KASB POLICY SERVICE DISCLAIMER

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

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

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

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

12/95
PREFACE

The policies and administrative rules of Unified School District No. 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-
lustrated, 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.
## Master Policy Index

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**General Administration** | CG | **Administrative Personnel**  
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**General Administration** | CB | **Administrator Ethic**  
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**General Administration** | CGI | **Administrator Evaluation**  
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**Student** | JQI | **Alternative Arrangements for Nontraditional Students** | **CEI and GAK**

**Board Operations** | BCBD | **Animals and Plants in the School** | **CEI and GAK**

**Student** | QE | **Announcement of Agreement** | **CEI and GAK**

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**KANSAS ASSOCIATION OF SCHOOL BOARDS**

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### KANSAS ASSOCIATION OF SCHOOL BOARDS®

**Master Policy Index**

Last revised: July 2009

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## KANSAS ASSOCIATION OF SCHOOL BOARDS®

### Master Policy Index

**Last revised: July 2009**

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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.

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Cabinets (See "Councils, Cabinets and Committees")
Cafeteria Workers (See "Noncertified Personnel Positions")

AEA Calendar
*DJF Capital Equipment
*DJFA Purchasing Authority - KSA 10-1113; 72-8212, 75-3315 to 75-3322
Censorship (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 et seq.
GBRE (See GBRD)  Additional Duty - KSA 72-5412a
GBD  Hiring
*HA  Negotiations - KSA 72-5413 et seq.
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 et seq.
GBRH  Sabbaticals
GBN  Separation - KSA 72-5435 et seq.
GBRD (See GBR)  Staff Meetings
GBH (See GBE)  Supervision
GBK  Suspension
GBR  Time Schedules
*GBRF  Travel Expenses - KSA 75-3201 et seq., 75-3203,
     75-3204
GBRGB (See GBRG)  Tutoring for Pay
*GBRL  Vacations
*ML  Visitors and Observers
GBR  Working Conditions
     Work Load
JGBE  Child Abuse - KSA 21-3609; 39-1523
     Citizens Committees (See "Advisory Committees")
     Class Gifts (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
     Closed Board Meetings (See "Executive Sessions")
*AFC  Closings, Emergency (See JGFA) - KSA 72-8213; 31-144
     Coaches (See "Certified Personnel Positions")
        College Bound Guidance (See "Educational Guidance")
        College Preparatory Program (See "Basic Instructional
     Program")
IDC  (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.
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

Contracts (See "Compensation")

DJEG Contracts and Purchasing

KGD Control, Crowd Disturbances

*BI* Control of School Activities

IKB (See IKA) Controversial Issues Teaching

Cooks (See "Noncertified Personnel Positions")

Coordinators (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

Counseling (See "Guidance")

CEB County Treasurer, Effecting agreement with, on interest from school funds - KSA 12-1678a

JGEAA Crisis Planning

Crisis Guards (See "Noncertified Personnel Positions")

KGD Crowd Control

Culture-Free Tests (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

Curriculum Libraries (See "Curriculum Development Resources")

Custodians (See "Noncertified Personnel Positions")

Custody Record of Student (See "Release of a Student During a School Day")

*Designates location for policy inserts when new policy is added.
EF Data Collection and Retrieval Methods - KSA 75-4707, 72-8227, 72-7527, 72-7528, 45-215 et seq.
EF Data Dissemination
EF Data Management
AF Day, School - KSA 72-1106
JCEC Demonstrations by Students
*Demonstration Schools (See "Pilot Projects")
*Department Chairmen (See Administrative Personnel Positions)
*IEA Departmentalization
*DG Depository of Funds - KSA 9-1401; KSA 12-1675
*Desegregation (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)
*Directors (See "Administrative Personnel Positions")
GBRIBA Disability Leave
*JD Discipline - KSA 72-8901 et seq.
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 et seq.
JQ Due Process for Special Education Students
KSA 72-977 et seq.; 72-933 et seq.
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 et seq.
* D y s l e x i a (See "Physically Handicapped Programs")

*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 et seq.
GACD  Employment Eligibility Verification
JJ  Employment of Students - KSA 38-601 et seq.
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 et seq.
*ECE  Leasing and Renting - KSA 72-8225; 55-211 to 55-211a
EC  Management
EC  Receiving
*ECG  Records
*DFM (See DFG)  Sales - KSA 72-8212
*IFAC  Selection and Adoption
HAHBB  Use by Negotiating Teams - KSA 72-5413 et seq.
*KGB  Use by Public - KSA 72-8205
Ethics
CB  Administration
GBU  Certified Personnel
BH  School Board Member
      Evaluation - KSA 72-9001; 72-1114 to 72-1116
CGI  Administrative Personnel - KSA 72-9001 et seq.; 72-5451 et seq.
GBI  Certified Personnel - KSA 72-9001 et seq.
*ICD  Curriculum Pilot Project (See IJ, JR et seq.)
IJ  Instructional Program
GCI  Noncertified Personnel
CEI  School Superintendent - KSA 72-9001 et seq.
AF  Evening Sessions (See AEBA)
IDAC  Exceptional Programs
JQ  Exceptional Students - KSA 72-933 et seq.; 72-977
JQKA  Exchange Students
GBRH  Exchange Teaching
BCBK  Executive Sessions (See KB) - KSA 75-4317 et seq.
*DJ  Expenditures of Funds
JDD  Expulsion, Suspension - KSA 72-8901 et seq.
AEB  Extended School Year (See AEBA)
IDC  Extended Learning Opportunity
IDA, JH  Extracurricular Activities
      Extra Duty (See "Additional Duty")

