at prices comparable to or competitive with non-local suppliers.

Approved: 05/10/1999

**DJEF Requisitions**

**DJEF**

The purchasing agent shall develop a requisition form to be used by staff members requesting that certain goods be purchased for the district.

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

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

Approved: 05/10/1999; 10/10/2016; 11/12/2018

**DJEG Purchase Orders and Contracts**

**DJEG**

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

Approved: November 13, 2000

**DJEG-R Purchase Orders and Contracts**

**DJEG-R**

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.

All vendors and those who receive district contracts shall be in compliance with all state and federal laws and regulations

Approved: November 13, 2000

**DJEJ**    **Payment Procedures**

**DJEJ**

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

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

The board may designate one or more employees to pay bills in advance of any board meeting in order to avoid a penalty for late payment or to take advantage of any early payment discount. A list of claims will be attached to the board's agenda each month and shall include the following information: claimant, amount of claim, the fund against which the claim is based, and the purpose or object of said claim.

Approved: 05/10/1999

**DJFAB**    **Administrative Leeway** (See CMA)

**DJFAB**

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

Approved: 05/10/1999

**DJFA**

**Purchasing Authority**

**DJFA**

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

Approved: August 14, 2006

**DK Student Activity Fund Management (See JH)**

**DK**

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

Activity Fund Management

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

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

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

All class activity funds will have to be moved into their own separate account in a bank of the classes' choice within one (1) year after graduation. The building principal is required to give written notice of this policy to class president during that classes' senior year. Any class fund that has not been transferred to a separate, outside account after one year shall become an inactive fund of the school.

Activity Fund Deposits

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

Inactive Activity Funds (See JH)

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

Approved: 05/10/1999



**DK-R Student Activity Fund Management (See JH)**

**DK-R**

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 expenditures.

Activity Fund Management

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

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

Approved: 05/10/1999

[RESOLUTION TO ESTABLISH ACTIVITY FUND]

RESOLUTION

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

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

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

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

Funds in the activity fund shall remain district funds but shall not be considered school money for purposes of K.S.A. 72-1132 and the provisions of K.S.A. 12-105b shall not apply.

ADOPTED by the Board of Education of Unified School District \_\_\_\_\_, \_\_\_\_\_ County, Kansas, the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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

Unpaid Fees and Negative Account Balances

Unpaid or overdue accounts disrupt accounting practices within the district. All persons who owe overdue fees or have negative account balances with the district shall be notified of the delinquency up to three times in not less than ten day increments by the superintendent or superintendent's designee via letter sent by U.S. First Class Mail providing that the individual owes the district fees or that a specified account has insufficient funds or a negative balance and the reason for the fees or account withdrawals.

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

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

Insufficient Funds Checks

*Option 1:*

The superintendent or the superintendent's designee is authorized to request charges to be filed against a person or persons giving worthless or insufficient fund checks to the school district. In addition, the board adopts the following procedures for dealing with returned checks in the school setting.

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

- If a person has a second returned check, he/she will be notified and assessed a \$15.00 fee, providing restitution is made within five working days. After the second notification is mailed concerning the second returned check, a fee of \$20.00 will be assessed.
- For a third returned check, the person will be notified, assessed a \$30.00 fee, and informed that the district and its schools will not accept any future checks from such person. All future payments to the district or individual schools would then need to be in the form of cash, cashier's check, or credit/debit card payment.
- If restitution of the third check is not made within five working days from mailing the final notification, the superintendent or superintendent's designee will be notified, and the superintendent or superintendent's designee may turn the matter over to the county attorney for legal action.

*Option 2:*

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

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**EA Goals and Objectives**

**EA**

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

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

Approved: 05/10/1999

**EB Buildings and Grounds Management**

**EB**

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

Approved: 05/10/1999

**EB-R Buildings and Grounds Management**

**EB-R**

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

Approved: 05/10/1999



**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.

Approved: 05/10/1999

**EBAA Workers Compensation**

**EBAA**

The district will participate in workers compensation as required by current statute. The combined workers' compensation benefits and salary received under allowed sick leave, or other available leave, shall not exceed a regular daily rate of pay.

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

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

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

Choice of Physician

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

Approved: 8-11-2008

**EBB** Safety (See JBH)

**EBB**

The district shall make reasonable efforts to provide a safe environment for students and employees.

Safety Rules

The superintendent and staff shall develop necessary rules and regulations for student safety in school and at school activities.

Safety Unit

Teachers who instruct in hazardous curriculum areas will teach a unit each year or semester dedicated to safety rules inherent in the particular subject matter.

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

No student will be permitted to participate in the class until satisfactory knowledge of the safety rules are demonstrated to the teacher. Teachers will conduct periodic reviews of safety rules during the school year.

Warning System

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

Safety Inspections

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

If repairs are necessary, the individual conducting the investigation shall immediately inform the building principal, superintendent, or immediate supervisor in writing. Necessary steps either to repair or to remove the defect will be taken as soon as possible. Defects requiring expenditure of money {in excess of \$\_\_\_\_\_} will be reported to the board. Any defects not immediately removed, repaired, or otherwise eliminated shall be blocked off with fences or other restraining devices.

**Heating and Lighting**

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

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

Approved: 8/14

**EBBA Hazardous Waste Inspection and Disposal**

**EBBA**

Inspection

Regular inspection of district facilities for hazardous waste shall be conducted by June 15 of each year by the Superintendent or their designee. 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.

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: 05/99; 06/15

**EBBD**    **Evacuations and Emergencies**

**EBBD**

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

Approved:

**EBBD-R**    **Evacuations and Emergencies**

**EBBD-R**

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

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

**School-Closing Announcements**

When the superintendent believes the safety of students is threatened by severe weather or other circumstances, parents and students shall be notified of school closings or cancellations by announcements made *in two ways*. *First, all parents who have listed their cell phone number with the school district will receive a phone call through the district's SchoolMessenger calling system. Second, the district will notify the following media sources for a public announcement.* TV: KTKA (49); WIBW (13); KSNT (27); Wamego

Cable TV (3); Radio: WIBW-FM (97.3) and AM (580); KMAN-FM (101.5) and AM (1350); KQLA-FM (103.5); KHCA-FM (95); KHCD-FM (89.5).



Bomb Threats

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

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

Planning for Emergencies

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

Approved:

**EBBE**    **Emergency Drills**

**EBBE**

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

Each building principal shall develop a written plan for specific emergency drills required by law. The plan shall include specific arrangements for the evacuation of mobility impaired and other individuals who may need assistance from staff members to safely exit the building. Although plans for evacuation are essential, the state fire marshal may grant exemptions to the number or manner of drills required by law with regard to students receiving special education or related services, upon request.

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

Each teacher shall explain relevant portions of the plan to students under their jurisdiction prior to a date established by the principal. Within one week thereafter, the building principal shall conduct a surprise drill. Other drills shall be held at times determined by the building principal.

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

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

Approved: 05/10/1999; 02/10/2020

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

**EBBF**

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

Approved: 05/10/1999

**EBBF-R**    **Crisis Planning**

**EBBF-R**

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: 05/10/1999

**EBC SAFETY AND SECURITY**  
**- Sample Form -**

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

<b>Report to Local Law Enforcement</b> <b>USD _____</b>
--

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

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

<b>Date</b>	<b>School/Location</b>	<b>Student/s or Person/s Involved</b>	<b>Brief Description</b>
1.			
2.			
3.			
4.			
5.			

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

Signed: \_\_\_\_\_  
Administrator or other school employee.

cc: Superintendent of Schools, USD \_\_\_\_ Student/s file

**EBC SAFETY AND SECURITY**  
**- Sample Form -**

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

<b>Report to Staff Member USD ###</b>
---------------------------------------

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

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

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

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

Signed: \_\_\_\_\_  
School employee who receives the report

Signed: \_\_\_\_\_  
Administrator or school employee making report

Vandalism Protection

All school personnel shall report any vandalism to their immediate supervisor. School personnel are expected to lock or otherwise secure any files, records, safes or similar compartments at the close of each school day.

In the event of vandalism, the board may offer a reward according to law.

Restitution for Damages

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

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

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

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

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

Return of School Property

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

Offering a Reward

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

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

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

Persons having any knowledge are urged to contact the superintendent of schools at \_\_\_\_\_, \_\_\_\_\_, KS \_\_\_\_\_, telephone \_\_\_\_\_. The board reserves the right to determine the deserving recipients of the reward in the event of corroborating and supplementary information.

Approved: 05/10/1999

**EBE Cleaning and Maintenance Programs**

**EBE**

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

**Sanitation**

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

Approved: 05/10/1999

**EBE-R Cleaning and Maintenance Programs**

**EBE-R**

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: 05/10/1999



**EBI Long-Range Maintenance Program**

**EBI**

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

Approved: 05/10/1999

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

**EBI-R**

The superintendent shall present a report to the board annually, by March 15, concerning the district's maintenance priorities. A cost analysis report shall be attached to the report.

Approved: 05/10/1999

**EBJ Records**

**EBJ**

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

Approved: 05/10/1999

**EC Equipment and Supplies Management**

**EC**

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

Receiving

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

Approved: 05/10/1999

**EC-R Equipment and Supplies Management**

**EC-R**

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

Receiving

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

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

Approved: 05/10/1999

**ECA HIPAA Policy (Also see JRB)**

**ECA**

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: August 11, 2003

**ECH Printing and Duplicating Services**

**ECH**

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

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

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

Approved: August 11, 2003

# Copyright Regulations and “fair use” rules for educators.

## *Suggested Handbook Language*

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

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

### The Purpose and Character of the Use

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

### The Nature of the Copyrighted Work

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

### The Amount and Substantiality of the Portion Used

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

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

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

### Prohibited Practice

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

### Permitted Practice

A teacher may make--for use in scholarly research, in teaching or in preparation for teaching a class--a single copy of the following: a chapter from a book; an article from a periodical or newspaper; a short story, short essay or short poem (whether or not from a collected work); a chart, graph, diagram, drawing, cartoons or picture from a book, periodical or newspaper; may make (for classroom use only and not to exceed one per student in a class) multiple copies of the following: a complete poem (if it has fewer than 250 words and is printed on not more than two pages), an excerpt from a prose work (if the excerpt has fewer than 1,000 words or 10 percent of the work, whichever is less) and one chart, graph, diagram, cartoon or picture per book or periodical.

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

### Guidelines for Off-Air Recording of Broadcast

#### Programming for Education Purposes

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

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

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

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

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

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

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

#### Computer Software

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

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

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

Approved by Board of Education: \_\_\_\_\_ Date

**ED Student Transportation Management (See EDDA and JGG)**

**ED**

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

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

Approved: August 9, 2010



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

**EDAA**

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

**Liability**

All school vehicles will be adequately insured.

**Safety**

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

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

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

**Speed Limits**

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

**Safety Inspection**

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

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

**Scheduling and Routing**

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

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

**Records**

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

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

**Licensing of Drivers**

It shall be the responsibility of all school transportation providers to register with the superintendent annually the validity of license certification by the Kansas Department of Revenue. If a school transportation provider's license

is suspended or revoked at any time, the suspension or revocation shall be reported to the superintendent, and the employee shall immediately cease driving a school vehicle and transporting students.

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

#### Housing of School Vehicles

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

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

#### Transportation to Summer Athletic Events

The board does not authorize the use of school buses or other school vehicles in transporting district students to summer athletic activities such as, but not limited to, camps, 7-on-7, and summer league games. Unauthorized use of district buses or other school vehicles for this purpose may result in appropriate discipline of district staff, up to and including suspension and/or termination from employment.

Any staff requests for such use shall be submitted to the superintendent and shall include information concerning the time, date, and duration of trip; the purpose of the transportation; the projected number of students requiring transportation for such event; the type of bus(es) or vehicle(s) requested; which district staff member(s) will be accompanying the student(s) on such trips; and

whether or not additional school transportation providers would be required to provide such transport.

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

Approved: 08/14; 12/14/15

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

Maximum speed limits for school buses are established as follows, except when a special hazard exists that requires lower speed for compliance with K.S.A. 8-1557. No person shall operate a school bus at a speed in excess of such maximum limits:

- 1) In any urban district, 30 miles per hour;
- 2) On any separated multilane highway, as designated and posted by the secretary of transportation, 60 miles per hour;
- 3) On any county or township highway, 50 miles per hour;
- 4) On all other highways, 55 miles per hour; and
- 5) On gravel roads, 45 miles per hour.

No person shall drive a school bus to or from school, or interschool or intraschool functions or activities, at a speed in excess of the maximum speed limits stated above, or lower is

## **EDAA-R School Vehicles Rules**

**EDAA-R2**

posted speed is lower than the maximum limits listed herein. The board may set speed limits for district buses, which may be lower than state-allowed maximum speed limits.

### Safety Inspection

The superintendent, or his/her designee, shall be responsible for bus and other transportation inspections.

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

### Scheduling and Routing

Scheduling and routing shall be the responsibility of the superintendent or designated representative. Bus and transportation schedules and routing maps will be updated annually prior to the opening of school.

The board shall provide transportation to and from school for any pupil whose residence is two and one-half miles or more from that pupil's school. The board may provide transportation for other pupils when such provision is determined by the board to be in the best interest of such pupils and the school program. Pupils whose residence is within the boundaries of the City of Wamego will not be provided transportation from their residences to school. Pupils will be transported only to residences or designated pick-up/drop-off locations within the district. Pick-up/drop-off locations will be established by the supervisor of transportation for parents who wish to have their children transported via bus service. Parents will have to abide by regulations established for the various bus service pick-up/drop-off locations.

Pupils whose location of residence qualifies them for bus service from a residence may be transported to or from another qualifying residence if that requested stop is on the bus route in question and if there is room on the bus serving other than their own by making application at the school district office. This application needs to be made at the time of enrollment. The superintendent or his designee shall have three working days from receipt of request to determine if that request meets the criteria set forth in this policy. Parents shall be notified by regular mail.

#### 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 or designated representative.

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.

#### 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.

Those whose driving is part of the educational or activity program of a school or for a district level function will be screened by the superintendent and transportation director. The superintendent's and transportation director's records will be screened by the board. The primary concern in this screening shall be the safety of all persons concerned. Those whose driving record shows a pattern of careless behavior will be prohibited from driving a school vehicle.

Disqualification for driving which would adversely affect a person's employment status will be reviewed by the Board of Education. A driving record which in the board's judgment disqualifies an employee from driving may be grounds for suspension or termination if driving is an essential part of that employee's duties.

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: August 9, 2010



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 intra-school functions or activities;
- Community college students attending functions or activities of the community college;
- A four-year college or university, area vocational school, or area vocational-technical school for transportation of students, 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: February 14, 2000

**EE Food Services Management**

**EE**

A Food Service Director may be hired by the board to oversee the district's Food Service Program.

**Sanitation Inspections**

The Kansas Department of Agriculture will inspect each school kitchen twice a year to ensure that proper sanitation procedures are being followed.

**Records**

The Food Service Director shall be responsible for keeping Food Service records required by state and federal laws and regulations.

**EE-R Food Service Management**

**EE-R**

The Food Service Director 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.

Students shall not be denied a school meal unless so authorized by the Superintendent. The Food Service Director, or a designated representative, and the building administrator shall work with parents to ensure that students have money in their meal accounts and that the practice of taking a school meal without having sufficient funds to pay for the meal is kept to a minimum.

Parental permission, through the completion of the district Ala Carte Permission Form, shall be required before middle school and high school students are allowed to use their meal accounts to purchase ala carte items.

Any changes in meal prices shall be determined by the board.

Approved: 07/2005; 08/10/15

**EED Meal Substitutions for Dietary Needs**

**EED**

Food substitutions for children with allergies or food intolerances may be made on a case-by-case basis only when supported by a statement signed by a recognized medical authority. The food service director may, at their discretion, make substitutions for individual students who are not disabled, but who are unable to consume a food item because of medical or other special dietary needs.

The signed statement shall include:

1. An indication that the medical or special dietary need restricts the child's diet.
2. The food or foods to be omitted from the child's diet.
3. The food or choice of foods that may be substituted.

If the authorized foods are not generally available in the local markets, the parent or guardian may be asked to provide the substitute food item prescribed by the physician or recognized medical authority.

Approved: November 13, 2000

**EF Data Management**

**EF**

Data Dissemination

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

To Education Agencies

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

Approved: 05/10/1999

**TABLE OF CONTENTS**  
**(F--FACILITY EXPANSION PROGRAM)**

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

FA	Goals and Objectives
FB	Building Committees
	<u>SN Applicable where such committees function by law.</u>
*FBA	Legal Status
*FBB	Types and Functions
*FBC	Method of Appointment
*FBD	Organization
*FBE	Resources
*FBEA	Personnel
*FBEB	Material
*FBEC	Financial
*FBF	Liaison
*FBG	Reporting
*FBH	Dissolution
*FC	Public Information Program (See KB)
FD (See FA)	Capital Outlay Long Range Planning (See FA)
*FDA	Long-Range Planning Involvement
*FDAA	Consultants (See BBG, CJ)
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*FDAE	Community
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*FDAH	Federal Government
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*FDBAA	Existing Facilities Use
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*FDBB	Obsolescence Determination
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*FDBF	Site Availability Projections
*FDBFA	Investment in Sites
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*FDC	Naming New Facilities
*FE	Project Planning
*FEA	Project Planning Involvement
*FEAA	Consultants (See BBG, CJ)
*FEAB	Architects
*FEAC	Attorney

*FEAD	Staff
*FEAE	Community
*FEAF	Local Government
*FEAG	State Government
*FEAH	Federal Government
*FEB	Educational Specifications <u>SN Detailed, precise, expert presentation of a plan or proposal for educational facilities including equipment, classrooms, laboratories, curriculum, etc.</u>
*FEC	Architectural Programming <u>SN The process of identification and systematic organization of the functional, architectural, structural, mechanical, and esthetic criteria which influence decision making for the design of a functional space, building or facility.</u>
*FED	Plans and Specifications
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**FA** **Goals and Objectives**

**FA**

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

Approved: 05/10/1999

**FB** **Building Committees**

**FB**

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

Approved: 05/10/1999



**FD Capital Outlay Long Range Planning**

**FD**

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

Approved: 05/10/1999

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

**FD-R**

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: 05/10/1999

**FDB Long Range Needs Determination**

**FDB**

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

The Board of Education will schedule an annual facility tour to occur prior to the start of school each year.

Approved: 05/10/1999

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

**GAA**

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

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

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

Approved: 08/2014; 02/10/2020

**GAAA Equal Employment Opportunity and Nondiscrimination**

**GAAA**

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

The district is an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to hiring, compensation, terms, conditions, or privileges of employment because of an individual's race, color, national origin, religion, sex, age, disability, or genetic information. Discrimination on any of these characteristics will not be tolerated. The district will make reasonable accommodations to applicants and employees who need them for medical or religious reasons, as required by law.

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

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

or

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

or

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

Approved: 08/14/2006; 10/10/2016; 02/10/2020



**GAAB Complaints of Discrimination**

**GAAB**

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

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

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, genetic information, or religion in the admission to, access to, treatment, or employment in the district's programs and activities is prohibited. Scott Meitler (USD 320 Asst. Superintendent/Dir. Of Instruction; email [meitlers@usd320.com](mailto:meitlers@usd320.com); Ph 785-456-7643) has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI and Title VII of the Civil Rights Act of 1964 except discrimination on the basis of sex, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, the Personal Responsibility Work Opportunity Reconciliation Act of 1996, and the Food Stamp Act of 1977, as amended.

Complaints regarding alleged discrimination on the basis of sex, as prohibited by Title IX of the Education Amendments of 1972 and other federal and state laws regulating such discrimination and discriminatory harassment, shall be handled in accordance with the procedures outlined in board policies GAAC

**GAAB Complaints of Discrimination**

**GAAB-2**

and JGEC and shall be directed to the Title IX Coordinator at Scott Meitler (USD 320 Asst. Superintendent/Dir. Of Instruction; email [meitlers@usd320.com](mailto:meitlers@usd320.com); Ph 785-456-7643). More information may be obtained on discrimination on the basis of sex by contacting the Title IX Coordinator.

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

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

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

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

Approved: 12/14/2015; 02/10/2020; 08/03/2020

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

**GAAC**

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

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

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

Sexual harassment shall include conduct on the basis of sex involving one or more of the following: (1) A district employee conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcomed sexual conduct; (2) unwelcomed conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's educational program or activity; or (3) sexual assault, dating violence, domestic violence, or stalking.

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

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual harassment will be promptly investigated and resolved. Any person may make a verbal or written report of sex discrimination by any means and at any time.

Scott Meitler, USD 320 Asst. Superintendent/Dir. Of Instruction (1008 8<sup>th</sup> Street, Wamego, KS 66547; Email [meitlers@usd320.com](mailto:meitlers@usd320.com), Ph 785-456-7643) has been designated to coordinate compliance with nondiscrimination requirements contained in Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 regarding discrimination on the basis of sex, and the Kansas Act Against Discrimination.

Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the Title IX Coordinator. Inquiries about the application of Title IX to the district may be referred to the Title IX Coordinator; to the Assistant Secretary for Civil Rights at the U.S. Department of Education, Office of Civil Rights, 400 Maryland Avenue, SW, Washington D.C. 20202-1100, (800)421-3481, or at [OCR@ed.gov](mailto:OCR@ed.gov); or both.

#### Response to Harassment Complaints

The district takes all reports of sexual harassment seriously and will respond meaningfully to every report of discrimination based on sex, including sexual harassment, of which the district has actual knowledge. Employees who believe they have been subjected to sexual harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building administrator or the Title IX Coordinator. All employees receiving reports of alleged sexual harassment shall notify the Title IX Coordinator.

#### Definitions

The following definitions apply to the district in responding to complaints of sexual discrimination including sexual harassment as defined by Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Act Against Discrimination.

The "complainant" means an individual who is alleged to be a victim of conduct that could constitute sexual harassment.

“Dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved.

The “decision-maker” reviews all the evidence and prepares an impartial written responsibility determination as to whether the alleged conduct occurred and provides an opportunity for the parties and their representatives to prepare written questions to be answered by the other party. The decision-maker shall not be the Title IX Coordinator or investigator.

“Domestic violence” includes crimes of violence committed by a person who is a current or former spouse, partner, person with whom the victim shares a child, or who is or has cohabited with the victim as a spouse or partner, by a person similarly situated to a spouse of the victim under Kansas or applicable federal law, or by any other person against an adult or youth victim having protection from such person’s acts by Kansas or applicable federal law.

A “formal complaint” means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment.

The “investigator” is the person who carries out the investigation after the formal complaint is filed and conducts interviews of the witnesses, collects and documents evidence, and drafts an investigative report.

A “respondent” is an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

“Sexual assault” means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

“Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or to suffer substantial emotional distress.

The “Title IX Coordinator” is the individual designated at the district level who has responsibility to coordinate compliance with Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 regarding discrimination on the basis of sex, and the Kansas Act Against Discrimination. The Title IX Coordinator’s responsibilities include, but are not limited to: developing materials and ensuring professional development occurs for staff involved in Title IX compliance, creating systems to centralize records, gathering relevant data, contacting the complainant (and/or parents or guardians, if applicable) once the district has actual knowledge of alleged sexual harassment, coordinating the implementation of supportive measures, signing a formal complaint to initiate a grievance process, and ensuring any remedies are implemented.

The Title IX Coordinator, any investigator, decision-maker, or any person who facilitates an informal resolution process shall not have a conflict of interest or bias for or against the complainant or respondent. These individuals shall receive training on the definition of sexual harassment; the scope of the education program and activities; how to conduct an investigation, including appeals and informal resolution processes; and how to serve impartially,

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

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

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

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



The Title IX Coordinator shall promptly respond in a meaningful way to any reports of sexual discrimination including sexual harassment of which the district has actual knowledge as follows:

- Contact the complainant within 10 business days and discuss the availability of supportive measures, with or without the filing of a formal complaint, and consider the complainant's wishes as to supportive measures; and
- Inform the complainant of the right to a formal complaint investigation consistent with Title IX and the informal resolution process.

**Supportive Measures**

The district will treat the complainant and respondent equitably by offering supportive measures. These non-disciplinary and non-punitive measures will be offered as appropriate, as reasonably available, and without cost to the complainant or the respondent. Supportive measures are designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party. "Supportive Measures" shall include, but not be limited to, measures designed to protect the safety of all parties, to protect the district's educational environment, or to deter sexual harassment. These measures may include counseling, extensions of deadlines or course-related adjustments, modifications of work or class schedules, escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring, and other similar measures. The

Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

**The Formal Complaint**

No investigation of alleged sexual harassment may occur until after a formal complaint has been filed.

A formal complaint is a document filed by the complainant or signed by the Title IX Coordinator alleging sexual harassment and requesting an investigation. The procedures for filing a formal complaint are as follows:

- At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the district concerning which the formal complaint is filed.
- A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. Filing of the complaint with the Title IX Coordinator may be done in person, by mail, or by email. If an individual does not wish to file a written complaint, and the matter has not been adequately resolved, the Title IX Coordinator may initiate the complaint. Forms for filing written complaints are available in each school building office and the central office.
- A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 calendar days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.

- An investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board shall appoint an investigating officer. In other instances, the investigation shall be conducted by a qualified individual designated by the Title IX Coordinator or another individual appointed by the board. The investigation shall be thorough. All interested persons, including the complainant and the respondent, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.

Formal Complaint Notice Requirements

Upon filing of a formal complaint, the district shall provide written notice to the known parties including:

- Notice of the allegations of sexual harassment including sufficient details to prepare a response before any initial interview including:
  - the identities of the parties involved, if known;
  - the conduct allegedly constituting sexual harassment; and
  - the date and location of the alleged incident, if known.
- The district's investigation procedures, including any informal resolution process;
- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made by the decision-maker at the conclusion of the investigation;
- Notice to the parties they may have an advisor of their choice and may inspect and review any evidence; and

- Notice to the parties of any provision in the district's code of conduct or policy that prohibits knowingly making false statements or knowingly submitting false information.

If, in the course of an investigation, the investigator decides to investigate allegations about the complainant or respondent that are not included in the notice initially provided, notice of the additional allegations shall be provided to known parties.

**Formal Complaint Investigation Procedures**

To ensure a complete and thorough investigation and to protect the parties, the investigator shall:

- Ensure that the preponderance of the evidence burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the district and not the parties;
- Provide an equal opportunity for the parties to present witnesses and evidence;
- Not restrict either party's ability to discuss the allegations under investigation or to gather and present relevant evidence;
- Allow the parties to be accompanied with an advisor of the party's choice;
- Provide written notice of the date, time, location, participants, and purpose of any interview, meeting, or hearing at which a party is expected to participate;
- Provide the parties equal access to review all the evidence collected which is directly related to the allegations raised in a formal

complaint, including the investigative report, and the opportunity to respond to that evidence before a determination is made;

- Be impartial and objectively evaluate all relevant evidence without relying on sex stereotypes;
- Not have conflicts of interest or bias for or against complainants or respondent;
- Not make credibility determinations based on the individual's status as complainant, respondent, or witness.

**Formal Complaint Investigation Report**

The investigator shall prepare an investigative report that fairly summarizes relevant evidence and share the report with the parties and their advisors for review and response.

Before completing the investigative report, the investigator must send each party and their advisors the investigative report for review and allow the parties 10 days to submit a written response for the investigator's consideration.

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

**Decision-Maker's Determination**

Upon receiving the investigator's report, the decision-maker must make a determination regarding responsibility and afford each party the opportunity to submit written, relevant questions that the parties want asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions.

The decision-maker must issue a written determination regarding responsibility based on a preponderance of the evidence. The decision-maker's written determination shall:

- Identify the allegations potentially constituting sexual harassment;
- Describe the procedural steps taken, including any notifications to the parties, site visits, methods used to gather evidence, and interviews;
- Include the findings of fact supporting the determination;
- Address any district policies and/or conduct rules which apply to the facts;
- Address each allegation and a resolution of the complaint including a determination regarding responsibility, the rationale therefor, any disciplinary sanctions imposed on the respondent, and whether the remedies are designed to preserve access to the educational program or activity will be provided by the district to the complainant; and
- The procedures and permissible bases for the complainant and/or respondent to appeal the determination.

A copy of the written determination shall be provided to both parties simultaneously.

The range of disciplinary sanctions and remedies may include, but may not be limited to, supportive measures, short term suspension, long term suspension, expulsion for students, and/or termination for employees. Complainants and respondents shall be treated equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment

has been made. The Title IX Coordinator is responsible for the effective implementation of any remedies. If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.

If the investigation results in a recommendation that an employee be suspended with or without pay or terminated, procedures outlined in board policy, the negotiated agreement (as applicable), and/or state law will be followed.

Records relating to complaints filed and their resolution shall be maintained by the Title IX Coordinator for seven years.

The decision becomes final on the date the parties receive the results of an appeal, if any appeal is filed, or on the date the opportunity for an appeal expires.

#### Appeals

The complainant or respondent may appeal the decision-maker's determination regarding responsibility or a dismissal of a formal complaint, on the following base:

- Procedural irregularity that affected the outcomes;
- New evidence that was not reasonably available at the time that could affect the outcome; and/or
- The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias against either party that affected the outcome.

The request to appeal shall be made in writing to the Title IX Coordinator within 20 days after the date of the written determination. Appeals shall be on the record and heard by an attorney, an independent hearing officer appointed by the board, or the board. The appeal decision-maker may not be the Title IX Coordinator, the Investigator, or the decision-maker from the original determination.

The appeal decision-maker will issue a written decision within 30 days after the appeal is filed. The appeal decision-maker will describe the result of the appeal and the rationale for the result.

The appeal decision-maker shall:

- Review the evidence gathered by the investigator, the investigator's report, and the original decision-maker's determination;
- Notify both parties in writing of the filing of an appeal and give them 10 days after the appeal is filed to submit further evidence in writing;
- Not have a conflict of interest or bias for or against complainant or respondent and receive the required training;
- Issue a written decision and the rationale for the decision within 30 days after the appeal is filed;
- Describe the result of the appeal and the rationale for the result in the decision; and
- Provide the written decision simultaneously to both parties and to the Title IX Coordinator.



Informal Resolution Process

At any time during the formal complaint process and prior to reaching a determination regarding responsibility, the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and determination of responsibility.

The informal resolution process may be facilitated by a trained educational professional, consultant, or other individual selected by the Title IX Coordinator under the following conditions:

- The parties are provided a written notice disclosing the allegations, the requirements of the informal resolution process, information on when it may preclude the parties from resuming a formal complaint arising from the same allegations;
- At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the investigation of the formal complaint and be informed of any consequences resulting from participating in the informal resolution process;
- The parties voluntarily and in writing consent to the informal resolution process; and
- The informal resolution process cannot be used to resolve allegations that an employee sexually harassed a student.

If the matter is resolved to the satisfaction of the parties, the facilitator shall document the nature of the complaint and the proposed resolution, have both parties sign the documentation and receive a copy, and forward it to the

Title IX Coordinator. Within 20 days after the complaint is resolved in this manner, the Title IX Coordinator shall contact the complainant to determine if the resolution of the matter remains acceptable. If the matter is not resolved, or if the individual does not believe the resolution remains acceptable within 20 days after the informal resolution document is executed, the individual or the Title IX Coordinator may proceed with the formal complaint process.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence. The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or appeal.

Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies including the right to file a complaint with the Office for Civil Rights of the U.S. Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.

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

To the extent possible while still following the above procedures, confidentiality will be maintained throughout the investigation and resolution of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to provide supportive measures to both parties, to take appropriate corrective action, and to provide due process to the complainant and the respondent.

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

A summary of this policy and the complaint procedures including how to report or file a formal complaint of sex discrimination or sexual harassment shall be posted in each district facility, shall be published in employee handbooks, and on the district's website as directed by the Title IX Coordinator. Notification of the policy may include posting information notices, publishing in local newspapers, publishing in newspapers and magazines operated by the school, or distributing memoranda or other written communications to students and employees. In addition, the district is required to include a statement of nondiscriminatory policy in any bulletins, announcements, publications, catalogs, application forms, or other recruitment materials that are made available to participants, students, applicants, or employees.

Approved: 09/12/2004; 12/14/2015; 02/10/2020; 08/03/2020

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

**GAACA**

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

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. Disability harassment is unlawful discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. All forms of racial and disability harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial or disability harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

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

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

Harassment prohibited by this policy includes racially or disability-motivated conduct which:

- Affords an employee different treatment, solely on the basis of race, color, national origin, or disability, in a manner which interferes with or limits the ability of the employee to participate in or benefit from the services, activities or programs of the school;
- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile working environment;
- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with an individual's work performance or employment opportunities.

Racial or disability harassment may result from verbal or physical conduct or written or graphic material.

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

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

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

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

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

Initiation of a complaint of racial or disability harassment in good faith will not adversely affect the job security or status of an employee, nor will it affect his or her compensation. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted, or participated in any investigation, proceeding, or hearing involving a racial or disability harassment

complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including termination from employment.

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

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

A summary of this policy shall be posted in each district facility and shall be published in employee handbooks and on the district's website as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

Approved: 08/2014; 12/14/2015; 02/10/2020

**GAAD – Child Abuse** (Also see JCAC and JGEC)

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

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

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

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



building principal or designee thereof shall oblige such request in order to provide comfort to the child throughout the process and to facilitate the investigation.

#### Cooperation Between School and Agencies

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

#### Reporting Procedure

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

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

If available, the following information shall be given by the person making the initial report: name, address and age of the student; name and address of the parents or guardians; nature and extent of injuries

or description of neglect or abuse; and any other information that might help establish the cause of the child's condition.

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

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

**Approved: 08/14**

– **Sample Form** –

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

<b>Report to Local Law Enforcement</b> <b>USD ___</b>
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Pursuant to Kansas law, the administrator or other school employee whose signature appears below is reporting the following crimes:

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

<b>Date</b>	<b>School/Location</b>	<b>Person/s Involved</b>	<b>Brief Description of bullying incident/s.</b>
1.			
2.			

School Districts are required by Federal Law and K.S.A. 72-6311 to protect the privacy rights of students under the age of 18.
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Signed: \_\_\_\_\_  
Administrator or other school employee

c/o Superintendent, USD \_\_\_; c/employee's file

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

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

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

**Definitions**

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

“Chemical Restraint” means the use of medication to control a student’s violent physical behavior or restrict a student’s freedom of movement.

“Emergency Safety Intervention” is the use of seclusion or physical restraint, but does not include physical escort or the use of time-out.

“Incident” means each occurrence of the use of an emergency safety intervention.

“Law enforcement officer” and “police officer” mean a full-time or part-time salaried officer or employee of the state, a county, or a city, whose duties include the prevention or detection of crime and the enforcement of criminal or

traffic law of this state or any Kansas municipality. This term includes a campus police officer.

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

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

“Parent” means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-3122(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; (6) a foster parent, unless the student is a child with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.

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

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

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

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

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

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

#### Prohibited Types of Restraint

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

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

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

Use of Emergency Safety Interventions

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

ESI Restrictions

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

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

#### Use of Seclusion

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

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

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

#### Training

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



building administration shall make the determination of the intensity of training required by each position.

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

Notification and Documentation

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

Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include: (A) The events leading up to the incident; (B) student behaviors that necessitated the ESI; (C) steps taken to transition the student back into the educational setting; (D) the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI; (E) space or an additional form for parents to provide feedback or comments to the school regarding the incident; (F) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and (G) email and phone information for the parent to contact the school to schedule the ESI

meeting. Schools may group incidents together when documenting the items in subparagraphs (A), (B) and (C) if the triggering issue necessitating the ESIs is the same.

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

Law Enforcement, School Resource, and Campus Security Officers

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

If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day using the parent's preferred method of contact. A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of

an emergency safety intervention, or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

Documentation of ESI Incidents

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

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

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

Reporting Data

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

Parent Right to Meeting on ESI Use

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

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

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

For a student without an IEP or Section 504 plan, the school staff and the parent shall discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral

assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

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

#### Local Dispute Resolution Process

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

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

with the board of education and provide a copy to the state department of education.

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

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

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30<sup>th</sup> day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education and shall be mailed to the parents and the state department within 30 days of the board's receipt of the formal complaint.

**GAAF Emergency Safety Interventions**

**GAAF-12**

If desired, a parent may file a complaint under the state board of education administrative review process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

Approved: 06/2013; 12/2013; 06/2015; 12/2015; 10/10/2016; 11/12/2018;  
02/10/2020

**GAC Policies and Rules Development Involvement**

**GAC**

In the development of personnel policies, rules and regulations, the board shall, to the extent practicable, involve the employees of the district.

Approved: 05/10/1999



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

**GACA**

New employment positions shall be authorized by the board. The superintendent shall prepare for board approval a comprehensive list of all new positions, together with their qualifications, duties, and responsibilities, for board consideration. Only those positions authorized by the board may be filled.

Approved: 05/10/1999; 02/10/2020

**GACB Job Descriptions** (See CD and GACA)

**GACB**

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

Approved: 05/10/1999; 02/10/2020

Recruitment

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

Hiring

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

Hiring sequence

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

Approved: 08/2014; 02/10/2020

**GACCA Nepotism**

**GACCA**

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

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

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

**Supervision Limitations**

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

Approved: 12/12/2017; 02/10/2020

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

**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. The superintendent shall run a background check on all full or part-time employees hired by the school district.

For additional information see:

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

Approved: 8-11-2008

*Remove from Policy and File with the Clerk for reference*

=====

*Documents That Establish Identity (Policy GACD)*

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

*For individuals 18 years of age or older:*

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

- *Day-care or nursery school record*

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

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

*Approved by board of education:*

**GACE Assignment and Transfer**

**GACE**

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

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

Approved: 02/10/2020



**GAD Employee Development Opportunities**

**GAD**

-Except as may be specified in the negotiated agreement concerning staff members covered thereby, all plans for self-improvement involving expenditure of district funds or which require time away from the employee's assigned responsibilities shall be approved in advance by the board.

Approved: 05/10/1999; 11/12/2018

**GADA In-Service Education**

**GADA**

There shall be a program of in-service education for employees which meets minimum statutory requirements, and which promotes 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 inservice. The superintendent shall submit to the Board for approval the inservice plan and costs prior to the adoption of the annual budget.

Approved: 05/10/1999

**GADA-R In-Service Education**

**GADA-R**

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

Approved: 05/10/1999

**GAE Complaints**

**GAE**

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

Approved: 05/1998; 05/10/1999; 02/10/2020

**GAEA Complaints of Discrimination**

**GAEA**

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. 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. Mr. Doug Conwell, 510 East Highway 24, Wamego, KS 66547, (785) 456-7643, 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.

Complaints of discrimination should be addressed to an employee's supervisor or to 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 procedure. (See KN)

Approved: February 14, 2000

The use of instructional technology, including information retrieval systems, at school is a privilege, not a right. Activities while using technology must be in support of education and research and consistent with the objectives of the Wamego Public School System.

Inappropriate use of technology privileges by any person, as outlined below, will result in disciplinary action by school officials, which may include privilege revocation and/or legal action. Any person using technology equipment at a school site is responsible for all activities which take place through the use of his or her account and/or assigned equipment.

The following actions are NOT acceptable use:

**Security and Vandalism**

- Knowingly giving one's password to others.
- Using another person's password.
- Circumventing security measures.
- Falsifying one's identity to others.
- Attempting to harm or destroy data or equipment (including uploading, introducing, or creating computer viruses).

**Information: Files, Data, Text, Graphics**

- Obtaining unauthorized access to restricted or confidential information.
- Changing or deleting any file or data that does not belong to the user.

- Sending or receiving copyrighted materials without permission (including software, text or graphic images).

**Internet**

- Using impolite, abusive, or otherwise objectionable language in either public or private messages.
- Placing unlawful information on the Internet.
- Using the Internet illegally in ways that violate federal, state, or local laws or statutes.
- Using the Internet at school for non-school related activities.
- Sending messages that may result in the loss of a recipient's work or systems.
- Sending chain letters or pyramid schemes to lists or individuals.
- Using for commercial purposes.
- Using for political lobbying.
- Sending or receiving pornographic or sexually explicit material, text files, or files dangerous to the integrity of the network.
- Attempting to gain access to another's resources, programs, or data.
- Downloading or installing any commercial software, shareware, or freeware unless directed to do so by the system administrator.

**GAED Acceptable Use Policy****GAED-3**

- Subscribing to Listservs, UseNet news, and discussion groups unless approved in advance by the system administrator.
- Responding to unsolicited online contact.

USD 320 staff members are connected to the global community through electronic mail and telecommunications tools. This situation produces responsibilities as well as opportunities.

The board expects that all employees will learn to use electronic mail and telecommunications tools in appropriate ways that will enhance the performance of tasks and assignments.

Approved: October 9, 2000

**GAED-R Acceptable Use Policy****GAED-R**

Communication over the Internet and networks is not private. Network supervision and maintenance may require review and inspection of directories or messages. Staff members should be aware that privacy of any communications is not guaranteed. Additionally, the district reserves the right to access stored records in cases where there is reasonable cause to suspect violation of policy or misuse of the system. Courts have subpoenaed old messages. Supervisors and administrators may examine communications in order to determine compliance with acceptable use guidelines.

**Staff Discipline**

The administration and Board of Education reserves the right to implement an appropriate level of punishment determined by the facts and the severity of the violation. Discipline can range from a short-term loss

**GAED-R Acceptable Use Policy**

**GAED-R-2**

of use of the system to suspension without pay or termination of employment. Should an employee be placed on suspension, s/he will lose all system privileges for the remaining portion of the school year.

Approved: October 9, 2000



**GAF** **Staff-Student Relations**

**GAF**

(See GAAC, GAACA JGEC, JGECA and KN)

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

Approved: 08/13/07; 10/10/16

**GAG Conflict of Interest**

**GAG**

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

Approved:

**GAH Staff-Community Relations**

**GAH**

Staff members are encouraged to reside within the boundaries of the district.

**Participation in Community Activities**

Staff members are encouraged to participate in community activities and organizations, if these activities do not infringe upon school time.

Approved: 05/10/1999

**GAH-R Staff-Community Relations**

**GAH-R**

**Participation in Community Relations**

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

Approved: 05/10/1999

Holding Public Office

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

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

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

Political Activity in the Schools

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

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

Approved: 05/10/1999; 12/14/2015; 02/10/2020

**GAI Solicitations**

**GAI**

Persons seeking to sell, solicit or display on school premises any item requiring the expenditure of district funds must first secure permission from the building principal or superintendent. Appointments with district staff during duty hours shall be held at a time approved by the appropriate supervisor. If a vendor violates this policy, the vendor may be suspended from making appointments with and soliciting school employees. Notices of the suspension shall be provided to district administrative personnel, the vendor's supervisor and the board. Solicitations of students by staff members during regular school hours for any reason other than school sponsored activities are prohibited.

Approved: 05/10/1999

**GAJ** Gifts (See JL, KH)

**GAJ**

Gifts by Staff Members

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 unless approved by the principal.

Gifts to Staff Members

Staff members are prohibited from receiving gifts from vendors, salesmen or other such representatives.