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**Guidance**

- Educational Guidance
- Guidance Program
- Personal Guidance
- 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
- *JGCA: Health Insurance (See "Compensation")
- JGC: Health Services
- *EBD: Heating and Lighting
  - Hearings (See "Public Hearings")
- *Hiring:
  - Administrative Personnel
  - Certified Personnel, Teacher Selection
  - Noncertified Personnel
- *GCRI: 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")
- *GABB: Incentive Pay System
  - 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.*
*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
Lockers Searches (See "Searches of Lockers and Students")
Lockers Lunch Service (See "Food Service Management")
Workers Lunch (See "Noncertified Personnel Positions")

M

JGHB  Machines, Automated Playing and Vending
      Maintenance
EBI  Buildings and Grounds Long-Range Maintenance
EC  Equipment Maintenance
      Maintenance Workers (See "Noncertified Personnel Positions")
*IHEA (See IHA)  Make-Up Opportunities
JQF  Married Students
      Media Specialists (See "Certified Personnel Positions")
      Medical Insurance (See "Compensation")
      Medical Leave (See Family Medical Leave)
JGFGGB  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 et seq.; KSA 48-222; KSA 74-3747;
  KAR 1-5-1
BCBH  Minutes - KSA 72-8202
  Modular Schedules (See "Local Government")
  Municipal Government (See "Local Government")
JGFF  Motorized Vehicles, Use by Students - KSA 72-9191

*N

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

  Neighborhood Schools (See "Attendance Areas")

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

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

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Objectives (See "Goals and Objectives")
Order of Business (See "Agenda")

*LA
Organizational Relations
Organizational Relations Goals and Objectives
Organizational Charts

*CC
Administration

*CCCC
School Building

*CCA
School District

*CCB
School District Departmental Organization of Grade Levels (See "Organization Charts")
Orientation

CG
Administrative Personnel

*GBF
Certified Personnel

BBBB
New School Board Members

*GCF
Noncertified Personnel

*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
DJEE (See DJEE)  Payment Procedures (See DFG)
*DJC  Payroll Procedures
   Pension (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
*BDBA  Policy Draft Writer
CM, BD  Policy Implementation
BDC  Policy Review
GAHB  Political Activities by Staff
KI  Political Campaign Materials Distribution
GACA  Positions

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

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.
Racial Balance (See "Attendance Areas")

*IHC  
Ranking of Students
JBG  
Readmission of Students - KSA 72-8901 et seq.
EC  
Receiving Equipment and Supplies

Records

CN  
Administrative
*EBJ (See EBI)  
Buildings and Grounds (See CN)
GAK  
Central Office (See CN)
GAK  
Disposition (See CN) - KSA 72-5369 to 72-5373
*ECG  
Equipment and Supplies
*FGI  
Facility Expansion Project Records and Reports
GAK  
Personnel
GAK  
Public Use (See CN) - KSA 45-215-216
BE  
School Board - KSA 10-1117 to 10-1118
JR  
Student - KSA 72-5386; 72-6214
EE  
Student Lunch Service - KSA 72-5112 et seq. 72-5213
EDAA  
Student Transportation - KSA 72-8301 et seq.
GAK  
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Recruitment

CG  
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GACC (See GACB)  
Certified Personnel
GACC (See GCB)  
Noncertified Personnel
CEC  
School Superintendent
GBQA  
Reduction of Teaching Staff
Reemployment

GBP (See GBO)  
Certified Personnel
*GCP  
Noncertified Personnel

Regulations (See "Administrative Rules")

*M  
Relations With Other Educational Agencies
GBO  
Release from Contract
JBH  
Release of a Student During the School Day
IKD  
Religion in the Schools (See IKC)
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 et seq.
*BBH  
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Rentals (See "Fees, Payments and Rentals")
Renting (See "Leasing and Renting")

EBE  
Repairs
*JF  
Report Cards

Reports

CO  
Administrative Reports
CO  
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*BE  
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CO  
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*Designates location for policy inserts when new policy is added.
DJE (See DJEE) Requisitions

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
EDAAA Student Transportation Safety - KSA 72-8301 et seq.

EDAAA 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 et seq.
JBC  School Admissions - KSA 72-6757; 72-53,106
*B  School Board Operations
*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 et seq.
*HAD (See HAB)  Negotiation Rights and Duties - KSA 72-5413 et seq.
*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 et seq.; 72-5369 et seq.
*BBD, CF  School Superintendent Relations (See BBC)
BCBG  School Board Meetings - KSA 72-8205
BCBG  Abstaining Vote - KSA 72-8205a
*BCAD  Adjourned Meetings - KSA 72-8205
*BCBD  Agenda - KSA 75-4317 et seq.
*BCAA  Annual Meetings - KSA 72-8205
BCBJ  Broadcasting and Taping - KSA 75-4317 et seq.
BCBK  Executive Sessions (See KB) - KSA 75-4317 et seq.
*BCB  Meeting Procedures - KSA 72-8205
BCBH  Minutes - KSA 72-8202
BCBJ  News Coverage - KSA 75-4317 et seq.
*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
School Bus Program (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)
School-Community Coordinators (See "Certified Personnel Positions")

*LE
School-Community Organizations Relations

LC (See LA)
School-Community Programs

AF
School-Day - KSA 72-1106
School Directories (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
School District Organization

AC
School District Organization Plan

KG
School Facilities, Use of - KSA 72-8212d

LD (See LA)
School, General Government Relations

*IFBD
School Libraries

JGH
School Lunch Service (See "Food Service Management")

JGHA
Free or Reduced Lunch Policy
School Newspapers (See "Certified Personnel Positions")
School Nurses (See "Student Health Services" and "Certified Personnel Positions")

EDDA
School Owned Vehicles

IB
School Site Councils

KB
School-Sponsored Information Media
School Social Workers (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 et seq.