Approved: 05/10/1999

**GAJ-R** Gifts (See JL, KH)

**GAJ-R**

Gifts to Staff Members

If an employee of the district is found to have accepted a gift from any person as outlined in this policy, the employee may be subject to disciplinary action.

The superintendent shall be responsible for the administration of this policy.

Approved: 05/10/1999

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

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

**Requests for References**

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

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

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

Immunity Provided

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

Prohibition on Aiding and Abetting Sexual Abuse

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

Approved: 09/09/2002; 02/16/2017



**GAL Salary Deductions (FLSA)**

**GAL**

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

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

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: February 7, 2005

**GAN Travel Expenses**

**GAN**

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

Meal expenses will be allowed as follows:

Meals required for employees attending out of town meetings will be reimbursed at the rates listed in the following paragraphs. According to Internal Revenue Code 162 (a)(2), meals for trips that do not require an individual to stay overnight will be added to the employee's regular wages and salary and subject to deductions of taxes and social security. In order for meal reimbursement to be excluded from being taxed, the individual must be traveling a distance that requires an overnight stay.

In those instances where an employee attends an event out of town for less than a full day and dines, the meal reimbursement rate is not to exceed:

Breakfast	\$7.00
Lunch	\$8.00
Dinner	\$15.00

In those instances when an employee attends an event out of town for a full day and dines for all three meals, the daily rate of reimbursement is not to exceed \$30.00.

Approved: 12/01/2008

**GAN-R Travel Expenses**

**GAN-R**

Authorization for reimbursement of travel expenses shall be considered 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 state. All travel-related expenses (including the approved travel between buildings) must be submitted to the District Office within 60 days of the travel. Reimbursement claims submitted after the 60-day limit will be returned to the employee unpaid.

**Adult Sponsor Expense**

The board shall compensate adult sponsors for meals, lodging and transportation expenses incurred while serving as sponsors for overnight school trips. These expenses will be granted when the sponsors have been specifically requested by the appropriate building principal to act in that capacity and the adult sponsors have been informed by the principal prior to the trip that their expenses will be covered.

Mileage will be paid on a round trip basis at the established rate for school employees. Mileage will be allowed when transportation in a school vehicle is not available.

Approved: 12/01/2008



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

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

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

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

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

Approved: 08/14; 12/14/2015

**GAO Maintaining Proper Control (See JGFB and GAAF)**

**GAO**

Each employee is responsible for maintaining proper control in the school. Unless otherwise specified in board policy, 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: 8/14

**GAO Staff Responsibilities for Discipline**

**GAO**

Each employee bears a responsibility for maintaining proper control and discipline in the school. An employee may use such responsible force as is necessary to ward off an attack, to protect another person, to quell a disturbance threatening physical injury to others or to obtain possession of weapons or other dangerous objects in the possession or in the control of a student. All disciplinary actions and methods invoked by employees shall be reasonable and just and in accordance with established board policy

The board and administration recognize responsibility in supporting teachers in the maintenance of appropriate control and discipline in the classroom., Each teacher is responsible for reporting to the building principal the name of nay person who is in apparent need of attention by specializes personnel.

Approved: 10-28-96

**GAO-R Staff Protection**

**GAO-R**

Personal Injury Benefits

Whenever a teacher or other employee is absent from school because of personal injury resulting from an assault on school property or at a school-sponsored event, the teacher or employee will be paid full salary less the amount of any worker's compensation or district disability insurance received due to such injury until the termination of the employment contract. No part of such covered absence will be chargeable to annual sick leave.

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

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

Approved: July 11, 1988



Maintaining a drug free work place is important in establishing an appropriate learning environment for the students of the district. Unless otherwise specified in this policy, the unlawful manufacture, distribution, sale, dispensation, possession, or use of a controlled substance is prohibited at school, on or in school district property; and at school sponsored activities, programs, and events. Possession and/or use of a controlled substance by an employee for the purposes of this policy shall only be permitted if such substance was obtained directly, or pursuant to a valid prescription or order issued thereto, from a person licensed by the state to dispense, prescribe, or administer controlled substances and any use is in accordance with label directions.

Alternative I

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

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

Any employee who is convicted under a criminal drug statute for a violation occurring at the workplace must notify the superintendent of the conviction within five days after the conviction. The superintendent shall then ensure that notice of such conviction is given to any granting agency within 10 days of receiving notice thereof.

Within 30 days after the notice of conviction is received, the school district will take appropriate action with the employee. Such action may include, suspension, placement on probationary status, or other disciplinary

action including termination. Alternatively, or in addition to any action short of termination, the employee may be required to participate satisfactorily in an approved drug abuse assistance or rehabilitation program as a condition of continued employment. The employee shall bear the cost of participation in such program. Each employee in the district shall be given a copy of this policy.

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

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

Alternative II

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

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

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

The superintendent shall then ensure that notice of such conviction is given to any granting agency within 10 days of receiving notice thereof.

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

Each employee in the \_\_\_\_\_ shall be given a copy of this policy.

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

Approved: 8/14

The possession, use, sale, distribution, or being under the influence of controlled substances and/or alcohol by school employees at school; on, in, or while utilizing school property; or at school sponsored activities, programs, 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, use, and/or be under the influence of illicit drugs, controlled substances, and/or alcoholic beverages at school; on, in, or while utilizing school property; or at school sponsored activities, programs, or events.

Possession, use, and/or being under the influence of a controlled substance by an employee for the purposes of this policy shall only be permitted if such substance was:

1. Obtained directly from, or pursuant to a valid prescription or order, issued to such employee from a person licensed by the state to dispense, prescribe, or administer controlled substances; and
2. Used, if at all, in accordance with label directions.

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 any due process rights to which they are entitled under their contracts or the provisions of Kansas law. Nothing in this policy is intended to diminish the right of the district to take any other disciplinary action. 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: 8/14

The use, possession, or promotion of any tobacco product by staff members is prohibited at all times in any district facility; in school vehicles; at school-sponsored activities, programs, or events; and on school owned or operated property.

The following definitions apply to this policy.

“Tobacco product” means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled, or ingested by any other means, including, but not limited to, electronic nicotine delivery system (hereafter “ENDS”), cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or snus. Tobacco product also means any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes, charging devices, cartridges, and any substance used in ENDS, whether or not they contain nicotine. This definition does not include FDA-approved nicotine replacement therapies including transdermal nicotine patches, nicotine gum, and nicotine lozenges prescribed to the employee by a medical practitioner or obtained over the counter and used in accordance with label requirements.

“Electronic nicotine deliver system” or “(ENDS)” means any device that delivers a vaporized solution (including nicotine, THC, or any other substance) by means of cartridges or other chemical delivery systems. Such definition shall include, but may not be limited to, any electronic cigarette, vape pen, hookah pen, cigar, cigarillo, pipe, or personal vaporizer. ENDS are not FDA-approved nicotine replacement therapy devices.

“Promotion” includes, but is not limited to, product advertising via branded gear, bags, clothing, any personal articles, signs, structures, vehicles, flyers, or any other materials.

Approved: 08/2014; 10/10/2016; 02/10/2020; 08/03/2020

**GAOD Drug and Alcohol Testing**

**GAOD**

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

Each new employee who is required to undergo alcohol and drug testing shall be given a copy of the appropriate 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: 05/10/1999



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

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

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

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

Any employee who is off work and receiving workers compensation benefits shall be required to provide the designated workers compensation coordinator with a written doctor's release before the employee is allowed to return to work. In addition, should the employee be released to return to work

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

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

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

#### Testing

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

#### Choice of Physician

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

while performing their job. However, if the injured employee chooses to go to a medical provider other than the designated provider, the recovery for such expenses shall be limited to \$500.00.

Approved: 04/09; 06/15; 12/14/15

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

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

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

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

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

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

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

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

#### Testing

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

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

Choice of Physician

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

Approved: 04/2009; 06/2015; 12/14/2015; 02/10/2020

**GAOF Salary Deductions (See GAL)**

**GAOF**

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

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

Approved: 8/14

**GAQ Retirement (See GBN)**

**GAQ**

Employees are requested to notify the board of an intent to retire.

Approved: 05/10/1999



**GAR – Communicable Diseases**

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:

- 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: 8/14

**GARA Bloodborne Pathogen Exposure Control Plan**

**GARA**

The board shall adopt an exposure control plan. 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: 11/2000; 06/15

**EXPOSURE CONTROL PLAN**  
**FOR BLOODBORNE PATHOGENS IN**  
**U.S.D. NO. 320, POTTAWATOMIE COUNTY, KANSAS**

**INTRODUCTION**

In late 1991 the Occupational Safety and Health Administration issued safety standard regulations for the handling of bloodborne pathogens by entities subject to its control. Although public entities in the State of Kansas are not subject to OSHA, state statutes give the Kansas Department of Human Resources the authority to inspect public entities, such as school districts, for safety. In the spring of 1992, KDHR announced that it would apply the OSHA standard for bloodborne pathogens to public entities in the State of Kansas. This Exposure Control Plan will be implemented in U.S.D. No. 320 to achieve compliance with the state directive.

**EXPOSURE DETERMINATION**

For purposes of this plan "occupational exposure" means reasonable anticipated skin, eye, mucous membrane, or parenteral (piercing mucous membranes or the skin barrier through needlestick, human bites, cuts, abrasions, etc.) contact with blood or other potentially infectious materials (OPIMS) that may result from the performance of the employee's duties. OPIMS include body fluids such as semen, vaginal secretions, respiratory discharge, tears, vomitus, urine, feces, saliva in dental procedures, etc. For purposes of this plan, employees of the district, by job classifications have been divided in three categories:

**Category I**

All employees in the following job classifications at U.S.D. No. 320 have occupational exposure:

- CPR Trained First Responders
- Custodians
- School Nurses
- School Building Secretaries
- Coaches
- Special Education Teachers and Paras for THM/SMH/E/H/BD
- Regular Ed Aides Assigned to Playground and Cafeteria

**Category II**

Some employees in the following job classifications in U.S.D. No. 320 may have an occasional occupational exposure:

- Bus Drivers
- Teachers/Counselors/Librarians
- Aides Not Assigned to Playground and Cafeteria
- Building Based Food Service Personnel
- Building Level Administrators
- District Level Maintenance Personnel

**Category III**

Some employees in U.S.D. 320 are unlikely to have occupational exposure. These job classifications include: District Office Personnel, excluding Maintenance.

**TASK PERFORMANCE**

The following is a list of tasks and procedures or groups of closely related tasks and procedures in the school district in which occupational exposure occurs or is likely to occur, and by which employees in which job classifications such tasks are performed.

<b><u>TASK OR PROCEDURE</u></b>	<b><u>JOB CLASSIFICATION</u></b>
Cleaning and bandaging scrapes, cuts or abrasions	Teacher, Aides/Paras, Nurses, Coaches, Secretaries
Cleaning body fluids	Custodians or other personnel as required.
Disposal of contaminated materials	Custodians, Laundry Workers, Managers, Personnel who administer first aid

**IMPLEMENTATION SCHEDULE AND METHODOLOGY  
METHODS OF COMPLIANCE**

“Universal Precautions” is an approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for Human Immunodeficiency Virus (HIV) or Hepatitis B Virus (HBV). Universal Precautions shall be observed in U.S.D. No. 320 to prevent contact with blood and OPIMS.

**ENGINEERING CONTROLS**

Engineering controls are controls which isolate or remove the bloodborne pathogen hazard from the work place. The following engineering controls will be used in the district:

The district will maintain appropriate containers for the disposal of needles or sharps in the following areas:

Nurses’ Office

Other Locations As Approved By Nurse

The district will maintain appropriate receptacles for the deposit of contaminated clothing, protective clothing, and other articles.

Engineering controls will be examined, maintained or replaced on a regularly scheduled basis.

<u>CONTROL</u>	<u>INSPECTED BY</u>	<u>TIMELINE</u>
Sharps disposal containers	School Nurse	Monthly
Receptacles	Custodian	Daily

### **WORK PRACTICE CONTROLS**

Work practice controls are those controls that reduce the likelihood of an exposure by altering the manner in which the task is performed.

#### **Personal protective equipment**

The following work practice controls apply in U.S.D. No. 320:

Contaminated needles will not be bent, recapped or removed and will be disposed of in appropriately labeled containers.

Eating, drinking, smoking, applying cosmetics, applying lip balm and the handling of contact lenses is prohibited in areas where there is a reasonable likelihood of occupational exposure.

Food and drink cannot be kept in any area where blood or OPIMs are present.

Procedures involving blood or OPIMs will be performed in a manner to minimize splashing, spraying, or spattering.

Mouth suctioning of blood or OPIMs is prohibited.

Specimens of blood or OPIMs is prohibited.

Specimens of blood or OPIMs should not be brought to or taken in the school. If specimens of blood or OPIMs are present in the school they should be in leakproof containers, appropriately labeled, and closed prior to storing or transporting.

Equipment which may become contaminated with blood or OPIMs shall be decontaminated, or appropriately labeled, as soon as is feasible after the contamination occurs. Affect employees and, if necessary, outside servicing agents, will be informed of the contamination of the equipment prior to any handling, servicing or shipping of the equipment.

### **HAND WASHING FACILITIES**

Hand washing facilities are provided for all students and employees of the district. Because washing one's hands with soap and running water is one of the most effective ways to prevent the spread of disease through blood or OPIMs,

employees shall wash their hands with soap and water whenever exposure occurs. Although hand washing may be advisable in other situations, employees must thoroughly wash their hands, or any other exposed or contaminated skin with soap and water in these situations:

1. Immediately after the removal of gloves or other personal protective equipment.

2. Following contact of hands or other skin with blood or OPIMs.

In some situations, such as on athletic facilities or field trips, hand washing facilities may not be available. In this case, the person in charge of the event (football coach, teacher who is taking the class on a field trip, etc.) shall ensure that antiseptic towelettes are available for use. Antiseptic towelettes which may be used for this purpose are stored (in medical kit) and may be obtained through coach, bus driver, or teacher as appropriate. Whenever an employee uses an antiseptic towelette, the employee shall thoroughly wash his or her hands with soap and water as soon as it is feasible to get to a hand washing facility.

### **PERSONAL PROTECTIVE EQUIPMENT**

It shall be the responsibility of each building principal to ensure that appropriate personal protective equipment is available to readily accessible for each employee's use at no cost to the employee. The principal shall also ensure that all employees use personal protective equipment when there is occupational exposure. In the event that an employee, exercising his or her personal judgment, fails to use protective equipment, the circumstances will be investigated and documented in order to determine whether changes can be instituted to prevent future occurrences.

It shall be the responsibility of any employee who uses personal protective equipment to place the equipment in the appropriately designated receptacle for storage, washing, decontamination or disposal after its use. These receptacles are located in custodial room or other located as designated. The school district shall be responsible for storing, cleaning, laundering, decontaminating, repairing, replacing or disposing such equipment.

All personal protective equipment which is penetrated by blood or OPIMs should be removed as soon as is feasible and placed in the appropriate receptacle.

Personal protective equipment is stored in each building custodial room or nurses station. The equipment may be checked out or obtained for use by contacting custodian or nurse. The following personal protective equipment is available in the district for use by its employees:

Gloves. Gloves shall be worn by any employee when it is reasonable anticipated that there will be hand contact with blood, OPIMs, mucous membranes or non-intact skin. Gloves shall also be worn when handling or touching contaminated items or surfaces.

Disposable (single use) gloves are available for employee use in situations where such use is warranted or directed. These gloves should be deposited by the employee in the appropriate container for disposal immediately following their use. Hand washing after removing the gloves is required.

Utility gloves are assigned to some employees. These gloves may be decontaminated for reuse, and should be deposited in the appropriate container for washing of decontamination. Any employee to whom utility gloves are assigned shall be responsible for regularly inspecting these gloves for punctures, cracking or deterioration. The employee shall dispose of such gloves when their ability to function as a barrier is compromised. The employee shall report the disposal of the gloves to head custodian or supervisor Steve Stanhope who shall ensure that a new pair of utility gloves is assigned to the employee.

**Masks, eye protection, and face shields:** This type of protective equipment shall be worn whenever splashes, spray, splatter or droplets of blood or OPIMs may be generated and eye, nose or mouth contamination can be reasonable anticipated.

**Gowns, lab coats, aprons, and other protective body clothing:** This type of protective clothing shall be worn in occupational exposure situations. The type of protective clothing necessary will depend on the degree of exposure, and shall be left to the employee's judgment.

## **HOUSEKEEPING**

It shall be the responsibility of custodial supervisor Steve Stanhope to see that each work site and building in the district is maintained in a clean and sanitary condition.

All equipment and environmental and working surfaces shall be cleaned and decontaminated with an appropriate disinfectant as soon as feasible after contact with blood or OPIMs.

Protective coverings used to cover equipment and environmental surfaces shall be removed and decontaminated or replaced as soon as feasible when they become overtly contaminated.

All bins, pails, cans, and waste paper baskets shall be inspected, cleaned, and decontaminated on a regularly scheduled basis, or as soon as feasible upon visible contamination.

Broken glassware shall not be picked up by hand, but by using a broom and dustpan, tongs, vacuum cleaner or other mechanical means.

The following cleaning schedule and method of decontamination will be implemented in the district:



Area: (Custodial schedules are kept by building head custodians, principals, and custodial meeting OSHA standards will be provided by the custodial supervisor.)

All contaminated and regulated waste will be disposed of in compliance with state and federal regulations.

### **LAUNDRY**

The school district will use Universal Precautions with all soiled or contaminated laundry. Any contaminated items which can be laundered will be bagged at the site of the contamination and handled as little as possible. If the items are wet, leakproof bags or containers shall be used. Such items shall not be sorted or rinsed at the site of the contamination. The bags shall be deposited in the appropriately labeled receptacle in the building.

Any employee who comes into contact with contaminated items or laundry shall wear gloves and other personal protective equipment as deemed necessary or appropriately. Disposable gloves and aprons will be provided.

### **HEPATITIS B VACCINATION**

The School District will make the Hepatitis B vaccine and vaccination series available to any employee of the district who has occupational exposure and falls within Category I of the exposure determination. In light of the OSHA directive in early July 1992, indicating that persons who render first aid only as a collateral duty, responding solely to injuries resulting from work place incidents, generally at the location where the injury occurred may be offered post-exposure vaccination rather than the pre-exposure vaccination, the district will make the Hepatitis B vaccine and vaccination series available to employees in categories II and III within 24 hours of possible exposure to HBV.

The Hepatitis B vaccination and any medical evaluation required before the vaccine can be administered will be provided to the employee at no cost. No employee shall be required to participate in a prescreening program as a prerequisite for receiving the Hepatitis B vaccination. The vaccine will be offered after the employee has received training on bloodborne pathogens and within 10 working days of an employee's initial assignment to work involving the potential for occupational exposure, unless the employee has previously been vaccinated, antibody testing has revealed that the employee is immune, or the vaccine is contraindicated for medical reasons.

Employees who decline the Hepatitis B vaccine will sign a waiver form as required by Appendix A of the OSHA standard. (A copy of the required waiver form is attached to this plan.) The supervising school nurse shall be responsible for assuring that the vaccine is offered, and that the necessary waiver is signed and appropriately filed for the employee who declines to accept the Hepatitis B vaccination which was offered.

Any employee who initially declines the Hepatitis B vaccination may later request the vaccination. The district will provide the vaccination for the employee at that time.

Employees of the Pottawatomie County Health Department will administer the vaccine to employees of the district at a clinic site to be announced.

Although booster doses of Hepatitis B vaccine are not currently recommended by the U.S. Public Health Service, if such booster doses are recommended in the future, the district will make the booster doses available at no cost to all employees who have occupational exposure.

### **REPORTING PROCEDURES FOR FIRST AID INCIDENTS**

Whenever an employee in category II or III is involved in a first aid incident which results in potential exposure, the employee shall report the incident to the supervising nurse or her designate in Pottawatomie County Health Department before the end of the work shift during which the incident occurred. The employee must provide supervising nurse The school nurse or her designate in the Pottawatomie County Health Department with the names of all first aid providers involved in the incident, a description of the circumstances of the accident, the date and time of the incident, and a determination of whether an exposure incident, as defined in the OSHA standard and this policy, has occurred. The information shall be reduced to writing by the supervising nurse or her designate in the Pottawatomie County Health Department and maintained in the first aid incident report file. The district will maintain a list of such first aid incidents which will be readily available to all employees and provided to KDHR upon request. Any employee who renders first aid or other assistance in any situation involving the presence of blood or OPIMs, regardless of whether or not a specific exposure incident occurs, will be offered the full Hepatitis B immunization series as soon as possible, but in no event later than 24 hours after the incident occurs. If an exposure incident has occurred, other post-exposure evaluation and follow-up procedures will be initiated as well.

### **POST-EXPOSURE EVALUATION AND FOLLOW-UP**

An exposure incident occurs when there is specific mucous membrane, non-intact skin or parenteral contact with blood or OPIMs. Whenever an employee has an exposure incident in the performance of his or her duties, an opportunity for a confidential post-exposure evaluation and follow-up will be provided to the employee at the expense of the district.

Post-exposure evaluation and follow-up shall be performed by a physician or other qualified licensed health care professional according to recommendation of the U.S. Health Service current at the time these evaluations and procedures take place. The district will make sure that any laboratory tests required by

GARA-09

the evaluation or follow-up procedures are conducted at an accredited laboratory at no cost to the employee.

Whenever an exposure incident occurs, the exposed employee shall report the incident to the supervising nurse or her designate, who will explain to the employee his or her right to a post-exposure evaluation and follow-up. If the employee desires an evaluation, the school nurse will contact employee's personal physician as soon as feasible to arrange for the post-exposure evaluation for the employee.

A post-exposure evaluation and follow-up will include the following elements:

1. Documentation of the circumstances under which the exposure incident occurred, including the route(s) of the employee's exposure.
2. Identification and documentation of the source individual whose blood or OPIMs caused the exposure, unless identification is infeasible or prohibited by law.
3. Unless the source individual is known to be infected with HBC or HIV, the school district, through the school nurse, will seek the consent of the source individual for blood testing for HBV or HIV. Failure to obtain consent will be documented by the district.
4. If the source individual consents, results of the source individual's blood testing will be made available to the exposed employee, along with information on laws concerning the disclosures of the identity and infectious status of the source individual.
5. If the exposed employee consents, blood testing of his or her blood will be completed as soon as possible. If the employee consents to baseline blood collection, but not to HIV serologic employee may request testing of the sample at any time during the 90 day period.
6. The exposed employee will be offered post-exposure prophylaxis in accordance with current recommendations of the U.S. Public Health Service. These recommendations are currently as follows: If the source individual has AIDS, is HIV positive, or refuses to be tested, the employee should be counseled regarding the risk of infection and evaluated clinically and serologically for evidence of HIV infection as soon as possible after the exposure. The employee should be advised to report and seek medical evaluation for any acute febrile illness that occurs within 12 weeks after the exposure. Retesting on a periodic basis may be necessary. During this follow-up period, especially the first 6-12 weeks after exposure, the employee should follow recommendations for preventing the transmission of the virus.
7. The exposed employee will be offered counseling concerning precautions to take during the period after the exposure incident. The employee will also be given information on what potential illnesses to be alert for and to report any related experiences to appropriate personnel. Reports should be made to the school nurse.

## **WORKING WITH HEALTH CARE PROFESSIONALS**

The school nurse or designate will provide the employees physician of choice with a copy of OSHA regulation governing bloodborne pathogens, and ensure that employees physician of choice are provided with: a description of the employee's duties as the relate to the exposure incident, documentation of the circumstances under which the exposure incident occurred, results of the source individual's blood test (if available), and all medical records which the district is required to maintain which are relevant to the appropriate treatment of the employee, including the employee's vaccination status.

## **WRITTEN OPINION OF THE HEALTH CARE PROFESSIONAL**

Following post-exposure evaluation, the health care professional shall provide the school district with a copy of his or her written opinion within 15 days after the completion of the evaluation. This opinion shall include:

1. An opinion on whether Hepatitis B vaccination is indicated for the employee, and if the employee has received the vaccination.
2. A statement that the employee has been informed of the results of the evaluation and about any medical conditions resulting from exposure to blood or OPIMs which require further evaluation or treatment.

All other findings or diagnoses shall remain confidential between the employee and the health care provider and shall not be included in the written opinion.

## **COMMUNICATION OF HAZARDS TO EMPLOYEES**

### **LABELING**

Any container which contains used needles, blood or OPIMs in the district shall be appropriately labeled with a "BIOHAZARD" label, or shall be red in color. All "BIOHAZARD" labels will have a fluorescent orange or orange-red background and have the biohazard symbol and the word "BIOHAZARD" in contrasting color.

Any receptacle used for the disposal or deposit of contaminated materials for laundering or discard will be red in color, appropriately labeled or lined with red bags.

Any equipment which is contaminated will be appropriately labeled.

## **TRAINING**

A training program on bloodborne pathogens will be provided for all employees with occupational exposure. Training will be provided during working hours, and at no cost to the employees. Attendance at training sessions is mandatory.

Initial training will be provided for all employees within 60 days after the adoption of this exposure control plan. Thereafter an employee will be provided with training at the time of initial assignment to tasks where occupational exposure may occur. Annual training for all employees will be provided within one year of their previous training. Additional training will be provided if changes in an employee's assignments affect the employee's occupational exposure.

The training program will be conducted by a person who is knowledgeable in the subject matter covered by the elements contained in the training program as it relates to the work place that the training will address, and presented in a manner which is understandable for all employees.

The training program will contain, at a minimum, the following elements: (1) A copy of the OSHA standard and explanation of its contents; (2) a general explanation of the epidemiology and symptoms of bloodborne diseases; (3) An explanation of the modes of transmission of bloodborne pathogens; (4) An explanation of the exposure control plan and information on how the employee may obtain a copy of the plan; (5) An explanation of appropriate methods for recognizing tasks and other activities that may involve exposure to blood and OPIMs; (6) An explanation of the use and limitations of methods, such as engineering controls, work practices, and personal protective equipment, that will prevent or reduce exposure; (7) Information on the Hepatitis B vaccine, including information on its efficacy, safety, method of administration, benefits, and the conditions under which it is offered, free of charge, to employees; (8) Information on the appropriate actions to take and the persons to contact in an emergency involving blood or OPIMs; (9) An explanation of the procedure to follow-up that will be made available at no charge; (10) Information on the post-exposure evaluation and follow-up following an exposure incident; (11) An explanation of labeling and color coding; and (12) An opportunity for questioning the person conducting the training session.

## **RECORD KEEPING**

### **MEDICAL RECORDS**

The school district will establish and maintain a confidential medical record for each employee with occupational exposure. This record will include: (1) the name and social security number of the employee; (2) a copy of the employee's Hepatitis B vaccination status, including the dates the vaccination

was given, any medical records relative to the employee's ability or receive the vaccination, or the employee's signed waiver, (3) a copy of all results of examinations, medical testing, and follow-up procedures; (4) a copy of the health care professional's written opinion following post-exposure evaluation and follow-up; and (5) a copy of any information provided to the health care professional under the evaluation and follow-up procedures.

The medical records of employees maintained under this policy will be kept confidential and will not be disclosed to any person, except as required by law, without the employee's express written consent. Medical records required under this plan will be maintained for the duration of the employee's employment, and for thirty years thereafter.

### **TRAINING RECORDS**

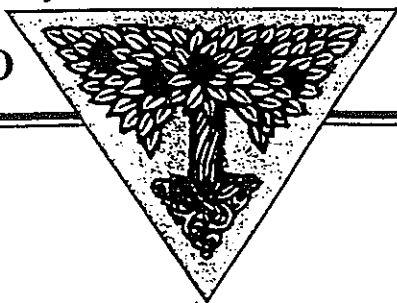
The school district will maintain records of all training sessions offered to employees under this plan. Such records will include: The dates of the training session, a summary of the contents of the session, the name(s) and qualifications of the persons conducting the training, and the names and job titles of all persons attending the training sessions. Training records will be kept for at least three years for the date on which the training occurred.

Employee training records will be made available for inspection to employees, anyone having the written consent of the affected employee, and to KDHR upon request.

### **ACCESSIBILITY AND REVIEW**

A copy of the Exposure Control Plan will be accessible to all employees of the district in the central office of each building in the district. Any employee will be provided with a copy of the plan at no cost upon request. A copy of this plan will also be made available to KDHR upon request.

This Exposure Control Plan will be reviewed and updated at least annually, or whenever necessary to reflect new or modified tasks and procedures which affect occupational exposure, or to reflect new or revised employee positions with occupational exposure. The USD 320 supervising nurse shall be responsible for scheduling the annual review of this plan.



REPORT OF POSSIBLE EMPLOYEE EXPOSURE TO BLOOD/BODY FLUIDS

Employee's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Soc. Sec. No. \_\_\_\_\_  
Job Classification \_\_\_\_\_ Date of Incident \_\_\_\_\_ Time of Incident \_\_\_\_\_ am/pm

1. Where and how did the exposure occur? Include circumstances that led to this incident: ie. needle stick, splash, etc.

\_\_\_\_\_

2. Cause of injury/incident. Why did it happen: ie. accident, equipment malfunction, etc.

\_\_\_\_\_

3. Personal protective equipment was in use at the time of the accident?

\_\_\_\_ Gloves \_\_\_\_\_ Gown \_\_\_\_\_ None \_\_\_\_\_ Other, specify \_\_\_\_\_

4. Which body fluids were involved in the exposure? Check all that apply.

\_\_\_\_ Blood or blood product \_\_\_\_\_ Feces (blood contaminated) \_\_\_\_\_ Saliva (blood contaminated)  
\_\_\_\_ Vomit (blood contaminated) \_\_\_\_\_ Urine (blood contaminated) \_\_\_\_\_ Other \_\_\_\_\_

5. Was the exposed part: Check all that apply.

\_\_\_\_ Eye(s) \_\_\_\_\_ Mouth \_\_\_\_\_ Nose \_\_\_\_\_ Other, specify \_\_\_\_\_  
\_\_\_\_ Intact skin \_\_\_\_\_ Non-intact skin

6. Did the blood or body fluid: Check all that apply.

\_\_\_\_ Soak through clothing \_\_\_\_\_ Soak through protective garment  
\_\_\_\_ Touch unprotected skin \_\_\_\_\_ Touch skin through gap between protective equipment

7. For how long was the blood or body fluid in contact with skin or mucous membrane(s).

\_\_\_\_ Less than 5 minutes \_\_\_\_\_ 15-60 minutes  
\_\_\_\_ 5-14 minutes \_\_\_\_\_ More than 60 minutes

8. Estimate the quantity of blood/body fluid that came in contact with the skin or mucous membranes.

\_\_\_\_ Small amount (up to 5cc or 1 teaspoon)  
\_\_\_\_ Moderate amount (up to 50 cc or 1/4 cup)  
\_\_\_\_ Large amount (more than 50 cc or 1/4 cup)

9. Was the exposure?

\_\_\_\_ Superficial (little or no bleeding)  
\_\_\_\_ Moderate (skin punctured, some bleeding)  
\_\_\_\_ Severe (deep stick/cut, or profuse bleeding)

10. Was the source individual known?

\_\_\_\_ Yes \_\_\_\_\_ No (For specific information see *Identification and Consent of Source Individual*)

11. Immunization status of employee prior to possible exposure:

\_\_\_\_ Refused Hepatitis B Vaccine \_\_\_\_\_ Immune status to Hepatitis B (if known) \_\_\_\_\_  
\_\_\_\_ Received Hepatitis B Vaccine Dates: \_\_\_\_\_

12. Actions taken: Decontamination, clean-up, etc.

\_\_\_\_\_

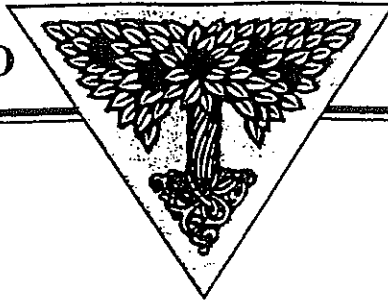
13. What should be done to prevent recurrence?

\_\_\_\_\_

Employee Signature \_\_\_\_\_ Administrator/Supervisor Signature \_\_\_\_\_

Report Prepared by \_\_\_\_\_ Phone Number \_\_\_\_\_ Date \_\_\_\_\_

WAMEGO



KANSAS

Employee's Release of Medical Records to Health Care Provider

Employee \_\_\_\_\_ Social Security Number \_\_\_\_\_

Date of Possible Exposure Incident \_\_\_\_\_

I, \_\_\_\_\_, hereby release all Medical Records maintained by Wamego U.S.D. 320 relative to my Hepatitis B vaccination status, including date(s) vaccinations were given, any medical records relative to my ability to receive the vaccination, or my signed HBV Vaccination Declination Form and other Medical Records relative to any previous exposure incident(s) by myself.

\_\_\_\_\_  
Signature of Employee

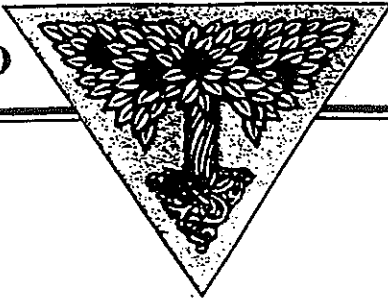
\_\_\_\_\_  
Date signed

fr

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date signed





Source Individual \_\_\_\_\_ Date of Incident \_\_\_\_\_  
(Unless identification is infeasible or prohibited by law. In which case, see section below \* for documentation of failure to obtain identification and/or consent of source individual.)

**CONSENT**

I hereby consent to have my blood tested for HBV/HIV. I understand this will be done at no expense to myself. I also give my permission for the transfer of such test results to the health care provider responsible in this incident for evaluation and follow-up and to the exposed individual whose course of care may be determined by such results. I have been given the chance to ask questions about testing and about this consent form.

\_\_\_\_\_  
Signature of Source Individual \_\_\_\_\_ Date signed

\_\_\_\_\_  
Address of Source Individual

\_\_\_\_\_  
Phone Number of Source Individual

\_\_\_\_\_  
Signature of Parent/Guardian if Source Individual is a Minor \_\_\_\_\_ Date signed

\_\_\_\_\_  
Signature of Witness \_\_\_\_\_ Date signed

**BLOOD TEST RESULTS**

Source Individual's blood test results for HBV \_\_\_\_\_

Source Individual's blood test results for HIV \_\_\_\_\_

(This information is to remain confidential with the exceptions consented to above.)

**• FAILURE TO OBTAIN CONSENT**

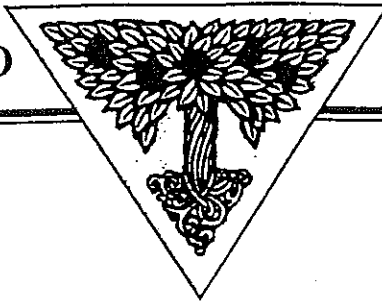
\_\_\_\_\_ Source Individual refused to be identified.

\_\_\_\_\_ Source individual refused consent to be tested.

Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Employer or Employer's Representative \_\_\_\_\_ Date signed

Tel: 785-456-7643 • 510 E. Hwy. 24 • Wamego, KS 66547 • Fax: 785-456-8125



Employee \_\_\_\_\_ Social Security Number \_\_\_\_\_

Date Initially Seen by Health Care Provider \_\_\_\_\_ Date of Incident \_\_\_\_\_

**EVALUATION AND FOLLOW-UP BY HEALTH CARE PROVIDER**

- \_\_\_ 1. Review of *Report of Possible Employee Exposure to Blood/Body Fluids* and provision of first aid procedures.
- \_\_\_ 2. Identification and testing of the source individual unless identification is infeasible or prohibited by law. See *Identification and Consent of Source Individual* as completed by the employee's employer.
- \_\_\_ 3. Testing of employee for HBV/HIV, and other tests as deemed necessary. The employee will be offered the option of having his/her blood collected for testing for HBV/HIV antibodies. The blood sample is to be preserved for at least 90 days to allow the employee to decide if the blood should be tested for HIV serological status. However, if the employee decides prior to 90 days to have the testing, the blood may be tested and blood sample discarded.
- ( ) 4. Exposed employee offered post-exposure prophylaxis and counseling on risks and encouraged to report acute febrile illnesses that occur within twelve weeks after exposure in source individual is HIV positive or refuses testing. Evaluate reported illness which may stem from the incident. Six months post--exposure exam for HIV is recommended.
- \_\_\_ 5. Notify the employee of all testing results. The exposed employee will be instructed to maintain the confidentiality of the source individual's name and infectivity according to Kansas State Law.
- \_\_\_ 6. Provide the employee's employer, Wamego U.S.D. 320, Superintendent, 510 E. Hwy<sup>24</sup>, Wamego, KS 66547, (785) 456-7643, with the following written opinion within 15 days of the completion of the evaluation.

**HEALTH CARE PROVIDER'S WRITTEN OPINION TO U.S.D. 320**

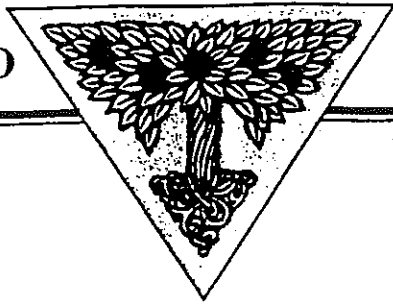
- |     |     |     |    |    |  |
|-----|-----|-----|----|----|--|
| ___ | YES | ___ | NO | 1. | Was Hepatitis B vaccination indicated for the employee?  |
| ___ | YES | ___ | NO |    | If YES, has employee received such vaccine?  |
| ___ | YES | ___ | NO | 2. | Was employee informed of the results of the evaluation?  |
| ___ | YES | ___ | NO | 3. | Was employee told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment? |

**ADDITIONAL COMMENTS** Written opinion is limited to Questions 1, 2, and 3 above.

\_\_\_\_\_  
\_\_\_\_\_

Signature of Health Care Provider \_\_\_\_\_ Date signed \_\_\_\_\_

Tel: 785-456-7643 ● 510 E. Hwy. 24 ● Wamego, KS 66547 ● Fax: 785-456-8125



The Exposure Control Plan for Bloodborne Pathogens in USD 320 TRAINING PROGRAM WILL CONTAIN AT A MINIMUM, THE FOLLOWING

1. A copy of the OSHA standard and explanation of its contents;
2. A general explanation of the epidemiology and symptoms of bloodborne diseases;
3. An explanation of the modes of transmission of bloodborne pathogens;
4. An explanation of the Exposure Control Plan and information on how the employee may obtain a copy of the Plan;
5. An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and OPIMs;
6. An explanation of the use and limitations of methods, such as engineering controls, work practices, appropriate hygiene and sanitation measures, and use of personal protective gloves, that will prevent or reduce exposure;
7. Information on the Hepatitis B vaccine, including information on its efficacy, safety, method of administration, benefits, and the condition under which it is offered, free of charge, to employees.
8. Information on the appropriate actions to take and the persons to contact in an incident involving blood or OPIMs;
9. An explanation of the procedure to follow if a possible exposure incident occurs, including the method of reporting and the medical follow-up that will be made available at no charge;
10. Information on the post-exposure evaluation and follow-up an exposure incident;
11. An explanation of labeling and color coding;
12. An opportunity for questioning the person conducting the training session.

Tel: 785-456-7643 ● 510 E. Hwy. 24 ● Wamego, KS 66547 ● Fax: 785-456-8125



Wamego USD 320  
Bloodborne Pathogens  
H.B.V. Vaccination Declination Form

File at U.S.D. 320 District Office

Date: \_\_\_\_\_

Employee: \_\_\_\_\_

I understand that due to my occupational exposure to blood or other potential infectious materials, I may be at risk of acquiring Hepatitis B virus (HBV) or HIV infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no cost to myself. However, I decline the Hepatitis B vaccination at this time. If, in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Employer's Representative

\_\_\_\_\_  
Date

## STUDENT BITES

If a student is bitten by another student, please follow the guidelines below in providing first aid and notifying parents of the incident. A separate instruction page, which contains the following information, has been prepared to give to parents:

Biting of a child or teacher by another child is one of the unfortunate events that happen in schools. Although these incidents are upsetting, they can be handled correctly by following these guidelines:

A bite that DOES NOT BREAK THE SKIN is painful and may result in bruising, but generally requires no further care except for thorough washing with antibacterial soap. Parents should be notified of the incident, as there may be injury that for which they might seek medical attention. (If a bite should occur on an area of skin, which may already be broken by a rash, old cut, etc., it should be treated as a broken skin bite as discussed below.)

A bite that results in BROKEN SKIN will need more attention. Scrub the area of the bite with antibacterial soap and water. Hold under tepid running water for 2-3 minutes. Apply a clean dressing. Because the human mouth is host to many types of bacteria, which cause infection, parents should be contacted to take the child to a doctor for possible antibiotic treatment.

Because the viruses for both hepatitis B and HIV infection have been known to be in saliva of infected persons in small amounts, there is a concern if saliva has possibly entered the body of another person as a result of a bite. Dr. Pezzino, epidemiologist from the KDHE, has stated that while this infection route is theoretically possible, NO cases are known to have occurred by this route at this time (3-21-2000). Some physicians, however, may choose to pursue follow-up evaluation and treatment for these bloodborne pathogen diseases. The arrangements and costs for this follow-up are the responsibility of the student's parents.

SCHOOL EMPLOYEES who have broken skin as the result of a bite by a student ARE CONSIDERED to have a potential exposure incident and the USD 320 Bloodborne Pathogen Policy/Plan should be followed specifically.

**GARI Family and Medical Leave**

**GARI**

Family and medical leave as required by federal law shall be granted for a period of up to 12 weeks during a 12-month period. For purposes of this policy, a 12-month period shall be defined as a fiscal year beginning on July 1 and ending the following June 30. Spouses who are eligible for FMLA leave and are both employed by the district may be limited to a combined total of 12 weeks of leave during any 12-month period if the leave is taken for birth of the employee's son or daughter or to care for the child after birth, for placement of a son or daughter with the employee for adoption or foster care or to care for the child after placement, or to care for the employee's parent with a serious health condition.

Leave is available for the following:

- (1) the birth of a son or daughter of the employee and to care for the newborn child;
- (2) the placement of a son or daughter with the employee for adoption or foster care and to care for the newly placed child;
- (3) to allow the employee to care for the employee's spouse, son, daughter, or parent with a serious health condition;
- (4) a serious health condition of the employee that makes the employee unable to perform the functions of his or her job;
- (5) any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to achieve active duty) in support of a contingency operation; and
- (6) the need to care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member. Eligible employees are, for reason (6) only, entitled to a combined total of 26 workweeks of leave during a 12-month period.

This leave shall normally be unpaid leave. However, if the employee has any paid vacation, personal, or sick leave that is available for use because of the reason for the leave, the paid leave shall be used concurrently with the annual family and medical leave. The superintendent will notify the employee of the beginning date of family and medical leave and the amount of the employee's accrued paid leave designated as family and medical leave.

The employee is eligible for family and medical leave if he or she has been employed by the district for at least 12 months and has worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the FMLA leave.

During the period of any unpaid family and medical leave, the board shall continue to pay the employer's share of the cost of group health benefits in the same manner as paid immediately prior to the leave. Any employee portion of the cost shall be paid by the employee to the clerk of the board on the payroll date or other time as the employee and superintendent may agree prior to the

commencement of the leave. The board may terminate group health coverage if the employee's portion of the payment is not received within 30 days of the due date, so long as written notice of the delinquency in payment and the notice of intent to terminate coverage are sent at least 15 days prior to the termination.

When leave is foreseeable, the employee shall give written notice 30 days in advance. If leave is not foreseeable, notice will be given as soon as is practicable.

Upon the employee providing notice of need for leave, the employer will notify the employee of the following within 5 business days, absent extenuating circumstances:

- a. whether or not the employee is eligible for FMLA leave, and the reasons that leave will or will not count as family and medical leave;
- b. any requirements for medical certification;
- c. employer requirement of substituting paid leave;
- d. requirements for premium payments for health benefits and employee responsibility for repayment if employer pays employee share;
- e. right to be restored to same or equivalent job; and
- f. any employer required fitness-for-duty certifications.

The superintendent may require an instructional employee to continue leave until the end of a semester if the leave begins more than five (5) weeks before the end of a semester, lasts more than three (3) weeks and the return would occur during the last three (3) weeks of the semester.

Leave for reason 1 or 2 must be taken within 12 months of the date of birth or placement of the child. Family leave for reasons 1 or 2 may not be used intermittently or on a part-time basis without the prior approval of the superintendent.

If the leave is for a reason other than the employee's serious health conditions or for a qualifying exigency as described in section (5) above, the superintendent may require an instructional employee to continue leave until the end of a semester, if:

1. the leave begins in the last five (5) weeks of a semester, will last more than two (2) weeks and the return to work would occur in the last two (2) weeks of a semester, or
2. the leave begins in the last three (3) weeks of a semester, and lasts more than five (5) days.

Approved: 08/11/08; 10/10/16



## **GARID Military Leave**

**GARID**

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

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

Army, Navy, Marine Corps, Air Force or Coast Guard.

Army Reserve, Navy Reserve, Marine Corps Reserve, Air Force Reserve or Coast Guard Reserve.

Army National Guard or Air National Guard.

Commissioned corps of the Public Health Service.

Any other category of persons designated by the President in time of war or emergency.

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

Active duty;

Active duty for training;

Initial active duty for training;

Inactive duty training;

Full-time National Guard duty;

Absence from work for an examination to determine a person’s fitness for any of the above types of duty.

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

## **GARID Military Leave**

## **GARID-2**

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.

**TIME SPENT ON RETURN TO WORK OR APPLICATION FOR:**

**GARID Military Leave**

**GARID-3**

**MILITARY DUTY**

**REEMPLOYMENT**

Less than 31 days:

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

More than 30 but less  
Than 181 days:

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

More than 180 days:

Must submit an application for reemployment  
Within 90 day of release from service.

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

The application for reemployment is timely;

The five-year service limitation has not been exceeded; and,

Separation from service was under honorable conditions.

If documentation is not readily available or does not exist, the individual must be reemployed. However, if after reemploying the individual, documentation becomes available that shows one or more reemployment requirements were not met, the employer may terminate the individual, effective immediately. The termination does not operate retroactively.

Questions should be directed to Veterans' Employment and Training Service, U.S. Department of Labor.

Kansas law also requires reemployment if an individual is called to active duty by the state.

Approved: August 9, 2010

(Remove this page from the policy book)

## **FAMILY AND MEDICAL LEAVE**

Family and medical leave as required by federal law shall be granted for a period of not more than 12 weeks during a 12-month period. For purposes of this policy, a 12-month period shall be defined as a fiscal year beginning on July 1 and ending the following June 30. Spouses employed by the district may only take an aggregate of 12 weeks of leave for a birth or adoption of a child or to care for a child with a serious health condition.

Leave is available because of (1) the birth of a son or daughter of the employee and to care for the son or daughter; (2) the placement of a son or daughter with the employee for adoption or foster care; (3) the need to care for a spouse, son, daughter or parent of the employee because of a serious health condition; or (4) a serious health condition of the employee that prevents the employee from performing the job functions. (Leave for reason 1 or 2 must be taken within 12 months of birth or placement.)

The leave shall normally be unpaid leave. However, if the employee has any paid vacation, personal, sick or disability leave that is available for use because of the reason for the leave, the paid leave shall be used first and counted toward the annual family and medical leave. The superintendent will notify the employee prior to or during the leave period that the leave has been designated as paid family and medical leave.

The employee is eligible for family and medical leave upon completion of 12 months of service in the district and employed at least 1250 hours during the preceding year.

During the period of any unpaid family and medical leave the board shall continue to pay the employer's share of the cost of group health benefits in the same manner as paid immediately prior to the leave. Any employee portion of the cost shall be paid by the employee to the clerk of the board on the payroll date or other time as the employee and superintendent may agree. The board may terminate group health coverage if the employee payment is not received within 30 days of the due date.

When leave is foreseeable, the employee shall give written notice 30 days in advance. If leave is not foreseeable, notice will be given as soon as practicable.

Upon the employee providing notice of need for leave, the employer will notify the employee of:

- a. the reasons that leave will count as family and medical leave,
- b. any requirements for medical certification,
- c. employer requirement of substituting paid leave,
- d. requirements for premium payments for health benefits and employee responsibility for repayment if employer pays employee share,

- e. right to be restored to same or equivalent job,
  - f. any employer required fitness-for-duty certifications.
- Family leave (reasons 1 or 2) may not be used intermittently or on a part-time basis without the prior approval of the superintendent.

The superintendent may require an instructional employee to continue leave until the end of a semester if the leave begins more than five (5) weeks before the end of a semester, lasts more than three (3) weeks and the return would occur during the last three (3) weeks of the semester.

If the leave is for a reason other than the employee's serious health conditions, the superintendent may require an instructional employee to continue leave until the end of a semester, if:

1. the leave begins in the last five (5) weeks of a semester, will last more than two (2) weeks and the return to work would occur in the last two (2) weeks of a semester, or
2. the leave begins in the last three (3) weeks of a semester, and lasts more than five (5) days.

**GAT** **Staff Use of Communication Devices** (See IIBG and IIBGC)

**GAT**

The board encourages district employees to use technology, including communication devices, to improve efficiency and safety. The district expects all employees to use communication devices in a responsible manner that does not interfere with the employee's job duties. Employees who violate district policies and procedures governing the use of communication devices may be disciplined, up to and including termination, and may be prohibited from possessing or using communication devices while at work. Communication devices may not be used in any manner that would violate the district's policy on student-staff relations.

Definitions

“Communication device” is defined to include all portable devices that send or receive calls or text messages, allow the retrieval of email, or provide access to the Internet. Communication devices shall include, but may not be limited to cell phones, smart phones, iPads, and tablets.

“Use/Using” for the purposes of this policy mean answering or talking on the phone; sending or responding to a text, e-mail, or other communication; opening and viewing pictures or digital recordings; opening and listening to music or audio communications; accessing social media websites; playing games on such device; continuously checking a communication device; or any activity with a communication device that interferes with the employee’s job duties or appropriate supervision of students.

General Use

The district prohibits employees from using any communication device that interrupts or disrupts the performance of duties by the employee or otherwise interferes with district operations, as determined by the employee's

**GAT Staff Use of Communication Devices**

**GAT-2**

supervisor. This prohibition applies regardless of whether the communication device used is owned by the employee or provided by the district. Employees are responsible for keeping communication devices secure and, if possible, password protected.

Supervision of students and the provision of academic instruction are priorities in the district, and employees who are responsible for supervising and/or providing academic instruction to students must concentrate on these tasks at all times. Employees shall not use communication devices when they are responsible for supervising students or when their doing so interrupts or interferes with classroom instruction unless any of the following conditions occurs:

- The device is being used to instruct the students being supervised at the time;
- The use is necessary to the performance of an employment-related duty;
- The employee has received specific and direct permission from a supervisor to do so; or
- There is an emergency.

Even when these conditions exist, the employee is responsible for obtaining assistance in adequately supervising students during the approved use so that students are supervised at all times.

**Use in Vehicles**

Regardless of other provisions of this policy, unless there is an emergency, employees shall not use communication devices when:

- Driving district-provided vehicles;



**GAT Staff Use of Communication Devices**

**GAT-3**

- Operating a vehicle in which a student is being transported when the transportation is provided as part of the employee's job; or
- Supervising students who are entering or exiting a vehicle, crossing thoroughfares, or are otherwise attempting to safely reach their destinations.

Even in emergency situations, employees should first take all possible safety precautions before using communication devices. Employees are subject to local, state, and federal laws governing use of cell phones while driving and will be solely responsible for all traffic violation liabilities resulting from their use of a phone while driving.

**Use of District-Provided Communication Devices**

The district may provide communication devices and service to some employees to assist them in carrying out their employment-related duties on and off district property. Use of a district-provided communication device is a privilege. The superintendent or designee has sole discretion as to which employees will be provided communication devices and may recall any previously issued communication device. Employees do not have any expectation of privacy in district-provided communication devices or any information stored on them, and such devices may be confiscated and searched at any time.

Employees are expected to exercise reasonable care to protect district-provided communication devices from damage or theft and must report any such incidents immediately. The district may require employees to reimburse the district for any damage or theft that was the result of the employee's

**GAT Staff Use of Communication Devices**

**GAT-4**

negligence. Users of district-provided communication devices must abide by any use limitations included in the district's service contract.

Personal Use of District-Provided Communication Devices

Personal use of district-provided communication devices is permissible as long as the use does not exceed the limits of the applicable plan. An employee whose use exceeds plan limitations will be required to reimburse the district for all expenses beyond those covered by the plan and may have privileges suspended or revoked unless the employee can show that all use was for employment-related duties and the device was not used for personal reasons. The amount of personal use of a communication device or service paid for under E-Rate can be no greater than the cost allocation submitted in the request for the E-Rate discount.

Staff Bring Your Own Device Policy

Use of employees' personal communication devices during work hours shall be restricted to classroom or work-related activities. Such personal communication devices may only be used by the staff member and are not for student use. The security of personal computing devices is solely the responsibility of the staff member. Any loss resulting from damage or theft of personal communication devices in the school setting is not the responsibility of the district.

Approved: 06/15

**GAU Ethics**

**GAU**

All employees in the performance of assigned duties shall: recognize basic dignities of all individuals with whom (s)he interacts in the performance of assigned duties;

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

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

Accurately represent his/her qualifications.

Approved: 05/10/1999

**GBA Compensation Guides and Contracts**

**GBA**

The board shall develop compensation guides for the district.

Approved: 05/10/1999

**GBA-R Compensation Guides and Contracts**

**GBA-R**

A teacher is sometimes offered a position in another school system which may provide professional advancement and may cause him to ask to be released from a contract in the local schools. The board's first obligation is to the children in the local schools; however, if a suitable replacement can be found and it is felt that the educational program of the school will not be impaired, a teacher may be released from the obligation of a contract upon proper request to the board.

Approved: July 11, 1988

**GBBA Qualifications and Duties**

**GBBA**

A job description for each category of certified employee will be developed by the superintendent. A copy of each job description shall be filed with the clerk and may be published in the appropriate handbook.

Approved: 05/10/1999

**GBC Recruitment**

**GBC**

Subject to board approval, the superintendent is directed to recruit qualified personnel to staff the schools. The superintendent may request building principals or other staff members to assist in this effort.

Approved: 05/10/1999

**GBD Hiring**

**GBD**

Certified Selection

The board shall approve the employment of all employees. While this legal responsibility cannot be waived, the board delegates to the superintendent the authority to recruit staff members. In carrying out this responsibility, the superintendent will involve various administrators, teaching staff, site council members and parents as he/she deems appropriate..

Approved: 05/10/1999

**GBD-R Hiring (See GAAA)**

**GBD-R**

All employment contracts recommended by the superintendent are subject to ratification by the board.

The employment of any staff member is not official until the contract is signed by the candidate and approved by the board.

The hiring sequence shall be as follows:

The verbal offer of employment to the candidate;

Verbal acceptance by the candidate;

Contract sent to the candidate and candidate's acceptance signified by a signed contract returned to the superintendent; and

Approval of the contract by the board.

Approved: 05/10/1999

**GBE Assignment and Transfer**

**GBE**

The board retains the right to assign, reassign and transfer all personnel.

In the event of a vacancy for a non-administrative position which requires State Board of Education certification, the superintendent may determine to list the position for district employees who meet the position's certification requirements. The superintendent may determine if an employee suitably meets the qualifications needed for the position and if the employee should be recommended for transfer to another assignment. Final authority on the transfer would rest with the board.

Notice of vacancies open to transfer of assignment will be posted in each attendance center if the vacancy occurs during the school year. If the vacancy occurs outside of a school term, the superintendent will send notice to the president of the recognized bargaining unit and make other reasonable efforts to disseminate the information.

Approved: July 11, 1988

**GBG Probation**

**GBG**

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

Approved: July 11, 1988

**GBG-R Probation**

**GBG-R**

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

Failure by an employee to meet the conditions of probation may result in nonrenewal or termination of the employment contract.

Whenever any teacher has violated board policy or is involved in a breach of discipline in the opinion of that teacher's principal, his supervisor shall fully describe, in writing, said violation of board policy or breach of discipline and transmit the same to the superintendent. A copy of such letter shall be given to the teacher involved. Said report shall be submitted to the superintendent and teacher within five school days following the commission



**GBG-R Probation**

**GBG-R-2**

of the act or acts which the report covers. Said report shall be placed in the teacher's personnel file by the superintendent. Said report shall also provide for the length of the probationary period.

A breach of discipline is defined as a persistent violation of any administrative building regulation or ethical behavior which violated approved standards of conduct of the teaching profession.

All incidents which require a probation report shall be brought to the board's attention at the next regular board meeting; provided, however, if during any school year a teacher has three or more such letters placed in his or her personnel file, this fact shall be brought to the attention of the board by the superintendent and the board, at its discretion, may require the teacher to appear before the board to explain his or her position in regard to the matters contained in said reports.

The teacher may, upon receipt of a copy of such reports, file a grievance in accordance with the grievance of the district.

The board, in determining whether any teacher's' contract of employment shall be renewed or whether a teacher should be offered a contract or whether a teacher's salary shall be increased, shall consider the reports in the teacher's file and the results of any hearing held pursuant to this regulation.

Approved: July 11, 1988

**GBH Supervision**

**GBH**

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

Approved: 02/10/2020

**GBI**    **Evaluation**

**GBI**

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

**Availability of Evaluation Documents**

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

**Evaluation Criteria**

Evaluation criteria shall be established by the board.

Approved: August 11, 2003

**GBK Suspension**

**GBK**

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

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

If the suspension is imposed on an employee, the employee is entitled to pay until the employee has been advised of the basis for suspension and has been given the opportunity to respond.

Approved: 9-8-2008

**GBN Nonrenewal and Termination**

**GBN**

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

All administrative recommendations for dismissal and nonrenewal of certified personnel given to the board shall be accompanied by a detailed documentation justifying any such recommendation.

Non-renewal of Nontenured Teachers

Reasons for nonrenewal shall not be stated either in writing or verbally in any notice of nonrenewal given to a nontenured teacher. No hearing shall be afforded a nontenured teacher except as provided by law.

Approved: 05/10/1999; 02/20/2020

**GBN Separation**

**GBN**

The administration shall recommend any change in employment status to the board. Nonrenewal or termination shall be in accordance with Kansas law.

Approved: 05/10/1999

**GBN -R Separation**

**GBN -R**

All administrative recommendations for dismissal and nonrenewal of certified personnel given to the board shall be accompanied by a detailed documentation justifying any such recommendation.

Non-renewal of Nontenured Teachers

Reasons for nonrenewal shall not be stated either in writing or verbally in any notice of nonrenewal given to a nontenured teacher. No hearing shall be afforded a nontenured teacher except as provided by law.

Approved 05/10/1999

**GBO Resignation**

**GBO**

The board shall consider the resignation of any non-administrative certified employee which is submitted to the board in writing. The board shall accept resignations from employees under contract only when the board is of the opinion that the resignation will be in the best interests of the district. The board reserves the right to determine the possibility of liquidated damages. The board reserves the right to waive or reduce the provisions for liquidated damages.

Approved: September 2012

**GBO-R Resignation**

**GBO-R**

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 competent replacement has been contracted.

**Liquidated Damages on Contract Termination**

In the event any teacher resigns or fails to honor the terms of the employment contract, the teacher shall pay to the district liquidated damages as follows:

If the teacher resigns after the legal date for the notice of intent not to return for the coming year, the following schedule will apply:

- Legal date until June 30 - \$1000
- July 1 – July 31 - \$2000
- August 1 thru the last day of contract - \$4000

A teacher may resign as a result of a mandatory transfer or reassignment that takes place after the continuing contract notification deadline. Such resignation will only be accepted by the Board of Education when a qualified replacement teacher is hired by the district. The resigning teacher will be assessed liquidated damages, but that penalty will be refunded if the teacher's resignation takes place within ten (10) working days of the change in their teaching assignment and if the district has hired a qualified teacher to replace the resigning teacher.

In the event the teacher terminates employment in the district without compliance with board policy, the board may contact the Professional Practices Commission.

In the event the teacher owes the district for liquidated damages, the district may deduct the amount of liquidated damages from the teacher's final paycheck with prior approval from the employee.

Approved: September 2012



**GBQA Reduction of Teaching Staff**

**GBQA**

If the board decides that the size of the teaching staff must be reduced, guidelines in the negotiated agreement shall be followed.

Approved: 05/10/1999

**GBR Work Schedule (See JGFB)**

**GBR**

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

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. To ensure the supervision of students and the instructional program of the district, professional personnel must be at their places of assignment preceding, during, and following classes each school day. Based upon each teacher's time schedule and needs of the district, certain related non-teaching duties may be assigned on a regular or rotation basis by the superintendent.

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.

Teachers to Remain in the Classroom

Any teacher who finds it necessary to leave an assigned duty station while supervising students shall first secure approval from the building principal.

Approved: February 7, 2005

**GBRC Professional Development (See GBRH and GAN)**

**GBRC**

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

The program shall promote:

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

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

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

Approved: August 11, 2003

**GBRD Staff Meetings**

**GBRD**

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

Approved: 05/10/1999; 02/10/2020

**GBRD Staff Meetings**

**GBRD**

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

Approved: 5/10/99

**GBRE Additional Duty**

**GBRE**

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

In order to supplement a desirable educational program, the board shall establish outside-of-class assignments and their compensations when they extend beyond the regular school day or the time classes are in session.

Responsibilities of a sponsorship shall be determined by the administration. The responsibility shall be designated at contract time or at any time mutually agreed upon by the principal and teacher and listed in the contract with the amount of extra pay designated.

A list of responsibilities shall be formulated by the principal and the sponsoring teacher and revised as necessary. One copy of the responsibilities shall be retained by the teacher, one copy by the building principal and a copy shall be kept on file at the superintendent's office.

Teachers except coaches during their coaching season and the band leader shall be expected to share in the sponsoring of activity buses at the level at which they have been assigned. Principals shall make these assignments in advance of an activity so that the teacher will have sufficient time for preparation. Sponsoring teachers shall be compensated as per schedule for extra pay as the salary schedule indicates.

All activity buses shall be sponsored by a teacher or in the case of a music activity an adult assigned by the music teacher and approved by the principal. Teachers shall not be used as both driver and sponsor of a bus. In case of an emergency and a regular bus driver is not available, approval for deviation from this rule can be obtained only through the superintendent. In

cases of small groups traveling to an activity in a school owned vehicle, (debate, golf, etc.) the sponsoring coach may be the driver of the vehicle and shall be responsible for the conduct of the students. At no time shall a student be allowed to drive a school sponsored vehicle without prior approval of the administration.

Approved: 07/11/88; 10/10/16

**GBRGB**    **Tutoring for Pay**

**GBRGB**

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

A parent or pupil may discuss the advisability of private tutoring with the teacher, counselor, or building principal. A cooperative relationship shall be established between the classroom teacher, tutor, and parent to provide the best instructional opportunity for the pupil;

It is the responsibility of the parent and tutor to agree mutually upon the fee and place for tutoring;

Any tutoring for pay will not occur within the district's building without prior approval by the board of education;

A teacher who has a pupil enrolled in his class shall not accept employment as a tutor for that pupil in the teacher's area of assignment during the teacher's term of duty; and

Teachers shall not actively solicit pupils for tutoring. The district office and each principal's office will maintain a list of teachers who would submit his name for the list may do so. With each teacher's name will be a list of the subjects he is certificated to teach.

Approved: 8-11-2008



**GBRH Leaves and Absences (See GBRC)**

**GBRH**

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

Approved: 08/11/2003; 02/10/2020

**GBRI**    **Personal Leaves and Absences**

**GBRI**

Certified personnel may be granted personal leaves and absences.

**Emergency and Legal**

Emergency leaves, including legal leave without pay, may be granted by the superintendent. Emergency leave, including legal leave with pay, may be granted at the discretion of the board.

**Illness (Sick Leave)**

See the negotiated agreement. *While an employee is on leave for any reason related to the employees' temporary disability, sickness or serious medical condition, secondary employment by the employee is not permitted. Failure to abide by this restriction may result in the employee's termination and/or forfeiture of reinstatement to their position with the school district.*

**Religious**

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

**Bereavement**

See the negotiated agreement..

Approved: 05/10/1999

**GBRI-R**    **Personal Leaves and Absences**

**GBRI-R**

**Emergency and Legal**

To the extent possible, employees should give advance notice in requesting emergency leaves. Whenever an employee takes an emergency

leave without prior consent, the employee shall notify the principal or immediate supervisor at the earliest possible time. When the employee is unable to give such notice, arrangements should be made for some other person to notify the employee's principal or immediate supervisor of the emergency leave.

If the employee desires not to have a salary deduction made for the emergency leave, an application shall be made to the board by filing a request with the superintendent within ten days following the return from the emergency leave which shall explain in full the nature of the leave and the reasons why the employee is of the opinion no salary deduction should be made. The request shall be considered at the next regular board meeting; however, filing the request in no way guarantees that the request shall be granted by the board.

#### Legal Leave

Legal leave shall mean time away from the job for the purpose of prosecuting or defending a legal action or for testifying in either a court of law or before an administrative body. If the teacher is a plaintiff in an action against the district, this rule shall not apply. Time away from the job for any action shall be taken as provided in policy and covered by other leave provisions as allowed by the district.

#### Jury Duty

An employee called to jury duty may be paid regular school wages if the employee endorses all jury duty pay, except reimbursement for mileage and subsistence, over to the district. An employee who is released from jury duty, or from providing testimony under court order as a representative of the

school district, before 3:00 p.m. is to report back to their respective school to resume their duties.

Religious

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

Approved: 05/10/1999

**GBRIBA**     **Disability Leave**

**GBRIBA**

The board may grant leave of absence for disability with or without pay. Disability is a temporary suspension of duties subject to the board's policies/rules generally. (See GBN, GBN-R, GBRI, GBRI-R.)

Approved: 05/10/1999

**GBRIBA-R**     **Disability Leave**

**GBRIBA-R**

Any teacher who becomes disabled due to illness or injury or anticipates becoming disabled for reasons including, but not limited to, surgery, hospital confinement, medical treatment, confinement at home by order of the teacher's physician or pregnancy may become eligible for a leave of absence based upon said disability upon compliance with the rules hereinafter set forth.

**Anticipating Disability**

Any teacher who reasonably anticipates becoming disabled because of any of the reasons set forth above shall give written notice to the superintendent of the condition expected to result in disability as soon as the condition is known to the teacher. In addition, such notice shall contain a statement from the teacher specifying the date on which the teacher wishes to commence disability leave and the expected date on which the teacher wishes to resume duty following recovery from said disability along with a statement from the teacher's physician concerning the teacher's present general health and physical capacity to work.

When a teacher desires to continue in the performance of duty during the period of time from the date of giving notice to the superintendent, as set forth above, to the date of disability, the teacher shall be permitted to do so only when the teacher's physician statement indicates that said teacher is physically capable of continuing to perform assigned duties. Such statement shall establish the time period, in the opinion of said physician, during which the teacher is expected to be capable of performing said duties.

After consultation with the teacher, the teacher's immediate supervisor, if any, and principal, the superintendent shall determine whether or not the teacher is capable of performing assigned duties up to the date requested by the teacher.

In no event shall the board be obligated to permit a teacher anticipating a state of disability to continue in the performance of duty where the performance of said teacher has substantially declined from that performance shown by the teacher prior to consultation with the superintendent provided in the paragraph immediately preceding.

The statement of the teacher's physician concerning the teacher's general health and physical capacity to work shall be submitted for board consideration together with the recommendation of the superintendent concerning the teacher's continued performance of assigned duties. The board will consider both the recommendation of the superintendent and the physician's statement when acting to allow said teacher's continued performance of assigned duties after notification of the anticipated disability. The board

reserves the right to have the teacher examined by a physician of the board's choice at district expense.

Failure or refusal of the teacher to furnish a physician's report or to be examined by the board's physician shall preclude the teacher from receiving any sick leave benefits for any disability and effect a waiver of said eligibility to resume assigned duties.

If the teacher does not agree to the findings of the superintendent, the teacher may request a hearing before the board to state reasons for continuance of assigned duties. The hearing must be requested by the teacher in writing within a reasonable period of time prior to the regular board meeting when said teacher's future employment status will be determined. Said request will be delivered to the superintendent or the clerk of the board.

The board will make its decision within a reasonable period of time after hearing all of the evidence presented by the teacher, the superintendent and the teacher's physician. Said decision will be based on the evidence presented at the hearing.

Whenever, in the opinion of the board, the dates for the commencement of an anticipated disability leave and/or the dates for the resumption of duties would substantially interfere with the administration of the school or with the education of students, the requested dates may be changed by the board. The teacher shall resume assigned duties no later than the first day of the school year following the date that the teacher was declared eligible for resumption of duties. Failure to appear for resumption of duties shall be deemed a resignation by the teacher.

When it is mutually agreed to between the teacher and the board that the teacher will not resume contracted duties for the school year in which the teacher would be eligible to resume duty, the teacher shall be separated from employment as provided by law (See GBN and GBN-R). The board will have discharged its responsibility after offering to allow the teacher to resume duty in the first vacancy for which the teacher is certified that occurs after the teacher has been declared eligible for resumption of duty.

Returning to Duty

The teacher who submits a written physician's report that the teacher is physically fit for full-time employment may be declared eligible for resumption of duties.

If the superintendent or the teacher's immediate supervisor has a good faith doubt that the teacher is capable of resuming regular classroom duties, the superintendent shall conduct an inquiry to determine whether the teacher is capable of resuming regular classroom duties. The findings and conclusions of the superintendent's inquiry will be given to the teacher in writing at the conclusion of the investigation. If the findings and conclusions are contrary to the opinion of the teacher and the teacher's physician, the teacher may request a hearing before the board to resolve the matter. The request for said hearing shall be given to the clerk of the board in writing within a reasonable period of time after receipt of the superintendent's report. The board will hold the hearing at its next regularly scheduled board meeting.

If the board has a good faith doubt that an employee, not returning to duty after a disability, is unable to resume contracted duties, the



board may request that the employee be examined by a physician of the board's choice at district expense. If the physician's report is that the employee is able to resume work, the board may require the employee to do so or to be placed on unpaid leave and possible suspension. The employee may request a hearing to resolve the matter before the board as herein provided previously.

Extensions or Reductions of Leave

Where disability leaves have been approved, the beginning or ending dates thereof may be further extended or reduced for medical reasons upon application by the teacher to the board. Such extensions or reductions may be granted by the board for additional reasonable periods of time provided, however, that the board may alter the requested dates upon a finding that such extension or reduction would substantially interfere with the administration of the school and/or with the education of the students and provided further that such change by the board is supported by reasonable evidence.

The provision of this regulation shall not be deemed to impose on the board any obligations to grant or extend a leave of absence to any non-tenured teacher beyond the end of the contract school year in which the leave is obtained.

Leave Benefits

All personnel benefits accrued by the teacher at the date the disability leave begins will be retained during disability leave unless the person concerned shall have severed the employment relationship by resignation.

No additional personnel benefits will accrue during the period of disability leave except as expressly provided by law.

The provisions of this policy and regulation shall not be applicable and shall be of no force nor effect during any period of time not covered by a contract of employment with the teacher.

A leave of absence due to a disability may be chargeable to the sick leave of the teacher. (See GBRI & GBRI-R)

District disability or sick leave benefits shall be reduced by any duplicating monetary benefit received by the employee under any plan, including a plan established by law, toward which the board contributes or for which the board pays. The board will retroactively adjust the district benefits provided by the board under one plan when granted prior to the notice that the employee has elected to file for benefits under another plan provided in full or in part by the board, e.g., an employee's utilizing paid sick leave for a disability and filing for benefits under workmen's compensation which would be paid, duplicate all or part of the benefit provided earlier and increase the employer's contribution rate because of the loss-experience record.

Such retroactive adjustment may involve a prorata deduction in wages to compensate for duplication of benefits or an endorsing all or part of the benefit over to the district. In either case, a proration of sick leave taken earlier will be reinstated to the employee's accrued accumulated sick leave. The adjustment will be conducted as group insurance companies coordinate benefits so that the employee receives the best adjustment of his full claim, but never more than the full amount of his claim. Such an adjustment shall

**GBRIBA-R**    **Disability Leave**

**GBRIBA-R-7**

not affect any personal insurance coverage carried by the employee in which the board is not a contributor.

Approved: 05/10/1999

**GBRID Military Leave (Also GCRG)**

**GBRID**

Any employee, upon written request to the superintendent, shall be granted leave to cover the length of his required service, as defined below, in the military forces of the United States. Each request for military leave shall be accompanied by a copy of the appropriate military orders. On the date of release from service, the employee shall notify the superintendent of his availability and possible date of return to employment.

Service veterans returning to active duty have a four-year duty period which may be extended to five years at the option of the military service. Such employees have a 90-day period following release to report for reemployment with the district. This type of military leave shall be without pay.

Employees who are guardsmen or reservists taking initial active duty training will have 31 days after release to report for reemployment with the district. This type of military leave shall be without pay.

Guardsmen or reservist taking annual training, special school or special duty will report for reemployment with the district immediately following release plus any necessary travel time. This type of military leave may be with pay subject to board approval.

Failure to return within the time period allowed without notice to the superintendent shall result in cancellation of the military leave, and the employee shall receive no credited service in the district for the time served on military leave. Continued absence may result in termination of employment.

Military leave shall be limited to the length of service required by the induction of the draftee or the orders to active duty of enlisted reserves or members of the national guard plus the applicable time period following

**GBRID Military Leave (Also GCRG)**

**GBRID-2**

release. Military leave for guardsmen or reservists who are ordered to active duty shall be limited to the date when the officer can by his own actions terminate such active duty or the date of his orders to inactive status, whichever may occur first.

An employee on military leave, if he makes application to the superintendent within the applicable time period after the effective date of his release from active duty, shall be returned to a position comparable to the position held at the time the leave was granted. The employee's salary and benefit status upon return from military leave shall be the same as it would have been if leave had not been taken. The district shall have a 10-day grace period to make arrangements for reemployment of the employee, and the superintendent shall make every effort consistent with law and the wishes of the employee to minimize any possible adverse effect of employment change on the educational program.

In the event the requested military leave causes an educational disservice to the education of the boys and girls of the district, the superintendent shall notify the commanding officer who signed the orders, requesting an adjustment in orders. If the superintendent is not satisfied with the response, he shall seek further assistance by calling 1-800-336-4590 to request a consultation with an officer in the National Committee for Employer Support of the Guard and Reserve, Office of the Secretary of Defense, 1735 North Lynn Street, Arlington, VA 22209

Approved: 05/10/1999

**GBRJ**    **Substitute Teaching**

**GBRJ**

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 approved substitute teachers, and each building principal shall have a copy of the list prior to the beginning of each school year.

Building principals shall be responsible for obtaining substitute teachers 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 (fill in month).

Approved: 05/10/1999

**GBRJ-R**    **Substitute Teaching**

**GBRJ-R**

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), hints on working with students, a statement of expectations the district has for substitutes, a list of things the substitute must do before leaving for the day and a sample report form for reporting incidents that may take place during the day.

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

Whenever a teacher is to be absent from teaching duties, the teacher shall notify the principal as early as possible or shall arrange to have some other person notify the principal.

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

Each spring the superintendent shall meet with the principals and review the performance of the substitutes used throughout the school year.

Approved: 05/10/1999

**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: 01/12/2009



All employees in the performance of assigned duties shall:

- Recognize basic dignities of all individuals with whom (s)he interacts in the performance of assigned duties;
- Exercise due care to protect the mental and physical safety of students, colleagues and subordinates for whom (s)he is responsible;
- Be accountable for maintaining his/her integrity and shall avoid accepting anything of substantial value offered by another which is known to be or which may appear to be for the purpose of influencing his/her judgment or the performance of his/her duties;
- Accurately represent his/her qualifications.

An educator in the performance of assigned duties shall:

- Meet and continuously maintain applicable certification or licensure requirements as defined by state and/or federal law for position held;
- Actively support and pursue the district's educational mission;
- Maintain professional integrity;
- Be responsible to present any subject matter in a fair and accurate manner.

Approved: 05/10/1999; 02/16/2017

**GCA Compensation and Work Assignments**

**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**

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

**GCA Compensation and Work Assignments**

**GCA-2**

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** (See GAN)

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

Regular or overtime pay (or compensatory time) as appropriate for time away from (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: February 7, 2005

**GCBA Qualifications and Duties**

**GCBA**

A comprehensive job description for each classification of noncertified employees will be developed by the district's administration. Job description will not be included in those policies/rules but will be filed and published in the appropriate handbook.

Approved: July 11, 1988

**GCC Recruitment**

**GCC**

The superintendent will recruit noncertified personnel to fill existing or proposed vacancies and recommend that the board hire the best qualified candidate.

Approved: 05/10/1999

**GCDA Teacher Aides and Paraprofessionals**

**GCDA**

Teacher aides and paraprofessionals shall follow all applicable board policies, rules and regulations and shall be under the general supervision of the building principal.

Approved: 05/10/1999

**GCE Assignment and Transfer**

**GCE**

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

Approved: 05/10/1999

**GCH Supervision**

**GCH**

The superintendent 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.

Approved: 05/10/1999



**GCI Classified Employee Evaluation**

**GCI**

Each classified employee shall be formally evaluated on an annual basis. The evaluation will be done in terms of performance criteria developed for each position. The evaluation will be conducted by the administrator immediately supervising that employee or by a designee determined by that administrator. The purpose of the evaluation is to promote satisfactory performance on the part of the employee and to determine if the employee's performance merits continued employment.

Approved: July 11, 1988

**GCI-R Classified Employee Evaluation**

**GCI-R**

The administrator conducting the evaluation shall review the results of the evaluation with the employee. The evaluation and the person being evaluated shall sign and date the evaluation document. The signature of the classified person indicates only that he is aware of the contents of the document. The classified employee's signature does not necessarily signify agreement with the contents of the document.

An employee who disagrees with the evaluation statement may write a statement setting forth his specific disagreement with the evaluation.

Evaluations shall be conducted by the following administrator or their designees:

Principal: Building custodians, instructional aides, playground  
or cafeteria aides, secretaries, coaching aides

**GCI-R Classified Employee Evaluation**

**GCI-R-2**

Director of

Special services: Para-professionals, clerk of special services

Superintendent: Transportation supervisor, district level maintenance personnel, food service director, central office personnel, supervisor of kitchen

Supervisor of Kitchen: Cook

Transportation supervisor: Bus drivers

The evaluations shall be conducted annually by June 1. This time ta-

ble does not limit the authority of the superintendent to recommend termination of disciplinary action to the board at any time. Employees who do not meet an acceptable level of performance but are to be offered a position the following year must be placed on a plan of assistance.

Approved: July 11, 1988

**CLASSIFIED PERSONNEL EVALUATION**

**EMPLOYEE:**

**DATE:**

**EVALUATOR:**

**BUILDING:**

	Commendable Performance	Acceptable	Improvement Needed	N/A
<b>I. PERSONAL QUALITIES</b>				
1. Punctual				
2. Uses time wisely				
3. Neat and well groomed				
4. Gets along with other personnel				
5. Relations with the public				
6. Relations with students				
7. General attitude				
8. Supportive of administrative decisions				
9. Self-motivated				
<b>II. WORK-RELATED SKILLS</b>				
1. Able to cope with stressful situations				
2. Communicates effectively				
3. Cooperative with others				
4. Quality of work				
5. Quantity of work				
6. Organization of work				
7. Understanding of work				
8. Follows directions				
9. Adaptability				
10. Promptness in completing tasks				
11. Care of equipment				
12. Able to direct and supervise others				
13. Capable of setting up equipment and operating it				
<b>*Specific indicators from each employee's job description should be inserted here.</b>				
<b>III. COMMITMENT TO DUTY</b>				
1. Loyalty				
2. Strives for self-improvement				
3. Trustworthy				
4. Dependable				
5. Uses wise judgment				
6. Accepts criticism				
7. Keeps information confidential concerning school records and school operations as it pertains to students, parents and school personnel				

**EVALUATOR'S COMMENTS ON STRENGTHS AND WEAKNESSES**

1. Personal Qualities

2. Work Related Skills

3. Commitment to Duty

4. Employee's Comments

Employee\_\_\_\_\_ Evaluator\_\_\_\_\_

Date\_\_\_\_\_ Date\_\_\_\_\_

**This evaluation was signed by the employee after it was reviewed by the evaluator.**

**GCIA Evaluation of Coaches and Sponsors**

**GCIA**

All employees contracted to coach or sponsor an activity shall be evaluated at least once per year within 45 days of the completion of the respective sport season. 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: 08-10-2009

**GCK Suspension****GCK**

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

Approved: 8-11-2008

**GCO Resignation**

**GCO**

Noncertified employees may resign from their jobs in accordance with the employment agreement and board policies.

Approved: 5/10/99

**GCR Work Schedules**

**GCR**

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

**Time Schedules**

The superintendent shall develop time schedules for all noncertified employees.

**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.

Approved: 05/10/1999

**GCR-R Work Schedules**

**GCR-R**

**Time Schedules**

Time schedules for noncertified employees will be assigned at the beginning of the employment term by the superintendent.

**Work Load**

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

Approved: 05/10/1999



**GCRF Non-School Employment**

**GCRF**

Noncertified employees shall not be excused during their regularly assigned time schedule to perform outside work. Noncertified employees shall engage in no outside employment which impairs the effectiveness of their assigned duties.

Approved: 05/10/1999

Noncertified employees may be granted leaves and absences.

Emergency and Legal

Noncertified employees may be granted emergency and legal leave.

Illness (Sick Leave)

Noncertified employees may be granted leaves for illness.

While an employee is on leave for any reason related to the employees' temporary disability, sickness or serious medical condition, secondary employment by the employee is not permitted. Failure to abide by this restriction may result in the employee's termination and/or forfeiture of reinstatement to their position with the school district.

Military Leave (Also GBRID)

Any employee, upon written request to the superintendent, shall be granted leave to cover the length of his required service, as defined below, in the military forces of the United States. Each request for military leave shall be accompanied by a copy of the appropriate military orders. On the date of release from service, the employee shall notify the superintendent of his availability and possible date of return to employment.

Service veterans returning to active duty have a four-year duty period which may be extended to five years at the option of the military service. Such employees have a 90-day period following release to report for reemployment with the district. This type of military leave shall be without pay.

Employees who are guardsmen or reservists taking initial active duty training will have 31 days after release to report for reemployment with the district. This type of military leave shall be without pay.

Guardsmen or reservists taking annual training, special school or special duty will report for reemployment with the district immediately following release plus any necessary travel time. This type of military leave may be with pay subject to board approval.

Failure to return within the time period allowed without notice to the superintendent shall result in cancellation of the military leave, and the employee shall receive no credited service in the district for the time served on military leave. Continued absence may result in termination of employment.

Military leave shall be limited to the length of service required by the induction of the draftee or the orders to active duty of enlisted reserves or members of the national guard plus the applicable time period following release. Military leave for guardsmen or reservists who are ordered to active duty shall be limited to the date when the officer can by his own actions terminate such active duty or the date of his orders to inactive status, whichever may occur first.

An employee on military leave, if he makes application to the superintendent within the applicable time period after the effective date of his release from active duty, shall be returned to a position comparable to the position held at the time the leave was granted. The employee's salary and benefit status upon return from military leave shall be the same as it would have been if leave had not been taken. The district shall have a 10-day grace period to make arrangements for reemployment of the employee, and the superintendent shall make every effort consistent with law and the wishes of the employee to

minimize any possible adverse effect of employment changes on the educational program.

In the event the requested military leave causes an educational disservice to the education of the boys and girls of the district, the superintendent shall notify the commanding officer who signed the orders, requesting an adjustment in the orders. If the superintendent is not satisfied with the response, he shall seek further assistance by calling 1-800-336-4590 to request a consultation with an officer in the National Committee for Employer Support of the Guard and Reserve, Office of the Secretary of Defense, 1735 North Lynn Street, Arlington, VA 22209.

Approved: 12/11/06

**GCRH Vacations**

**GCRH**

Full-time employees of the board may be granted a paid vacation each year.

Approved: 05/10/1999

**GCRH-R Vacations**

**GCRH-R**

For each fiscal school year (July 1 to June 30) of continuous service, custodians shall receive 80 (eighty) hours non-accumulative vacation with pay. Vacation time shall be arranged with the building principal and the superintendent and shall not be between the dates of August 15 and October 15. After a custodian has 10 years tenure, he will receive 120 (one hundred twenty) hours vacation.

Central office secretaries will receive two weeks vacation each year of continuous service.

Approved: 05/10/1999

**GCRI Paid Holidays**

**GCRI**

Paid holiday leave may be granted to noncertified employees.

Approved: August 14, 2006

**GCRI-R Paid Holidays (Custodians and Maintenance)**

**GCRI-R**

In addition to the 80 (eighty) hours of vacation taken during the year, the following additional paid holiday will be granted:

Labor Day	New Year's Day
Thanksgiving Day	Memorial Day
Thanksgiving Friday	Fourth of July
Christmas Day	

During Winter Vacation the superintendent will designate one paid vacation day in addition to Christmas Day.

In the event that a designated paid holiday occurs on a weekend, the superintendent will designate an adjacent weekday to be used as a day for paid leave.

Approved: August 14, 2006

**GCRK Political Activities (See GAHB)**

**GCRK**

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: 01/12/2009

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**HAA Legal Status**

**HAA**

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

Approved: 05/10/1999

**HAA-R Legal Status**

**HAA-R**

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

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

Approved: 05/10/1999

**HAB Goals and Objectives**

**HAB**

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

Approved: 5/10/99

**HAC Scope of Negotiations (See HAI)**

**HAC**

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

Approved: September 13, 2004

**HAE Board Negotiating Representatives**

**HAE**

The board shall select as its representative(s) those person(s) the board feels will best represent the interests of the district.

Each year the board shall designate its representative(s) for the purpose of negotiating during the current school year. The superintendent and the board president shall make recommendations to the board regarding who shall be the chief negotiator for the board and other members of the negotiating team.