CEG (See CEE)
Growth Development Opportunities

HAF
Negotiations Role

CEA (See CEC)
Qualifications

CEC
Recruitment

CEK
Resignation

*GBQ, CEL
Retirement - KSA 74-4931 et seq.

CF (See CEK)
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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

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*Designates location for policy inserts when new policy is added.
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*Designates location for policy inserts when new policy is added.
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**District Authority**

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

**Home Rule**

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

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

Approved: August 9, 2010
AD  **District Attendance Areas**  

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

Approved: May 10, 1999

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AD-R  **District Attendance Areas**  

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

A school census may be conducted.

Approved: May 10, 2010

ADA-R School Census

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

Approved: May 10, 2010
School Year

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

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

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

Virtual Schools

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

Approved: 8-11-2008
AEA **School Calendar**

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

Approved: May 10, 1999

AEA-R **School Calendar**

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
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
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
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

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.
AG-R  Closing School Facilities

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
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 form 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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BCAD

Adjourned - KSA 72-8205

BCAE

Public Hearings

*BCB

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*BCBA

Time and Place - KSA 75-4317 et seq.; 72-8205

*BCBB

Notification - KSA 75-4317 et seq.; 72-8205

*BCBC

Preparation

BCBD

Agenda - KSA 75-4318

BCBEA

Length of Board Meetings

*BCBE

Distribution of Materials (See BCBD)

BCBF

Rules of Order - KSA 72-8205

*BCBFA

Quorum - KSA 72-8205

*BCBFB

Suspension of the Rules

BCBG

Voting Method - KSA 75-4301 et seq.

Abstaining Vote - KSA 72-8205(a)

BCBH

Minutes - KSA 72-8202

BCBI

Public Participation (Also KCA)

BCBJ

News Coverage - KSA 75-4317 et seq.

BCBJ

Press Services

BCBK

Broadcasting and Taping - KSA 72-8205; 75-4318

*BD

Policy Development (See CM) - KSA 72-8205

BDA

Policy Development System Adoption

*BDAA

Policy Draft Writer (See BDA)

SN The person designated by the board, often an administrator, who is responsible for recasting group consensus about policy recommendations into acceptable prose for further deliberation and/or action.

*BDB

Policy Drafting (Also BDAA) (See BDA)

SN The ongoing process of planning, gathering information, and preparing recommendations relative to the need for new policies and/or the revision and repeal of existing policies.

*BDAA

Attorney Involvement (See BDA)

*BDBB

Staff Involvement (Also GAC) (See BDA)

*BDDBC

Community Involvement (See BDA)

*BDDBD

Student Involvement (Also JCB) (See BDA)

BDC

Policy Adoption - KSA 72-8205; 72-8212

SN The official action of the board that makes new and/or revised policy statements operable.

BDC

Policy Dissemination

BDC

Policy Review

SN The periodic assessment by the board of its existing policies and policy development system.

*BDF

Review of Administrative Rules (See BDC)

*BDG

Administration in Policy Absence (Also CMA)

*BDH

Suspension of Policies

BE

School Board Records - KSA 72-5369 et seq.; 10-1117; 10-1118

BE

Annual Reports (See CO)

BG (See BE)

Memberships - KSA 72-5326

BG

State School Boards Association

BG

National School Boards Association

BH

Ethics

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

BK Board Self-Evaluation
BA Goals and Objectives

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

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
Reimbursement for Expenses

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

Approved: 05/10/1999

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
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; 11/12/2018
W A I V E R  O F  N O T I C E

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

Member, Board of Education

Member, Board of Education

Member, Board of Education

Member, Board of Education

Member, Board of Education

Member, Board of Education

Attest:

Clerk, Board of Education
Unified School District No. ___
_______________ County
State of Kansas

Approved: 05/10/1999; ____/2018
BCAE  **Public Hearings** (See BCBI)

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

Approved: 05/10/1999

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

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
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
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

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
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
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

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 meeting.
5. Typed copy, or an outline of your presentation must be included with this request form.

Name ____________________________________________________________

Address ___________________________ Telephone _______________________

Individual or organization (if any) you represent ____________________________

Organization’s address ________________________________________________

Signature ___________________________ Date ____________________________

District official’s signature _____________________________________________

Date received _________________ Time received __________________________

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

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 user 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
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].

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

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

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
The board shall keep records necessary to document board actions.

Approved: August 13, 2007
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
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;
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
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

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

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

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

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

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

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

Approved: 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
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
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

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

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

Approved: 06/15
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
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

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

Approved: 05/10/1999

CED-R  Appointment

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

Approved: 05/10/1999
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)

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)  

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
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**

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

Approved: 05/10/1999

CEK  **Resignation**

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
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
Administrative Personnel

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

Approved: 05/10/1999

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
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
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
Failure of any administrative employee to implement board policies may result in suspension, demotion, probation, nonrenewal or termination of employment in accordance with procedures set forth in these policies and rules.

Approved: October 9, 2000
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

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
The board shall designate a Freedom of Information Officer, Superintendent Tim Winter, with the authority to establish and maintain a system of records in accordance with the Kansas Open Records Act and other applicable laws and may assign another district employee, Board Clerk Kathryn Mayfield, to handle requests for records and to serve as the custodian of the records. The custodian shall prominently display and distribute or otherwise make available to the public a brochure in the form prescribed by the local Freedom of Information Officer.

Types of Records

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

Central Office Records

Records maintained by the superintendent shall include, but not be limited to, the following: financial, personnel, 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. Copies of open records shall be available on written request.

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

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

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

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

Disposition

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

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

Retention of Documents in Certain Circumstances (See CNA)

Approved: 08/13/2007; 02/13/2017
Destroying Documents

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

Approved: August 13, 2007

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

The board may require reports from the 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

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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<td>Bond Sales</td>
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<td>DFE</td>
<td>Investment of Funds - KSA 9-1402 et seq.; 17-5002</td>
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<td>DFG</td>
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<tr>
<td>*DFGA</td>
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<td>*DFH</td>
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<td>*DFI</td>
<td>Royalty Income</td>
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<td>*DFJ</td>
<td>Fines</td>
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<td>*DFL</td>
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<td>*DFLB</td>
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<td>*DI</td>
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<td>*DIBA</td>
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DIC Inventories - KSA 72-126 to 72-129
*DIC A Types and Deadlines
*DID Audits - KSA 75-1122 et seq.
*DIDA Types and Deadlines
*DJ Expenditure of Funds - KSA 79-2934; 79-2925
*DJAA Checking Accounts
*DJAA Authorized Signatures
*DJAB Check-Writing Services
DJ Petty Cash Accounts - KSA 72-8208
*DJC Payroll Procedures
*DJCA Pay Day Schedules
*DJCB Salary Deductions (Also GAL)
*DJD Expense Reimbursements
DJ (See DJB) Purchasing of Goods and Services - KSA 72-8212
DJE (See DJB) Purchasing Authority
*DJEEA Board Approval (See DJE)
*DJEEB Administrative Leeway
DJE Quality Control
*DEEB Specifications
DJE Local Purchasing - KSA 75-3317 to 75-3322; 72-8212; 10-1113
*DJEF Requisition Form
DJE (See DJEE) Purchase Orders and Contracts - KSA 10-1113; 60-1111; 72-8212; 75-3317 to 75-3322; 72-8212
*DJEH Change Orders
*DEJAA Vendor Relations (See GAI)
*DEJAB Sales Calls and Demonstrations (See GAI)
DJEJ (See DJEE) Payment Procedures - KSA 75-6401
*DJEJA Bill Payment Authorization (See DJED)
*DF Capital Equipment Purchasing (See DJE)
SN Excludes real estate purchasing.
DFA Purchasing Authority (See DJED) - KSA 10-1113; 72-8212; 75-3315 to 75-3322
*DFAA Board Approval (See DFA)
DFAA Administrative Leeway (See CMB)
*DFQB Quality Control
*DFQB Specifications
*DFQB Purchasing Guides and Vendor Lists
*DFQC Trial Tests and Field Checks
*DFQD Inspections
*DFQE Guarantees
*DFC Cost Control
*DFCA Standardization
*DJFCB  Quality Purchasing
*DJFCC  Cooperative Purchasing
*DJFD  Bids and Quotations Requirements (See DJED)
*DJFE  Local Purchasing - KSA 75-3317 to 75-3322; 72-8212; 10-1113
*DJFF  Requisitions (See DJEB)
*DJFG  Purchase Orders and Contracts
*DJFH  Change Orders
*DJFI  Vendor Relations
*DJFIA  Sales Calls and Demonstrations
*DJFJ  Payment Procedures (DJEJ)
*DJFJA  Bill Payment Authorization
*DJG  Lease and Rental Payments
*DJH  Note and Bond Payments

DK  Student Activity Fund Management
*DL  Cash in School Buildings

SN  Refers to the safeguarding of cash on hand.

*DM  Reserve Funds
*DN  Surplus Funds
*DO  School Properties Disposal Procedure - KSA 72-8212
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
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' 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
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

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

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

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

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

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

Approved:

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.
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/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):

<table>
<thead>
<tr>
<th>Item of Cost</th>
<th>Citation of Allowability Rule</th>
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<tr>
<td>Advertising and public relations costs</td>
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<td>Bad debts</td>
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<td>2 CFR § 200.440</td>
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<td>Fines, penalties, damages and other settlements</td>
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<td>Fund raising and investment management costs</td>
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<td>Gains and losses on disposition of depreciable assets</td>
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<td>Publication and printing costs</td>
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<td>Rearrangement and reconversion costs</td>
<td>2 CFR § 200.462</td>
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<td>Recruiting costs</td>
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<td>Cost Description</td>
<td>2 CFR §</td>
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<td>Relocation costs of employees</td>
<td>200.464</td>
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<td>Rental costs of real property and equipment</td>
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<td>Scholarships and student aid costs</td>
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<td>Selling and marketing costs</td>
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<td>Student activity costs</td>
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<td>Taxes (including Value Added Tax)</td>
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<td>Termination costs</td>
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<tr>
<td>Training and education costs</td>
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<td>Transportation costs</td>
<td>200.473</td>
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<td>Travel costs</td>
<td>200.474</td>
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<td>Trustees</td>
<td>200.475</td>
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</tbody>
</table>