Approved: 05/101/1999; 08/03/2020

**HAF Superintendent's Role**

**HAF**

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

Approved: 5/10/99

**HAHBA Use of School Facilities**

**HAHBA**

School facilities shall be made available for negotiating sessions.

Approved: 5/10/99

**HAHBA-R Use of School Facilities**

**HAHBA-R**

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

Approved: 5/10/99

**HAHBB**    **Use of School Equipment**

**HAHBB**

The board may make school equipment available for negotiating sessions.

Approved: 05/10/1999

**HAHBB-R**    **Use of School Equipment**

**HAHBB-R**

If the teachers' representatives desire certain school equipment for negotiating sessions, a request for such equipment shall be made to the superintendent at least one day in advance of the day scheduled for negotiating.

Approved: 05/10/1999

**HAI**    **Negotiations Procedures**

**HAI**

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

**Distribution of Information**

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

**Research Assistance**

Upon request, the board shall furnish to the association any information which is public record. The board may agree to furnish other information in a form determined by the board.

**Minutes and Records**

The board's team shall keep reasonably detailed minutes and records of all negotiating sessions.

**Reporting to Staff and Board**

The board's team shall keep the board fully advised at all times as to the status of negotiations. The board shall report to the staff such information as the board deems advisable.

**Reporting to the Media and Public**

The board reserves the right to release to the media and public information regarding negotiations.

Approved: 05/10/1999

**HAI-R**    **Negotiations Procedures**

**HAI-R**

**Minutes and Records**

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

**Reporting to the Staff and Board**

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

**Reporting to the Media and Public**

Before any school board news release or statement on negotiations to the press and public is made, the release shall be prepared by the chief negotiator and the superintendent and approved by the president of the board. If the president of the board is unavailable, the vice-president of the board shall make the determination, and if he is also unavailable, the superintendent shall make the determination. No other person is authorized to release to the public or press, on behalf of the board, any information in regard to negotiations.

**Research Assistance**

Information not currently available in the form requested by the association, at the discretion of the board, may be supplied if the association reimburses the board for any additional expenses. (See CN)

Approved: 05/10/1999



**HAI Preliminary Agreement Disposition**

**HAI**

All tentative agreements shall be reported to the board.

Approved: 05/10/1999

**HAK Ratification Procedures**

**HAK**

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

Approved: 05/10/1999

**HAK-R Ratification Procedures**

**HAK-R**

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

Approved: 05/10/1999

**HAL Announcement of Agreement**

**HAL**

The board may announce its ratification of the agreement.

Approved: 05/10/1999

**HAN Slowdowns**

**HAN**

The board opposes work slowdowns by its teachers.

Approved: 05/10/1999

**HAN-R Slowdowns**

**HAN-R**

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: 05/10/1999

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**IA Mission Statement**

**IA**

Wamego USD 320, a progressive and committed school district, in a cooperative effort with families and community, will educate students to be responsible, problem solving citizens who produce quality work in their individual pursuit of excellence by offering relevant, academically challenging and diverse learning experiences.

**IA-R Belief Statement**

**IA-R**

- ◆ The family is the primary influence on a child's development.
- ◆ A community has a significant supporting role in the growth and development of its members.
- ◆ All people are responsible and accountable for their own actions.
- ◆ Society is enhanced by the development of its members.
- ◆ Change is necessary for growth.
- ◆ Excellence is achievable and worth pursuing.
- ◆ All people have a capacity to learn.
- ◆ Higher expectations promote higher results.
- ◆ Learning is a lifelong process.
- ◆ Each individual is valuable.

Approved: 05/10/1999



**IAA Academic Freedom**

**IAA**

Academic Freedom

No arbitrary limitations shall be placed by teachers upon study, investigation, presentation and interpretation of facts and ideas when pursued in accordance with the approved curriculum.

Approved: 05/10/1999

**IB School Site Councils**

**IB**

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

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

Each site council shall establish meeting schedules. Each council shall report to the board at least 2 times a year.

Approved: July 11, 2005

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

**IC**

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

**Curricular Offerings**

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

**Educational Goals and Objectives**

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

**Additional Educational Programs**

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

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

Approved: 08/09/2010; 08/03/2020

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

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

Pilot Project Evaluation

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

Student Surveys

Except as provided in board policy IDAE with regard to surveys about a student's or the student's parents' or guardians' personal beliefs or practices on issues such as sex, family life, morality, or religion, any instrument designed to survey students, either by district staff or by an outside agency or individual, shall be made available for inspection by parents or guardians before the survey is administered.

Approved: 8/14

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

**ICAA**

Use of current research findings to improve instruction is required as a part of the district's school improvement efforts. The teaching staff is required to keep abreast of current research-based teaching methods. With prior administrative approval, experimentation with teaching methods is permitted. Staff development programs will be designed to help teachers learn research-based instructional skills and to apply them in daily instruction.

Approved: August 9, 2010

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

**ID**

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

Modification

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

Personnel

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

Financial Resources

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

Evaluation (See IJ)

Approved: 11-09-09

**IDAA**    **Special Programs**

**IDAA**

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

**Partnerships**

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

**Work-Study Programs**

The certified staff and administration shall cooperate to develop objectives for a work-study program when requested by a student and a member of the business community.

Approved: 05/10/1999

**IDAA-R**    **Special Programs**

**IDAA-R**

**Partnerships**

When a partnership is created, a committee shall be formed with the minimum membership composed of the building principal, one teaching staff member, and a representative of the business and/or the educational institution. The committee shall be responsible for developing the partnership's goals and objectives, scheduling meeting times, deciding appropriate

activities, and identifying available resources to help meet the partnership's goals and objectives subject to board approval.

An annual review of the partnership's goals and objectives shall be conducted by the committee and submitted in writing to the board.

Partnerships shall not exceed one year. However, continuation on a year-to-year basis may be granted by the board if requested by the committee in their annual report.

Work-Study Programs

Students shall assume all costs to participate in the work-study program. Student participation in a work-study program shall be on an individual basis and shall be the responsibility of the principal. The superintendent shall develop guidelines for use when considering work-study applications from students or the business community for participation in a work-study program.

Approved: 05/10/1999



**IDAB**    **Support Programs**

**IDAB**

In addition to the basic programs approved by the board, the district shall provide student support programs. Support program information approved by the board shall be filed with the clerk and made available to staff and patrons as needed.

**Drug Education**

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

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

A student who voluntarily seeks assistance, advice or counseling from school personnel regarding drugs or drug abuse shall not be disciplined by school authorities solely on the basis of seeking assistance.

**Student Mental Health**

Appropriate mental health awareness and suicide prevention programs shall be initiated and continued in the district.

The counselors shall develop and implement a student mental health awareness program. If professionals necessary to carry out this program are not available within the school system, the counselors shall identify community or area mental health agencies able to provide the necessary assistance

and seek to establish a continuing cooperative relationship with the appropriate agencies.

Dropout Prevention

The programs to prevent students from dropping out of school, or to encourage dropouts to return to school shall be: H.E.L.P.

The staff shall incorporate the philosophy and goals of this policy into the schools' programs.

At-Risk Students

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

Guidance

The guidance program shall be organized to meet the needs, interests and abilities of all students.

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

Homebound Instruction

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

The parent makes the request for homebound instruction; and

The family physician recommends homebound instruction in writing.

The principal shall be responsible for obtaining a teacher for the student. When appropriate, the director of special education is responsible for

filing the necessary papers with the Division of Special Education, State Board of Education.

Approved: 05/10/1999

**IDAC**    **Exceptional Programs**

**IDAC**

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

List Other Appropriate Information Here

Approved: 05/10/1999

## **IDACA Special Education Services**

**IDACA**

In accordance with the provisions of Federal and state law, it is the policy of this district to provide a free appropriate public education for every exceptional child (as defined by K.S.A. 72-3404) who is a resident of this district or attends a private or parochial school located in this district. Special education services are provided for such children, including individual educational programs offered in the least restrictive environment.

### **Child Find, Identification, and Eligibility**

The district shall coordinate and maintain a system which schedules and structures available services for pupils who are referred to determine eligibility for special education services in accordance with procedural processes established in Federal and state law.

### **Actions and Due Process for Students**

Parental involvement and cooperation is important to the success of these educational programs. In order to encourage the involvement and cooperation of parents in special education services and to safeguard the rights of exceptional children to a free appropriate public education, the board utilizes and refers parents to the "Procedural Safeguards in Parent Rights in Special Education" published by the Kansas State Department of Education.

In the provision of special education and related services, the district will implement all Federal and Kansas statutes, rules, and regulations.

Approved: 08/14; 11/12/2018

**IDACB Section 504 Accommodations for Students**

**IDACB**

In accordance with the provisions of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act, the district is committed to providing students with disabilities the opportunity to participate in and benefit from its programs and activities. Accordingly, the district will make reasonable modifications to its programs and activities to accommodate otherwise qualified students with disabilities, unless such modifications would impose an undue burden on the operation of the particular program or activity or would fundamentally alter the nature or purpose of the program or activity. No district board member, employee, or contractor shall retaliate against any person because of his or her exercise of rights under Section 504.

Approved: 8/14

**IDAD Title I Programs**

**IDAD**

The board shall ensure the district's Title I programs operate in accordance with federal laws and conditions. The superintendent is responsible for administering the district's Title I program; assessing the educational needs of all students, particularly the needs of educationally disadvantaged children; developing appropriate communication channels between all parties; to the extent practicable, providing full opportunities for the participation of parents/guardians with limited English proficiency, parents/guardians with disabilities, and parents/guardians of migrant children, including providing information and school reports required under federal law in a format and language such parents/guardians can understand; 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: 8/14

## **IDAD-Regulation-Title I Programs**

### Parental Involvement Encouraged

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

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

- Assistance in understanding.
  - State academic content and achievement standards;
  - How to monitor their child's progress; and
  - Title I regulations.
- Activities that include promoting cooperation between the district and other agencies or school/community groups (such as parent-teacher groups, Head Start, Parents as Teachers, etc.) to furnish learning opportunities and disseminate information regarding parenting skills and child/adolescent development.
- Implementing strategies to involve parents in the educational process, including: Joint development of a school-parent compact that outlines the shared responsibilities of the school and the parent for high student achievement by:
  - Keeping families informed of opportunities for involvement and encouraging participation in various programs.
  - Providing access to educational resources for parents/families to use together with their children.
  - Keeping families informed of the objectives of district educational programs as well as of their child's participation and progress within these programs.



- Allowing parents reasonable access to staff who work with their children.
- Providing professional development opportunities for teachers and staff to enhance their understanding of effective parent involvement strategies.
- Promoting activities, which emphasize the importance of parent-school communication.

#### Activities to Enable Parental Participation

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

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

#### Scheduling for Parents' Convenience

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

#### Annual Evaluation

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



Proposed changes (if any) made to IDAD

Administrators and other school employees present:

<b>Name</b>	<b>Title/Position</b>	<b>Building</b>

Copies to: Clerk of the Board; Superintendent of Schools; School Principal

Approved by Board of Education as Policy/Regulation: \_\_\_\_\_ date

**IDAE**    **Student Privacy Policy**  
(See BCBK, ICA, ICAA, II, and JR et seq.)

**IDAE**

The superintendent, the board and staff shall protect the right of privacy of students and their families in connection with any surveys or physical examinations conducted, assisted, or authorized by the board or administration. The district shall annually provide parents notice of their rights under the Protection of Pupil Rights Amendment and the Student Data Privacy Act, at the beginning of each school year, and at any other time the school district policies in the area are substantially changed.

**Student Data Restrictions**

Any student data submitted to and maintained by a statewide longitudinal student data system shall only be disclosed in accordance with the Student Data Privacy Act. Disclosure of all other student data or student record information maintained is governed by the Family Educational Rights and Privacy Act (“FERPA”).

Annual written notice presented to parents and legal guardians of district students shall: 1) require parent or guardian’s signature; and 2) shall state student data submitted to and maintained by a statewide longitudinal data system only be disclosed as follows.

Student data may be disclosed to:

- The authorized personnel of an educational agency or the state board of regents who require disclosures to perform assigned duties; and
- The student and the parent or legal guardian of the student, provided the data pertains solely to the student.

Student data may be disclosed to authorized personnel of any state agency, or to a service provider of a state agency, educational agency, or school

performing instruction, assessment, or longitudinal reporting, provided a data-sharing agreement between the educational agency and other state agency or service provider provides the following:

- purpose, scope, and duration of the data-sharing agreement;
- recipient of student data use such information solely for the purposes specified in agreement;
- recipient shall comply with data access, use, and security restrictions specifically described in agreement; and
- student data shall be destroyed when no longer necessary for purposes of the data-sharing agreement or upon expiration of the agreement, whichever occurs first.

\*A service provider engaged to perform a function of instruction may be allowed to retain student transcripts as required by applicable laws and rules and regulations. Destruction shall comply with the NISTSP800-88 standards of data destruction.

Unless an adult student or parent or guardian of a minor student provides written consent to disclose personally identifiable student data, student data may only be disclosed to a governmental entity not specified above or any public or private audit and evaluation or research organization if the data is aggregate data. "Aggregate data" means data collected or reported at the group, cohort, or institutional level and which contains no personally identifiable student data.

The district may disclose:

- Student directory information when necessary and the student's parent or legal guardian has consented in writing;
- directory information to an enhancement vendor providing photography services, class ring services, yearbook publishing services, memorabilia services, or similar services;
- any information requiring disclosure pursuant to state statutes;
- student data pursuant to any lawful subpoena or court order directing such disclosure; and
- student data to a public or private postsecondary educational institution for purposes of application or admission of a student to such postsecondary educational institution with the student's written consent.

#### Student Data Security Breach

If there is a security breach or unauthorized disclosure of student data or personally identifiable information of any student submitted to or maintained on a statewide student longitudinal data system, each affected student or the parent or legal guardian of the student, if a minor, shall be immediately notified, and an investigation into the causes and consequences of the breach or unauthorized disclosure will be conducted.

#### Biometric Data

The district shall not collect biometric data from a student or use any device or mechanism to assess a student's physiological or emotional state, unless the adult student or the parent or legal guardian of the minor student

consents in writing. “Biometric data” includes measurable biological or behavioral characteristics that can be used for automated recognition of an individual, such as fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting.

Nothing in this policy shall prohibit the collection of audio voice recordings, facial expression information, and student handwriting for:

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

#### Select Student Surveys

No test, questionnaire, survey, or examination containing any questions about a student’s or the student’s parents’ or guardians’ personal beliefs or practices on issues such as sex, family life, morality, or religion shall be administered to any student unless:

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

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

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

Students may be questioned:

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

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

Approved: 08/2014; 06/2015; 10/10/16



# Protection of Pupil Rights Amendment: Regulation

## USD 320

### Surveys: Parental Inspection Rights

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

### Written Permission Required

If such survey is funded in whole or in part by federal funds or if the survey concerns the student's or student's parents' or guardians' beliefs or practices on sex, family life, morality, or religion, it shall not be administered without providing notice to and the express written consent of a parent or guardian. If the survey is not federally funded and does not cover the aforementioned topics, parents must be given direct notification of the survey and be provided with an opportunity to opt their child out of the survey. If the survey is part of the curriculum, parents shall have the right to inspect any instructional materials used in conjunction with the survey.

### Physical Examinations

Prior to the administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school, scheduled by the school in advance and not necessary to protect the immediate health and safety of the student, the school shall provide parents with notice of the activity and provide parents with an opportunity to opt their child out

of the activity. This requirement does not apply to routine dental, hearing and vision screenings required under Kansas law.

### **Parental Rights: Marketing Information**

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

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

### **Release of Information – FERPA Rights**

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

Approved: 08/14; 06/15

With parental and the principal's permission, juniors and seniors 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. The district may, with BOE approval, enter into an agreement with the college for the purpose of allowing these students to receive dual credit.

Concurrent (Dual) Enrollment

A student in grades 11 or 12, or a gifted child in grades 9 through 12 who has demonstrated the ability to benefit from participation in the regular curricula of eligible postsecondary education institutions, may apply to the principal for permission to enroll at an eligible and properly accredited postsecondary education institution. The district may, with BOE approval, enter into an agreement with the college for the purpose of allowing these students to receive dual credit.

Students will not be able to take a college course for dual credit in lieu of any course that is required for graduation unless it is taken as an elective credit or the course has been approved as substitute by the Board of Education. The only dual credit courses that students can take during the school day at WHS will be on-line college classes. Students are not allowed to take any college course for dual credit as a substitute for any Advanced Placement courses offered at Wamego High School.

Transfer of Hours for Student Transcript

Students attending college or university classes under this policy may enter their college record on their high school transcript. When college courses are taken for dual credit, then the student's grades will become part of their high school transcript. The grade will be used for calculating grade point averages, class rank, and for accumulation of credits for graduation.

For purposes of equating college credit hours to high school credit hours, the following ratio shall apply:

5 college hours = 2 high school credits

3 college hours = 1 high school credit

Students who attend college or university classes as per this policy will assume all costs associated with the course.

Request to Consider a College Course for Substitution for a High School Required Course

A student or parent may make a request for a college course to be considered for dual credit. A review shall be conducted comparing the curricula of the high school course and the college course. The review will be conducted by the principal, Director of Curriculum and Instruction, and the classroom teacher who teaches the respective high school course. In the event that there is a sufficient alignment of curriculum, the committee will submit a recommendation to the BOE asking for dual credit status for this course. If there is not sufficient alignment, the committee will deny the request and send a letter of explanation to the person who submitted the request. Persons interested

in requesting that a college course be allowed to be taken for dual credit must submit a request to the building principal no later than November 1 for spring semester enrollment or April 15 for fall semester enrollment in the course.

In no instances shall a college course be substituted for an Advanced Placement course.

Prior to the start of each year, the high school will submit to the BOE a list of courses that have been granted dual credit status.

Approved: 7-13-09



**IDFA Athletics**

**IDFA**

Athletic practice for competition shall not be conducted during the school day. Athletic practice shall not be counted for credit, as part of the school term or as a replacement for any physical education class.

Approved: 8-11-2008

**IE      Instructional Arrangements**

**IE**

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

Class Size

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

Scheduling for Instruction

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

Pre-enrollment

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

Approved: 05/10/1999



**IE-R Instructional Arrangements**

**IE-R**

Scheduling for Instruction

Grades 6-11 will conduct pre-enrollment activities in the spring of each year. The administrative team will develop and coordinate pre-enrollment activities each year in such a manner as not to disrupt the education process of any student for prolonged periods of time.

Student Schedules

The building principal and counselor will make every attempt to schedule students in the classes desired by the students.

Independent Study

The building principal together with a faculty committee shall develop guidelines for an independent study program. This committee shall also develop criteria to be used in the selection of students to participate in an independent study program. This shall then be presented for approval to the superintendent and then submitted to the Board of Education for final approval.

Approved: 05/10/1999

**IEB**    **Charter Schools**

**IEB**

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

If a petition is denied, the board shall follow applicable provisions of current law.

Approved: September 13, 2004

**IF Textbooks, Instructional Materials and Media Centers**

**IF**

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

Textbooks and instructional materials shall support the district's instructional goals and learning objectives.

Textbook selection criteria shall be established by the board.

Challenges to textbooks, instructional materials or media center materials shall be considered in a manner prescribed by board policy.

Approved: 05/10/1999

**IF-R Textbooks, Instructional Materials and Media Centers**

**IF-R**

Selection Criteria: Textbooks and Instructional Materials

Textbooks and instructional materials shall provide:

An effective education for all students;

Factual knowledge, literary appreciation, aesthetic values and ethical standards;

Practice for students to develop abilities in critical thinking, communication, mathematics and science skills.

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

**IF-R Textbooks and Media Centers**

**IF-R-2**

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

The superintendent shall develop selection procedures which meet the above criteria which shall include a review of available material by instructional staff members. The use of textbook as the sole resource tool in the classroom is discouraged. Teachers are encouraged to develop, use and maintain a relevant and up to date core of resources materials in the classroom.

**Book Rental Requirements and Administration**

A book usage record will be kept in all buildings for all students. The school name will be stamped in all books, and the books will be numbered. A record shall be kept showing the number of each book issued to each student. An inventory shall be kept of all rental books or sets of books.

**Textbook Selection and Adoption**

Selection of textbooks for use in the district shall be a cooperative effort of the teacher(s) who will use the textbook and the curriculum committee.

**Instructional Resources**

The procedure outlined below will be followed in implementing the board's policy on the selection of textbooks and supplementary instructional materials, hereinafter referred to simply as "textbooks" for district-wide use. The procedure carries out the board's intention that the textbook selection process guarantee involvement of district staff.

Textbook needs in various subject matter areas will be considered on a cyclical basis. The staff will recommend textbook areas for study and adoption on a rotating basis at least every five years.

It should be noted that the selection procedure for each subject area covers one school year and that textbook selection procedures may be in process for two or more subject matters concurrently.

The textbook selection committee may include these members: a principal and one teacher representative from each building in the district whose subject matter specialty corresponds to the subject matter area up for adoption. The superintendent and the other principals may serve as exofficio members of the committee.

The committee will make its recommendation to the superintendent for the purchase of new textbooks such that material can be ordered on a timely basis.

Lost, Damaged or Destroyed Student Textbooks

All students may use texts on a rental basis. The cost to the student for a lost or destroyed text will depend on the number of years the text has been used. The law provides that a system of fines and penalties may be established for lost or damaged books. The administration of such a system is, of necessity, up to the judgment and direction of the teach and principal. (see JS-R for the schedule of rental fees, refunds and damages.)

Challenges of Materials (See IKD, KN)

Any person having a complaint about textbooks, media center or other instructional materials shall meet with the principal. If the matter cannot be

**IF-R Textbooks, and Media Centers**

**IF-R-4**

resolved the principal shall notify the superintendent and ask the complainant to use a request for review form which is available through building principals or at the district office. After receiving the completed form, the superintendent shall meet with the complainant to discuss the complaint.

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

Review Committee

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

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

The committee's charge shall be:

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

To direct a written report to the board; and

To send the complainant a copy of the report.

The Review Committee Shall:

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

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

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

Removing Challenged Materials

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

Approved: 05/10/1999

A Bill of Rights for Instructional and Library Materials

Schools are concerned with generating understanding of American freedoms and with the preservation of these freedoms through the development of informed and responsible citizens. To this end, the board asserts that its responsibility for instructional materials and school library materials is as follows:

**IFAB Audio-Visual Policy**

**IFAB**

The philosophy and practice of USD 320 is to use classroom time for instructional activities. Unless stated in district curricular objectives, the use of audio and audio/visual material is to be used as a supplemental, not primary, teaching aides. This type of instructional aide may not be used to replace the reading of curricular material unless specifically stated in a student's IEP.

All audio and audio/visual instructional material used in a classroom must meet the teacher's instructional objectives as defined by the district curricular outcomes and must be incorporated into a teacher's lesson plans. The teacher's lesson plans must clearly illustrate how the audio and/or audio/visual material specifically meets the district's curricular objectives. All audio and audio/visual material to be used in the instruction of USD 320 students must be previewed in its entirety by the classroom teacher and/or librarian and approved for use by the building administrator.

It would be a rare exception that audio and audio/visual material created for entertainment, advertisement or religious purposes would be shown during the school day and only if approved by the building administrator.

Approved: 05/10/1999



**IFBD School Library - Media Center**

**IFBD**

“The principal functions of the library media centers are to process and circulate materials and equipment through an orderly procedure and to provide reference and other services to students and faculty. Media specialists should be committed to work toward excellence in providing students with resources so that they have the opportunity to achieve at their highest levels of performance.

The collection shall reflect the broad interests represented in the district curriculum, complemented by appropriate, educationally oriented enrichment materials in a variety of forms. To meet recommended standards, the administration and board must support the development of a collection adequate to meet the curricular needs of the students. Such collection should be large enough so that materials can be placed in classrooms for extended periods of time, should be designed to provide for personal growth and should be adequate for those engaged in independent study.

In keeping with Kansas State school recommendations, building principals and the superintendents of the district have the responsibility of leadership in providing a good library media program. In order to establish a quality library media program, there must be necessary funds and facilities according to the standards set by the state board, there must be necessary funds and facilities according to the standards set by the state board, there must be qualified library media specialists available to schools and there must be a schedule that will encourage the use of the library media center by students and teachers.”

Approved: 05/10/1999

**IFBD-R Criteria for the Development of**

**IFBD-R**

**Library Media Center Materials**

Collection Development

The library media collection should be systematically developed to support the district’s curricular objectives. There shall be a balance in coverage of subjects, types of materials and variety of content. All purchases will be made in accordance with Board policies.

Selection Criteria

The ultimate approval for the purchase of library/media materials shall be made by the building principal. The library media specialist will recommend materials for purchase based upon the following criteria:

- 1) The material supports the district’s curriculum.

- 2) The material represents various reading levels and presents

**Library Media Center Materials**

different points of view and issues of the times.

- 3) Materials shall include a wide variety of authors who represent different races, nationalities, political views or religions.

- 4) The material is appropriate for the age of the child the collection is to serve and meets all Board policies.

Teacher's professional needs, advice, and recommendations will be solicited in the decision making process.

“It shall be the responsibility of the media director and building principal to ensure that all materials purchased comply with the highest standard of educational and behavioral objectives set for this school district.”

All materials will be evaluated before purchase, either through direct examination or by consulting reputable, unbiased, professionally prepared selection tools approved by the building principal.

**Gifts**

All gift materials must meet qualitative standards of selection as stated above. Gift material will be acknowledged and credit given in the media center records.

Approved: 5/10/99

**IFBH**    **Outside Speakers** (See IKB)

**IFBH**

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

The board shall establish rules governing the selection and behavior of outside speakers.

Approved: August 9, 2010

**IFBH-R**    **Resource Speakers**

**IFBH-R**

The teacher/sponsor and school building administrator are expected to exercise judgment regarding those who are being considered as resource speakers in the district.

Teachers/sponsors should encourage the use of resource persons representing various points of view in order to help students gain a more comprehensive understanding of any topic.

The ideas presented and the resource person invited to present them shall have a demonstrable relation to the curricular or extracurricular activity in which the participating students are involved.

Prior to appearance or participation, the resource speakers shall be given a copy of this policy and rules, and each speakers shall agree to abide by these regulations:

Profanity, vulgarity and lewd comments are prohibited;

Any language that calls for a student strike, may incite a riot or may otherwise influence students to behave in an unlawful manner is prohibited; and

**IFBH-R**    **Resource Speakers**

**IFBH-R-2**

The use of tobacco in any form is not permitted while on district property.

**Resource Speakers** (cf. IKB)

The Teacher/sponsor or any member of the school administration responsible for inviting the resource speaker has the right and duty to interrupt or suspend any proceedings if the resource speaker, by his conduct, is judged to have disregarded the agreement to abide by these regulations.

**Approved:** August 9, 2010

**IFC**    **Community Resources** (See KFD)

**IFC**

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

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

Approved: 08/11/2008; 02/10/2020

**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: August 8, 2005

**NOTE: This form must be signed and returned to the school by \_\_\_\_\_(date)  
if the student named below is to participate in the field trip or activity.**

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**Consent to Participate in Field Trip or Other Activity and Consent for Treatment**

I, \_\_\_\_\_, the parent and legal guardian of \_\_\_\_\_  
give my consent for my child to participate in the field trip/other activity described here:

\_\_\_\_\_

on \_\_\_\_\_ date. I further give my legal consent and authorize any representative of  
\_\_\_\_\_ School to authorize emergency medical treatment, including any necessary surgery or hospitalization,  
for my above-named child, for any injury or illness of an emergency nature he/she incurred while participating in  
the field trip or other activity noted above by any physician or dentist licensed in accordance with the provisions of  
the Kansas Healing Arts Act, K.S.A. 65-2801, and any hospital.

I agree to pay and assume all responsibility for medical and hospital expenses and any emergency services  
incurred on behalf of my child.

I acknowledge and agree that \_\_\_\_\_ School is not responsible for any medical,  
hospital expenses and/or other charges that are incurred in the medical treatment or hospitalization of my child. A  
photocopy of this document shall have the same force and effect as the original. If my child requires emergency  
medical treatment, I understand that school personnel will make a reasonable attempt to contact me to seek my  
permission to authorize that treatment. To facilitate contacting me, I agree to continue to provide current work and  
home phone numbers to the school.

\_\_\_\_\_  
Parent or Legal Guardian Date

\_\_\_\_\_  
Parent or Legal Guardian Date



**IG Guidance Program**

**IG**

A written curriculum which details the district's requirements of a guidance program shall be created by the Superintendent and district guidance counselors. The guidance program shall be designed to help all students meet the academic and behavioral goals of the district. Areas to be included within the program include, but are not limited to, substance abuse and prevention, goal setting and daily planning, career and college education, behavioral modification techniques, dropout prevention, suicide awareness and prevention, mental health, and scholarship opportunities.

Care shall be taken to ensure that help will be provided to individual students according to their own particular capabilities, aptitudes, personalities and needs.

Approved: 05/10/1999

(Retype and file with clerk.)

USD \_\_\_\_\_  
REQUEST FOR REVIEW OF A TEXTBOOK,  
INSTRUCTIONAL MATERIAL,  
OR  
MEDIA CENTER MATERIAL

Request initiated by \_\_\_\_\_

Telephone \_\_\_\_\_ Address \_\_\_\_\_

Complainant represents: \_\_\_\_\_ self; or if a group:

Name of group \_\_\_\_\_

The material I object to is a: film \_\_\_\_\_ recording \_\_\_\_\_ magazine \_\_\_\_\_ pamphlet \_\_\_\_\_ textbook \_\_\_\_\_  
other \_\_\_\_\_.

Book or other material \_\_\_\_\_

Author (if known) \_\_\_\_\_

Publisher (if known) \_\_\_\_\_

1. Are you familiar with the district policy, procedure and philosophy regarding selection of text books, instructional materials and media center materials? \_\_\_\_\_ Y \_\_\_\_\_ N

2. To what in the material do you object? (Please be specific; cite pages or items.)

\_\_\_\_\_  
\_\_\_\_\_

3. What do you feel might be the result of using this material? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

4. Did you read or view all this material? \_\_\_\_\_ If no, how were the parts selected for reading or viewing?

\_\_\_\_\_  
\_\_\_\_\_

5. What do you believe is the theme of this material? \_\_\_\_\_  
\_\_\_\_\_

6. What would you recommend the school do with this material?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. In its place, what material of equal educational quality would you recommend that would convey as valuable a picture and perspective?  
\_\_\_\_\_

8. Additional comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

-----

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Signature of complainant

Date received: \_\_\_\_\_

**IHA Grading System**

**IHA**

The district shall have methods for assessing and reporting the quality of student academic progress to parents as approved by the board.

Approved: 05/10/1999

**IHB Homework**

**IHB**

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

Approved: 05/10/1999

**IHC** **Class Rankings** (Cf. JR et seq)

**IHC**

Class rankings may be computed for all senior high school students.

Approved: July 11, 1988

**IHD** **Honor Rolls** (Cf. JR et seq)

**IHD**

Honor rolls will be maintained for grades 6-12.

All subject grades will be used in computing honor rolls. Two honor rolls will be computed, an “honor roll” and an “honorable mention honor roll.” Grades used to determine each of the two honor rolls will be defined by each school and shall be published in their respective handbooks.

Approved: 11-09-09

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

**IHEA**

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

Approved: 05/10/1999

**IHF**    **Graduation Requirements** (See JFCA)

**IHF**

The board may adopt graduation requirements exceeding the minimums set forth by state regulation. Unless otherwise provided herein, in order to qualify for graduation, the board requires each candidate to earn 24 academic credits of a type meeting state and district requirements.

Exceptions may be granted by the board to waive local graduation requirements that are in excess of the state minimum requirements for students on a case by case basis.

The board shall award a student a diploma if the student is at least 17 years old; is enrolled or resides in the district; was in custody of the Secretary of the Kansas Department of Corrections (KDOC), the Secretary for DCF, or a federally recognized Indian tribe in this state at any time on or after the student's 14<sup>th</sup> birthday; and has achieved at least the minimum high school graduation requirements adopted by the state board of education.

Other situations which may warrant waiver of graduation requirements in excess of the minimum requirements adopted by the state board include, but may not be limited to, the following circumstances:

- If such student is an adult learner whose four-year cohorts have graduated; or
- if such student is attending an alternative school or program and has experienced high mobility, teen pregnancy, long-term illness, or other hardship conditions.

Approved: 12/14/2015



**IHFA Graduation Requirements for Identified Special Education Students IHFA**

All students receiving special education services will receive a regular high school diploma at the completion of their secondary program if they meet graduation requirements of the state and school district, or as specified on their IEP. A regular high school diploma does not include an alternative diploma that is not fully aligned with the State's academic standards, such as a certificate or GED (34CFR300.102 Federal Register, August 14, 2006, p. 46763). A modified or differentiated diploma or certificate will not be used for students receiving special education services. The term "regular high school diploma" means the same diploma as is awarded to non-exceptional students and shall not include certificates of completion or other certificates, or a general education development credential (GED) K.A.R. 91-40-2(9)(5).

If the student has completed the required courses for graduation, but the IEP team determines the student still needs additional special education and related services, the student may continue to receive the needed special education services on the IEP through the school year in which the student turns 21 (understanding that the school year is defined in Kansas as beginning on July 1 and ending on June 30th). The district's obligation to provide special education services ends a) when the student meets graduation requirements and receives a regular high school diploma, b) at the end of the school year in which the student reaches age

21, or c) an evaluation shows that the student is no longer eligible for special education services (K.A.R. 91-40-10(9)(1)and(2).

When the student enters high school, progress toward graduation must be monitored annually and recorded on an official transcript of credits K.A.R.91-40-2(9)(4). In addition, a course of study will be outlined by the student's IEP team beginning in the 9th grade. The course of study will define all of the classes needed in order for the student to potentially meet the state and districts required courses for graduation in 4 years, or whether to elect to consider an alternative graduation plan. Therefore, parents, students, and other IEP team members will be asked to project an anticipated graduation date, which will also be documented in the IEP. This documentation will create a graduation path to be covered over the next 4-years or longer, depending on the decision made by IEP team members. For students who will continue in special education services beyond the time of their age appropriate peers, the team may also want to consider whether the student will participate in graduation ceremonies with age appropriate peers or upon completion of their entire program. Students can only participate in the graduation ceremony one time during their high school career. Students electing to graduate with their age appropriate peers will not receive their official diploma until they have met all state and district requirements.

Students with exceptionalities who meet graduation criteria must be afforded the same opportunity to participate in graduation ceremonies as students without exceptionalities, even if the IEP team determines that

additional special education and related services will continue after the student has met all of the required credits for graduation (in such cases an official diploma will not be awarded at the ceremony). A student may require services until age 21 to meet IEP goals, or because he or she has not obtained all of the required credits for graduation. In either case, however the student may be allowed to participate in graduation ceremonies with his/her classmates.

No reevaluation is required prior to exiting a student due to graduation (K.S.A.72-986(1)(2); 34 C.F.R. 300.305(e)(2)). However, before the student completes the last semester of high school in which she/he is expected to graduate, the district must provide the student (if over age 18) and the parents with Prior Written Notice of the proposed discontinuation of services at the end of the school year. The Prior Written Notice will clearly state that the student will no longer be entitled to receive special education services from the district after graduation. Parental consent is not required when a student graduates with a regular diploma (K.A.R.91-40-27(a)(3); 34 C.F.R. 300.102(a)(3)(iii)).

Approved: 7-14-08

## **II Educational Testing Program**

II

The district educational testing program shall consist of multiple assessments. The program will be coordinated from kindergarten through grade 12 in order to provide continuity in the total program. Assessments shall include, as a minimum, individual teacher subject matters tests, district group achievement test, and state required tests.

### Test Integrity

The board requires all licensed 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.

### Test Administration

Each building principal in cooperation with building faculty and the district director of curriculum and instruction shall schedule testing at times which will meet the stated designated timelines for state assessments.

All test results must be filed in a secure place not available to unauthorized individuals. The custodian of student records in each building is responsible for the safekeeping of all test results.

### Use and Dissemination of Test Results

Results of individual tests shall not be given to unauthorized people. When interpreting group test results, staff members will use great care so as not to identify any individual.

**II Educational Testing Program**

**II-2**

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, the patrons and the State Board of Education.

Approved: August 14, 2006

## **IIA Course Test Out Opportunity**

**IIA**

The Board recognizes that some students may progress more rapidly than others and that some students may possess the knowledge taught or learned in some classes. Therefore, the following policy sets forth the requirements a students must meet in order to receive credit for a course by a test out procedure at the high school level.

Approved: November 22, 1999

## **IIA-R Course Test Out Opportunity**

**IIA-R-**

Any high school student who may request a test out opportunity must meet the following guidelines.

1. To be eligible to participate in the testing program, a student must meet one of the following criteria: (a) be identified as academically talented; (b) have a GPA of 3.2 or above, accumulative. Teacher, counselor and parent recommendations and principal approval are required before a test out option may be granted.
2. Students must be able to demonstrate superior ability in the subject area with a score of 85% or above on a departmental examination that is based on course exit outcomes. The department will develop alternate exams based upon the same course objectives and exit outcomes.
3. A department representative working in conjunction with the Director of Curriculum and Instruction shall develop the exam. The examination will be kept on file in the principal's office or the office of his/her designee and administered by the principal or his/her designee.

4. The student must file a request to test out with the principal or his/her designee at least 30 days before the end of the semester prior to the offering of the course or with special permission of the principal.
5. Prior to the test date, the student will meet with the department representative to receive the course outcomes, instructional materials and test date.
6. Students will receive credit with a minimum score of 85%. All credit will be recorded on the transcript of the grade level at which the student is enrolled. The transcript will reflect the name of the course, amount of credit and "TEST OUT" designation. A grade will be assigned to the student based on the following scale:

100% = A+

99% - 95% = A

94% - 90% = A-

89% - 87% = B+

86% - 85% = B

If the student does not pass the test, no entry is to be made on the official transcript.

Approved: February 28, 2000

**IIB    Technology Mission Statement**

**IIB**

Wamego USD 320 believes technology opens doors for learning which will produce lifelong, internationally-literate learners through the 21st century. The district believes that a continuously aggressive philosophical and financial commitment to technology is essential to meet the needs of all students in the information age. It is our mission that technology shall be used to restructure teaching and learning models to provide all students with technological skills to access and use information for success today and in the future.

Approved: 05/10/1999





**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. Unauthorized access to and/or unauthorized use of the district server or security system (including, but not limited to, surveillance footage) is also prohibited. 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: 8/14

The district shall implement and enforce an internet safety plan meeting the requirements of both the federal and the Kansas Children's Internet Protection Acts (CIPA). The superintendent shall develop a plan to implement the Children's Internet Protection Acts.

Such plan shall include technology protection measures and such other measures as deemed appropriate to address the following issues:

- (1) Access by minors to inappropriate matter on the Internet and World Wide Web,
- (2) The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications,
- (3) Unauthorized access, including so-called "hacking," and other unlawful activities by minors online;
- (4) Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- (5) Measures designed to restrict minors' access to materials that may be harmful to them.

For the purposes of this policy, "minor" shall be defined to mean any student who is under 18 years of age. The board charges the superintendent to develop the CIPA implementing plan so that all of the protections provided by this policy and the corresponding plan may be afforded to all district students, regardless of their age.

If the district is providing public access to any computer, the CIPA plan shall also implement and enforce technology protection measures to ensure no minor has access to visual depictions that are child pornography, harmful to

**IIBGA Children's Internet Protection Act**

**IIBGA-2**

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

Approved: 8/14

**Children's Internet Protection Act (CIPA) Safety Plan**

**[Revise and edit as necessary to fit USD goals and include in Handbook]**

**Goals:**

It is the policy of USD \_\_\_ to take the following technology protection or other specified measures in order to better protect our district students from harmful online and electronically transmitted content:

- install blocks or Internet filters to the district network in order to limit access by both minors and adults to child pornography and visual depictions or materials that are obscene, inappropriate, or harmful to minors and/or the transmission thereof;
- monitor the online activities of students while at school, at school sponsored activities, or while utilizing the district's network, computer system, computers, e-mail system, or electronic devices having access to the Internet;
- address issues related to the safety of students when using e-mail, chat rooms, and other electronic communication;
- educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms as well as on cyberbullying awareness and response;
- hinder unauthorized access (hacking) and other unlawful on-line activities by students; and
- prevent unauthorized disclosure, use, or dissemination of personal information regarding minors, which shall include, but may not be limited to, personally identifiable information contained in student records; and
- comply with the Children's Internet Protection Act.

**Access to Inappropriate Material**

To the extent practicable, technology protection measures or Internet filters shall be used to block or filter the Internet or other forms of electronic devices from accessing child pornography as well as obscene, inappropriate, or harmful material given the age and maturity levels of district students. It is the district's goal to implement and enforce technology protection measures under

this plan in such a way as to ensure no minor has access to visual depictions that are child pornography, harmful to minors, or obscene.

Subject to administrative approval, technology protection measures may be minimized only for bonafide research or other lawful purposes that are closely monitored by district staff.

### **Inappropriate Network Usage**

To the extent practicable, steps shall be taken to promote the safety and security of users of the district's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, in accordance with CIPA, measures to prevent inappropriate network usage shall include frequent monitoring of the District's network, computer systems, and equipment to detect any unauthorized access to prohibited materials as described earlier in this plan, hacking, and other unlawful activities by students or staff members. Such monitoring shall also strive to detect unauthorized disclosure, use, and dissemination of personally identifiable information regarding students.

### **Education, Supervision and Monitoring**

It shall be the responsibility of all members of the District's staff to educate, supervise, and monitor appropriate usage of online computer network access to the internet in accordance with this policy and CIPA. If, during the course of such monitoring, a student or staff member discovers a violation of this policy, the student or staff member shall make a report as follows:

- 1) Students shall report suspected violation of this policy to any classroom teacher.
- 2) Staff members shall report suspected violations of this policy to their immediate supervisor when possible.

### **Disciplinary Measures**

The district retains the right to discipline any student, up to and including expulsion, and any employee, up to and including termination, for violation of this policy.

### **Adoption**

This Children's Internet Protection Act Safety Plan was adopted by the Board of USD \_\_\_ at a public meeting, following normal public notice and a hearing, on (Month Day, Year).

Approved: 8/14



**If requesting discounts for internal connections and basic maintenance for internal connections, the following items need addressed as part of a technology plan. This plan should be approved by the board and filed in the district office. There would be no need to publish it in handbooks.**

***{THE CHILDREN'S INTERNET PROTECTION ACT TECHNOLOGY  
PLAN}***

*The district's technology plan must be designed with input from district staff who have an understanding of the district's technology level and available resources. The elements of such plan shall include the following:*

- 1) Clear Statement of Goals and a Realistic Strategy for Using Telecommunications and Information Technology to Improve Educational or Library Services;*
- 2) Professional Development Strategy to Ensure Staff Understands How to Use These New Technologies to Improve Education or Library Services;*
- 3) Assessment of the Telecommunication Services, Hardware, Software, and other Services that will be Needed to Improve Education or Library Services; and*
- 4) Evaluation Process that Enables the School or Library to Monitor Progress Toward the Specified Goals and Make Mid-Course Corrections in Response to New Developments and Opportunities as They Arise.*

*\*\*\*This Children's Internet Protection Act Technology Plan must be adopted by the Board of USD \_\_\_ at a public meeting, following normal public notice and a hearing. Documentation of such adoption including the date thereof (Month Day, Year) must be included in the plan language.*

Approved: 8/14

Application

Students may apply for permission to enroll in an on-line course for credit. Applications for the next academic year shall be submitted to the principal no later than April 20. The student and the student's parents shall be informed of the administrator's decision in writing no later than June 1. The cost of such courses shall be paid by the student or the student's parents.