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)

<table>
<thead>
<tr>
<th>2017 Procurement Thresholds</th>
<th></th>
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<tbody>
<tr>
<td>Kansas Bid Threshold</td>
<td>$20,000</td>
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<tr>
<td>Federal Micro-Purchase Threshold</td>
<td>$3,500</td>
</tr>
<tr>
<td>Federal Simplified Acquisition Threshold</td>
<td>$150,000</td>
</tr>
</tbody>
</table>

*Please review this Procurement attachment annually and update amounts accordingly

Responsibility for Purchasing

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

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

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.
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:

<table>
<thead>
<tr>
<th>Obligation is for:</th>
<th>Obligation is made:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acquisition of property</td>
<td>On the date on which the district makes a binding written commitment to acquire the property</td>
</tr>
<tr>
<td>Personal services by a district employee</td>
<td>When the services are performed</td>
</tr>
<tr>
<td>Personal services by a contractor who is not a district employee</td>
<td>On the date on which the district makes a binding written commitment to obtain the services</td>
</tr>
<tr>
<td>Public utility services</td>
<td>When the district receives the services</td>
</tr>
<tr>
<td>Travel</td>
<td>When the travel occurs</td>
</tr>
<tr>
<td>Rental of property</td>
<td>When the district uses the property</td>
</tr>
</tbody>
</table>
A pre-agreement cost that was properly approved by the Secretary under the cost principles in 2 CFR Part 200, Subpart E - Cost Principles

On the first day of the project period

34 CFR §75.707; 34 CFR §76.707

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.
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 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.

Procedures approved: 11/2017
The investment of school district monies shall be the responsibility of the superintendent, business manager, and/or the district treasurer.

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

Posting Securities

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

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

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

Distribution of monies for investment shall be as follows:

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

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

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

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

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

Monies available for reinvestment as a result of maturities may be reinvested with the bank or association holding such monies provided the bank or savings and loan association agrees to pay the same or higher rate as that offered by the highest bidder at the time of re-offer.
In the event of identical high bids, the allocation of monies to be invested between the high bidders shall be at the discretion of the superintendent.

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

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

Approved: 08/14/2006; 11/12/2018
DFG  **Fees, Payments and Rentals**  (See KG)  

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)  

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
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
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


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

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

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
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**

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**

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
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
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

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
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

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
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)  

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 and 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
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.

Approved: 11/12/2018
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ECH  Permitted Practice
ECH  Programming for Educational Purposes
ECH  Computer Software
ED  Student Transportation Management (See JGG) - KSA 72-8301 et seq.
*EDA  Carrier Types
EDAA  School Vehicles (Buses) - KSA 72-8301 et seq.
EDAA  Liability
EDAA  Safety - KSA 72-8301 et seq.
EDAA  Safety Inspection
EDAA  Scheduling and Routing
EDAA  Records
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*EDAB  Leased Buses
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*EDAD  Public Carriers
*EDAE  Private Vehicles
*EDB  Insurance Program (See EBA) - KSA 72-8401 et seq.
*EDBA  Casualty
*EDBC  Self-Insurance
*EDCB  Student Conduct (See JCD)
EDDA  Special Use of School Buses (See EDAA)
*EDDB  Walkers and Riders (Also JGGA)
*EDE  Maintenance Program
EE  Food Service Management - KSA 72-5112 et seq.; 72-5213; 72-5113
EE  Sanitation Inspections (See EBE)
EE  Records
*EEA  Free Lunch Policy
*EECA  Types of Records - KSA 72-5112 et seq.; 72-5121
EED  Meal Substitutions for Dietary Needs
EF  Data Management - KSA 75-4707; 72-8227; 72-7527; 72-7528; 45-215 et seq.
SN  For policies of a general nature on the generation and control of statistical and other information as desired by the district and/or required by state and federal regulations. See also "Records" and "Report" in Index.
EF  Data Dissemination
EF  To Education Agencies (See MI)
*EFA  Data Collection Purposes
*EFB  Data Collection and Retrieval Methods
*EFC  Data Analysis
EA **Goals and Objectives**

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

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

Approved: 05/10/1999
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

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
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
Workers Compensation

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

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
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:

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 J BH)

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).
Evacuations and Emergencies

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

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

Approved: 05/10/1999

EBBE-R  Emergency Drills

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

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

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

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

Approved: 05/10/1999
Crisis Planning

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

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.

Report to Local Law Enforcement

USD ________

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

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

<table>
<thead>
<tr>
<th>Date</th>
<th>School/Location</th>
<th>Student/s or Person/s Involved</th>
<th>Brief Description</th>
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</thead>
<tbody>
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</table>

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

Signed:____________________________________________________________

Administrator or other school employee.

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.

Report to Staff Member USD ###

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

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

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

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

Signed: ____________________________________________
School employee who receives the report

Signed: ____________________________________________
Administrator or school employee making report
Vandalism Protection

All school personnel shall report any vandalism to their immediate supervisor. School personnel are expected to lock or otherwise secure any files, records, safes or similar compartments at the close of each school day.

In the event of vandalism, the board may offer a reward according to law.

Restitution for Damages

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

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

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

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

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

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

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

Approved: 05/10/1999

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

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
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

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)

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
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—with the 45 calendar day retention period.

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

A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers under these guidelines. Each such additional copy shall be subject to all provisions governing the original recordings.
After the first 10 consecutive school days, off-air recordings may be used up to the end of the 45 calendar day retention period only for evaluation purposes by the teacher, i.e., to determine whether or not to include the broadcast program in the teaching curriculum. They may not be used for student exhibition or any other nonevaluation purpose without authorization.

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

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

**Computer Software**

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

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

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

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

Liability
All school vehicles will be adequately insured.

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

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

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

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

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

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

Scheduling and Routing

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

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

Records

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

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

Licensing of Drivers

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

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

**Housing of School Vehicles**

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

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

**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
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**
EDDA  Special Use of School Buses  EDDA

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

- Parents and/or other adults when traveling to or from school-related functions or activities;

- Students traveling to or from functions or activities sponsored by organizations, the membership of which is principally composed of children of school age;

- Persons engaged in field trips related to an adult education program maintained by the district;

- Governing bodies of townships, city or county who transport individuals, groups or organizations;

- Nonpublic school students when traveling to or from interschool or intraschool functions or activities;

- Community college students 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
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.

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 a la carte items.

Any changes in meal prices shall be determined by the board.

Approved: 07/2005; 08/10/15
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
Data Management

Data Dissemination

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

To Education Agencies

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

Approved: 05/10/1999
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| *FDAC* | Attorney |
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| *FEA* | Project Planning Involvement |
| *FEAA* | Consultants (See BBG, CJ) |
| *FEAB* | Architects |
| *FEAC* | Attorney |
Educational Specifications
SN Detailed, precise, expert presentation of a plan or proposal for educational facilities including equipment, classrooms, laboratories, curriculum, etc.

Architectural Programming
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.

Plans and Specifications
Site
Construction
Equipment
Cost Estimates
Preliminary
Final
Capitalization Planning
Project Financing
Bond Sales
Bond Referenda
Bond Issues
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State Loans and Grants
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Project Administration
General Supervision
Board Responsibilities
Building Committee Responsibilities
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Bids and Quotations (See DJED)
Job Specifications
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*FGCD (See DJED)  Determination of Low Bidder Responsibility
*FGD  Contracts
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*FGDAA  Fair Employment Clause
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*FHC  Public Dedication
*FHCA  Names on Building Plaques
*FI  Leasing and Renting to Meet Expansion Needs
*FIA  Semi-Permanent Arrangements
*FIB  Temporary Arrangements
*FIBA  Emergency Schoolhousing
**Goals and Objectives**

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

Approved: 05/10/1999

**Building Committees**

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

Approved: 05/10/1999
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

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
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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GAAC Sexual Harassment
GAACA Racial Harassment of Employees
GAAD Child Abuse
GAAE Bullying by Staff
GAAF Emergency Safety Interventions
*GAB Budget Planning Involvement
*GABB Incentive Pay System
GAC Policies and Rules Development Involvement (Also BDA, CMA)
GACA Positions
GACB Qualifications and Duties
GACC Recruitment
*GACD Employment Eligibility Verification
GAD (See GAC) Development Opportunities
GADA In-Service Education - KSA 72-1106(f)
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GAEA Complaints of Discrimination
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GARI  Family Medical Leave
GARID  Military Leave
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GAU  Ethics
*GB  Certified Personnel Section
SN  Excludes district school superintendent and other school management and supervisory personnel classified under GC policies.

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

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

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

The goal of the personnel policies set forth in this policy section is to create the best possible educational climate for the children of the school district. To this end, these personnel policies are designed to prevent misunderstanding by the district’s personnel of their duties, 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: 8/14
The board shall hire all employees on the basis of ability and the district’s needs.

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

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

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

or

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

or

United States Department of Education
Office for Civil Rights
One Petticoat Lane
1010 Walnut Street, Suite 320
Kansas City, Missouri 64106

Approved: 08/14/06; 10/10/16
GAAB Complaints of Discrimination (See JDDC, JGECA and KN)

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

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment or employment in the district’s programs and activities is prohibited. (Position, address, phone number of the district compliance coordinator) has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990.

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

Complaints of discrimination will be resolved using the district’s discrimination complaint procedures in policy KN.

The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the
GAAB Complaints of Discrimination (See JDDC, JGECA and KN)  GAAB-2

complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.

Approved: 12/14/2015
The board of education is committed to providing a positive and productive working and learning environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

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

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

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

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

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

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

Employees who believe they have been subjected to sexual harassment should discuss the problem with their immediate supervisor. If an employee’s immediate supervisor is the alleged harasser, the employee should discuss the problem with the building principal or the district compliance coordinator. Employees who do not believe the matter is appropriately resolved through
GAAC Sexual Harassment

this meeting may file a formal complaint under the district’s discrimination complaint procedure in policy KN.

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

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

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

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

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

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

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

Approved: 09/12/04; 12/14/15
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 and related materials shall be posted in each district facility. The policy shall also be published in student, parent and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

Approved: 08/14; 12/14/2015
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.