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

Guidelines

The following guidelines shall be used by the administration:

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

Other Regulations or Guidelines

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

Approved: October 14, 2002

**IIBGC Staff Online Activities (See GAF, GBU, IIBG, IIBGA, KGA) IIBGC**

Employees are encouraged to use district electronic mail and other district technology resources to promote student learning and communication with parents of students and education-related entities. If those resources are used, they shall be used for purposes directly related to work-related activities. Technology-based materials, activities, and communication tools shall be appropriate for and within the range of the knowledge, understanding, age, and maturity of students with whom they are used.

District employees, including, but not limited to, classroom teachers and extracurricular activity coaches and sponsors, may set up blogs and other social networking accounts using district technological resources and following district policy and guidelines to promote communications with students, parents, and the community concerning school-related activities and for the purpose of supplementing classroom instruction. Social networking sites and other online communication options offering instructional benefits may be used for the purpose of supplementing classroom instruction and to promote communications with students and parents concerning school-related activities.

In order for district employees and activity sponsors to utilize a social networking site for instructional, administrative, or other work-related communication purposes, they shall comply with the following:

1. They shall request prior permission from the superintendent or the superintendent's designee.
2. If permission is granted, staff members will set up the site following any district guidelines developed by the superintendent and approved by the board. If the expenditure of district funds is required to complete the set-up or maintenance of the site, the requesting staff member shall present an itemized summary of such costs to the superintendent. {Board/Superintendent} approval shall be required prior to the expenditure of district funds for such purpose.
3. Guidelines shall specify whether access to the site must be given to school/district administrators and technology staff.
4. If written parental consent is not otherwise granted through acceptable use policy forms provided by the district, staff shall notify parents of the site and obtain written permission for students to become "friends" of the site prior to the students being granted access. This permission shall be kept on file at the school as determined by the principal.
5. Once the site has been created, the sponsoring staff member is responsible for the following:
  - a. Monitoring and managing the site to promote safe and acceptable use and compliance with district policies; and

- b. Observing confidentiality restrictions concerning release of personally identifiable student information under state and federal law.

Staff members are discouraged from creating personal social networking accounts to which they invite current or future students to be friends. Employees taking such action do so at their own risk. All employees shall be subject to disciplinary action if their conduct relating to use of technology or online resources violates this policy or other applicable board policy, statutory, or regulatory provisions governing employee conduct or the protection of student record information; or if it impairs the staff member's job performance or effectiveness in the work setting. District staff shall endeavor to protect the health, safety, and emotional well-being of students and confidentiality of student record information both in the school setting and in their online actions. Conduct in violation of this policy, including, but not limited to, conduct relating to the use of technology, social networking, or online resources, may form the basis for disciplinary action up to and including termination from employment.

Approved: 8/14

The use of instructional technology, including information retrieval systems, at school is a privilege, not a right. Activities while using technology must be in support of education and research and consistent with the objectives of the Wamego Public School System.

Inappropriate use of technology privileges by any person, as outlined below, will result in disciplinary action by school officials, which may include privilege revocation and/or legal action. Any person using technology equipment at a school site is responsible for all activities which take place through the use of his or her account and/or assigned equipment.

The following actions are NOT acceptable use:

**Security and Vandalism**

- Knowingly giving one's password to others.
- Using another person's password.
- Circumventing security measures.
- Falsifying one's identity to others.
- Attempting to harm or destroy data or equipment (including uploading, introducing, or creating computer viruses).

**Information: Files, Data, Text, Graphics**

- Obtaining unauthorized access to restricted or confidential information.
- Changing or deleting any file or data that does not belong to the user.

- Sending or receiving copyrighted materials without permission (including software, text or graphic images).

**Internet**

- Using impolite, abusive, or otherwise objectionable language in either public or private messages.
- Placing unlawful information on the Internet.
- Using the Internet illegally in ways that violate federal, state, or local laws or statutes.
- Using the Internet at school for non-school related activities.
- Sending messages that may result in the loss of a recipient's work or systems.
- Sending chain letters or pyramid schemes to lists or individuals.
- Using for commercial purposes.
- Using for political lobbying.
- Sending or receiving pornographic or sexually explicit material, text files, or files dangerous to the integrity of the network.
- Attempting to gain access to another's resources, programs, or data.
- Downloading or installing any commercial software, shareware, or freeware unless directed to do so by the system administrator.



**IIBH Acceptable Use Policy****IIBH-3**

- Subscribing to Listservs, UseNet news, and discussion groups unless approved in advance by the system administrator.
- Responding to unsolicited online contact.

Being connected to the global community through electronic mail and telecommunications tools produces responsibilities for students as well as opportunities.

The board expects that students using telecommunications tools and electronic mail will do so in ways that are appropriate and that enhance the performance of tasks and assignments.

Approved: October 9, 2000

**IIBH-R Acceptable Use Policy****IIBH-R**

Communication over the Internet and networks is not private. Network supervision and maintenance may require review and inspection of directories or messages. Students should be aware that privacy of any communications is not guaranteed. Additionally, the district reserves the right to access stored records in cases where there is reasonable cause to suspect violation of policy or misuse of the system. Courts have subpoenaed old messages. Supervisors and administrators may examine communications in order to determine compliance with acceptable use guidelines.

**Student Discipline**

The administration reserves the right to implement an appropriate level of punishment determined by the facts and the severity of the

violation. Discipline can range from loss of use of the system and loss of other student privileges to suspension or expulsion from school. In the case of suspension or expulsion from school, the building principal will ensure that the due process rights of the student have been followed.

Parents will sign the following form at the beginning of each school year.

**Acceptable Use Policy**

**Wamego Public Schools**

As parent or guardian of \_\_\_\_\_, I have read the USD 320 – Wamego School District – *Acceptable Use Policy*. I understand that access to technology within the school district is intended for educational purposes. I recognize that while USD 320 has taken substantial precautions to eliminate controversial materials, employees of the school or school district may not be able to restrict access to all that currently exists on the network. I hereby give permission to the systems administrator to issue an Internet account for my child.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone\_\_\_\_\_

Approved: October 9, 2000



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

**IJ**

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

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

Approved: 05/10/1999; 02/10/2020; 08/03/2020

**IKA Financial Literacy (See ID)**

**IKA**

The board supports the goal of providing district students with sufficient knowledge of economic systems to make informed, financial choices. In furtherance of this goal, the board directs the superintendent to develop and implement a plan to incorporate outcome-based personal financial literacy education into the district's instructional program effective with the graduating class of 2017.

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

Approved: 12/14/2015

**IKB Controversial Issues**

**IKB**

If education is to remain a viable force, controversial issues cannot be ignored. Good teaching techniques provide, however, that adequate preparation on the part of student and teacher take place before controversial issues are explored. Every controversy has two or more sides; it is therefore imperative that teachers ensure that all issues, facets and questions of any controversial subject are thoroughly studied.

Approved: July 11, 1988

Opt-Out Procedure and Form

Parents or guardians (or student eighteen years of age or older) 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 appropriate review of the curriculum goals on file at the board of education office, the parent or guardian must complete the district opt-out form and state the portion(s) of the curriculum in which the student is not to be involved.

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 will receive a copy of the signed form so the named student can 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.

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

Notice of Availability

Notice of the availability of the Human Sexuality and AIDS curriculum goals and objectives will be made to the public by means of contacting building principals.

Approved: August 14, 2006



**NOTE: Remove from book and file with the clerk/principals.**

HUMAN SEXUALITY  
AND  
AIDS EDUCATION

I, \_\_\_\_\_, parent/guardian  
of

\_\_\_\_\_, request that my child be removed from  
those portions of the Human Sexuality/AIDS instruction noted below:

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I have had the opportunity to review the curriculum goals and  
objectives or have had the opportunity to have them explained to me by a  
school official.

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Date

Signature of Parent/Guardian

**IKD Religion in Curricular or School Sponsored Activities**

**IKD**

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

Teaching About Religion

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

Religion in the Curriculum and School Activities

In compliance with these rules, religious themes may be presented in the curriculum and as part of school activities.

Religious Symbols in the Classroom

Temporary display of religious symbols is permitted as part of the curriculum.

Religious Holidays (See AEA)

Holidays which have a religious and a secular basis may be observed.

Graduation and Other Ceremonies

School ceremonies shall be secular in nature.

Approved: 05/10/1999

**IKD-R**    **Religion in Curricular or School Sponsored Activities**

**IKD-R**

Religion in the Curriculum and School Activities

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

Religious Symbols in the Classroom

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

Religious Holidays (See AEA)

School vacations shall have secular designations, e.g., Winter Vacation, Spring Break.

Graduation and Other Ceremonies

The district seeks to maintain traditions significant to the community. While recognizing the significance of tradition, the board requires that graduation exercises and dedication ceremonies be secular in nature. Inspirational addresses which do not promote religion may be permitted at these ceremonies.

Approved: 05/10/1999

**IKDA Religious Objections to Activities**

**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.

Approved: 05/10/1999

**IKDA-R Religious Objections to Activities**

**IKDA-R**

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

**IKDA-R Religious Objections to Activities**

**IKDA-R-2**

consider the request. The completed form shall be kept on file with the clerk and the superintendent shall receive a copy.

The principal shall review the request and determine whether the request should be granted or denied. The principal shall notify the parents of the decision within a reasonable amount of time after the request is submitted. If the parents are dissatisfied with the principal's decision, they may appeal, in writing, to the superintendent.

If the opt-out request is granted, students who opt-out of activities for religious reasons may still be required to view the activity, to learn the subject matter of the activity, or to discuss the activity. The student may be reassigned during the activity or given alternative class assignments.

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

Approved: 05/10/1999

Sample Only: Retype, remove from policy book and file with the clerk.

ACTIVITY PARTICIPATION OPT-OUT FORM

I, \_\_\_\_\_ (parent/guardian) request that my child,  
\_\_\_\_\_, be excused from participating in certain activi-  
ties for religious reasons.

From what activity do you wish your child to be excused?

\_\_\_\_\_  
\_\_\_\_\_

Identify where in the curriculum the activity exists. (Please identify the  
grade level, class, building.)

\_\_\_\_\_  
\_\_\_\_\_

For what reason do you wish your child to be excused. (Please state the  
particular religious objection to this activity, including the religious teaching  
you believe this activity violates.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that I am requesting the school to excuse my child from certain  
activities and that my request is subject to review and determination by the  
school. I further understand that if my request is granted, my child may still be  
required to view the activity, discuss the activity or may otherwise be exposed  
to the subject matter of the activity.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Administrator Signature  
Date Received \_\_\_\_\_

**IKE Assemblies**

**IKE**

Each building principal may schedule assemblies as needed.

Approved: 05/10/1999

**IKE-R Assemblies**

**IKE-R**

Each building principal shall develop a behavior code for students attending school assemblies.

Approved: 05/10/1999

**IKH**    **Substitute Teaching**    (Cf. GBRJ)

**IKH**

The board encourages the administrative staff to secure qualified substitute teachers for use in the district.

The superintendent and principals will compile a list of all substitute teachers available to the district, and each building principal shall have a copy of said list prior to the beginning of school each year.

Each building principal shall secure substitute teachers for use in the building on a need basis and for the master list noted above.

Approved: July 11, 1988

**IKH-R**    **Substitute Teaching**

**IKH-R**

The superintendent or his representative shall be responsible for developing a substitute's handbook to be given to the prospective substitutes. The handbook shall include information on when and how candidates should apply to 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 attendance centers of the districts, maps of the school district and of each attendance center school building, a current copy of the school calendar, a copy of the board's educational philosophy (IA), hints on working with students, a statement of expectations the district has for those who substitute (similar to those expected of regular teaching staff), a list of things the substitute must do before leaving for the day and a sample report form for reporting incidents that may take place during the day.

Substitutes are encouraged to prepare, in advance, emergency lesson plans for the subjects in which they are most likely to substitute in case the



situation arises that lesson plans are not available as required in IKI. Such preparations should also include a set of prepared questions probing the meaning of the material presented to ensure that student learning takes place.

Approved: July 11, 1988

**IKI    Lesson Plans**

**IKI**

Each teacher shall develop, maintain and follow daily lesson plans which are directly based on the district's approved curriculum, educational goals and the expected student learning outcomes. It is the regular classroom teacher's responsibility to have lesson plans available for substitute teachers when they are absent from work.

Principals shall establish methods to regularly review teacher lesson plans.

Approved: 05/10/1999

**ING – Animals and Plants in the School**

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: 8/14

Effective: March 15, 2011  
28 C.F.R. § 35.104  
**§ 35.104 Definitions.**

For purposes of this part, the term--

1991 Standards means the requirements set forth in the ADA Standards for Accessible Design, originally published on July 26, 1991, and republished as Appendix D to 28 CFR part 36.

2004 ADAAG means the requirements set forth in appendices B and D to 36 CFR part 1191 (2009).

2010 Standards means the 2010 ADA Standards for Accessible Design, which consist of the 2004 ADAAG and the requirements contained in § 35.151.

Act means the Americans with Disabilities Act (Pub.L. 101-336, 104 Stat. 327, 42 U.S.C. 12101-12213 and 47 U.S.C. 225 and 611).

Assistant Attorney General means the Assistant Attorney General, Civil Rights Division, United States Department of Justice.

Auxiliary aids and services includes--

(1) Qualified interpreters on-site or through video remote interpreting (VRI) services; notetakers; real-time computer-aided transcription services; written materials; exchange of written notes; telephone handset amplifiers; assistive listening devices; assistive listening systems; telephones compatible with hearing aids; closed caption decoders; open and closed captioning, including real-time captioning; voice, text, and video-based telecommunications products and systems, including text telephones (TTYs), videophones, and captioned telephones, or equally effective telecommunications devices; videotext displays; accessible electronic and information technology; or other effective methods of making aurally delivered information available to individuals who are deaf or hard of hearing;

(2) Qualified readers; taped texts; audio recordings; Brailled materials and displays; screen reader software; magnification software; optical readers; secondary auditory programs (SAP); large print materials; accessible electronic and information technology; or other effective methods of making visually delivered materials available to individuals who are blind or have low vision;

(3) Acquisition or modification of equipment or devices; and

(4) Other similar services and actions.

Complete complaint means a written statement that contains the complainant's name and address and describes the public entity's alleged discriminatory action in sufficient detail to inform the agency of the nature and date of the alleged violation of this part. It shall be signed by the complainant or by someone authorized to do so on his or her behalf. Complaints filed on behalf of classes or third parties shall describe or identify (by name, if possible) the alleged victims of discrimination.

Current illegal use of drugs means illegal use of drugs that occurred recently enough to justify a reasonable belief that a person's drug use is current or that continuing use is a real and ongoing problem.

Designated agency means the Federal agency designated under subpart G of this part to oversee compliance activities under this part for particular components of State and local governments.

Direct threat means a significant risk to the health or safety of others that cannot be eliminated by a modification of policies, practices or procedures, or by the provision of auxiliary aids or services as provided in § 35.139.

Disability means, with respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of such individual; a record of such an impairment; or being regarded as having such an impairment.

(1)(i) The phrase physical or mental impairment means--

(A) Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: Neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine;

(B) Any mental or psychological disorder such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

(ii) The phrase physical or mental impairment includes, but is not limited to, such contagious and noncontagious diseases and conditions as orthopedic, visual, speech and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, specific learning disabilities, HIV disease (whether symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism.

(iii) The phrase physical or mental impairment does not include homosexuality or bisexuality.

(2) The phrase major life activities means functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

(3) The phrase has a record of such an impairment means has a history of, or has been misclassified as having, a mental or physical impairment that substantially limits one or more major life activities.

(4) The phrase is regarded as having an impairment means--

(i) Has a physical or mental impairment that does not substantially limit major life activities but that is treated by a public entity as constituting such a limitation;

(ii) Has a physical or mental impairment that substantially limits major life activities only as a result of the attitudes of others toward such impairment; or

(iii) Has none of the impairments defined in paragraph (1) of this definition but is treated by a public entity as having such an impairment.

(5) The term disability does not include--

(i) Transvestism, transsexualism, pedophilia, exhibitionism, voyeurism, gender identity disorders not resulting from physical impairments, or other sexual behavior disorders;

(ii) Compulsive gambling, kleptomania, or pyromania; or

(iii) Psychoactive substance use disorders resulting from current illegal use of drugs.

Drug means a controlled substance, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812).

Existing facility means a facility in existence on any given date, without regard to whether the facility may also be considered newly constructed or altered under this part.

Facility means all or any portion of buildings, structures, sites, complexes, equipment, rolling stock or other conveyances, roads, walks, passageways, parking lots, or other real or personal property, including the site where the building, property, structure, or equipment is located.

Historic preservation programs means programs conducted by a public entity that have preservation of historic properties as a primary purpose.

Historic Properties means those properties that are listed or eligible for listing in the National Register of Historic Places or properties designated as historic under State or local law.

Housing at a place of education means housing operated by or on behalf of an elementary, secondary, undergraduate, or postgraduate school, or other place of education, including dormitories, suites, apartments, or other places of residence.

Illegal use of drugs means the use of one or more drugs, the possession or distribution of which is unlawful under the Controlled Substances Act (21 U.S.C. 812). The term illegal use of drugs does not include the use of a drug taken under supervision by a licensed health care professional, or other uses authorized by the Controlled Substances Act or other provisions of Federal law.

Individual with a disability means a person who has a disability. The term individual with a disability does not include an individual who is currently engaging in the illegal use of drugs, when the public entity acts on the basis of such use.

Other power-driven mobility device means any mobility device powered by batteries, fuel, or other engines-- whether or not designed primarily for use by individuals with mobility disabilities--that is used by individuals with mobility disabilities for the purpose of locomotion, including golf cars, electronic personal assistance mobility devices (EPAMDs), such as the Segway® PT, or any mobility device designed to operate in areas without defined pedestrian routes, but that is not a wheelchair within the meaning of this section. This definition does not apply to Federal wilderness areas; wheelchairs in such areas are defined in section 508(c)(2) of the ADA, 42 U.S.C. 12207(c)(2).

Public entity means--

(1) Any State or local government;

(2) Any department, agency, special purpose district, or other instrumentality of a State or States or local government; and

(3) The National Railroad Passenger Corporation, and any commuter authority (as defined in section 103(8) of the Rail Passenger Service Act).

Qualified individual with a disability means an individual with a disability who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by a public entity.

Qualified interpreter means an interpreter who, via a video remote interpreting (VRI) service or an on-site appearance, is able to interpret effectively, accurately, and impartially, both receptively and expressively, using any

necessary specialized vocabulary. Qualified interpreters include, for example, sign language interpreters, oral transliterators, and cued-language transliterators.

Qualified reader means a person who is able to read effectively, accurately, and impartially using any necessary specialized vocabulary.

Section 504 means section 504 of the Rehabilitation Act of 1973 (Pub.L. 93-112, 87 Stat. 394 (29 U.S.C. 794)), as amended.

Service animal means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

State means each of the several States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the Virgin Islands, the Trust Territory of the Pacific Islands, and the Commonwealth of the Northern Mariana Islands.

Video remote interpreting (VRI) service means an interpreting service that uses video conference technology over dedicated lines or wireless technology offering high-speed, wide-bandwidth video connection that delivers high-quality video images as provided in § 35.160(d).

Wheelchair means a manually-operated or power-driven device designed primarily for use by an individual with a mobility disability for the main purpose of indoor or of both indoor and outdoor locomotion. This definition does not apply to Federal wilderness areas; wheelchairs in such areas are defined in section 508(c)(2) of the ADA, 42 U.S.C. 12207(c)(2).

#### **Credits**

[Order No. 3180-2010, 75 FR 56177, Sept. 15, 2010; 76 FR 13285, March 11, 2011]

SOURCE: 56 FR 35716, July 26, 1991; 75 FR 56177, Sept. 15, 2010, unless otherwise noted.

AUTHORITY: 5 U.S.C. 301; 28 U.S.C. 509, 510; 42 U.S.C. 12134.

Effective: March 15, 2011

28 C.F.R. § 35.136

## **§ 35.136 Service animals.**

- (a) General. Generally, a public entity shall modify its policies, practices, or procedures to permit the use of a service animal by an individual with a disability.
- (b) Exceptions. A public entity may ask an individual with a disability to remove a service animal from the premises if--
  - (1) The animal is out of control and the animal's handler does not take effective action to control it; or
  - (2) The animal is not housebroken.
- (c) If an animal is properly excluded. If a public entity properly excludes a service animal under § 35.136(b), it shall give the individual with a disability the opportunity to participate in the service, program, or activity without having the service animal on the premises.
- (d) Animal under handler's control. A service animal shall be under the control of its handler. A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).
- (e) Care or supervision. A public entity is not responsible for the care or supervision of a service animal.

(f) **Inquiries.** A public entity shall not ask about the nature or extent of a person's disability, but may make two inquiries to determine whether an animal qualifies as a service animal. A public entity may ask if the animal is required because of a disability and what work or task the animal has been trained to perform. A public entity shall not require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal. Generally, a public entity may not make these inquiries about a service animal when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability (e.g., the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability).

(g) **Access to areas of a public entity.** Individuals with disabilities shall be permitted to be accompanied by their service animals in all areas of a public entity's facilities where members of the public, participants in services, programs or activities, or invitees, as relevant, are allowed to go.

(h) **Surcharges.** A public entity shall not ask or require an individual with a disability to pay a surcharge, even if people accompanied by pets are required to pay fees, or to comply with other requirements generally not applicable to people without pets. If a public entity normally charges individuals for the damage they cause, an individual with a disability may be charged for damage caused by his or her service animal.

(i) **Miniature horses.**

(1) **Reasonable modifications.** A public entity shall make reasonable modifications in policies, practices, or procedures to permit the use of a miniature horse by an individual with a disability if the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability.

(2) **Assessment factors.** In determining whether reasonable modifications in policies, practices, or procedures can be made to allow a miniature horse into a specific facility, a public entity shall consider--

(i) The type, size, and weight of the miniature horse and whether the facility can accommodate these features;

(ii) Whether the handler has sufficient control of the miniature horse;

(iii) Whether the miniature horse is housebroken; and

(iv) Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

(3) **Other requirements.** Paragraphs 35.136(c) through (h) of this section, which apply to service animals, shall also apply to miniature horses.

#### **Credits**

[Order No. 3180–2010, 75 FR 56178, Sept. 15, 2010; 76 FR 13285, March 11, 2011]

SOURCE: 56 FR 35716, July 26, 1991; 75 FR 56177, Sept. 15, 2010, unless otherwise noted.

AUTHORITY: 5 U.S.C. 301; 28 U.S.C. 509, 510; 42 U.S.C. 12134.

Current through January 17, 2013; 78 FR 4014



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

**JA**

These student policies are designed to prevent misunderstanding by students about their rights and responsibilities. The ideas and recommendations of students shall be considered when adopting policies, rules, and regulations governing the conduct of students and their rights and responsibilities.

All student handbooks shall be consistent with board policy, approved by the board, and adopted, by reference, as a part of these policies and regulations.

Approved: 07/1996; 10/10/16

**JB** Attendance Records (See JBC, JBD, and JBE)

**JB**

Daily attendance records shall be maintained for each student in each school. The primary responsibility for recording attendance shall be assigned to teachers using forms prescribed by the superintendent. A cumulative attendance record for each student shall also be maintained.

The superintendent shall include attendance data in an annual report to the board. Attendance problems shall be reported to the board as necessary.

Approved: 07/96; 10/10/16

KASB Recommendation—7/96; 4/07; 12/15



Resident Students

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

Non-resident Students

Non-resident students are those who do not meet the definition of a resident student. Although the district is not required to admit non-resident students, non-resident students may be admitted to the extent that staff, facilities, equipment, and supplies are available. Other criteria regarding students seeking non-resident student admittance may be considered prior to acting on any annual non-resident student application as specified in this policy, and students residing outside of the state of Kansas may be denied enrollment or continued enrollment based on out-of-state residency.

Since schools are maintained for the primary benefit of the residents of the district, nonresident students will not be admitted other than the following exceptions and in this order of priority:

1. Children whose parents own land and pay taxes on that land in USD 320: Any person who owns property and actually pays taxes on this property to USD 320 will be allowed to enroll in accordance with the application provisions listed below.
2. Children of District employees: All employees of USD 320 who are non-residents of USD 320 will be allowed to enroll their children at a USD 320 school in accordance with the application provisions listed below.
3. Siblings of Special Services Children: The siblings of children who are served by the Special Services Cooperative of USD 320 and whose placement requires them to attend schooling at one of the USD 320 schools, and whose residence is outside of the USD 320 school district, will be allowed to attend school in USD 320 in accordance with the application provisions listed below.
4. Approval through the District Application Process: A parent/guardian or person acting as parent/guardian may apply for a nonresident pupil to attend school in the district. Applications shall be on forms approved by the Board and shall be available at each of the District's attendance centers and the District office. The application must be submitted on an annual basis to the principal of the school the parent is requesting their child be allowed to attend. There is no expectation of continuation of enrollment on a year to year basis.

**Non-resident Students-Continued Enrollment**

Non-resident students admitted to the district shall be evaluated each spring by district administration on the following criteria: whether the student made academic progress; regularity and punctuality of attendance; and disciplinary record, specifically whether the student complied with the student conduct code and avoided 1) major disciplinary problems and/or 2) a large number of referrals for minor disciplinary problems.

Students may be readmitted or denied admission for the next school year based on the results of these evaluations. However, if the student has a disability, the student's ability to meet these expectations shall be considered prior to denying continued enrollment in the district. Parents shall be informed of any administrative decision on non-resident student(s).

**Application Provisions**

The pupil, parent, or person acting as parent, will provide all information requested by the principal or the superintendent in a timely manner. Principals of the attendance centers in the district shall review all applications in a timely manner and submit them to the superintendent with a recommendation for acceptance or rejection.

The principal and the superintendent shall have the authority to deny the acceptance of any out of district students.

The superintendent and principal shall consider all matters they determine to be relevant to such a request, including:

1. Classroom space is available at the attendance center where the pupil is requesting to be enrolled.

**JBC Enrollment**

**JBC-4**

2. The pupil's previous academic, attendance and discipline records are in order and there are no severe problems associated with the student's academic achievement or attendance. Any student who has been suspended or expelled from another district in the past three years will not be admitted to the district. (Parents will be required to sign a release of discipline records to allow district officials to contact schools of prior attendance to see the student's prior academic, attendance, and disciplinary history).
3. The reason the pupil and his/her parent, or person acting as parent, request enrollment in an attendance center in the district;
4. Whether a sibling is already in attendance at one of the attendance centers in the district.
5. If any out of district student is prohibited from attending school at a certain building due to disciplinary action, they will not be allowed to attend school in another building in the future. Siblings of such students will be allowed to continue to be enrolled in USD 320 subject to annual approval. USD 320 reserves the right to terminate any approved application at any time for problems relating to student discipline, attendance, or academic achievement.
6. The pupil, parent or person acting as parent will provide all information requested by the principal or the superintendent in a timely manner.

**Enrollment Restriction**

Unless approved in advance by the board, no student, regardless of residency, who has been suspended or expelled from another school district will

be admitted to the district until the period of such suspension or expulsion has expired.

#### Enrollment Procedures

The superintendent shall establish orderly procedures for enrolling all students, including pre-enrollment, changes in enrollment, normal enrollment times, and communication to parents and to the public.

#### Part-Time Students

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

#### Identification of Students

All students enrolling in the district for the first time shall provide required proof of identity. Students enrolling in kindergarten or first grade shall provide a certified copy of their birth certificate, a certified copy of the court order placing the child in the custody of the Secretary of the Department for Children and Families, or other documentation which the board determines to be satisfactory. Students enrolling in grades 2-12 shall provide a certified transcript, similar pupil records or data, or other documentary evidence the board deems satisfactory.

The above requirements are not to serve as barriers to immediate enrollment of students designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by ESSA. The district shall work with the Department for Children and Families, the school last attended, or other relevant agencies to obtain necessary enrollment documentation.

If proper proof of identity is not provided within 30 days of enrolling, the superintendent shall notify local law enforcement officials as required by law and shall not notify any person claiming custody of the child.

**Enrollment Information**

The enrollment documentation shall include a student's permanent record card with a student's legal name as it appears on the birth certificate or as changed by a court order and the name, address, and telephone number of the lawful custodian. The records shall also provide proper proof of identity.

**Assignment to a School Building, Grade Level, or Classes**

Unless otherwise provided herein, the superintendent shall assign students to the appropriate building. Any student desiring to attend a school outside the attendance area in which the student resides may do so only with the prior written permission of the superintendent.

If required by law, students placed in foster care or students who are homeless may be educated in their "school of origin" instead of the building corresponding to the assigned attendance area. (For definition of "school of origin", see regulations for JBCA and JBCB.)

**JBC Enrollment**

**JBC-7**

Assignment to a particular grade level or particular classes shall be determined by the building principal based on the educational abilities of the student. If the parents disagree, the principal's decision may be appealed to the superintendent. If the parents are still dissatisfied with the assignment, they may appeal in writing to the board.

Transferring Credit

In middle school and high school, full faith and credit shall be given to units earned in other accredited schools at the time the student enrolls in the district, unless the principal determines there is valid reason for not doing so. For online credit approval procedures after enrollment, see board policy IIBGB.

Transfers from Non-Accredited Schools

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

Approved: 08/2010; 06/2015; 12/14/2015; 02/16/2017; 02/10/2020

## **Homeless Student Regulations Required by Federal and State Law**

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

### **Homeless students shall, by definition, include the following:**

1. Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals.
2. Children and youth who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
3. Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
4. Migratory children who meet one of the above-described circumstances.

#### Enrollment/Placement (See JBC)

The district, according to the child's or youth's best interest, shall either continue the child's or youth's education in the school of origin for the duration of homelessness in any case in which: 1) a family becomes homeless between academic years or during an academic year; and 2) for the remainder of the academic year, if the child or youth becomes permanently housed during an academic year; or enroll the child or youth in any public school that nonhomeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.



School Stability

In determining the best interest of the child or youth, the district homeless student liaison shall:

- 1) presume that keeping the child or youth in the school of origin is in the child's or youth's best interest, except when doing so is contrary to the request of the child's or youth's parent or guardian, or (in the case of an unaccompanied youth) the youth;
- 2) consider student-centered factors related to the child's or youth's best interest, including factors related to the impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child's or youth's parent or guardian or (in the case of an unaccompanied youth) the youth;
- 3) if, after conducting the best interest determination based on consideration of the presumption in clause (1) and the student-centered factors in clause (2), it is determined that it is not in the child's or youth's best interest to attend the school of origin or the school requested by the parent or guardian, or (in the case of an unaccompanied youth) the youth, provide the child's or youth's parent or guardian or the unaccompanied youth with a written explanation of the reasons for its determination, in a manner and form understandable to such parent, guardian, or unaccompanied youth, including information regarding the right to appeal such determination; and
- 4) in the case of an unaccompanied youth, ensure that the district homeless student liaison assists in placement or enrollment decisions

under this subparagraph, gives priority to the views of such unaccompanied youth, and provides notice to such youth of the right to appeal.

#### Immediate Enrollment

The school selected shall immediately enroll the homeless child or youth, even if the child or youth:

- 1) is unable to produce records normally required for enrollment, such as previous academic records, records of immunization and other required health records, proof of residency, or other documentation; or
- 2) has missed application or enrollment deadlines during any period of homelessness.

#### Relevant Academic Records

The enrolling school shall immediately contact the school last attended by the child or youth to obtain relevant academic and other records.

#### Relevant Health Records

If the child or youth needs to obtain immunizations or other required health records, the enrolling school shall immediately refer the parent or guardian of the child or youth, or (in the case of an unaccompanied youth) the youth, to the district homeless student liaison, who shall assist in obtaining necessary immunizations or screenings, or immunization or other required health records.

#### Records

Any record ordinarily kept by the school, including immunization or other required health records, academic records, birth certificates, guardianship

records, and evaluations for special services or programs, regarding each homeless child or youth shall be maintained so that the records involved are available, in a timely fashion, when a child or youth enters a new school or school district and in a manner consistent with the Family Educational Rights and Privacy Act. See policies JR through JRD.

#### Enrollment Disputes

If a dispute arises over eligibility, school selection, or enrollment in a school:

- 1) the child or youth shall be immediately enrolled in the school in which enrollment is sought (whether sought by the parent, guardian, or unaccompanied youth), pending final resolution of the dispute, including all available appeals;
- 2) the parent or guardian of the child or youth or (in the case of an unaccompanied youth) the youth shall be provided with a written explanation of any decisions related to school selection or enrollment made by the school, the local educational agency, or the State educational agency involved, including the rights of the parent, guardian, or unaccompanied youth to appeal such decisions; and
- 3) the parent, guardian, or unaccompanied youth shall be referred to the district homeless student liaison, who shall carry out the dispute resolution process as expeditiously as possible after receiving notice of the dispute.

### Placement Choice

The choice regarding placement shall be made regardless of whether the child or youth lives with the homeless parents or has been temporarily placed elsewhere.

### Privacy

Information about a homeless child's or youth's living situation shall be treated as a student education record, and shall not be deemed to be directory information, under policy JRB.

### Contact Information

Nothing shall prohibit the district from requiring a parent or guardian of a homeless child or youth to submit contact information.

### Definition

The term "school of origin" means the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including a preschool.

When the child or youth completes the final grade level served by the school of origin, the term "school of origin" shall include the designated receiving school at the next grade level for all feeder schools.

### Comparable Services

Each homeless child or youth shall be provided services comparable to services offered to other students in the school selected, including:

- 1) Transportation services;
- 2) Educational services for which the child or youth meets the eligibility criteria, such as services provided under title I of the

Elementary and Secondary Education Act of 1965 or similar State or local programs, educational programs for children with disabilities, and educational programs for English learners;

- 3) Programs in career and technical education;
- 4) Programs for gifted and talented students; and
- 5) School nutrition programs.

#### Coordination

The district shall coordinate the provision of services under these regulations with the Department for Children and Families and other agencies or entities providing services to homeless children and youths and their families, including services and programs funded under the Runaway and Homeless Youth Act (42 U.S.C. 5701 et seq.), and transportation, transfer of school records, and other interdistrict activities, with other local educational agencies.

#### Housing Assistance

If applicable, the district shall coordinate with state and local housing agencies responsible for developing the comprehensive housing affordability strategy to minimize educational disruption for children and youths who become homeless.

The coordination required shall be designed to:

- 1) ensure that all homeless children and youths are promptly identified;
- 2) ensure that all homeless children and youths have access to, and are in reasonable proximity to, available education and related support services; and

- 3) raise the awareness of school personnel and service providers of the effects of short-term stays in a shelter and other challenges associated with homelessness.

#### Homeless Children and Youths With Disabilities

For children and youths who are both homeless and eligible for services under the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.), the district shall coordinate the provision of services under these regulations with the provision of programs for children with disabilities served by the district and other involved local educational agencies.

#### District Homeless Student Liaison

The board designates the following individual to act as the district's homeless student liaison: (Name of Office) (Business Address) (Phone-Fax). The district shall inform school personnel, service providers, and advocates working with homeless families of the duties of this liaison.

The district homeless student liaison shall ensure:

- 1) homeless children and youths are identified by school personnel through outreach and coordination activities with other entities and agencies;
- 2) homeless children and youths are enrolled in, and have a full and equal opportunity to succeed in, district schools;
- 3) homeless families and homeless children and youths have access to and receive educational services for which such families, children, and youths are eligible, including services through Head Start programs (including Early Head Start programs) under the Head Start Act (42 U.S.C. 9831 et seq.), early intervention services under

part C of the Individuals with Disabilities Education Act (20 U.S.C. 1431 et seq.), and other preschool programs administered by the local educational agency;

- 4) homeless families and homeless children and youths receive referrals to health care services, dental services, mental health and substance abuse services, housing services, and other appropriate services;
- 5) the parents or guardians of homeless children and youths are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;
- 6) public notice of the educational rights of homeless children and youths is disseminated in locations frequented by parents or guardians of such children and youths, and unaccompanied youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form understandable to the parents and guardians of homeless children and youths, and unaccompanied youths;
- 7) enrollment disputes are mediated in accordance with these regulations;
- 8) the parent or guardian of a homeless child or youth, and any unaccompanied youth, is fully informed of all transportation services, including transportation to the school of origin, and is assisted in accessing transportation to the school that is selected;
- 9) school personnel providing services under these regulations receive professional development and other support; and
- 10) unaccompanied youths:

- a. are enrolled in school;
- b. have opportunities to meet the same challenging state academic standards as Kansas establishes for other children and youth; and
- c. are informed of their status as independent students under federal law regarding student financial assistance for higher education acquisition and that the youths may obtain assistance from the district homeless student liaison to receive verification of such status for purposes of the Free Application for Federal Student Aid.

The liaison shall also work with the state coordinator for education of homeless children and youth to request and receive needed technical assistance and monitoring to ensure the district complies with federal and state law regarding homeless students. Similarly, the liaison will coordinate with the state coordinator in order to provide professional development opportunities for district personnel to aid them in identifying and meeting the needs of homeless children and youths and will respond to inquiries from parents, guardians, and homeless children and youths to ensure they are provided with the full protection of the law and services they are due.

#### Notice

The district shall inform school personnel, service providers, advocates working with homeless families, parents and guardians of homeless children and youths, and homeless children and youths of the duties of the district homeless student liaison, and publish annually updated contact information for the liaison on the district's website.



#### Local and State Coordination

The district homeless student liaison, as a part of assigned duties, shall coordinate and collaborate with state coordinators, the community, and school personnel responsible for the provision of education and related services to homeless children and youths. Such coordination shall include collecting and providing to the state coordinator the reliable, valid, and comprehensive data.

#### Homeless Status

The district homeless student liaison may affirm, without further agency action by the Department of Housing and Urban Development, that a child or youth who is eligible for and participating in a program provided by the district, or the immediate family of such a child or youth, who meets the eligibility requirements, is eligible for such program or service.

#### Dispute Resolution Process

A complaint regarding the placement or education of a homeless child or youth shall first be presented orally and informally to the district's homeless student liaison. If the complaint is not promptly resolved, the complainant may present a formal written complaint (grievance) to the homeless student liaison. The written complaint must include the following information: date of filing, description of concerns, the name of the person or persons involved, and a recapitulation of the action taken during the informal charge stage. Within five (5) working days after receiving the complaint, the liaison shall state a decision in writing to the complainant, with supporting evidence and reasons. In addition, the liaison will inform the superintendent of the formal complaint and the disposition.

Transportation (See EDAA, JBC and JGG)

If it is in the best interest of the homeless child or youth to attend the school of origin, transportation to and from that school will be provided at the request of the parent or guardian or, in the case of an unaccompanied youth, the homeless coordinator. If the student's temporary housing is outside the attendance area of the school of origin, then the district will work with the school of origin to agree on a method to apportion the responsibility and costs for transporting the child. If an agreement cannot be reached, the costs will be shared equally.

Approved:

KASB Recommended Regulation – 7/03; 4/07; 12/16

# Complaint Form

# Complaint Form

## PROGRAMS FOR HOMELESS STUDENTS

*(Assignment to a School Other than School of Origin/School Requested by the Parent)*

After reviewing the situation, it would be in the best interest of your child or youth to be educated at \_\_\_\_\_.

Explanation of decision: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you so choose, you may appeal this decision in the following manner:

You may verbally and informally state your complaint to the district's homeless student liaison. If the complaint is not promptly resolved, you may complain in writing to the district homeless student liaison. You must include the following information: date of filing, description of the complaint, the name of the person or persons involved and an explanation of the action taken during the informal charge stage. Within five (5) working days after receiving the complaint, the liaison will provide you a written decision, with supporting evidence and reasons. In addition, the liaison will inform the superintendent of the formal complaint and the result.

Approved: 08/11/2003; 02/16/20017

*The final individual transportation plan will require a signature by the foster care liaison and a district official who has authority to approve any additional expenditure. The DCF education decision-maker and the foster parent or caregiver, if different from the education decision-maker, will also be asked to sign the plan.*

Approved:

02/16/2017

When a student is absent from school, an attempt shall be made to contact the parent or guardian to determine the reason for the absence. The principal has been designated to determine the acceptability and validity of excuses presented by the parent(s) or the student.

Procedures for notifying parents on the day of a student's absence shall be published in the student handbook.

Excused/Unexcused Absences

The definition of "excused absence" includes the following:

- Personal illness;
- Health-related treatment, examination, or recuperation;
- Serious illness or death of a member of the family;
- Obligatory religious observances;
- Participation in a district-approved or school sponsored activity or course;
- Absences prearranged by parents and approved by the principal; and
- Students of active duty military personnel may have additional excused absences at the discretion of the principal for visitations relative to leave or deployment.

All absences which do not fit into one of the above categories would be considered an unexcused absence. A student serving a period of suspension or expulsion from the district shall not be considered inexcusably absent.

Significant Part of a School Day

An absence of two or more hours in any school day shall be considered an absence for a significant part of the school day.

**Make-Up Work**

It is the student's responsibility to obtain make-up assignments from teachers following an excused or unexcused absence.

Approved: 04/09; 06/15; 12/15

Unless reporting would violate the terms of any memorandum of understanding between the district and the authority to which reports would be made. The building principal 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.

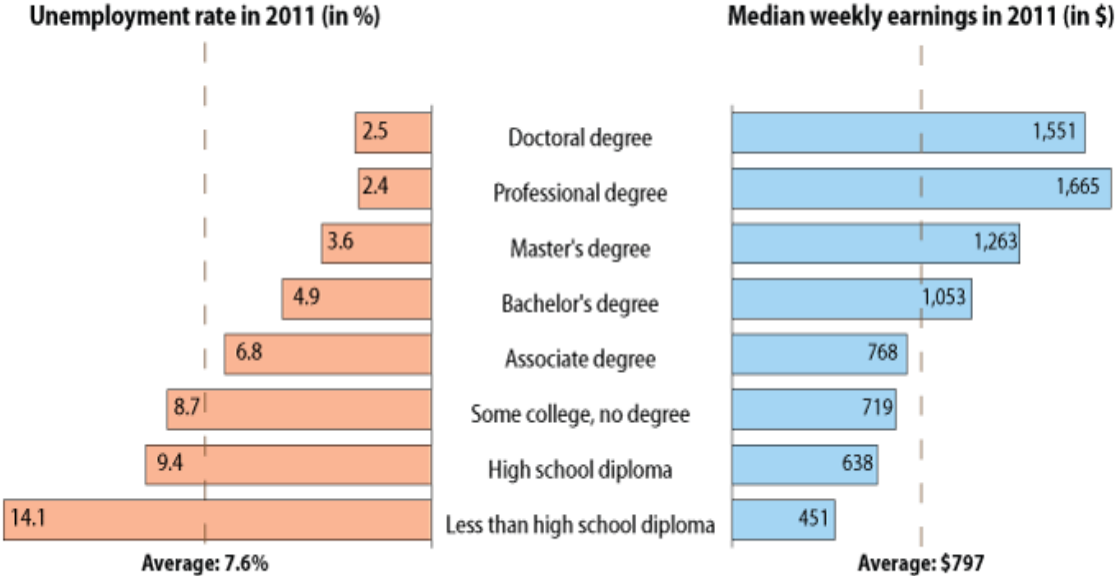
Dual Enrollment Students

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: 08/14; 10/10/16; 11/12/2018



# Education Pays



Source: Bureau of Labor Statistics, Current Population Survey

**PARENT CONSENT AND WAIVER FOR CHILD 16 OR OLDER TO BE EXEMPT  
FROM COMPULSORY ATTENDANCE REQUIREMENTS.**

I,           (Name of Parent(s) or Person Acting As Parent)          , understand that pursuant to Kansas law, (Name of Student) is required to attend school until he/she receives a high school diploma or general educational development (GED) credential or reaches the age of 18, whichever occurs first.

Pursuant to K.S.A. 72-3120, as amended, Unified School District No.      encourages     (Name of Student)     to remain in school or to pursue an education alternative.

The academic skills listed below have not been achieved by     (Name of Student)     :

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Based on     (Source of Information)     the difference in future earning power between a high school graduate and a high school drop out is   .

    Name of Student     is encouraged to attend one of the following area alternative education programs in order to aid     Name of Student     in obtaining a high school diploma, a general education development credential, or other certification of completion, such as a career technical education industry certification:

*(List any programs that may be available. Contact information for accredited private schools, virtual schools, and virtual programs can be found at <http://www.ksde.org/Agency/Division-of-Learning-Services/Career-Standards-and-Assessment-Services/CSAS-Home/Graduation-and-Schools-of-Choice/Adult-Diploma-Completion/Information-For-Alternative-and-Adult-Learners>. The statutory language suggests an "alternative learning plan" could also include extended learning opportunities such as independent study, private instruction, performing groups, internships, community service, apprenticeships, and online coursework.)*

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I (we), the undersigned, hereby give written consent to allow     Name of Student    , who is [16] [17] years of age, to be exempt from the Kansas compulsory attendance requirement and state we have attended the final counseling session conducted by USD No.      in which the above information was presented to us.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Signature of Parent(s) or Person  
Acting as Parent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**JBH**    **Release of a Student During the School Day**

**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.

Approved: KASB Recommendation-7/96

**JBH-R**    **Release of a Student During the School Day**

**JBH-R**

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

**JCAA Due Process**

**JCAA**

Every student shall be afforded due process of law as required by statute and judicial decision and as further implemented by rules and regulations of the board.

Approved: July 11, 1988

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.

Whenever the principal is mentioned in this policy, it shall be construed to include the superintendent "or designated representative."

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.

Use of Trained Dogs in Conducting Sweeps

At the request of the principal or on a schedule agreed upon by the service provider and the principal, law enforcement officers or licensed private agencies contracting with the school for such service, may use trained dogs on school premises to identify student property which may contain illegal or illicit materials and to determine whether materials, such as drugs, weapons, or other materials which may threaten the general health, welfare, and safety of the students and/or staff are present in the district parking lot, hallways, lockers, classrooms, and/or locker rooms. Students will never be sniffed by the dogs used to conduct the sweeps.

Approved: 11/09; 06/15

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

**JCABB**

Principals are authorized to search students if there is reasonable suspicion that district policies, rules or directives are being violated. Strip searches shall not be conducted by school authorities. All searches by the principal shall be carried out in the presence of another adult witness.

The student shall be told why a search is being conducted. The student shall be requested to empty items such as, but not limited to, pockets, purses, shoulder bags, book bags and briefcases. The principal shall attempt to call the student's parent/s and may call law enforcement. Items which the principal believes may be connected with illegal activity shall remain in the custody of the principal unless the items are turned over to law enforcement officials. If the student refuses to cooperate, the principal may take disciplinary action and/or seek assistance from law enforcement.

If law enforcement assistance is present, further search of the student shall be with cooperation and assistance of law enforcement officials. The principal shall remain with the student and be present during any search of the student made by law enforcement officials on school property. The principal shall receive and file a receipt for items turned over to law enforcement officials.

If the principal believes a student is in possession of an object which can jeopardize the health, welfare or safety of the student or others, the student shall be removed to a safe location. This determination may be based on any information received by the principal or any member of the faculty or staff.

Written documentation of each search shall be maintained by the principal.

(Whenever the principal is mentioned in this policy, it shall be construed so as to include the superintendent “or designated representative.”)

Approved: 02/14/2000; 10/10/16



**Search Report Form**

Name of the student \_\_\_\_\_

Parents Contacted    \_\_\_\_yes    \_\_\_\_no

Time of search \_\_\_\_\_ Date \_\_\_\_\_

Place of search \_\_\_\_\_

Reason or reasons for the search \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Law enforcement officials were called by \_\_\_\_\_

Name of the person who conducted the actual search \_\_\_\_\_

Names of the persons present while the student/property was being searched:

\_\_\_\_\_

\_\_\_\_\_

Result of the search \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Object/s confiscated

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Notifications**

Parent/Guardian _____	_____	_____	_____
	Name	Time	Results
Law Enforcement _____	_____	_____	_____
	Name	Time	Results
Other _____	_____	_____	_____
	Name	Time	Results

Cc: Student's file  
Cc: Superintendent

**JCAC Interrogation and Investigations**  
(See EBC, GAAD, JCABB, JCEC and JHCAA)

**JCAC**

Building administrators, school security officers, and/or others designated by the superintendent may conduct investigations and question students about violation of school rules, the student conduct code, and/or law. Unless otherwise provided herein, such investigators shall not be required to contact the student's parent, guardian, or representative prior to questioning and may request law enforcement, school resource officer(s), and/or school security officer(s) for assistance in conducting the investigations.

If there is reason to believe a violation of a criminal law has been committed, the building administrator, the superintendent's designee, and/or school security officer with authorization of the superintendent or the superintendent's designee shall notify the appropriate law enforcement agency of criminal conduct as provided in law and/or board policy and may request further investigation of the alleged violation.

When a school resource officer or campus police officer initiates an investigation of a potential violation of criminal law by a student on the officer's own initiative and not at the behest of a building administrator or the designee of the superintendent, such officer will notify the building administrator and will make a reasonable attempt to contact the student's parent, guardian, or representative prior to initiating questioning.

**Coordination with Law Enforcement**

School administrators and/or school security officers shall/may meet periodically with local law enforcement officials to discuss the district's policies and rules regarding law enforcement contacts with the district.

**Notification of Investigations Conducted by Law Enforcement Officers**

When law enforcement officers initiate an investigation involving questioning of a student on a topic unrelated to a report of child abuse or neglect or to the identity of the student during school hours, the building administrator shall make a reasonable attempt to contact a parent, guardian, or representative of the student(s) prior to such questioning. Notification or attempted notification of a parent, guardian, or representative shall be documented by the administrator involved. If a student's parent, guardian, or representative is not present during such questioning of a student, the principal may be present unless otherwise specified in law or board policy.

**Child Abuse and Identity Investigations Conducted by Law Enforcement Officers**

The administration shall cooperate with law enforcement officers who are conducting investigations of suspected child abuse or neglect or concerning the student's identity. For any investigations concerning known or suspected child abuse or neglect, school staff shall follow the procedures outlined in board policy GAAD instead of the requirements of this policy.

**Law Enforcement Initiated Investigations at School**

In cases not involving the investigation of known or suspected child abuse or neglect or involving the student's identity, law enforcement officers shall not be permitted to initiate and conduct investigations involving the questioning of students during school hours unless the student's parent or guardian has given the school permission to allow the questioning, a valid warrant has been presented to the building administrator for such purpose, or in

demonstrated emergency situations. If a demonstrated emergency is found, the building administrator shall require identification of law enforcement officials and reasons for the interrogation or investigation of a student. If the building administrator is not satisfied with either the identification or the reason, the request shall not be granted. The building administrator shall attempt to notify the superintendent and the officer's superiors of the reasons for the refusal.

**Taking Students Into Custody**

Students shall not be voluntarily released by school officials to law enforcement authorities unless the student has been placed under arrest or taken into custody by law enforcement, school resource officers, campus police officers, or Department for Children and Families ("DCF") authorities pursuant to a child abuse investigation. Except as otherwise specified in this policy, a reasonable effort shall be made to notify the student's parent, guardian, or representative when students are removed from school for any reason. Parents shall not be notified by school officials when their child is taken into custody by DCF, school resource officers, campus police officers, and/or law enforcement as a result of allegations of abuse or neglect. Except as provided above and/or as specified in a court order or arrest warrant, if a student is taken into custody by a law enforcement officer, school resource officer, or campus police officer, building administrators shall make a good-faith effort to contact the student's parent or guardian. Notification efforts shall be documented.

When a student has been taken into custody or arrested on school premises without prior notification to the building administrator, the school

staff present shall ask the law enforcement officer to notify the building administrator of the circumstances as quickly as possible and shall themselves contact the building administrator with any information they have regarding the child being taken into custody. School resource officers and campus police officers are expected to contact the building administrator as soon as practicable after taking a student into custody.

**Disturbance of School Environment**

Law enforcement officers may be requested to assist in controlling disturbances at school and, if necessary, to take students or other persons into custody.

**Definition**

For the purposes of this policy, “campus police officer” is a school security officer employed by and designated by the board to aid and supplement law enforcement agencies of the state, city, and county in which the school district is located.

For the purposes of this policy, students will not be deemed to be “taken into custody” when they are being questioned by a school resource officer, school security officer, and/or campus police officer about a violation of state law, county resolutions, city ordinances, board policy or regulation, and/or school rules on property owned, occupied, or operated by the school district or at the site of a function sponsored by the school district.

**JCDA**    **Student Conduct**

**JCDA**

Each principal shall develop rules and regulations to govern student conduct consistent with board policies. The rules shall be reviewed by the board and adopted as policy by reference. A copy of the current rules shall be filed with the state board of education.

Approved: KASB Recommendation-7/96

**JCDA-R**    **Student Conduct**

**JCDA-R**

The rules of conduct shall be published in student handbooks. (See JA)

Violation of any provision of the behavior code may result in disciplinary action up to and including suspension and/or expulsion. (See JDD)

Approved: KASB Recommendation-7/96

(See GAOC and KMA)

The use, possession, or promotion of any tobacco product by any student is prohibited at all time in any district facility; in school vehicles; at school-sponsored activities, programs, or events; and on school owned or operated property.

Student violations will result in disciplinary actions as outlined by board policy and/or student handbooks. Disciplinary actions may include parent/guardian notification, participation in a tobacco and electronic nicotine delivery systems education program, referral to a cessation program, and/or community service. Student violations may be reported to law enforcement if use or possession is deemed to be illegal.

The following definitions apply to this policy.

“Tobacco product” means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled, or ingested by any other means, including, but not limited to, electronic nicotine delivery system (hereafter “ENDS”), cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or snus. Tobacco product also means any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes, charging devices, cartridges, and any substances used in ENDS, whether or not they contain nicotine. This definition does not include FDA-approved nicotine replacement therapies including transdermal nicotine patches, nicotine gum, and nicotine lozenges prescribed to the student by a medical practitioner or obtained over the counter and used in accordance with label requirements.

“Electronic nicotine delivery system” or “(ENDS)” means any device that delivers a vaporized solution (including nicotine, THC, or any other substance) by means of cartridge or other chemical delivery systems. Such definition shall include, but may not be limited to, any electronic cigarette, vape pen, hookah pen, cigar, cigarillo, pipe, or personal vaporizer. ENDS are not FDA-approved nicotine replacement therapy devices.

“Promotion” includes, but is not limited to, product advertising via branded gear, bags, clothing, any personal articles, signs, structures, vehicles, flyers, or any other materials.

Approved: 08/2014; 10/10/2016; 02/10/2020; 08/03/2020



**JCDB Dress Code**

**JCDB**

Neatness, decency, and good taste are guidelines of the district dress code. Students must dress in a manner that is not obscene; offensive; or substantially or materially disruptive to the learning environment. Apparel that is sexually suggestive; promotes violence, illegal activities, drugs, alcohol, and/or tobacco; or is determined to be gang related is prohibited.

Student apparel and grooming must also meet requirements of any courses which are part of the approved curriculum in which they are enrolled.

Dress codes shall be published in the appropriate student handbooks.

Approved: 07/96; 10/10/16

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon at school, on school property, or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

**Weapons and Destructive Devices**

As used in this policy, the term “weapon and/or destructive device” shall include, but shall not be limited to:

- \* any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- \* the frame or receiver of any weapon described in the preceding example;
- \* any firearm muffler or firearm silencer;
- \* Any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine, or similar device;
- \* any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant and which has any barrel with a bore of more than 1/2 inch in diameter;
- \* any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples and from which a destructive device may be readily assembled;
- \* any bludgeon, sand club, metal knuckles, or throwing star;
- \* any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife or any knife having a blade that opens, falls, or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;
- \* any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

Penalties for Weapon Violations

Possession of a weapon and/or destructive device listed under the “Weapons and Destructive Devices” heading of this policy shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion be modified on a case-by-case basis.

Possession of, handling of, and/or transmitting a weapon of a type other than described under the “Weapons and Destructive Devices” heading above, an item being used as a weapon or destructive device, or a facsimile of a weapon may result in disciplinary action up to and including suspension and/or expulsion. Expulsion hearings for weapons violations shall be conducted by the superintendent or the superintendent’s designee.

Students violating this policy shall be reported to the appropriate law enforcement agency(ies) and, if a juvenile, to the Secretary for DCF or the Secretary of KDOC as appropriate.

Possession of an air gun at school, on school property, or at a school supervised activity will not be prohibited for students participating in an air gun-related activity sponsored by an organization held at school or when in transit to or from such activities held off district property.

Approved: 08/14; 12/15; 10/10/16

Complaints About Discrimination

The district is committed to maintaining a working and learning environment free from discrimination, insult, intimidation, or harassment due to race, color, religion, sex, age, national origin, or disability.

Any incident of discrimination including acts of harassment shall promptly be reported for investigation and corrective action by the building principal or district compliance coordinator. Any student or employee who engages in discriminatory conduct shall be subject to disciplinary action, up to and including termination from employment or expulsion from school.

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the district's programs and activities is prohibited. Ms. Denise O'Dea, 510 East Highway 24, Wamego, KS 66547, (913) 456-7643 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

**JCE Complaints**

**JCE-2**

any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the report shall be made to the district compliance coordinator. Any student complaint of discrimination shall be resolved under the district's discrimination complaint procedures in policy KN.

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

**Complaints About School Rules**

Any student may file a complaint with the principal concerning a school rule or regulation as it applies to the student. The complaint shall be in writing, filed within 20 days following the application of the rule or regulation, and must specify the basis for the complaint. The principal shall investigate the complaint and inform the student of the resolution within 10 days after the complaint is filed.

Approved: 02/14/2000; 12/14/15

**JCEC Demonstrations**

**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. (See JCAC)

Student demonstrations on school property are a privilege and not a right and thus shall be conducted in an orderly and non-disruptive manner. Any demonstration is subject to the following conditions: there is no disruption of the normal operation of classes or activities the demonstration is peaceful and respectful of all persons, and it does not violate any state or federal law, any city ordinance or school regulations. Any concerted effort by two or more students in any of the following activities may result in disciplinary action leave a class; refusal to obey an order of a teacher, principal or other person having authority to give the order which is being refused, and refusal to leave a school building or premises.

Approved: 05/10/1999

**JDA Corporal Punishment**

**JDA**

Corporal punishment shall not be permitted in the school district.

Approved: KASB Recommendation-7/96

**JDB Detention**

**JDB**

Detention periods may be established by building principals and administered according to rules approved by the board. A school employee will be in charge of each detention period in each school building

Approved: 05/10/1999



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

**JDC**

Any punishment, suspension or expulsion, may be deferred by the superintendent, principal, or designee. 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: 08/08; 06/15

## **JDD Suspension and Expulsion Procedures**

**JDD**

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

Except as limited by Section 504 or IDEA, a student may be suspended or expelled, for reasons set forth in Kansas law. Any student who is suspended for a period of more than 10 days or expelled shall receive a copy of the current suspension and expulsion law and this policy. Suspension/expulsion hearings shall be conducted by the superintendent/designee or other certificated employee, or committee of certificated employees of the school in which the pupil is enrolled, or by any other hearing officer appointed by the board.

### Reasons for Suspension or Expulsion

Students may be suspended or expelled for one or more of the following reasons:

- Willful violation of any published, adopted student conduct regulation;
- Conduct which substantially disrupts, impedes, or interferes with school operation;
- Conduct which endangers the safety or substantially impinges on or invades the rights of others;
- Conduct which constitutes the commission of a felony;
- Conduct at school, on school property, or at a school supervised activity which constitutes the commission of a misdemeanor;
- Disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operation; and
- Possession of a weapon at school, on school property or at a school-sponsored event.

### Short-term Suspension

Except in an emergency, a short-term suspension (not exceeding ten school days) must be preceded by oral or written notice of the charges to the student and an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than 72 hours after imposition of a short-term suspension.

Written notice of any short-term suspension shall be delivered to the student's parent or guardian within 24 hours after the suspension has been imposed. Short-term suspension hearings may be conducted by any person designated in policy as having the authority to suspend.

At the informal suspension hearing, the student shall have the right to be present and to be notified of the charges and the basis for the accusation. The student shall have the right to make statements in his/her defense after receiving notice of the charges.

**Long-Term Suspension or Expulsion**

Before a student is subject to long-term suspension (not to exceed 90 school days) or expulsion (not to exceed 186 school days or one calendar year for certain weapon and/or destructive device violations), a hearing shall be conducted by a hearing officer who has been authorized by the board. Formal hearings shall be conducted according to procedures outlined in current Kansas law and:

- The student and parents or guardians shall be given written notice of the time, date and place of the hearing.
- The notice shall include copies of the suspension/expulsion law, and appropriate board policies, regulations and handbooks.
- The hearing may be conducted by either a certified employee or committee of certified employees authorized by the board, the chief administrative officer, or other certified employee of the district in which the student is enrolled, or by an officer appointed by board.
- Expulsion hearings for weapons violations shall be conducted in compliance with Kansas law by persons appointed by the board.
- Findings required by law shall be prepared by the person or committee conducting the hearing.

- A record of the hearing shall be available to students and parents or guardians according to Kansas law.
- Written notice of the result of the hearing shall be given to the pupil and to parents and guardians within 24 hours after determination of such result.

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

- Refusal or failure of the student and/or the student's parents to attend the hearing shall result in a waiver of the student's opportunity for the hearing.
- A student suspended for more than 10 school days or expelled from school shall be provided with information concerning services or programs offered by public and private agencies which provide services to improve the student's attitude and behavior.
- A student who has been suspended or expelled shall be notified of the day the student can return to school.
- If the suspension or expulsion is not related to a weapons violation, the principal may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation. (See JDC)
- If the expulsion is related to a weapons violation the superintendent may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation if the student is allowed to return. (See EBC, JCDBB and JDC)
- The days a student is suspended or expelled are not subject to the compulsory attendance law.
- During the time a student is suspended or expelled from school, the student may not:
  - Be on school property or in any school building without the permission of the principal.
  - Attend any school activity as a spectator, participant or observer.

A student over the age of 18 or the parents or guardian of a student who is suspended for more than 10 days or expelled from school may appeal to the board within 10 calendar days of receiving written notice of the hearing results.

When a suspension is imposed during the school day, the student shall not be removed from school until a parent has been notified. If a parent cannot

be notified during regular school hours, the student shall remain at school until the regular dismissal time.

Student Rights During a Long-Term Suspension/Expulsion Hearing

The student shall have the right:

- to counsel of his/her own choice;
- to have a parent or guardian present;
- to hear or read a full report of testimony of witnesses;
- to confront and cross-examine witnesses who appear in person at the hearing; to present his or her own witnesses;
- to testify in his or her own behalf and to give reasons for his or her conduct;
- to an orderly hearing; and
- to a fair and impartial decision based on substantial evidence.

Appeal to the Board

The following conditions shall apply if a student who is age 18 or older or the student's parent or guardian files a written appeal of a suspension or expulsion:

- Written notice of the appeal shall be filed with the clerk within 10 calendar days of receiving the results of the hearing.
- The board shall schedule an appeal with the board or a hearing officer appointed by the board within 20 calendar days.
- The student and the student's parent shall be notified in writing of the time and place of the appeal at least 5 calendar days before the hearing.
- The hearing shall be conducted as a formal hearing using rules similar to those noted earlier for expulsion hearings.
- The board shall record the hearing.
- The board shall render a final decision no later than the next regularly scheduled board meeting after the conclusion of the appeal hearing.

**Report to Staff Member USD 320**

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

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

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

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

Signed: \_\_\_\_\_  
School employee who receives the report

Signed: \_\_\_\_\_  
Administrator or school employee making report

**JDDA**    **Drug-Free Schools** (See GAOB, JGFGB, JGFGBA, and LDD)    **JDDA**

Maintaining drug-free schools is important in establishing an appropriate learning environment for the district's students. Unless otherwise specified in this policy, the possession, use, sale, distribution, and/or being under the influence of illicit drugs, controlled substances, and/or alcohol by students at school, on or in school property, or at school sponsored activities or events is prohibited.

Possession, use, and/or being under the influence of a controlled substance by a student for the purposes of this policy shall only be permitted if such substance was:

1. Obtained directly from, or pursuant to a valid prescription or order, issued to such student from a person licensed by the state to dispense, prescribe, or administer controlled substances;
2. In the case of use or possession, approved and administered, if administered at all, in accordance with board policy JGFGB and/or board policy JGFGBA; and
3. Used, if at all, in accordance with label directions.

**Student Conduct**

As a condition of continued enrollment in the district, students shall abide by the terms of this policy.

Students shall not manufacture, sell, distribute, dispense, possess, use, and/or be under the influence of illicit drugs, controlled substances, or alcoholic beverages at school, on or in school district property, or at any school activity,

program, or event. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to:

**[Insert local sanctions here: Possible sanctions for noncompliance must include expulsion as a consequence for violation of JDDA.]**

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-6114, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. If a student agrees to enter and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents.

A list of area drug and alcohol counseling and rehabilitation programs, along with names and addresses of contact persons for the programs, is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.

A copy of this policy will be provided to all students and the parents of all students. Parents of all students will be notified that compliance with this policy is mandatory.

Approved: 08/2014; 11/12/2018



## **JDDB REPORTING CRIMES TO LAW ENFORCEMENT**

**JDDB** Reporting to Law Enforcement (See EBC and JDD)

**JDDB**

Unless reporting would violate the terms of any memorandum of understanding between the district and local law enforcement, whenever a student engages in conduct which constitutes the commission of any misdemeanor or felony at school, on school property, or at a school supervised activity and/or has been found 1) in possession of a weapon, 2) in possession of a controlled substance or illegal drug, or 3) to have engaged in behavior at school which has resulted in or was substantially likely to have resulted in serious bodily injury to others, the {principal/superintendent} shall report such act to the appropriate law enforcement agency.

Approved: 07/11/11; 10/10/16; 11/12/2018

**JDDB REPORTING CRIMES TO LAW ENFORCEMENT**

**Report to Local Law Enforcement**  
**USD 320**

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

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

<b>Date</b>	<b>School/Location</b>	<b>Student/s or Person/s Involved</b>	<b>Brief Description</b>
1.			
2.			
3.			
4.			
5.			

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

Signed: \_\_\_\_\_  
Administrator or other school employee.

cc: Superintendent of Schools, USD 320; Student/s file

**JDDC Bullying (See EBC, GAAE, JCE, JDD, JGEC, JGECA, and KGC) JDDC**

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

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

Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

Approved: 8/14; 11/12/2018

## **USD 320 Bullying Plan**

**(Also see Policies GAAE and JDDC)**

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

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

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

Additionally, bullying means any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to K.S.A. 72-6147 or subsection (e) of K.S.A. 72-1138, and amendments thereto. USD \_\_\_ will not tolerate these actions by students, staff, or parents.

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

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

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

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

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

No teacher, administrator, or school district employee shall engage in, permit, or tolerate bullying.

Retaliation against a victim, good faith reporter, or a witness to bullying is prohibited. A student or staff member who engages in an act of bullying, reprisal, retaliation or false reporting of bullying, shall be subject to discipline in accordance with school district policy and procedures. The school administration and/or board may take into account the following factors when determining an appropriate disciplinary action for such prohibited conduct: the ages of the parties involved; the developmental and maturity levels, special education needs of the parties involved, and the severity of the behavior.

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

Approved: 11/12/2018

## Report to Local Law Enforcement

### USD 320

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

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

Date	School/Location	Student/s or Person/s Involved	Brief Description of bullying incident/s.
1.			
2.			

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

Signed: \_\_\_\_\_  
Administrator or other school employee

c/superintendent, USD \_\_\_; c/student's file/employee's file as allowed by applicable negotiated language

Updated 11/12/18

**JF Academic Achievement**

**JF**

Staff shall establish high expectations for all students. These expectations shall be based on individual student ability to meet the board approved learning objectives for each subject.

Reporting (See JR et seq.)

Periodic reports on each student's mastery of the approved learning objectives shall be issued to the parents.

Report Cards (See JR et seq.)

Report cards shall be issued to each student at the end of each specific grading period for each subject taken. Reasons for deficiencies and/or failures shall be given. The building principal, with the approval by the superintendent shall develop standard reporting forms for each grade level.

Approved: 05/10/1999

**JFA**

**Peer Grading of Assignments**

**JFA**

**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: October 14, 2002



**JFAB**    **Student Conferences**

**JFAB**

Teachers shall be available for student conferences at mutually convenient times.

Approved: KASB Recommendation-7/96

**JFAC**    **Parent Conferences**

**JFAC**

The superintendent shall establish a schedule for parent-teacher conferences for each attendance center which will become part of the approved calendar for the school year. Each elementary building principal shall establish a visitation schedule for each their building's parent-teacher conferences. Such conferences shall be held at least once each semester in each building. Parents may request a special conference with their child's teacher at any time.

Approved: 05/10/1999

**JFB Promotion and Retention**

**JFB**

The Wamego Board of Education believes that in order to ensure that students have the opportunity for academic success as they move through the K-12 continuum of school, students should be required to demonstrate their proficiency of curricular outcomes. The Board also believes that decisions with significant consequences for students, such as promotion, academic intervention or retention, should never be based on a single assessment instrument given at only one point in time. To determine each child's readiness to enter the next grade level, the Board charges the superintendent to develop promotion requirements for each grade level and a process for their use by staff.

Approved: August 9, 2010

**JFB-R Promotion and Retention**

**JFB-R**

Each building shall be charged with designating assessments and other academic data that will be used to determine the academic skill level of students. Kansas Assessments will be one of the assessments used for this determination. Each school shall publish in the student handbook, the list of assessments that is used by each grade level to make academic decisions concerning students.

Decisions impacting the promotion or retention of a student will be made by analyzing student academic performance. The level of academic achievement a student has demonstrated on designated assessments will be compared to what is expected of a student in his/her respective grade level.

**Requirements for Grade Promotion**

Students must demonstrate proficiency in reading, writing, and math in grades K-5 and reading, writing, math, science and social studies in grades 6-8. To be promoted, students must score at a proficient level on designated assessments and must earn passing grades in the core courses or be approved for promotion by the Student Improvement Team (SIT).

**Student Improvement Team**

Principals are to establish a Student Improvement Team (SIT) for each school. The Student Improvement Team will include the child's current teacher. The student's parents will be included in the process of making promotion/retention decisions for their child.

Classroom teachers and the building principal shall be responsible for reviewing student assessment data. The names of students whose academic achievement is below the proficient level on designated assessments will be referred to the SIT. The building SIT will review the achievement data of the referred students and make recommendations for academic assistance. Students may also be referred to the SIT at any time the classroom teacher feels a student is falling behind in his/her daily work.

As soon as a child has been targeted for academic assistance, parents shall be notified. Notification shall include the scores on designated tests and what is considered to be "proficient" for the respective grade level and notification of required extended school day and/or year if applicable. The parents of students who were identified for academic assistance in the prior school year and continue to need

**JFB-R Promotion and Retention**

**JFB-R-3**

assistance in the current school year shall be notified at the start of the new school year.

In the spring of each school year the SIT will review the academic performance of each child targeted for academic assistance. The SIT team will make a determination whether to promote or retain the student.

In the case of special needs students, any decisions concerning the promotion or retention of a student shall be made by the child's IEP team.

**Additional Requirements**

Students retained within a grade level of school continue to be accountable for reaching proficiency on designated assessments.

A principal must report to the superintendent at the end of each school year the names of all students retained.

Approved: August 9, 2010

**JFC**    **Graduation Exercises**

**JFC**

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.

**8th Grade Promotion**

Promotional exercises will be conducted at the conclusion of 8th grade for qualified students.

Approved: 05/10/1999

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.

Sophomores wishing to graduate a year early will need to submit their proposal to the building principal no later than April 15th of the year prior to the proposed May graduation date. The student and parent will attend the Board of Education meeting. The student will make their request to the BOE.

Juniors wishing to graduate a semester early will need to submit their proposal to the building principal no later than November 15th of the year prior to the proposed December graduation date. The student and parent will attend the Board of Education meeting. The student will make their request to the BOE.

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, and include the following:

1. Reason for the request (future plans)
2. Schedule of when, what and where coursework will take place
3. Student GPA (student must have a cumulative GPA of 3.2)
4. Transcript for their high school career to date
5. A letter of support written and signed by the parent
6. A letter of support from a teacher
7. A letter of support for a counselor

The letters of request shall be sent to the superintendent, who shall forward them to the board.

**JGA     Student Insurance Program**

**JGA**

Parents or guardians shall be notified annually in writing of student insurance provided by the district and that medical expenses not covered by such policies are the responsibility of the parents.

Approved: 07/96; 10/10/16

**JGC     Health Assessments and Physicals (See JGCB)**

**JGC**

Unless otherwise provided herein, all students under the age of nine shall submit evidence they have undergone a health assessment prior to entering kindergarten or before enrolling in the district for the first time.

The above requirement is not to serve as a barrier to immediate enrollment of students designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by ESSA. The district shall work with the Department for Children and Families, the school last attended, or other relevant agencies to obtain necessary documentation of health assessments.

All students engaged in athletic activities covered by KSHSAA rules shall provide the building principal with proof of a physical examination and clearance to participate.

Principals shall work cooperatively with local, county, and state health agencies to disseminate materials related to the availability of health assessments.

Approved: 07/96; 10/10/16; 02/16/2017



The board is committed to providing a school environment that promotes student wellness as part of the total learning experience for its students. To this this end, the board shall promote and monitor a local wellness program. The program shall:

- Include goals for providing proper student nutrition at school, nutrition education, physical activity, and other school-based activities designed to promote student wellness in a manner that the board determines is appropriate;
- Include nutrition guidelines for all foods available in each school during the school day, with the objectives of the guidelines to be promoting student health and reducing childhood obesity; Ensure foods and beverages sold at breakfast and lunch meet the nutrition guidelines for the School Breakfast Program and National School Lunch Program;
- Provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students;
- Provide opportunities, support, and encouragement for students in grades K-12 to be physically active on a regular basis;
- Assure that guidelines for reimbursable school meals shall not be less restrictive than Federal and state statutes, regulations, and guidance issued by the Secretary of Agriculture, as they apply to schools;
- Involve parents, students, representatives of the school food authority, district physical education teachers, school health professionals, the school board, administrators, and the public in the development, implementation, and periodic review of the school wellness policy; and

- Establish a plan for measuring implementation of the local wellness policy, including designation of one or more district employees who shall be charged with operational responsibility for ensuring the wellness policy is effectively enforced, is periodically measured, and that assessments of the implementation of the local school wellness policy available to the public. Such assessments shall measure the extent to which schools in the district are in compliance with this policy, shall compare the district's wellness policy with other model local school wellness policies, and shall describe the progress made in attaining the goals of this policy.

Approved: 8/14

Unless provided otherwise herein, all students enrolling in any district school shall provide the building principal with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. Booster shots mandated by the Secretary of the Department of Health and Environment are also required.

Notice of this policy and the applicable state law shall be distributed to parents or guardians of current and prospective district students on or before May 15th of each school year. The superintendent shall issue a news release each August explaining the required inoculations and booster shots. Parents may delegate in writing their authority to consent to immunizations. At the beginning of a school year, school boards shall provide information on immunizations applicable to school age children to parents and guardians of students in grades six through 12. The information on immunizations shall include:

- (1) A list of sources for additional information; and
- (2) related standards issued by the national centers for disease control and prevention.

Students who fail to provide the documentation required by law may be excluded from school by the superintendent until statutory requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law. Students who are not immunized against a particular disease(es) may be excluded from school during any outbreak.

The above requirements are not to serve as barriers to immediate enrollment of students designated as homeless or foster children as required by

**JGCB Inoculations**

**JGCB-2**

the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by ESSA. The district shall work with the Department for Children and Families, the school last attended, or other relevant agencies to obtain necessary documentation of inoculations.

Each principal shall forward evidence of compliance with the inoculation law to other schools or school districts when requested by the school or by the student's parents/guardians and shall work cooperatively with local, county, and state health agencies to disseminate materials related to the availability of inoculations.

Approved: 09/08/08; 10/10/16; 02/16/2017

**JGCBA    Automated External Defibrillators**

**JGCBA**

If the board approves their use in district schools and other facilities, automated external defibrillators shall be properly maintained as required by law and used in accordance with recommended instructions.

Approved: 08/11/08; 10/10/16

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. Final decisions will be made by school administration after receiving input from the student's physician, public health personnel, the student's parent or guardian, and personnel associated with the proposed care or educational setting.

**Confidentiality**

The student's teacher(s), the guidance counselor, the office secretary, the school principal, the school nurse, the designated school custodian(s), the superintendent, the county health officer and the school attorney may be among

the appropriate personnel who would be knowledgeable about the student's case and shall keep information regarding the student's health confidential. In some situations it may be necessary that other personnel also be advised. This will be determined by the superintendent.

Approved: 07/96; 10/10/16

## **JGCD Health Screenings**

**JGCD**

Vision and hearing screenings will be conducted in the district as part of the overall health services program. Frequency of the screenings will be in accordance with state law. When appropriate, other screenings deemed beneficial to students, such as dental screenings, may be performed in the school health program.

When these screenings cannot be performed by district staff, the board authorizes the superintendent to identify healthcare service providers to provide them. Such healthcare service providers shall be required to enter into a contract with the district prior to providing any screenings or other services to students in the school setting.

### **Vision Screenings**

Each year vision screening procedures will be conducted for students new to the district, including kindergarteners. Such procedures will be provided for other students at a frequency of not less than once every two years unless otherwise specified by state law. Students known to have vision difficulties and students referred by teachers, parents, and/or physicians will be screened regardless of grade level.

### **Hearing Screening**

Each year hearing screening procedures will be conducted for students new to the district, including kindergarteners. Such procedures will be provided for other students at a frequency of not less than once every three years unless otherwise specified by state law. Students known to have hearing difficulties and students referred by teachers, parents, and/or physicians will be screened regardless of grade level.



Under certain conditions, hearing screening services are provided for students residing within district boundaries who are enrolled in accredited non-public schools. These services are coordinated between the administration of the accredited nonpublic school and district administration and require a request from the student's parent or guardian. Implementation of the program for nonpublic school students follows the same guidelines as for district students.

**Dental Screenings**

Free dental inspections will be offered to students, planned for by designated school staff, and conducted by appropriate dental care providers.

**Selected Screenings**

Other screening procedures may be deemed appropriate and beneficial to students. Designated staff will assist in the planning and implementation of other screening programs following standard procedures.

Screening results, and referrals when necessary, will be communicated to parents.

In accordance with state law, the parent or guardian of any child entering school for the first time shall be informed of the availability of sickle cell screening and of the location of the nearest facility providing blood tests for sickle cell trait and sickle cell anemia.

Approved: 10/10/16

**JGD** **Student Psychological Services** (See JR et seq)

**JGD**

Various psychological services are available to students through the district, cooperative special education programs, the county, and the state.

Every student believed to be in need of this evaluative service shall be referred to the Special Services Cooperative in order that procedures can be carried out as outlined in the Local Comprehensive Plan as approved by the USD 320 BOE and the State Department of Education.

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: 10/08/07; 10/10/16

**JGEC Sexual Harassment (See GAAC, GAAD, GAF, JDDC and KN) JGEC**

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. The district does not discriminate on the basis of sex in admissions, employment, or the educational programs or activities it operates and is prohibited by Title IX from engaging in such discrimination. Discrimination on the basis of sex, including sexual harassment, will not be tolerated in the school district. Discrimination on the basis of sex of employees or students of the district by board members, administrators, licensed and classified personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Act Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs, or events within the United States. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee, or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Sexual harassment shall include conduct on the basis of sex involving one or more of the following: (1) A district employee conditioning the

provision of an aid, benefit, or service of the district on an individual's participation in unwelcomed sexual conduct; (2) unwelcomed conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's educational program or activity; or (3) sexual assault, dating violence, domestic violence, or stalking.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse of a sexual nature; pressure for sexual activity; repeated remarks to a person with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual harassment will be promptly investigated and resolved. Any person may make a verbal or written report of sex discrimination by any means and at any time.

Scott Meitler, USD 320 Asst. Superintendent/Dir. Of Instruction (1008 8<sup>th</sup> Street, Wamego KS 66547; Ph 785-456-7643; Email [meitlers@usd320.com](mailto:meitlers@usd320.com)) has been designated to coordinate compliance with nondiscrimination requirements contained in Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 regarding discrimination on the basis of sex, and the Kansas Act Against Discrimination. Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the Title IX Coordinator. Inquiries about the application of Title IX to the district may

be referred to the Title IX Coordinator; to the Assistant Secretary for Civil Rights at the U.S. Department of Education, Office of Civil Rights, 400 Maryland Avenue, SW, Washington D.C. 20202-1100, (800)421-3481, or at [OCR@ed.gov](mailto:OCR@ed.gov); or both.

#### Response to Harassment Complaints

The district takes all reports of sexual harassment seriously and will respond meaningfully to every report of discrimination based on sex, including sexual harassment, of which the district has actual knowledge. Any students who believe that he or she has been subjected to sexual harassment should report the alleged harassment to the building principal, another administrator, the guidance counselor, the Title IX Coordinator, or another licensed staff member. All employees receiving reports of sexual harassment from a student shall notify the Title IX Coordinator.

#### Definitions

The following definitions apply to the district in responding to complaints of sexual discrimination including sexual harassment as defined by Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Act Against Discrimination.

The “complainant” means an individual who is alleged to be a victim of conduct that could constitute sexual harassment.

“Dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved.

The “decision-maker” reviews all the evidence and prepares an impartial written responsibility determination as to whether the alleged conduct occurred and provides an opportunity for the parties and their representatives to prepare written questions to be answered by the other party. The decision-maker shall not be the Title IX Coordinator or investigator.

“Domestic violence” includes crimes of violence committed by a person who is a current or former spouse, partner, person with whom the victim shares a child, or who is or has cohabited with the victim as a spouse or partner, by a person similarly situated to a spouse of the victim under Kansas or applicable federal law, or by any other person against an adult or youth victim having protection from such person’s acts by Kansas or applicable federal law.

A “formal complaint” means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment.

The “investigator” is the person who carries out the investigation after the formal complaint is filed and conducts interviews of the witnesses, collects and documents evidence, and drafts an investigative report.

A “respondent” is an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

“Sexual assault” means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

“Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or to suffer substantial emotional distress.

The “Title IX Coordinator” is the individual designated at the district level who has responsibility to coordinate compliance with Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 regarding discrimination on the basis of sex, and the Kansas Act Against Discrimination. The Title IX Coordinator’s responsibilities include, but are not limited to: developing materials and ensuring professional development occurs for staff involved in Title IX compliance, creating systems to centralize records, gathering relevant data, contacting the complainant (and/or parents or guardians, if applicable) once the district has actual knowledge of alleged sexual harassment, coordinating the implementation of supportive measures, signing a formal complaint to initiate a grievance process, and ensuring any remedies are implemented.

The Title IX Coordinator, any investigator, decision-maker, or any person who facilitates an informal resolution process shall not have a conflict of interest or bias for or against the complainant or respondent. These individuals shall receive training on the definition of sexual harassment; the scope of the education program and activities; how to conduct an investigation, including appeals and informal resolution processes; and how to serve impartially, including by avoiding prejudgment of the facts, conflicts of interest, and bias. Decision-makers shall receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant’s sexual predisposition or prior sexual behavior are not relevant. Investigators shall receive

training on issues of relevance of questions and evidence in order for them to create investigative reports that fairly summarize relevant evidence.

Any employee who witnesses an act of sexual harassment or receives a complaint of harassment from another employee or a student shall report the complaint to their immediate supervisor, building administrator, or Title IX Coordinator. Employees who fail to report complaints or incidents of sexual harassment to appropriate district officials may face disciplinary action. District officials who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable student conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness, and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct.

If discrimination or harassment has occurred, the district will take prompt, remedial action to stop it and prevent its reoccurrence.

The Title IX Coordinator shall promptly respond in a meaningful way to any reports of sexual discrimination including sexual harassment of which the district has actual knowledge as follows:

- Contact the complainant within 10 business days and discuss the availability of supportive measures, with or without the filing of a formal complaint, and consider the complainant's wishes as to supportive measures; and



- Inform the complainant of the right to a formal complaint investigation consistent with Title IX and the informal resolution process.

**Supportive Measures**

The district will treat the complainant and respondent equitably by offering supportive measures. These non-disciplinary and non-punitive measures will be offered as appropriate, as reasonably available, and without cost to the complainant or the respondent. Supportive measures are designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party. “Supportive Measures” shall include, but not be limited to, measures designed to protect the safety of all parties, to protect the district’s educational environment, or to deter sexual harassment. These measures may include counseling, extensions of deadlines or course-related adjustments, modifications of work or class schedules, escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring, and other similar measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

**The Formal Complaint**

No investigation of alleged sexual harassment may occur until after a formal complaint has been filed.

A formal complaint is a document filed by the complainant or signed by the Title IX Coordinator alleging sexual harassment and requesting an investigation. The procedures for filing a formal complaint are as follows:

- At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the district concerning which the formal complaint is filed.
- A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. Filing of the complaint with the Title IX Coordinator may be done in person, by mail, or by email. If an individual does not wish to file a written complaint, and the matter has not been adequately resolved, the Title IX Coordinator may initiate the complaint. Forms for filing written complaints are available in each school building office and the central office.
- A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 calendar days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.
- An investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board shall appoint an investigating officer. In other instances, the investigation shall be conducted by a qualified individual designated by the Title IX Coordinator or another individual appointed by the board. The investigation shall be thorough. All interested persons, including the complainant and the respondent, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.