Report to Local Law Enforcement

USD ___

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

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

<table>
<thead>
<tr>
<th>Date</th>
<th>School/Location</th>
<th>Person/s Involved</th>
<th>Brief Description of bullying incident/s.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Signed:____________________________________________________________

Administrator or other school employee

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

Updated 11/12/2018
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. Such documentation must include all of the following:

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

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

**Reporting Data**

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

**Parent Right to Meeting on ESI Use**

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

For a student with an IEP or a Section 504 plan, such student’s IEP team or Section 504 plan team shall discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan, or amend the behavior intervention plan if already in existence.
For a student with a section 504 plan, such student's section 504 plan team shall discuss and consider the need for a special education evaluation. For students who have an individualized education program and are placed in a private school by a parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent should request an individualized education program team meeting. If the parent requests an individualized education program team meeting, the private school shall help facilitate such meeting.

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

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

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

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

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

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

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education and shall be mailed to the parents and the state department within 30 days of the board’s receipt of the formal complaint.

If desired, a parent may file a complaint under the state board of education administrative review process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

Approved: 06/13; 12/13; 06/15; 12/15; 10/10/16; 11/12/2018
EMERGENCY SAFETY INTERVENTION DOCUMENTATION

Date: __________________________

Dear: __________________________

The purpose of this letter is to inform you that on _______________________, at ________ (a.m./p.m.) (date) (time) the need for the use of an Emergency Safety Intervention was required for _________________.

K.A.R. 91-42-1(c) defines Emergency Safety Interventions (ESI) as “the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an ESI.” Whenever an ESI is used, the parent(s)/guardian(s) must be informed within (2) school days.

Type of Emergency Safety Intervention Used:  Seclusion _____ Restraint_______

Duration of Seclusion/Restraint: ________ (minutes)  Location: _________________________

Name of Staff Member: _________________________ Witnesses: ______________________________

Description of Incident:
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Please contact the building principal if you have any questions regarding this use of ESI.

_______________________________________  _______________________
(Signature of person completing report)                                                (Date)

*Parent(s)/guardian(s) notified of this incident on ________________________ by _________________________.

(Date)                                                (Name of staff member)

*Original provided to Building Principal

*Copy provided to (Parents/Guardians, Administrative Office)
ESI Acknowledgement Form

Kansas regulations now require that we provide all parents with notice of our written policies regarding Emergency Safety Interventions (“ESI”). Our district policy is available on our website at [insert website address] and in our [insert whichever one of the following is applicable: our school safety plan, our school code of conduct, or the student handbook]. In addition, we will provide a copy of the policy at any time upon request.

Please select one of the following options:

☐ I have been informed of the district’s policy, and I do not want a copy of the policy.

☐ I have been informed of the district’s policy, and I do want a copy of the policy. By my signature below, I acknowledge that I have received a copy of the policy.

________________________________________  ________________________________
DATE                                      PARENT SIGNATURE
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

Only those positions authorized by the board may be filled.

Approved: 05/10/1999

The superintendent shall prepare for board approval a comprehensive list of all positions of employment within the school system, together with the qualifications for the duties and responsibilities of each position. Notices of all vacancies for positions shall be prepared by the superintendent and posted in the faculty lounge of each attendaene center. Notices will be displayed until the positions are filled. (See GACB)

Approved: 05/10/1999
A job description for each category of employees shall be developed by the superintendent. The job description shall be filed with the clerk and may be published in the appropriate handbook.

Approved: 5/10/99
Recruitment

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

Hiring

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

Hiring sequence

• Conditional offer of employment is extended to the candidate subject to revocation or, if provisional employment has already begun, termination of employment based upon unsatisfactory results of any reference and/or background checks performed;

• Acceptance by the candidate is received;

• Contract or other appropriate document sent to the candidate and candidate’s acceptance signified by a signed document returned to the superintendent; and

• Approval of the contract or other documents by the board.

Approved: 8/14
GACCA  Nepotism

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.

Approved: 12/12/17
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
Documents That Establish Identity (Policy GACD)

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

For individuals 18 years of age or older:

- Driver’s license or ID card issued by a state or outlying possession of the United States, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address

- ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address

- School ID card with a photograph

- Voter’s registration card

- U.S. military card or draft record

- Military dependent’s ID card

- U.S. Coast Guard Merchant Mariner Card

- Native American tribal document

- Driver’s license issued by a Canadian government authority

- For persons under age 18 who are unable to present a document listed above:

  - Form M-274 (Rev. 11/01/2007)

  - School record or report card

  - Clinic, doctor or hospital record
• Day-care or nursery school record

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

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

Approved by board of education:
-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

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

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

Approved: KASB Recommendation - 2/98
GAE  Grievances  

The board shall provide a procedure whereby each employee shall have the opportunity to have employee grievances timely and fairly considered. Certified employees see the negotiated agreement.

Approved: 05/10/1999

GAE-R  Grievances  

A. Purpose

The purpose of this procedure is to provide for the orderly and expeditious adjustment of grievances of individual employees of the school district at the lowest level.

B. Definitions

1. “Grievance” shall mean any alleged violation of the terms and conditions of an employee’s contract of employment.

2. “Grievant” means an employee of the district having a grievance.

3. Words denoting number shall include both singular and plural.

C. Procedures

In General

The adjustment of grievance shall be accomplished as rapidly as possible. The number of days with which each step is prescribed to be accomplished shall be considered as maximum and every effort shall be made to expedite the process. Under unusual circumstances, the time limit prescribed
in this statement may be extended or reduced by mutual consent of the grievant and the person or persons by whom the grievance is being considered.

D. Supplemental Conditions

1. All individuals involved, and all others who might possibly contribute to the acceptable adjustment of a grievance, are authorized and urged to testify with full assurance that no reprisal will follow by reason of such participation.