Formal Complaint Notice Requirements

Upon filing of a formal complaint, the district shall provide written notice to the known parties including:

- Notice of the allegations of sexual harassment including sufficient details to prepare a response before any initial interview including:
  - the identities of the parties involved, if known;
  - the conduct allegedly constituting sexual harassment; and
  - the date and location of the alleged incident, if known.
- An explanation of the district's investigation procedures, including any informal resolution process;
- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made by the decision-maker at the conclusion of the investigation;
- Notice to the parties they may have an advisor of their choice and may inspect and review any evidence; and
- Notice to the parties of any provision in the district's code of conduct or policy that prohibits knowingly making false statements or knowingly submitting false information.

If, in the course of an investigation, the investigator decides to investigate allegations about the complainant or respondent that are not included in the notice initially provided, notice of the additional allegations shall be provided to known parties.

Formal Complaint Investigation Procedures

To ensure a complete and thorough investigation and to protect the parties, the investigator shall:

- Ensure that the preponderance of the evidence burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the district and not the parties;
- Provide an equal opportunity for the parties to present witnesses and evidence;
- Not restrict either party's ability to discuss the allegations under investigation or to gather and present relevant evidence;
- Allow the parties to be accompanied with an advisor of the party's choice;
- Provide written notice of the date, time, location, participants, and purpose of any interview or meeting at which a party is expected to participate;
- Provide the parties equal access to review all the evidence collected which is directly related to the allegations raised in a formal complaint, including the investigative report, and the opportunity to respond to that evidence before a determination is made;
- Be impartial and objectively evaluate all relevant evidence without relying on sex stereotypes;
- Not have conflicts of interest or bias for or against complainants or respondents;
- Not make credibility determinations based on the individual's status as complainant, respondent, or witness.

Formal Complaint Investigation Report

The investigator shall prepare an investigative report that fairly summarizes relevant evidence and share the report with the parties and their advisors for review and response.

Before completing the investigative report, the investigator must send each party and their advisors the investigative report for review and allow the parties 10 days to submit a written response for the investigator's consideration.

The investigator's written report shall include an objective evaluation of all relevant evidence using a preponderance of the evidence standard to determine responsibility.

Decision-Maker's Determination

Upon receiving the investigator's report, the decision-maker must make a determination regarding responsibility and afford each party the opportunity to submit written, relevant questions that the parties want asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions.

The decision-maker must issue a written determination regarding responsibility based on a preponderance of the evidence. The decision-maker's written determination shall:

- Identify the allegations potentially constituting sexual harassment;
- Describe the procedural steps taken, including any notifications to the parties, site visits, methods used to gather evidence, and interviews;
- Include the findings of fact supporting the determination;

- Address any district policies and/or conduct rules which apply to the facts;
- Address each allegation and a resolution of the complaint including a determination regarding responsibility, the rationale therefor, any disciplinary sanctions imposed on the respondent, and whether remedies designed to restore or preserve access to the educational program or activity will be provided by the district to the complainant; and
- The procedures and permissible bases for the complainant and/or respondent to appeal the determination.

A copy of the written determination shall be provided to both parties simultaneously.

The range of disciplinary sanctions and remedies may include, but may not be limited to, supportive measures, short term suspension, long term suspension, expulsion for students, and/or termination for employees. Complainants and respondents shall be treated equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made. The Title IX Coordinator is responsible for the effective implementation of any remedies. If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.

If the investigation results in a recommendation that an employee be suspended with or without pay or terminated, procedures outlined in board policy, the negotiated agreement (as applicable), and/or state law will be followed.

Records relating to complaints filed and their resolution shall be maintained by the Title IX Coordinator for seven years.

The decision becomes final on the date the parties receive the results of an appeal, if any appeal is filed; or on the date the opportunity for an appeal expires.

Appeals

The complainant or respondent may appeal the decision-maker's determination regarding responsibility or a dismissal of a formal complaint, on the following bases:

- Procedural irregularity that affected the outcomes;
- New evidence that was not reasonably available at the time that could affect the outcome; and/or
- The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias against either party that affected the outcome.

The request to appeal shall be made in writing to the Title IX Coordinator within 20 days after the date of the written determination. Appeals shall be on the record and heard by an attorney, an independent hearing officer appointed by the board, or the board. The appeal decision-maker may not be the Title IX Coordinator, the Investigator, or the decision-maker from the original determination.

The appeal decision-maker will issue a written decision within 30 days after the appeal is filed. The appeal decision-maker will describe the result of the appeal and the rationale for the result.

The appeal decision-maker shall:

- Review the evidence gathered by the investigator, the investigator's report, and the original decision-maker's determination;
- Notify both parties in writing of the filing of an appeal and give them 10 days after the appeal is filed to submit further evidence in writing;
- Not have a conflict of interest or bias for or against complainant or respondent and receive the required training;
- Issue a written decision and the rationale for the decision within 30 days after the appeal is filed;
- Describe the result of the appeal and the rationale for the result in the decision; and
- Provide the written decision simultaneously to both parties and to the Title IX Coordinator.

**Informal Resolution Process**

At any time during the formal complaint process and prior to reaching a determination regarding responsibility, the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and determination of responsibility.

The informal resolution process may be facilitated by a trained educational professional, consultant, or other individual selected by the Title IX Coordinator under the following conditions:

- The parties are provided a written notice disclosing the allegations, the requirements of the informal resolution process, and information on when it may preclude the parties from resuming a formal complaint arising from the same allegations;



- At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process, resume the investigation of the formal complaint, and be informed of any consequences resulting from participating in the informal resolution process;
- The parties voluntarily and in writing consent to the informal resolution process; and
- The informal resolution process cannot be used to resolve allegations that an employee sexually harassed a student.

If the matter is resolved to the satisfaction of the parties, the facilitator shall document the nature of the complaint and the proposed resolution, have both parties sign the documentation and receive a copy, and forward it to the Title IX Coordinator. Within 20 days after the complaint is resolved in this manner, the Title IX Coordinator shall contact the complainant to determine if the resolution of the matter remains acceptable. If the matter is not resolved, or if the individual does not believe the resolution remains acceptable within 20 days after the informal resolution document is executed, the individual or the Title IX Coordinator may proceed with the formal complaint process.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence. The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or appeal.

Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies, including the right to file a complaint with the Office for Civil Rights of the U.S. Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.

The filing of a complaint or otherwise reporting sex discrimination including sexual harassment shall not reflect upon the individual's status or grades. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted, or participated in any investigation, proceeding, or hearing involving sex discrimination, including sexual harassment, is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and the complaint procedures including how to report or file a formal complaint of sex discrimination or sexual harassment shall be posted in each district facility shall be published in student handbooks, and on the district's website as directed by the Title IX Coordinator. Notification of the policy may include posting informational notices, publishing in local newspapers, publishing in newspapers and magazines operated by the school, or distributing memoranda or other written communications to students and employees. In addition, the district is required to include a statement of nondiscriminatory policy in any bulletins, announcements, publications, catalogs, application forms, or other recruitment materials that are made available to participants, students, applicants, or employees.

**Approved: 08/2014; 12/14/2015; 02/10/2020; 08/03/2020**

**JGECA**    **Racial and Disability Harassment**  
(See GAACA, GAAB, GAF, JDDC and KN)

**JGECA**

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color, national origin, or disability. Discrimination or harassment on the basis of race, color, or national origin (“racial harassment”) or on the basis of disability (“disability harassment”) shall not be tolerated in the school district. Racial or disability harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. Disability harassment is unlawful discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. All forms of racial or disability harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial or disability harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee, or third party (visitor, vendor, etc.) to so harass any student, employee or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Prohibited conduct under this policy includes racially or disability-motivated conduct which:

- Affords a student different treatment, solely on the basis of race, color, national origin, or disability, in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school;
- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or
- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services, activities or programs of the school.

Racial or disability harassment may result from verbal or physical conduct or written graphic material.

The district encourages all victims of racial or disability harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of racial or disability harassment and take prompt corrective action to end the harassment.

Any student who believes he or she has been subject to racial or disability harassment or has witnessed an act of alleged racial or disability harassment, should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of racial or disability harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the

complaint shall be reported to the district compliance coordinator. The building principal shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure in policy KN.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial or disability harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial or disability harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially or disability motivated.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence.

An employee who witnesses an act of racial or disability harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of racial or disability harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of racial or disability harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the compliance coordinator shall report such conduct to the appropriate law enforcement or DCF authorities.

To the extent possible confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

The filing of a complaint or otherwise reporting racial or disability harassment shall not reflect upon the student's status or grades. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted, or participated in any investigation, proceeding, or hearing involving a racial or disability harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of racial or disability harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy shall be posted in each district facility and shall be published in student handbooks and on the district's website as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually, if applicable.

Approved: 08/2014; 12/14/2015; 02/10/2020

**JGF**    **Student Safety**

**JGF**

The district will endeavor to provide a safe environment for students while in school attendance or in extra-class activities.

**Bicycle Use**

Each building principal will formulate plans and procedures for the safe use of and parking of bicycles on school property.

**Walkers and Riders**

Any student who uses school-provided transportation will be under the jurisdiction of the vehicle driver while in the vehicle and will be subject to all rules and regulations developed by the superintendent and building principals to cover such activities.

Approved: July 11, 1988

**JFG-R**    **Student Safety**

**JGF-R**

The superintendent together with the staff will develop and determine the necessary rules and regulations relative to student safety.

It shall be the responsibility of each building principal to instruct the faculty to stress the importance of safety to the students periodically during the school year.

Local building safety rules and regulations will be explained to students at the beginning of each school year and periodically thereafter by the building principal or classroom teacher.

Safety Units

Those teachers who instruct in hazardous curriculum areas such as physical education, shop or science laboratories will teach a unit of work each year or semester, as the case may be, dedicated to safety rules inherent in the particular subject matter.

Appropriate safety signs, slogans or other safety items are to be posted on or in the near vicinity of potentially dangerous devices or machinery.

Each student enrolled in a hazardous curriculum area will be given a test concerning the appropriate safety rules of the particular class. The test results will be kept on file until the end of the school year or the end of the class term, whichever is sooner. No student will be permitted to participate in the class until satisfactory knowledge of the safety rules is demonstrated to the teacher.

Teachers will conduct periodic reviews of safety rules during the school year.

Inspection of Buildings and Ground

The building principal, together with his custodial staff, will make frequent inspections of areas of the building and grounds which may be potential safety hazards. If any such hazards are found, the building principal will order the hazard removed, corrected or marked in some appropriate way as a "dangerous area." (Cf. JG-R)

Students will be notified of such "dangerous areas."



All hazards or "dangerous areas" will be reported in writing to the superintendent if the costs exceed the local building maintenance budget, and the building principal will immediately submit a requisition to the superintendent asking for the appropriate funds to correct the situation. (Cf. JG-R)

All equipment ordered by the district shall be inspected for any defects immediately at the time of assembly and periodically thereafter by the appropriate administrator. Such defects, if found, shall be brought to the attention of the vendor for repair or replacement.

#### Bicycle Use

At the beginning of each school year, every student will be notified in writing by the principal of the rules and regulations concerning the use of bicycles at his school.

#### Walkers and Riders

Every building principal will issue instructions to his family to review with the students at the first of every school year all traffic regulations for pedestrians along with other safety rules and regulations.

Approved: July 11, 1988

**JGFA**    **Emergency Drills** (Cf. AFC-R)

**JGFA**

Each building principal on a periodic basis will conduct the minimum emergency drills required by law to instruct students in the proper procedures to follow in contingencies such as a tornado alert, civil defenses disaster, fire or any other such emergencies.

Since many parents may not be at home during an actual emergency period when there is less than an hour of warning time, the district will keep all students under school jurisdiction and supervision. The staff will remain on duty with the students during such emergency periods. Parents may come to the designated premises to pick up their children if they so desire under procedures as outlined in the rules and regulations which pertain to this policy or to a specific publication designed to implement civil defense procedures pertaining to emergency situations.

Approved: July 11, 1988

**JGFA-R**    **Emergency Drills**

**JGFA-R**

Each building principal will develop a written plan for all emergency drills required by law. Each emergency plan developed for individual buildings will include a "student pick-up" procedure through which parents may come to school and pick up their children during an emergency as defined by these rules and regulations.

Each plan for emergency drills will be forwarded to the superintendent.

**JGFA-R    Emergency Drills**

**JGFA-R-2**

Each principal shall conduct briefings with the staff concerning the emergency plan.

Each teacher will explain the emergency plan to students under his jurisdiction at a time to be determined by the building principal.

Parents of students enrolled in the district will be notified of the emergency plans at the beginning of each school year.

In the fall of each year, the principal will conduct a practice drill following the explanation of the emergency plan to the students.

Within four weeks thereafter, each building principal will conduct a surprise drill. Other such drills will be deemed appropriate by the building principal. However, at least one of the three tornado drills must be held prior to the tornado season beginning in April of each year.

Approved: July 11, 1988

**JGFC Dismissal Precautions (Cf. AFC-R)**

**JGFC**

In the event of an emergency, such as a blizzard or any other event during the school day which interferes with the normal conduct of school affairs, school will be dismissed only upon action of the superintendent or designated representative. The superintendent shall formulate plans and procedures to instruct all students and their parents of the rules and regulations pertaining to emergency school dismissal.

Approved: July 11, 1988

**JGFC-R Dismissal Precautions**

**JGFC-R**

School will not be dismissed because of storms that arise during the school day as long as it is feasible for students and teachers to remain at school in safety.

Parents are urged not to send their children to school when storm conditions exist or when road conditions are such as to create a definite hazard.

If adverse weather conditions exist before school begins, the building principals will consult with the superintendent concerning dismissal of school.

If the superintendent decides the weather to be of such a nature that the safety of students is threatened, he will notify the radio/TV stations, WIBW and KMAN and have a school closing announcement broadcast.

Every student will be notified of these rules and regulations at the beginning of each school term.

In the event of a bomb scare or similar emergency, the principal may immediately vacate the school and conduct the students to a place of safety.

The principal will notify the police station, the county sheriff's office or the Kansas Highway Patrol of the treat and request a thorough inspection of the building and grounds.

If students are evacuated from the building, if no threat is found to the safety of the students and if there is sufficient time remaining in the school day to in warrant continuation of classes, school may be resumed.

Emergency procedures will be formulated by the superintendent and administrative staff covering situations where the local building administrator or staff has been isolated or incapacitated by any group during an emergency situation. Such plans are to be held in strict confidence by each staff member having a direct responsibility in the implementation of the plan.

Approved: July 11, 1988

**BOMB THREAT REPORT  
USD 320 Wamego, Kansas**

Date of Report: \_\_\_\_\_

To: Superintendent of Schools From: \_\_\_\_\_, Principal

Person receiving call \_\_\_\_\_,  
(Name) (Position)

Date of call: \_\_\_\_\_ Time of call: \_\_\_\_\_

Exact language used: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Sex of caller: M F Estimated age of caller: \_\_\_\_\_

Peculiar or identifiable accent: \_\_\_\_\_

Can you identify the race of the caller? \_\_\_\_\_

Did caller give exact location or type of bomb? \_\_\_\_\_

Describe your answer: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Identifiable background noise (such as jukebox music, trucks, cars, buses, other conversation)

\_\_\_\_\_  
\_\_\_\_\_

Any other helpful comments: \_\_\_\_\_

\_\_\_\_\_

Principal's comments - any phase of incident that would be of a constructive nature (list here) \_\_\_\_\_

- Copies: 1 - Superintendent's office
- 1 - File in Principal's office

Approved:

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 vehicles and bicycles on school property shall be approved by the board and {shall/may} be 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: 8/14

When a staff member becomes aware that a student has been involved in an accident or is in need of emergency care at school, on school property, or at a school-sponsored activity, the staff member shall follow the rules for the care of an injured student and shall report the accident to the building principal. If a student has an accident which appears to require medical treatment, an employee shall send for medical help and try to make the student as comfortable as possible while waiting for medical assistance to arrive.

When appropriate, the student's parent(s) shall be notified of the student's condition as soon as possible to determine appropriate action. If the student needs medical attention, and the parents cannot be reached, the principal shall seek emergency medical treatment.

#### Emergency Care

At the scene of an emergency or accident when medical help is not readily available to assist in the care of an injured student, an employee may render emergency care or assistance, including, but not limited to, first aid, as deemed reasonably necessary until medical help arrives. Kansas law provides protection from civil liability for any person who, in good faith and without compensation, renders emergency care or assistance to any person, including a minor without first obtaining the consent of the parent or guardian of such minor, at the scene of an emergency or accident. However, this protection does not extend to individuals whose acts or omissions in rendering emergency care in these circumstances were grossly or wantonly negligent.



Records

Appropriate records documenting student accidents shall be maintained.

Approved: 10/10/2016; 02/10/2020

**JGFG Student Accidents**

**JGFG**

When a staff member becomes aware that a student 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, an employee shall 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 nurse.

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 maintained.

Approved: 10/10/16

**JGFGB    Supervision of Medications (See JGFGBA)**

**JGFGB**

The supervision of oral and injectable 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 (including non-prescription medication) must send a written order to the building administrator who may designate a supervisor for the administration of the medication or treatment. The parents must submit a written request to the building administrator requesting the school's cooperation in such supervision and releasing the school district and personnel from liability. (See JGFGBA)

School personnel shall not be required to be custodians of any medication except as required by a written order of a licensed medical person.

The medication shall be examined by the school employee administering the medication to determine that it appears to be in the original container, to be properly labeled and to be properly authorized by the written order of licensed medical person. Two containers, one for home and one for school, should be requested from the pharmacist. Only oral medications should be administered except in emergency situations.

**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 parents or destroyed.

Over-the-counter medications should not be maintained on any school premises, including athletic areas, unless written permission from a medical person to administer is obtained.

The building administrator may choose to discontinue the administration of medication provided that the parents or medical person are notified in advance of the date and the reasons for the discontinuance.

After medication is administered, students should be observed for possible reactions to the medication. This observation may occur at the site of administration or in the classroom as a part of the normal routine.

This policy shall be shared with all local physicians and dentists where practicable. Forms should also be made available to the health care providers in the community.

An individual record should be kept of each medication administered. The record should include student identification, date prescribed, name of medication, time and date(s) administered, signature of person administering and section for comments.

**JGFGB Supervision of Medications (See JGFGBA)**

**JGFGB-3**

In the administration of medication, the school employee shall not be deemed to have assumed any legal responsibility other than acting as a duly authorized employee of the school district.

Approved: July 14, 2008

Permission for Medication

Name of Student \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

Teacher \_\_\_\_\_

Medication \_\_\_\_\_ Dosage \_\_\_\_\_

Date Started \_\_\_\_\_

Time of day medication is to be given \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I hereby give my permission for \_\_\_\_\_ to take the above medication at school as ordered. I understand that it is my responsibility to furnish this medication. I further understand that any school employee who administers any drug or nonprescription medication pursuant to parental written request to my student in accordance with written instructions from the physician or dentist shall not be liable for damages as a result of an adverse medication reaction suffered by the student because of administering such medication.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Guardian

NOTE: The medication is to be brought to school in the original container appropriately labeled by the pharmacy, or physician, stating the name of the medication, the dosage and times to be administered.

SAMPLE FORM

USD \_\_\_\_\_

School \_\_\_\_\_

Medications Given at School

Name of Student \_\_\_\_\_

Parent/Guardian \_\_\_\_\_

Physician's Name \_\_\_\_\_ Phone \_\_\_\_\_

Medication \_\_\_\_\_ Prescribed by \_\_\_\_\_

Dosage \_\_\_\_\_ Time to be Given \_\_\_\_\_

Duration of Orders \_\_\_\_\_

\_\_\_\_\_

				Administered By
Date	Time	Dosage	(signature)	Comments

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**JGFGBA    Student Self-Administration of Medications (See JGFGB)JGFGBA**

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 annually at enrollment of the student.

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.

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 of the school district, its officers, employees or agents;
- The board may adopt policy or handbook language which imposes additional requirements relating to the self-administration of medication allowed for in this policy and may establish a procedure for, and the conditions under which, the authorization for student self-administration of medication may be revoked.

Approved: August 8, 2005

## Permission for Self-Administration of Medication

Name of Student \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

Teacher \_\_\_\_\_

Medication \_\_\_\_\_ Dosage \_\_\_\_\_

Date Started \_\_\_\_\_

Conditions under which the medication is to be given:

\_\_\_\_\_

Any additional circumstances under which the medication is to be given:

\_\_\_\_\_

Length of time medication is to be administered:

\_\_\_\_\_

I hereby give my permission for **(name of student)** to administer the above medication at school as ordered. I understand that it is my responsibility to furnish this medication. I acknowledge that the school incurs no liability for any injury resulting from the self-administration of medication and agree to indemnify and hold the school, and its employees and agents, harmless against any claims relating to the self-administration of such medication.

**My child has been instructed on self-administration of the  
medication and is authorized to do so in school.**

Signature of Parent or Guardian

**[NOTE: Parental permission must be renewed annually]**

\_\_\_\_\_ Date \_\_\_\_\_

Signature of Health Care Provider

\_\_\_\_\_ Date \_\_\_\_\_

Approved:

As used in this policy, diabetes management and treatment plan means a plan prepared and implemented for a student with diabetes which is prescribed by a physician licensed to practice medicine and surgery; a certified, advanced registered nurse practitioner who has authority to prescribe drugs; or a licensed physician assistant who has authority to prescribe drugs pursuant to a written protocol with a responsible physician.

Student Eligibility

Self-care of diabetes may be allowed for students in grades K-12. To be eligible, a student shall meet all requirements of this policy.

Parents or guardians shall submit a written diabetes management and treatment plan from the student's health care provider.

The student shall provide written authorization from the student's health care provider and parent or guardian stating the student has been instructed on managing and caring for their diabetes and is authorized to do so in school. An annual written renewal of parental authorization for the self-care of diabetes shall be required.

While at school, each student capable of managing and caring for the student's diabetes will be allowed to:

- Perform blood glucose level check,
- Administer insulin through the delivery system the student uses,
- Treat hypoglycemia and hyperglycemia,
- Possess the supplies or equipment necessary to monitor and care for their diabetes, and
- Otherwise attend to the management and care of the student's

diabetes in the classroom, in any area of the school, on school grounds, or at any school-related activity.

Notwithstanding the above, the district reserves the right to put reasonable place and manner procedural safeguards in place for the safe and nondisruptive exercise of such rights by students with diabetes.

**Employee Immunity**

The board and its employees and agents, who authorize the self-administration of medication and treatment for diabetes in compliance with the provision of this policy, shall not be liable in any action for any injury resulting from the self-administration of medication. The district shall provide written notification to the parent or guardian of a student for whom this policy is applicable that the board and its employees and agents are not liable for any injury resulting from the self-administration of medication. The parent or guardian shall sign such notice and acknowledge that the district incurs no liability for any injury resulting from the self-administration of medication and agrees to indemnify and hold the board and its employees and agents harmless against any claims relating to the self-administration of medication pursuant to this policy.

Approved: 8/14

**JGG Transportation**

**JGG**

Bus transportation shall be provided to and from school for those students who qualify. Transportation may be provided by the district for all school activities. Transportation may be denied to students who are detained after school for disciplinary reasons.

All rules shall be published in the student handbook and a copy given to parents when they sign up their children for transportation services.

Approved: 12-16-96

**JGG-R Transportation**

**JGG-R**

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 or transportation director 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 the school day. Students will ride the district provide transportation to after school activities in which they are

**JGG-R Transportation**

**JGG-R-2**

participating unless proper authorization is provided by the parent in writing to allow their child to ride home with them or another adult. The school administration will call parents to verify the authorization note.

Approved: 05/10/1999

**JGGA Use of Surveillance Cameras (See CN and JR et seq)**

**JGGA**

The district may use surveillance cameras to monitor student activity.

Surveillance cameras may be used to monitor students riding in district vehicles and to monitor student behavior in or around any district facility.

Surveillance footage which is a record of student behavior shall be secured in a secure location until the digital storage mechanism or tape on which the footage is maintained is either reused or erased. Surveillance footage of personally identifiable students depicting their involvement in an altercation or other violation of law or district policy shall be considered a student record and shall be subject to current law for the release of student record information.

Approved: 8/14



**JGH School Food Service Programs**

**JGH**

The district shall provide a School Food Service program. Food Service rules shall be published in student handbooks. Building administrators shall develop individual building rules, in conjunction with the Food Service Director.

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.

**JGH-R School Food Service Management**

**JGH-R**

The management and coordination of the Food Service Program of the district shall be the responsibility of the superintendent. The superintendent may delegate this responsibility and the person to whom the responsibility is delegated shall have and assume the responsibility and authority necessary for the overall efficient operation of the Food Service program in the district.

Meals will be eaten in the designated area according to the schedule established by each building principal.

Meals may be purchased at the school or they may be brought from home.

Milk may be purchased to supplement meals brought from home.

Exception from the above regulations will be made only in specific instances in the same manner in which a student may be excused from a class.

All lunchrooms shall serve nutritious meals as stipulated by the USDA. Parents who are unable to pay for meals should apply for free or reduced price meals through the districts approved program. Meal prices for students and adults shall be established by the board at a time preceding each school year. These prices may be altered by the board at subsequent times during the school year if the board determines that changes in meal prices are necessary.

Meal account payments will be collected by office staff or cashiers. Payments may be made with cash, check, credit card or through the approved online payment system. The school cashier will post all payments to meal accounts and all meal payments shall be deposited at the district's designated depository each Friday before 3:00 p.m.

All meal account monies shall be kept separate from all other district accounts.

All disbursements shall be made by check from the district office. The Food Service Director shall be responsible for all expenditures of the meal program and shall present all bills within five days of the end of each month to the district office. All disbursements will be made from the district office after invoices, packing slips, etc. have been presented.

Students in grades K-8 shall not be denied a school meal unless so authorized by the superintendent. Students in grades K-12 whose meal accounts reach a negative balance of \$50 or greater will only receive a basic lunch consisting of a sandwich, fruit ~~or vegetable~~ and milk ~~or juice~~ until such time that their negative meal account balance is paid in full and money has been deposited to achieve a positive balance. Students in grades 9-12 who have a meal account that reaches a negative balance of \$100 or higher will be denied a school meal until such time that their negative meal account balance is paid in full and money has been deposited to achieve a positive balance.

**JGH-R 3      Food Service Management**

**JGH-R 3**

The district shall adhere to all state and federal regulations concerning student meal programs.

Approved: 8/11/03; 08/10/15

**JGHB Vending Machines and Other Automated Play Machines**  
(See DK and JGCA)

**JGHB**

No vending machine or play machine may be placed in any building without prior approval of the superintendent.

Vending machine foods and beverages available for sale to students will comply with established federal nutrition standards and guidance on snacks in school.

Advertising associated with product vending will be limited to signage on equipment, paper cups and other serving containers, and will promote a positive nutrition message.

The building principal shall manage the machine(s). A monthly report shall be prepared by each principal showing all receipts and expenditures for each machine. Proceeds from machines shall be deposited in the appropriate activity account.

Approved: 07/1996; 11/2017

The principal shall be responsible for organizing and approving all student activities. All school-sponsored activities shall be supervised by an adult approved by the administration.

Eligibility for Activities

Students who participate in any school activity shall meet the following requirements:

- all applicable KSHSAA regulations;
- academic eligibility requirements noted in handbooks; and
- other requirements requested by the administration and approved by the board.

Adding or Eliminating Activities

Administrative recommendations to add or eliminate specific activities {shall/may} be considered by the board. Individual patrons or groups of patrons may request the addition or elimination of activities using rules approved by the board and filed with the clerk.

Activity Fund Management

The building principals shall maintain an accurate record of all student activity funds in the respective attendance centers. A monthly report to the board of the revenue and expenditures of the activity fund shall be made. No funds shall be expended from these accounts except in the support of the student activity program.

Receipts shall be issued for all revenue taken into the activity fund of each attendance center. All payments from the activity fund shall be by checks provided for that purpose.

**JHC     Student Organizations**

**JHC**

Students may form clubs and other groups organized to promote or pursue specialized activities outside the regular classroom. Membership in student organizations, whether school sponsored or non-school sponsored, must be open to all interested and eligible students. The building principal and the board shall approve school sponsored student organizations, and a staff member shall attend the meetings or activities to supervise use of the facilities by all student organizations as an advisor or supervisor.

**Student Clubs**

The administrator shall establish regulations for the operation of school sponsored clubs, and for the use of school facilities by non-school- sponsored clubs.

School sponsored clubs shall be under the direct control of school personnel. Every school sponsored club shall have a constitution which has been approved by the building principal and filed in the school office. If non-curriculum related school sponsored clubs are allowed to meet on school property during non-instructional time, then non-school sponsored student clubs may also meet on school property at such times.

**Non-School Sponsored Student Clubs**

Non-school sponsored clubs shall submit a request for use of school facilities prior to using the facilities. A faculty member (or other adult approved in advance) may/shall attend the meetings as a supervisor but may/shall not participate in the group's activities.

Student Government

Student councils under the direct control of the building principal or designated faculty representative may be established. Student councils may exercise only the authority expressly delegated to them by the building principal.

Approved: 05/10/99; 10/10/16

School-Sponsored Student Publications

School-sponsored student publications shall be under the supervision of the building principal or designated faculty representative.

Students who have facts and opinions should be allowed to express them in print as well as through oral communications. However, student editors and writers must observe the same legal responsibilities as those imposed upon conventional newspapers and communication media. No student shall distribute any school publication which:

- Is obscene according to current legal definitions;
- Is libelous according to current legal definitions; or
- Creates a material or substantial interference with normal school activity or with appropriate discipline in the operation of the school.

Student publications which are not libelous, disruptive, or obscene may be distributed on school property during school hours at times and in areas designated by the building principal.

If a decision to disapprove distribution of a publication is made, the principal shall state reasons for the decision to the student(s).

If the student is dissatisfied with the principal's decision, the student may appeal the decision to the superintendent.

Non-School Sponsored Student Publications

Non-school sponsored student publications may be distributed on school property at times and in areas designated by the building principal.

Distribution of any non-school-sponsored publication may be halted



if the material is obscene, libelous, creates a material or substantial disruption of normal school activity, or interferes with the operation of the school. Distribution in violation of this policy may result in suspension, expulsion, or other discipline of the students involved.

**Advertisements**

Ads concerning illegal drugs, any controlled substances, or any illegal activity are prohibited in school sponsored publications.

Approved: 05/10/99; 10/10/16

**JHCAA Gang Activity** (See JCAC, JCDA, JCDBB and JDD)

**JHCAA**

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: 07/96; 10/10/16

**JHD Student Travel to National Conferences**

**JHD**

Students who qualify for attendance at national or international conferences when such qualification results from the student's participation in the district's academic and activity programs may be allowed to attend if the organization can pay for all expenses for such trip, including that of the sponsor. Approved activities are those which are directly related to the academic program or are recognized by the board as being sponsored by the school district. The students will qualify for attendance at a national or international conference by placing appropriately in competition at the area, state, regional or national level or by holding a state level office which requires their attendance at a national or international conference.

The board expects that approved sponsoring organizations in the school will pay all of the students' and sponsor's approved expenses for such travel. Student or school organizations expecting to raise funds for such travel must have that fund-raising approved in advance by the superintendent. The arrangements for travel and expected expenses must be approved by the superintendent prior to the organization's final commitment to those expenditures. The sponsor of the organization will submit a final report on expenditures upon completion of the trip.

Approvable expenses for students and sponsors may include transportation, lodging, meals, registration and shipment of exhibit material. When district vehicles are to be used for such trips, the approved sponsoring organization will pay for the expenses for fuel and other associated expenses. The cost of unexpected vehicle problems will be the responsibility of the school district unless there is a negligent

**JHD Student Travel to National Conferences**

**JHD**

practice on the part of the operator of the vehicle. Receipts are required for all expenses paid for by the organization.

Approved: 06-08-2009

**JI**      **Community Activities**

**JI**

Students shall not participate in any community activities during school hours without the prior permission of the principal, unless those activities are undertaken as part of a course's approved curriculum.

Approved: 7/11/88; 10/10/16

**JJ**      **Employment of Students** (See IDAA)

**JJ**

In-School Employment

Students may be employed by the district. The district shall not employ students in hazardous jobs.

Outside Employment

A student who needs to work on a regular basis during the school day shall file a written request with the principal. If the request is approved, the student shall file a work schedule with the principal. Changes in the schedule shall be reported by the student to the principal. The student shall not begin the new schedule unless the change is approved by the principal.

Vocational or Other Work Experience

A student who works in a board-approved vocational or other work-experience program shall have a schedule developed cooperatively by the employer and the supervising teacher and approved by the principal prior to beginning the work activity.

All board policies remain applicable to students participating in vocational or other work experience programs.

Approved: 07/96; 10/10/16

**JK Solicitations**

**JK**

Commercial firms shall not be permitted to solicit students during school hours or on school property without prior approval of the administration.

Solicitations by students of students during school hours and on school property shall be done only when they are related to school sponsored activities. All student sales projects shall require the principal's prior approval.

Representatives from commercial schools, colleges, armed forces or other agencies shall be permitted to meet with students only by permission of the principal. Student contact by these organizations shall be arranged for and supervised by the guidance office. (See KI)

Approved: KASB Recommendation-7/96

**JL** Gifts (See GAJ, KH)

**JL**

The giving of gifts between students and staff members is discouraged.

Approved: KASB Recommendation-7/96

**JL-R** Gifts (See GAJ, KH) (See DK)

**JL-R**

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



**JM Contests for Students**

**JM**

Students shall be advised by the appropriate sponsor that accepting cash or merchandise for participation in an activity may jeopardize the student's amateur standing and eligibility in that identical activity before the KSHSAA.

Each Faculty sponsor bears the responsibility for monitoring his student activity sponsorship and must make his students aware of those activities which put them in violation of this policy and KSHSAA regulations.

Approved: July 11, 1988

**JM-R Contest for Students**

**JM-R**

Approval of participation of students in contests sponsored by agencies outside the district shall be delegated to the building principals, in conjunction with the superintendent.

Approved: July 11, 1988

**JN Awards and Scholarships**

**JN**

Student awards for having represented a school in the district shall be limited to those approved by the administration and the board. Awards for interscholastic activities shall be limited to those approved by the KSHSAA.

Students shall be advised by the appropriate sponsor that accepting cash or merchandise for participation in an activity may jeopardize the student's amateur standing and eligibility in that identical activity before the KSHSAA.

Each faculty sponsor bears the responsibility for monitoring his student activity sponsorship and must make his students aware of those activities which put him in violation of this policy and KSHSAA regulations.

Approved: July 11, 1988

**JQ – Exceptional Students (Also see IDCE and JBE)**

**JQ**

All programs for exceptional students shall be managed in accordance with the local plans for exceptional students, the policy and rules of the local board, and the rules and regulations of the state board of education.

**Concurrent Enrollment**

A student enrolled in grades 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: 8/14

**JQA     Temporarily Disabled Students (See IDACB and JGFGBA)     JQA**

Students who are temporarily disabled by illness, operation, or accident authenticated by a health care provider's order, may be eligible for alternative educational services or accommodations in their regular program which allow for meaningful participation in the program.

Students with injuries which prohibit participation in physical education or other classes shall present to the building principal a health care provider's statement prohibiting such activity.

Teachers shall follow medical instructions relating to limitations on the student's participation, and shall either provide alternative methods for the student to earn a credit/grade in the class during the period of the disability or contact the district 504 coordinator for consideration of an evaluation under Section 504.

For the purposes of this policy, health care provider shall have the meaning subscribed to it in board policy JGFGBA.

Approved: 07/96; 10/10/16

**JQE**

**Alternative Arrangements for Nontraditional Students**

**JQE**

Married students, pregnant students, and students who are parents shall have access to the same educational opportunities, services, and extracurricular activities provided to other students.

A pregnant student may be required to provide a health care provider's release to be allowed to participate in school activities which could pose a health or safety risk.

If there is a delay in obtaining a health care provider's release, in the student's best interest, the administration may deny activity participation until the release is made available.

Approved: 07/96; 10/10/16

## **JQH Drop-Outs**

**JQH**

As per policy JBE, students under the age of 18 are not allowed to drop out of school unless they and their parents have a meeting with the building principal and the parents sign a permission form. A high school counselor will also attend this meeting with the school principal, parent of the student and the student.

The school principal and counselor will give the student and parent, both verbally and in writing, all of the options that this student will have for earning a high school diploma or General Educational Development (GED) credential. The student and parents will also be counseled on the potential impact that this decision may have on the potential loss of lifetime earnings of the student.

The school counselor will question the student and parents as to the reasons that the family has for allowing the student to drop out of school. The counselor will tabulate the responses to this questionnaire and compile a report for the building principal and superintendent annually for school improvement purposes.

The counselor will send a letter to each student who has left school early on an annual basis. The purpose of the letter is to inform the student of their options, including re-enrolling in school, and the information on potential loss of lifetime earnings. This shall occur prior to the start of school each year and continue until that student's cohort group graduates from high school. If a student has completed their GED, enrolled in another school or completed their high school degree through an alternative means, the counselor does not need to meet the requirement to follow up with the student.

Approved: November 22, 1999



**JQI**    **Adult Students**

**JQI**

Adult students who have not graduated from high school are encouraged to attend high school classes.

Approved: KASB Recommendation-7/96



**JQKA Foreign Exchange Students (See JBC)**

**JQKA**

Foreign exchange students from approved organizations may be admitted to the district on a tuition-free basis to the extent staff, facilities, equipment, and supplies are available. Other foreign exchange students who meet residency requirements may be allowed to enroll in the district under rules established by the board. Students who enter the country on an F-1 visa shall pre-pay tuition equal to the current cost per pupil as calculated by the Kansas State Department of Education.

The board may accept a maximum of up to not more than two (2) percent of the current WHS enrollment annually from other nations who come to the district via exchange programs officially recognized by the board.

Exchange programs recognized by the board are:

Those organizations approved each year by the KSHSAA.

Those organizations approved each year by the NASSP

- Academic and Cultural Exchange
- AFS-USA
- AIFS Foundation
- American Intercultural Student Exchange
- American Int'l. Youth Student Exchange Program
- ASPECT Foundation
- ASSE International Student Exchange
- ASSIST
- AYUSA International
- Cultural Academic Student Exchange (CASE)
- Foreign Study League (FSL)
- International Cultural Exchange Service (ICES)
- International Student Exchange
- National 4-H Council
- PACE Institute International
- Program of Academic Exchange (PAX)
- Rotary International Youth Exchange
- STS High School Foundation
- World Experience
- Youth for Understanding

Other organizations shall be considered upon their timely application for review by the board.

Foreign exchange students are subject to the following additional guidelines:

- At the time of admission to the public schools, the exchange student must be at least 16 years old but not older than 19 years of age;
- The exchange student must possess a reasonable facility for the English language that will allow them to participate in WHS classes;
- The exchange student must be enrolled and attending classes by the official “count day” for state audit purposes;
- Resident host families shall complete a host family foreign exchange application accepting responsibility for the student and verifying that they are serving as a volunteer host family without personal profit;
- Applications shall be submitted to and approved by the school principal by June 20<sup>th</sup> each year;
- Students shall be considered for acceptance and enrolled on a space available basis, subject to size of classes;
- Students shall be subject to all policies and regulations governing the conduct and behavior of resident students, and shall agree to abide by all such policies and rules of the district and school of attendance;
- Students shall maintain satisfactory academic, attendance, and discipline records. Failure to do so may result in removal from the program;
- No student shall be enrolled until all standards for admission have been cleared through the office of the appropriate building principal. Information such as the student’s name, nationality, age, sponsor’s name and address, etc., shall be supplied at that time;
- Preference will be given to organizations that have local adult or student group that is affiliated with the approved organization and can help provide support;
- Exchange students will be provided a school activity pass by the High School;
- All arrangements for admission should be concluded by the third Monday in August for Fall admission only. There will be no mid-school year admissions;

- If possible, organizations should avoid the placement of more than one child of a particular nationality in the same high school;
- Exchange students are encouraged to assist in some manner the curriculum of the school they are attending (i.e., assist with language classes, history classes, etc.).

Approved: 08/13/07; 10/10/16; 08/03/2020

**JQL     Hearing Procedures for Exceptional Students**

**JQL**

A hearing procedure shall be available to parents or guardians of exceptional students according to state board of education regulations, the state special education plan, locally adopted procedures, and applicable laws.

Approved: 07/96; 10/10/16

**JQLA Class-size/Caseload Limits for Exceptional Students**

**JQLA**

The Director of Special Education shall develop and review periodically class-size/caseload limits for students with exceptionalities.

Approved: 10/10/16

**JR Student Records**

**JR**

(See BCBK, CN, CNA, ECA, IDAE, JGGA, JR et seq. and KBA)

All student records shall be treated as confidential and primarily for local school use unless otherwise stipulated. Access to student records, excluding student data submitted to or maintained in a statewide longitudinal data system in accordance with board policy IDAE, shall be permitted as set forth in board policies JR and JRB.

When records include information on more than one student, the parents/guardians of any student shall have access to copies of that part of the record that pertains to their child. Each school shall establish procedures for the granting of a request by parents/guardians for access to their child's school records within a reasonable period of time, but in no case more than 45 days after the request has been made.

In situations where the parents of a student are divorced or separated, each parent, custodial and/or non-custodial, shall have equal rights to their child's records unless a court order specifies otherwise. Private agreements between the student's parents shall not be recognized by the district's personnel.

Parents/guardians shall have an opportunity for a hearing to challenge the content of their child's school records to ensure that the records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of students; to have an opportunity for the correction or deletion of any inaccurate, misleading or otherwise inappropriate data contained therein; and to insert into records the parent's/guardian's written explanation of the content of the records

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: 8/14

Permanent Student Records

Each school shall permanently retain records relating to each student's academic performance, attendance and activities. Information about students collected and stored by any school personnel shall be separated into one of the following classifications:

Administrative records: official administrative records that constitute the minimum personal information necessary for operating the educational system. It shall include birth date, sex, race, names, telephone numbers, addresses and places of employment of parents, academic work completed, grades, attendance records, withdrawal and reentry records, honors and activities, date of graduation and follow-up records of a student.

Supplementary records: verified information important in operating the educational system but is of a more sensitive nature and of less historical importance. It includes: test data, such as scores on standardized achievement, aptitude and intelligence tests; observational data such as systematically gathered teacher or counselor evaluations and observations of social and personal assets; clinical findings and verified reports of serious or recurrent deviant behavior patterns; general data such as health data, family background information and educational and vocational plans.

Tentative records: useful information that has not been verified or is not clearly needed beyond the immediate present. It includes unevaluated reports of teachers or counselors that may be needed in ongoing counseling or disciplinary actions.

Approved: October 9, 2000



**JRB**    **Release of Student Records**

**JRB**

(See BCBK, CN, CNA, ECA, IDAE, JGGA, JR et seq. and KBA)

Individual student files are not available for public inspection. Except as provided in IDAE with regard to student records which are student data submitted to or maintained in a statewide longitudinal data system, the custodian of student records shall disclose the student's educational records only as provided for in this policy.

**Directory Information**

Annual notice shall be given to parents and eligible students concerning their rights with regard to student records. In addition, the custodian of the educational records shall give annual public notice of the class of records the institution has designated as directory information and of the right of the parent or eligible student to opt-out of the release of directory information without prior written consent. The appropriate forms for providing notice shall be on file in the office of the custodian of the educational records.

After giving notice and allowing a reasonable period of time for parents or eligible students to inform the district that any or all of the directory information should not be released without prior written consent, the custodian of records may make directory information available without parental or eligible student's consent.

The custodian of records shall make student recruiting information (including student name, address, and telephone listing) available to military recruiters and postsecondary institutions unless parents or eligible students provide a written request to the district providing that the specified information not be released without prior written consent. Notice of the option to opt-out of the release of recruitment information shall be provided to parents and eligible

students in the district's annual notice of rights under the Family Educational Rights and Privacy Act.

For the purposes of this policy, school official means teacher, administrator, other certified employee or board of education. The district may disclose, without the parents or eligible students' consent, personally identifiable information to school officials with a legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support-staff member (including health or medical staff and law enforcement unit personnel); the school board (in executive session); a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The custodian may disclose students' education records to the following persons without the prior consent of the parents:

- Other school officials, including teachers within the district who have legitimate educational interests;
- Officials of other schools or school systems in which the student intends to enroll. The school district will forward student records to such institutions without further notice to the parents or eligible student when the disclosure is initiated by a parent or eligible student or an annual notice provided to parents and eligible students by the district informs them that such records will be automatically disclosed to these institutions for the purposes of enrollment or transfer of the student;

- Authorized persons to whom a student has applied for or from whom a student has received financial aid;
- State and local officials or authorities to whom such information is specifically required to be reported or disclosed pursuant to state statutes;
- Organizations conducting studies for educational agencies for the purpose of developing, validating or administering student tests or programs;
- Accrediting organizations;
- Parents of a student 18 years of age if parents claim the student as a dependent for income tax purposes;
- Appropriate persons if knowledge of any information is necessary to protect the health or safety of the student or other persons in an emergency;
- An agency caseworker or representative of a state or local child welfare agency or tribal organization who has the right to access a student's case plan when such agency or organization is legally responsible for the care and protection of the student and when any further disclosure of such information thereby will be limited in accordance with law; and
- In compliance with a lawfully issued subpoena or judicial order.

Access will be granted to any third party upon written authorization of the eligible student, parent or guardian.

No personally identifiable information contained in personal school records shall be furnished to any person other than those named herein. When there is written instruction from the student's parents, guardian or the eligible student specifying the records, the reasons and the person(s) to whom the release is to be made, a copy of the records to be released shall be made available to the student, parents or guardian upon request. When information is requested in compliance with a judicial order or pursuant to any lawfully issued

subpoena, parent(s)/guardian and the student shall be notified of the orders or subpoenas in advance of compliance with the order or subpoena unless:

- the order or subpoena specifically forbids such disclosure; or
- the order is issued in the context of a court proceeding where a parent is a party and the proceeding involves child abuse and neglect or dependency matters.

Nothing contained in this policy shall preclude authorized representatives of the Comptroller General of the United States, the Secretary and an administrative head of an educational agency or state authorities from having access to student or other records which may be necessary in connection with the audit and evaluation of federally supported education programs or the enforcement of the federal legal requirements which relate to these programs.

The data collection by such official with respect to individual students shall not include information (including social security numbers) which would permit the personal identification of students or their parents or guardian on the data collected and provided.

All persons, agencies or organizations desiring access to the records of a student shall be required to sign a form, which shall be kept permanently with the student's file, but only for inspection by the parents/guardian, the student or a school official responsible for record maintenance. The form signed shall indicate the specific educational or other interest of each person, agency or organization has in seeking this information.

Personal information shall be transferred to a third party only on the

**JRB Release of Student Records**

**JRB-5**

condition that such party shall not permit any other party to have access to such information without the written consent of the student's parents or the eligible student. The board and staff shall protect the rights of privacy of students and their families in connection with any surveys or data-gathering activities conducted, assisted or authorized by the board or administration.

Regulations established under this policy shall include provisions controlling the use, dissemination and protection of such data.

**Forwarding Pupil Records**

Administrators shall forward student's school records upon request and may not withhold them for any reason.

Approved: 8/14; 02/16/2017

## **JRC Disposition of Records**

**JRC**

(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: August 9, 2010

**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 {may/shall} be collected to cover costs of accepting credit or debit cards.

**Fee Schedules**

The superintendent shall distribute a schedule of enrollment fees and other fees approved in advance by the board to all building principals. The fee schedule shall include:

- A list of all items for which a charge is to be collected;
- The amount of each charge;
- The date due;
- Classifications of students exempt from the fee or charge;
- A system for accounting for and disposing of fees; and
- An appeal procedure to be used by students or parents to claim exemption from paying the fees or charges.

**Debt Collection**

Building principals shall attempt to collect unpaid fees and the justifiable value owed by a student of school property lost, damaged, or destroyed by a student. If, after the attempt to collect, the amount remains unpaid, the principal shall report the matter to the superintendent who shall

consult with the school board's attorney, and they shall jointly recommend a course of action to the board.

**FEES AND REFUNDS FOR FULL YEAR CLASSES**

	Rate of Payment	Refund for withdrawal:	Rate of Refund
Start of school through October 31	100%	Start of school to October 31	75%
November 1 through end of semester	75%	October 31 to end of semester	50%
2nd semester through end of school	50%	2nd semester through end of school	0

**Forwarding Pupil Records**

Administrators shall forward student's school records upon request and may not withhold them for any reason.

Approved: 10/9/00; 10/10/16





Advertising in the Schools

Mailing Lists

**KK**..... Sale of District Property (See DFM)

**KM**..... Visitors to the School

**KN**..... Complaints (See BCBI, GAAC, GAACA, GAAB, GAAF, IF, IKD, JCE, JGEC, JGECA, and KNA)

Complaints About Discrimination or Discriminatory Harassment

Informal Procedures

Formal Complaint Procedures

Complaints About Discrimination on the Basis of Sex

Complaints Concerning Child Nutrition Programs

Complaints About Policy

Complaints About Curriculum (See IF)

Complaints About Instructional Materials

Complaints About Facilities and Services

Complaints About Personnel

Complaints About Emergency Safety Intervention Use

**KNA** ..... Complaints Regarding Child Nutrition Programs

Complaints About Discrimination in Child Nutrition Programs

**KA Goals and Objectives**

**KA**

Educational public relations is a planned and systematic two-way process of communication between a district and its internal and external publics. Its program serves to stimulate a better understanding of the role, objectives, accomplishments and needs of the organization. Educational public relations is a management function which interprets public attitudes, identifies the policies and procedures of an individual organization with the public interest and executes a program of action to encourage public involvement and to earn public understanding and acceptance.

Approved: 05/10/1999

**KB Public Information Programs (See CEE, CG and KBA)**

**KB**

The board shall keep the public informed about the school system's functions and operations.

**Newsletters and other Media**

The board may 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: August 13, 2007

**KBA**     **District or School Websites**

**KBA**

(See DC, ECH, II, IIBG, JR et seq., and KB)

The board may establish a district website and may allow creation of websites for individual schools. A district website shall be under the control of the district technology coordinator and the principal. The district technology coordinator shall supervise school.

**Website Rules**

Detailed rules relating to websites are found in appropriate handbooks or in documents approved by the board and filed with the clerk and/or principals.

Website rules shall include the following areas:

- Data privacy and FERPA regulations;
- Copyright rules, relating to access and use of materials and the property rights of the district, students, and employees who create material;
- Instruction on what information and materials will be prominently posted on district and/or school homepages, which shall include, but may not be limited to, a copy of Kansas State Department of Education's Form 150 estimating the legal maximum general fund budget as well as the budget summary for the current school year and actual expenditures for the immediately preceding two school years showing total net dollars of transfers and dollars per pupil as specified in Kansas law, using the full-time equivalent enrollment of the school district for such required calculations;

**KBA**     **District or School Websites**

**KBA-2**

- The board's and administration's right to determine website content and monitor use by employees and students.

District and school websites are maintained to support the public relations and educational programs of the district and/or the schools. Websites may be modified or terminated at any time by board action.

Approved: 10/09/2000; 12/14/2015

**KBA-R**     **District or School Web Sites**     (See IIBG and ECH)

**KBA-R**

Student Privacy Rights (See JRB) – Identifiable student images shall not be posted on district or school websites without prior written permission from the student and, if under 18, the student's parent or guardian. The mailing address, telephone number or other personally identifiable information about any student shall not be posted on district or school web sites. All applicable requirements of the Family Educational Rights and Privacy Act (FERPA) shall be followed.

Copyrighted Material Posted on Websites (See KBA) – Any original materials created by students are owned by those students. Original materials will not be posted on district or school web sites without prior written permission of the student who created the work. The district technology coordinator shall be in charge of monitoring permission to post copyrighted materials.

**KBA-R District or School Web Sites** (See IIBG and ECH)

**KBA-R-2**

Software Copyright (See ECH) – Software acquired by staff using district or school web sites, and installed on district computers, must comply with copyright laws. Proof of purchase (Copy or original) must be filed in the district office.

Downloading Copyrighted Materials (See ECH) – Students and staff shall not download copyrighted materials without prior, written permission being obtained from the author or creator of the material in question. See ECH for “Fair use exceptions” which may allow for limited use of copyrighted materials.

Approved: October 9, 2000; 12/14/15

**KBC**    **Media Relations**

**KBC**

The board will attempt to cooperate with media representatives.

**News Releases**

News and information concerning school events and programs may be released to the press with the approval of the administrator of the school or program. All other news releases prepared for public distribution under the auspices of the district by employees or students of the district shall have approval of the superintendent prior to release.

**Conferences and Interviews**

All news conferences and interviews will be scheduled in such a manner that they do not disrupt the regular educational activities of the schools.

Approved: 05/10/1999

**KBC-R**    **Media Relations**

**KBC-R**

**News Releases**

The superintendent shall prepare copies of news releases approved by his office for members of the board upon request.

Approved: 05/10/1999



Members of the working press will be admitted free of charge to all school extra curricular activities of the district upon presentation of proper credentials.

The appropriate building principal shall be responsible for determining eligibility and issuing passes to members of the working press wishing to cover school events.

**Press Services**

To the extent possible, space will be provided at all sports and special events for members of the working press to cover the extra curricular activities.

**Broadcasting and Taping**

The superintendent is authorized to establish rules and regulations for the broadcasting and taping of extra curricular activities of the district.

Members of the broadcast media shall notify the superintendent prior to the event they wish to cover in order that arrangements may be made for their equipment.

**Courtesy Passes**

The board may make complimentary activity passes available to the following persons:

School employees and their guest

Board of Education members and their guest

Past Board of Education members and their guest

School district residents 65 years of age or more

Reporters and photographers from area media

USD 320 retired teachers & staff

These passes will admit the bearer without charge to district sponsored athletic events and to music/drama events which are not organized as fund raisers.

The High School and Middle School activity directors may grant admission to persons who are working or volunteer assisting at an event.

The High School activities director may distribute NCKL league passes to Board of Education members and to employees on an as needed basis.

Approved: 07/23/12; 12/14/15

**KBCE Interviews With Students**

**KBCE**

Representatives of the news media seeking to interview a student during regular school hours must first have approval of the building principal.

Approved: 05/10/1999

**KBCE-R Interviews With Students**

**KBCE-R**

The building principal shall regulate all interviews with students so that such interviews do not interfere with the educational activities of the students involved.

Approved: 05/10/1999

**KBE Information Campaign**

**KBE**

All information campaigns of the district will be under the direction of the superintendent.

When approved by the building principal, notes, attendance center announcements or related information shall be the only types of information sent home with students.

Approved: 05/10/1999

**KBE-R Information Campaigns**

**KBE-R**

Upon request, the superintendent shall report to the board on the progress of any information campaigns initiated by the board.

Approved: 05/10/1999

**KC Board-Community Relations**

**KC**

The board is committed to keeping the community informed about school functions and solicits patron involvement so that these relations may be sustained or improved.

**Community Activities and Performances**

The board encourages all students to participate in community activities insofar as such activities do not conflict with their school duties.

Approved: 05/10/1999

**KCB Custodial and Non-Custodial Parent Rights**

**KCB**

The district recognizes that parents often share caregiving and custody of their children and that parents, if not otherwise prohibited by court order, should have equal access to information regarding their child's school records.

Any parent may obtain copies of school information such as report cards and progress reports upon request to a child's principal, unless otherwise prohibited by law or court order.

Approved: 02/10/2020

**KDC Solicitations (See GAI)**

**KDC**

Agents, solicitors, and salespersons shall not be permitted to take time of teachers or students from educational activities. Students, staff members, parents, patrons, and salespersons shall not promote commercial or private financial interests, either through direct sales or through promotion of competitive goods or services during regular school hours or at school-sponsored activities, programs, or events, except as may be allowed in the district's advertising procedures or this policy. Thus, the board prohibits the use of school property or of school-sponsored programs, activities, or events as venues to sell products unless otherwise specified herein.

This rule applies to those activities, promotions, and sales not authorized by the administration pursuant to this policy or the procedures on advertising at school and not accruing to the benefit of the district, its schools, programs, or activities. 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 district, its schools, programs, activities, and the educational values in the school. Consideration shall also be given to reducing 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.

Approved: 5/10/99; 12/12/17

**KFD School Volunteers (See IFC)**

**KFD**

All school volunteers work under the direction of the school staff and provide supportive services to them.

Persons interested in volunteering time or services to the district should contact the building principal for assignment.

School volunteers serving in the district without financial compensation are bound by the policies, rules and regulations of the district and shall not be covered by workers' compensation.

Approved: 05/10/1999

**KFD-R School Volunteers**

**KFD-R**

The school volunteer shall work under the direction of the building administrator.

Approved: 05/10/1999



**KG Use of School Facilities by Community Groups (See DFG and JH) KG**

The board may allow use of school buildings and school grounds by community groups outside the school day. Use of any school facility or school grounds, however, shall not interfere with daily school use or any school-sponsored activity. Priority for facility use outside of the school day goes to use promoting student academic achievement. Notwithstanding the previous statement, the district shall provide equal access to the Boy Scouts and other designated youth groups which are neither school sponsored nor co-curricular in nature.

Use in Accordance with Board Policies

As a condition to initial use of and continued access to district property and facilities, groups and/or organizations must follow Kansas law and board policy prohibiting the use of drugs, alcohol, and tobacco on district property and ensure individuals in attendance refrain from using such substances on district property as well. Failure to abide by this provision may result in a revocation of facility use privileges.

Fees and Rental Charges

The board shall establish reasonable fees and/or rental charges for the use of any school facility or school grounds; fees and/or rental charges will cover costs of wages of school personnel involved and utilities. The fee and/or rental charges shall be approved by the board and shall be reviewed annually.

Lease Arrangements

The board shall approve any lease arrangements.

Supervision of Non-School Groups

Whenever any school facility is used by non-school groups or individuals, a school employee {shall/may} be on duty to see that the building and equipment are properly used. A school employee may not be required to be on duty when, in the principal's opinion, it is not necessary.

Insurance and/or Bonds

The board, through its duly authorized agent, reserves the right to require bonds (cash or otherwise), insurance, or other damage deposits, acceptable to the board before allowing use of the schools' facilities. Use is subject to limited access and availability. Any damages occurring during use will be billed to the individual and/or organization renting the facility.

The board shall establish reasonable fees and/or rental charges for the use of any school facility or school grounds. Fee and/or rental charges will cover costs of utilities and wages of school personnel involved. The fee and/or rental charges shall be approved by the board and shall be reviewed at least once each year. The schedule of fees and/or charges for use of any school facility shall be published in the official district newspaper each year before the beginning of the school year. A contract for the use of school grounds has been developed and is required to be signed by any organized group for whom permission to use the grounds has been approved.

Fees Schedule

The USD 320 Board of Education recognizes there are groups and/or organizations within the district which are ongoing with primary goals of community betterment and providing varying degrees of services to district

students. For the purpose of assessing fees, the fee structure is divided into the following classifications:

Class I

Chartered public organizations whose purpose and activities are specifically for children, public service oriented, or is a community group that does not seek to charge money for their activities, and whose membership is open to the public and the organization does not discriminate on the basis of race, religion, gender, national origin or disability. Included in this classification, although not an all-inclusive list, are school organizations and organizations for youth.

Examples: District 4-H Clubs; District Boy Scouts; District Girl Scouts; District Community Education groups; and Community Athletic and Recreation Associations; parents of seniors or student athletes for school purposes; adult music groups, etc.

Class II

Other organized or individual community groups whose membership may be restrictive and/or whose scope of programmed activities is generally limited to the welfare and benefits of its own constituency.

Examples: Churches within the school district; Chamber of Commerce; Jaycees; for profit groups; fairs or carnivals; etc.

The categorization of groups may move between Class I and Class II depending on the purpose for using the district's facilities. Taking into account the purpose for the request, the Superintendent shall be responsible for determining the classification of a requesting group. The Superintendent shall

also be given the authority to waive fees when doing so is in the best interests of the district.

Whenever an organization uses the district's facilities, it shall be subject to the following regulations:

1. Scheduling for the use of building facilities and grounds shall be made through the principal of the building in which the facility is located during the regular school term. Requests made for facility and grounds usage between the dates of July 1 and August 1 shall be submitted to the Superintendent. Scheduling for use of the USD 320 sports complex shall be made through the high school athletic director's office.
2. Building rental requests must be properly executed on or before 3:00 p.m. three (3) days prior to when the facilities will be used and the fee, if any, must be paid at the time the contract is issued.
  - a) Those wishing to request facility use for more than one date must pay for all dates at the time the contract is issued unless the provision is waived by the superintendent. Additional charges may be assessed after the fact if the individual or group fails to abide by the agreement.
  - b) Persons wishing to cancel their reservation for a school facility must do so one (1) day prior to the day the facility is to be used if they wish to be reimbursed for the rental fee.
3. Youth or children's groups must have appropriate adult supervision. Supervisors or groups are required to remain in the building until all members of the group have left the building and ensure the facility is properly secured if a USD 320 employee is not on duty.
4. The applicant must agree to indemnify the district for any damages to the school's property arising out of their use of the facility(ies).
5. Persons attending the function shall confine themselves to the rooms and corridors assigned for their use.

- 6. Controlled substances and intoxicating liquors, including beer and wine, shall not be used in the building or on school property. Tobacco use in any form is prohibited on school property.
- 7. School facilities shall not be used for funerals.
- 8. Patrons applying for facility usage must complete a facility use request form.
- 9. No screws or nails may be used or alterations of any kind to the school facility may be done without the written permission of the building principal.
- 10. In every case, a responsible citizen who is a resident of the district must assume responsibility for the group, sign the facility use agreement form, and must guarantee payment of the fee.
- 11. All unusual disarray or litter is to be cleaned up by the group using the school facilities or additional charges will be billed to the group.
- 12. If the cost to USD 320 is greater than the minimum fee, an additional amount will be charged. This amount will be determined by the superintendent.
- 13. *Fees for custodians and kitchen staff shall be equal to their daily wage rate plus any overtime incurred for the week plus associated payroll taxes.*

**Recommended Rental Fees - Only those locations listed below will be available for use by outside groups, both Class I and Class II.**

Class I: No use fees will be assessed to those organizations or groups that meet this criteria. However, the decision whether to assess utility, custodial *or kitchen staff* fees will be made by the superintendent *or superintendent designee*.

Class II: The fees for these organizations or groups shall be as follows:

Central Elementary School:

Gym	\$50 per hour and custodial costs
Library	\$20 per hour and custodial costs
Music Room	\$20 per hour and custodial costs
Kitchen*	\$15 per hour and custodial costs <i>or kitchen assistance as required</i>

West Elementary School:

Gym	\$50 per hour and custodial costs
Stage	\$20 per hour and custodial costs
Cafeteria	\$20 per hour and custodial costs
Commons	\$20 per hour and custodial costs
Kitchen*	\$15 per hour and custodial costs <i>or kitchen assistance as required</i>
Play Field**	\$20 per hour plus grounds maintenance costs

Wamego Middle School:

Gym	\$50 per hour and custodial costs
Locker Rooms	\$20 per hour and custodial costs
Commons	\$20 per hour and custodial costs
Library	\$20 per hour and custodial costs
Kitchen*	\$15 per hour and custodial costs <i>or kitchen assistance as required</i>
Vocal music	\$20 per hour and custodial costs
Instrumental music	\$20 per hour and custodial costs
FACS room	\$20 per hour and custodial costs
Football Field**	\$20 per hour plus grounds maintenance costs
Practice Field**	\$20 per hour plus grounds maintenance costs
Other Designated Grounds	\$20 per hour plus grounds maintenance costs

Wamego High School:

Gyms	\$50 per hour and custodial costs
Commons	\$20 per hour and custodial costs
Concession Stand*	\$15 per hour and custodial costs
Vocal Music	\$20 per hour and custodial costs
Auditorium	\$50 per hour and custodial costs
Wrestling Deck	\$20 per hour and custodial costs
Kitchen*	\$15 per hour and custodial costs <i>or kitchen assistance as required.</i>
Instrumental Music	\$20 per hour and custodial costs
PE Field**	\$20 per hour plus grounds maintenance costs

USD 320 Sports Complex:

Parking Lot	\$50 per hour
Practice Field**	\$50 per hour plus grounds maintenance costs
Football Field/Track**	\$100 per hour and grounds maintenance costs
Concession Stand	\$25 per hour and custodial costs
Shelter Building***	\$25 per hour

USD 320 District Kitchen\*

\$50 per hour and custodial costs *or kitchen assistance as required.*

- \* Use of pots, pans, and other utensils are prohibited unless permission is given by building principals. *If an applicant requires the use of any of the kitchen cooking equipment, they will be required to have a kitchen staff member on site while cooking is being done.*
- \*\* If lines are needed to be cut outside of the terms of the agreement, it will be done by USD 320 personnel.
- \*\*\* The shelter building is not available for use by individuals for private gatherings, i.e. graduation, birthday, or other parties.

Approved: 08/14; 11/11/19

**KGB Concealed Observations (See JGGA)**

**KGB**

Unless otherwise provided in this policy or policy JGGA, individuals are prohibited from recording students, employees, and/or board members surreptitiously or through the use of concealed audio and/or visual recording devices. This prohibition is in effect at school, on or in district property, and at meetings and conferences held for educational or disciplinary purposes.

Exceptions to this prohibition include the use of video surveillance throughout district facilities and in district vehicles, provided in accordance with JGGA; the recording of meetings subject to the Kansas Open Meetings Act; the recording of due process hearings or student disciplinary hearings for evidentiary purposes; recording of students for use during the student's evaluation or provision of special education services with the principal's prior permission; and the recording of a school sponsored activity, program, or event which is open to the general public.

Individuals wishing to record students, employees, or board members at school, on or in district property, or at meetings and conferences as previously described shall first notify the superintendent or building principal in advance. If such recording is not prohibited by law or policy, the administrator may allow the recording and may make arrangements to record on behalf of the district.

Approved: 10/10/16



**KGC**    **Bullying by Parents** (See EBC, GAAE, JDDC, KGD)

**KGC**

The board of education, in its commitment to provide a positive and productive learning and working environment for its students and staff in accordance with state law, prohibits bullying in any form by any student, staff member, or parent towards a student or a staff member on or while using school property, in a school vehicle, or at a school-sponsored activity or event. For the purposes of this policy, the term “bullying” shall have the meaning ascribed to it in Kansas law.

The administration shall propose, and the board shall review and approve a plan to address bullying as prohibited herein.

Parents participating in prohibited bullying conduct aimed at district students and/or staff members may jeopardize their access to district facilities; district property; school sponsored activities, programs, and events; and/or district students and/or staff members through the district’s communication systems. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors.

This policy and the district bullying plan {shall/may} be posted on the district’s website, and copies of such documents shall be made available to parents of current students upon request.

Approved: 08/14; 10/10/16

**KGD**     **Disruptive Acts at School or School Activities**  
(See EBC, GAAE, JCDBB, JDDC, and KGC)

**KGD**

Disruptive acts at school or school sponsored activities will not be tolerated. Persons threatening the safety of students, school personnel, or other persons; to damage school property; or to interfere with school or school activities or the educational process will be asked to leave the premises.

The school administration and staff are responsible for handling any disturbance caused by adults or students. The final decision for determining if assistance is needed is the responsibility of the superintendent or school principal. In the absence of these individuals, the determination shall be made by the assistant principal or person designated to be in charge of the building or activity. The superintendent shall be notified of any serious problem at the school.

**Possession of a Firearm**

Unless otherwise required by law or authorized by board policy, no person other than a law enforcement officer shall possess a firearm on any district owned or operated property; within any district owned or operated building or facility; in a school vehicle; in an employee's personal vehicle being used to transport students or school staff in the performance of job duties for the district; or at any school sponsored activity, program, or event. This prohibition includes possession of concealed and/or openly carried weapons; however such prohibition shall not apply to the secured storage of a handgun in a district employee's own locked vehicle on school property so long as such weapon is maintained out of plain sight.

**KGD Disruptive Acts at School or School Activities**

**KGD-2**

Appropriate signs shall be conspicuously posted as directed by the board and required by law.

Anyone in violation of this policy shall be directed to leave the premises immediately and not return without prior approval from the building administrator or superintendent. Failure to comply with such order will result in a report to law enforcement.

Approved: 07/11/2011; 12/14/2015

**KGDA Public Conduct on School Property**

**KGDA**

The superintendent or the superintendent's designee may deny access to the school buildings, facilities, and/or grounds of the district to persons who have no lawful business to pursue at the school, persons who are acting in a manner disruptive or disturbing to the normal educational functions of the school, or persons who are on school property in violation of Board and/or building policy. Administrative personnel may demand identification and evidence of qualification for access of anyone desiring to use or come upon the premises of the particular school or facility.

Persons, including parents or persons acting as parents, who have legitimate reasons for being on school property must nevertheless abide by policies adopted by the board and building policies specifically applicable to each school. Such building policies shall be published annually in the school handbook and shall be posted at the school in a conspicuous place visible to all who enter the premises. {Visitors must secure and wear a visitor's pass to enter school buildings during the school day.}

Anyone who refuses or fails to leave district buildings, facilities, and/or grounds after being requested to do so by an authorized district employee shall be considered to be trespassing in violation of Kansas law. In such case, the police will be contacted, and arrest and criminal charges may result.

The administration will determine if the individual who has been asked to leave a district building, facility, or grounds is allowed to return in the future. If the individual is not to return in the future, the appropriate "Trespass Notification" is to be sent to the individual.

Approved: 8/14

**KH Gifts to Schools**

**KH**

Any organization or individual making a gift to the district shall have the prior approval of the board. All gifts will be regarded as district property.

Approved: 05/10/1999

**KH-R Gifts to Schools**

**KH-R**

Persons or organizations desiring to make gifts to the schools should contact the superintendent.

Approved: 05/10/1999

## **KI Free Materials Distribution in Schools**

**KI**

In accordance with rules adopted by the board, the superintendent reserves the right to refuse distribution to students any material by outside individuals or groups which creates a material or substantial interference with normal school activity or appropriate discipline in the operation of the school.

### 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.

### 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.

### Advertising in the Schools

No advertising or materials used for commercial purposes shall be permitted in the school buildings or on the grounds of the district without prior approval of the board. Advertising in student publications shall be regulated by rules and regulations developed by the superintendent. 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.

### Use of Religious Materials

Religious materials may be used in the regular classroom to study the historical or cultural aspects of religion but such material is prohibited if used to indoctrinate the practice of a religion.

**KI Free Materials Distribution in Schools**

**KI-2**

Distribution of Religious Materials

The distribution of any religious materials, bound or unbound, is prohibited on school grounds or in any attendance facility. Religious materials as prohibited herein may be described as but not limited to the following: any version of the Bible (including the Gideon Bible), translations of the Septuagint and the Apocrypha, Torah, Koran or any other similar religious books of faith, pamphlets, sectarian or denominational books, tracts, papers or other such materials including pictures, symbols, crosses, statues or icons

Mailing Lists

No mailing lists of students or employees of the district shall be given to individuals, organizations or vendors for the purpose of distributing materials.

Approved: 8-11-2008

**KK Public Sales on School Property**

**KK**

The board may dispose of property in a manner the board deems to be in the district's best interest. Whenever excess property of the district is to be sold at auction, such sales shall be to the highest bidder. No credit shall be extended.

Approved: 8-11-2008



**KM Visitors to the School**

**KM**

The board encourages its patrons and parents to visit the district facilities.

Patron visits shall be scheduled with the teacher and the building principal. Unless as part of a school program or as permitted by the building principal, there shall be no visitors permitted in the cafeteria or commons areas during the school lunch periods.

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 use of any form of tobacco, smoking, chewing, etc., by any persons shall be prohibited on all school property.

The principal has the authority to request aid from any law enforcement agency if any visitor to the district's buildings or grounds refuses to leave or creates a disturbance. Violation of this rule may lead to removal from the building or grounds and denial of further access to the building or grounds. Violators of this board policy and its rules may be subject to the state trespass law.

Approved: 8-11-2008

**KM Visitors to the School**

**KM**

The board encourages its patrons and parents to visit the district facilities.

Patron visits shall be scheduled with the teacher and the building principal.

Notices shall be posted in school buildings to require visitors to check in at the office before proceeding to contact any other person in the building or on the grounds.

Any person who visits a building and/or grounds of the district will be under the jurisdiction of the building principal who shall be responsible for developing rules and regulations governing the presence of visitors in the buildings. ~~The use of any form of tobacco, smoking, chewing, etc., by any persons during school hours shall be prohibited on all school property. Tobacco use after school hours shall be restricted to designated areas on all school property.~~

The principal has the authority to request aid from any law enforcement agency if any visitor to the district's buildings or grounds refuses to leave or creates a disturbance. Violation of this rule may lead to removal from the building or grounds and denial of further access to the building or grounds. Violators of this board policy and its rules may be subject to the state trespass law.

Approved: 11-10-97

**KMA Tobacco-Free School Grounds for Visitors**

**KMA**

(See GAOC and JCDA)

The use of any tobacco product by parents, contractors, volunteers, and all other visitors is prohibited at all times in any district facility; in school owned or operated property.

The following definitions apply to this policy.

“Tobacco product” means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled, or ingested by any other means, including, but not limited to, electronic nicotine delivery system (hereafter “ENDS”), cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or snus. Tobacco products also means any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes, charging devices, cartridges, and any substance used in ENDS, whether or not they contain nicotine. This definition does not include FDA-approved Nicotine Replacement Therapies including transdermal nicotine patches, nicotine gum, and nicotine lozenges.

“Electronic nicotine deliver system” or “ENDS” means any device that delivers a vaporized solution (including nicotine, THC, or any other substance) by means of cartridges or other chemical delivery systems. Such definition shall include, but may not be limited to, any electronic cigarette, vape pen, hookah pen, cigar, cigarillo, pipe, or personal vaporizer.

Approved: 08/03/2020

**KN      Complaints**

**KN**

(See BCBI, GAAC, GAACA, GAAB, GAAF, IF, IKD, JCE, JGEC, JGECA, and KNA)

The board encourages all complaints regarding the district to be resolved at the lowest possible administrative level. Whenever a complaint is made directly to the board as a whole or to a board member as an individual, it will be referred to the administration for study and possible resolution.

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. Harassment of an individual on any of these grounds is also prohibited. Scott Meitler (USD 320 Asst. Superintendent/Dir. Of Instruction; 1008 8<sup>th</sup> Street, Wamego KS 66547; email: meitlers@usd320.com; Ph 785-456-7643 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964 regarding discrimination on the basis of sex, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, the Personal Responsibility Work Opportunity Reconciliation Act of 1996, and the Food Stamp Act of 1977, as amended. Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the compliance coordinator.

**Complaints About Discrimination or Discriminatory Harassment**

Complaints of discrimination or discriminatory harassment by an employee, excluding complaints regarding discrimination or harassment on the basis of sex or in child nutrition programs, should be addressed to the employee's

supervisor, the building principal, or the district compliance coordinator. Such complaints by a student should be addressed to the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of such discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. Complaints by any other person alleging such discrimination should be addressed to the building principal or the district compliance coordinator. Except as otherwise provided in this policy regarding complaints of discrimination on the basis of sex or regarding child nutrition programs, complaints about discrimination, including complaints of harassment, will be resolved through the following complaint procedures:

**Informal Procedures**

The building principal shall attempt to resolve complaints of discrimination or harassment in an informal manner at the building level. Any school employee who receives a complaint of such discrimination or harassment from a student, another employee, or any other individual shall inform the individual of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. The building principal shall discuss the complaint with the individual to determine if it can be resolved. If the matter is resolved to the satisfaction of the individual, the building principal shall document the nature of the complaint and the proposed resolution of the complaint and forward this record to the district compliance coordinator. Within

20 days after the complaint is resolved in this manner, the principal shall contact the complainant to determine if the resolution of the matter remains acceptable. If the matter is not resolved to the satisfaction of the individual in the meeting with the principal, or if the individual does not believe the resolution remains acceptable, the individual may initiate a formal complaint. If such discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence. The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.

#### Formal Complaint Procedures

- A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. If an individual does not wish to file a written complaint, and the matter has not been adequately resolved, the building principal may initiate the complaint. Forms for filing written complaints are available in each school building office and the central office.
- A complaint should be filed as soon as possible after the conduct occurs but not later than 180 days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.
- If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board shall appoint an investigating officer. In other instances, the investigation shall be conducted by the building principal, the compliance coordinator, or another individual appointed by the board. The investigation shall be informal but thorough. All interested persons, including the complainant and the person against whom the complaint is lodged, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.
- A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and a copy

forwarded to the complainant and the accused no later than 30 days after the filing of the complaint.

- If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.
- If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy, the negotiated agreement (as applicable), and state law will be followed.
- Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the district compliance coordinator.
- The complainant may appeal the determination of the complaint. Appeals shall be heard by the district compliance coordinator, a hearing officer appointed by the board, or by the board itself as determined by the board. The request to appeal the resolution shall be made within 20 days after the date of the written resolution of the complaint at the lower level. The appeal officer shall review the evidence gathered by the investigator and the investigator's report and shall afford the complainant and the person against whom the complaint is filed an opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is filed. The appeal officer will issue a written determination of the complaint's validity and a description of its resolution within 30 days after the appeal is filed.
- If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence. The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.
- Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies including the right to file a complaint with the Office for Civil Rights of the U.S. Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.

Complaints About Discrimination on the Basis of Sex

Complaints regarding alleged discrimination on the basis of sex, as prohibited by Title IX of the Education Amendments of 1972 and other federal and state laws regulating such discrimination and discriminatory harassment, shall be handled in accordance with the procedures outlined in board policies GAAC and JGEC and shall be directed to the Title IX Coordinator at USD 320; 1008 8<sup>th</sup> Street, Wamego KS 66547; Ph 785-456-7643.

Complaints Concerning Child Nutrition Programs

Complaints alleging discrimination in child nutrition programs offered by the district shall be handled in accordance with the procedures outlined in board policy KNA.

Complaints About Policy

The superintendent shall report any unresolved complaint about policies to the board at the next regularly scheduled board meeting.

Complaints About Curriculum (See IF)

The superintendent shall report a failure to resolve any complaint about curriculum to the board at the next regularly scheduled board meeting.

Complaints About Instructional Materials

The building principal shall report any unresolved complaint about instructional materials to the superintendent immediately after receiving the complaint.

Complaints About Facilities and Services

The superintendent shall report any unresolved complaint about facilities and services to the board at the next regularly scheduled board meeting.



Complaints About Personnel

The superintendent or the building principal involved shall report any unresolved complaint about personnel to the board at the next regularly scheduled board meeting.

Complaints About Emergency Safety Intervention Use

Complaints concerning the use of emergency safety interventions by district staff shall be addressed in accordance with the local dispute resolution process outlined in board policy GAAF.

Approved: 09/13/99; 12/14/15; 08/03/20

**KNA Complaints Regarding Child Nutrition Programs**

**KNA**

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or retaliation for prior civil rights activity in any program or activity conducted or funded by the United States Department of Agriculture is prohibited. (Position or name, address, email address, and phone number of compliance coordinator) has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975, Personal Responsibility Work Opportunity Reconciliation Act of 1996, and the Food Stamp Act of 1977, as amended.

**Complaints About Discrimination in Child Nutrition Programs**

To file a complaint of discrimination regarding child nutrition programs offered by the district, complete the USDA Program Discrimination Complaint Form (AD-3027) at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html); or write a letter and provide the information requested in the form. To request a complaint form, call (866) 632-9992.

Submit the completed form to:

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410.  
FAX: (202) 690-7442  
Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

Approved: 08/03/2020

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**L--INTERORGANIZATIONAL RELATIONS**  
 SN Excludes education agencies.

LA	Goals and Objectives
LB (See LA)	School-Community Cooperation
LC (See LA)	School-Community Programs
*LD (See LA)	School-General Government Relations
*LDA	Local Government
	<u>SN Includes central governing and administrative bodies such as city council and mayor's office.</u>
*LDAA	Fiscal Authorities
*LDAB	Taxation Authorities
*LDAC	Election Board
*LDAD	Public Antipoverty Authorities
*LDAE	Public Housing Authorities
*LDAF	Public Health Authorities
*LDAG	Public Welfare Authorities
*LDAH	Parks Department
*LDAI	Recreation Department
*LDAJ	Police Department
*LDAJA	Interrogations and Investigations (See JCAB & JCAC)
*LDAK	Fire Department
*LDAL	Civil Defense Agency
*LDAM	Industrial Development Authorities
*LDAN	Planning Authorities
*LDAO	Zoning Authorities
*LDB	(RESERVED CATEGORY)
	<u>SN For use to record relationships with intermediate governmental bodies between the local and state levels--county, regional, and/or metropolitan.</u>
*LDC	State Government
*LDCA	Legislative Representatives
*LDCB	State Employment Department
LDD	Federal Government
LDDA	Fiscal Management of Federal Grants
*LE	School-Community Organizations Relations
*LEA	Private Social Service Agencies
*LEB	Parents Organizations
*LEC	Booster Organizations
LED	Family Night
*LEE	Human Relations Organizations
*LEF	Neighborhood Associations
*LEG	Business and Labor Organizations
*LEGA	Work-Study Programs (Also IDCF)
*LEGB	Student Banking Programs

**LA Goals and Objectives**

**LA**

The board will seek to establish a satisfactory working relationship with governmental and private agencies having an interest in the operation of public schools.

Approved: 05/10/1999

**LB School-Community Cooperation**

**LB**

The board will seek to foster an atmosphere of cooperation between the schools and community groups and organizations.

Approved: 05/10/1999

**LC School-Community Program**

**LC**

The board will consider the establishment of programs sponsored jointly by the district and community groups or organizations whenever, in the judgment of the board, such programs cannot be or should not be wholly under the control of the board.

Approved: 05/10/1999

**LDD Federal Government-Drug Free Schools**

**LDD**

The unlawful possession, use, or distribution of illicit drugs and alcohol by students or school employees on school premises or as a part of any school activity is prohibited. This policy, and any curriculum used in conjunction with it, shall be evaluated at least every-other year using criteria developed by the superintendent and approved by the board. The board shall receive a report after each of these reviews is conducted. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act. P.L. 102-226. (See IDAB, GAOA, GAOB, and JDDA)

Approved: September 13, 1999

**LDDA Fiscal Management of Federal Grants**

**LDDA**

The district shall meet the requirements of the Education Department General Administrative Regulations (EDGAR). The outline used to meet this requirement shall be the document: Federal Education Grants Management: What Administrators Need to Know, and other pertinent documents developed by the U.S. Department of Education.

Approved: August 13, 2007

**LED Family Night**

**LED**

With the exception of Sunday matinee performances of the high school fall musical and spring play, no school activity is to take place on Wednesday night or on Sunday without written permission of the superintendent. All Wednesday activities must be completed such that students will be out of the building by 6:00 p.m. 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: 05/10/1999; Revised/Approved 03/09/2015



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**M--RELATIONS WITH OTHER EDUCATION AGENCIES**

MA	Goals and Objectives
*MB	Local Cultural Institutions Relations (See IFC)
*MBA	Libraries
*MBB	Museums
*MC	Private Schools Relations - KSA 72-1103
*MCA	Shared Services
*MCB	Released Time
MD (See MA)	Interdistrict Relations - KSA 72-933 <u>et seq.</u> ; 72-4408 <u>et seq.</u>
*MDA	Shared Services - KSA 72-933 <u>et seq.</u> ; 72-4408 <u>et seq.</u> ; 12-2901 <u>et seq.</u> ; 72-969; 72-8230
*MDB	Interscholastic Activities (Also IDF)
*MDBA	Interscholastic Athletics (Also IDFA)
*ME	Education Research and Service Centers (See IC)
*MEA	Title III Centers
*MEB	Regional Laboratories
MF (See MA)	Colleges and Universities - KSA 72-116
*MFA	Shared Services
*MFB	Practice Teaching - KSA 72-1392
*MFC	Advance College Placement
*MG	Associations
*MGA	Certified Personnel Associations
*MGB	School Boards Associations (See BG)
*MH	County Education Agency Relations
MI (See MA)	State Education Agency Relations (See EF) - KSA 72-7501 <u>et seq.</u>
*MJ	United States Office of Education Relations (See EF)
MK (See MA)	Educational Accreditation Agency Relations (See IJ) KSA 72-1114 to 72-1116
*ML	Certified Visitors and Observers

**MA Goals and Objectives**

**MA**

The board shall seek to work harmoniously with educational agencies having an interest in the district's schools. Staff shall follow all regulations required by state and federal education agencies.

Approved: 08-10-2009

**MD Interdistrict Relations**

**MD**

The board will work cooperatively with other districts to provide services to students when it is in the best interest of students and the districts.

Approved: 05/10/1999

**MF Colleges and Universities**

**MF**

The board may consider the use of student teachers in classes maintained by the district upon conclusion of a written contract with appropriate colleges and universities.

Only those tenured teachers who have achieved the highest ratings through the evaluation process will be allowed to train a student teacher.

Approved: November 22, 1999

**MI Kansas Education Systems Accreditation**

**MI**

Kansas Education Systems Accreditation (hereafter “KESA”) is a district-wide accreditation process. Accreditation within this process is ultimately granted by the Kansas State Board of Education. The district school board (hereafter “board”) shall maintain the goal of full accreditation for the district. Good faith efforts shall be made by all staff to implement district school improvement plans. The board shall monitor compliance.

The board is committed to implementing and sustaining the foundational structures defined within the KESA process as well as defining and implementing district-wide goals in alignment with the KESA rubrics.

In order for accreditation to be achieved, the board shall commit to school improvement for all district schools, academic achievement for all district students, and results-based professional development for all district staff members. The superintendent shall regularly report to the board on the district’s progress toward full accreditation within the 5 year cycle defined as part of the KESA process.

The board shall fully inform the public in languages commonly used in the community about district-wide goals, school improvement plans, the progress of school improvement efforts, the accreditation status of the district, and other pertinent information as the board may direct.

Approved: 08/08/05; 02/16/2017