2. Upon the final determination of the grievance, the documents, communications and records relating to the grievance and the first adjustment thereof shall be kept and maintained.

3. At each step of the procedure for adjusting grievances after the initial private conference(s) with the immediate administrative superior, the grievant shall be entitled to be accompanied by others who might contribute to the acceptable adjustment of the grievance and/or to be represented by legal counsel.

4. All grievance hearings shall be confidential.

5. All discussions and hearings shall be conducted at times other than when school is in session.

6. Excluded from the grievance procedure shall be employee evaluations, termination, and other matters for which law mandates another method of review.

7. Only the employee affected may file a grievance or an appeal from Levels 1 and 2.
8. The filing of a grievance at all levels beyond the informal conference in Level 1 shall be in writing and shall be reasonably specific as to the nature of the complaint. The grievance should, to the extent possible, describe the alleged event or act giving rise to the grievance including the time, date and place of the event or act and the names and addresses of any witnesses thereto.

E. Level 1

A grievant shall first take up his/her grievance with his immediate administrative superior in private informal conference(s) within 15 school days after the occurrence of the event upon which a grievance is based or after the grievant becomes aware of such event. If the employee is dissatisfied with the outcome of the initial private conference(s), he/she may request a formal conference in writing with his/her immediate supervisor. Every effort should be made to develop an understanding of the facts and the issues in order to create a climate which will lead to a solution. The formal conference shall occur within ten (10) school days of the last informal conference.

F. Level 2

In the event that the aggrieved person is not satisfied with the disposition of his/her grievance at Level 1, or in the event that no decision is reached within 10 school days after a formal presentation, he/she may appeal the matter in writing to the superintendent. The superintendent or his designat-ed representative shall confer with the grievant in an effort to arrive at a
satisfactory solution within ten (10 school days after the appeal has been received by the superintendent.

If the grievant does not appeal the grievance to the superintendent within 30 school days after the formal conference at Level 1, the appeal of the grievance shall automatically be waived.

G. Level 3

If the grievance is not adjusted to the satisfaction of the grievant, or if no decision is made thereon within twenty (20) school days after the date the grievance was filed with the superintendent or his designated representative under Level 2, then the grievant may appeal the grievance to the Board of Education for the purpose of final adjustment of the grievance. This is done by submitting a written request to the clerk of the Board within ten (10) school days after the superintendent or his designated representative has rendered a decision or after the expiration of said twenty (20) days. The Board of Education shall, within thirty (30) school days after receipt of the written request, meet and confer with the grievant and render a decision to be submitted to the grievant in writing which will be the final disposition of the grievance. As an alternative, the Board of Education, upon receipt of a complaint or grievance, may assign a hearing officer to hear such complaint or grievance and make findings and recommendations to the Board. Such findings and recommendations shall be made to the Board within ten (10) school days after the complaint or grievance has been assigned to the hearing officer. The Board shall rule upon such complaint or grievance within thirty (30) school days after receipt of the findings and recommendations of the hearing officer.
H. Rules for Conducting a Grievance Procedure Hearing at Level 3.

1. The hearing will be conducted in executive session.

2. Efforts will be made by all participants to eliminate repetitious testimony and/or materials; however, each participant will be given reasonable time to present testimony and/or materials.

3. The grievant will make opening remarks and present the case.

4. The administration will make its opening remarks and present its findings in the case.

5. Witnesses may be called individually by the grievant and administration to testify before the board. The board may call additional witnesses and may authorize witnesses being called as a group.

6. The grievant and the administration may ask questions of the witnesses during the time they are testifying.

7. Members of the board may ask questions of all participants during the hearing.

8. A summary statement may be made to the board by the grievant.

9. A summary statement may be made to the board by the administration.

10. Any new materials injected into any summary statement may be rebutted.

11. The board will take the matter of the grievance under advisement and render its decision in written form to the grievant within ____ days of the hearing.
12. The decision rendered by the board shall be the final disposition of any grievance.

Approved: 05/10/1999
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

- 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

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

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
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
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

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
GAHB  Political Activities

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.

GAHB-R  Political Activities

Staff members who intend to become candidates for political office may notify the superintendent of the declaration of candidacy.

A staff member who becomes a candidate for public office may apply to the board for a leave of absence without pay for the purpose of conducting a campaign. Leave may not be granted if the board determines that the leave would cause the employee to not perform duties as contracted.
Staff members who are elected or appointed to a public office which restricts the employee's ability to complete contractual obligations shall be terminated.

Staff members holding public offices which in the judgment of the board are 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 short or long term leave of absence without pay for the duration of the political duties.

Approved: 05/10/99; 12/14/15
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
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
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
Salary Deductions (FLSA)

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**

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)  

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
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 any person who is in apparent need of attention by specializes personnel.

Approved: 10-28-96

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 workplace 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 of tobacco products in any form and/or of any nicotine delivery device is prohibited for staff members in any school building owned or operated by the district; within 10 feet of entrances, open windows, and air intake vents of such buildings; in other district facilities; and in school vehicles. {Any use of tobacco products or nicotine delivery devices on district property shall be only in areas designated for such purpose.} For the purposes of this policy, “nicotine delivery device” means any device that can be used to deliver nicotine to the person inhaling from the device. Such definition shall include, but may not be limited to, any electronic cigarette, cigar, cigarillo, pipe, or personal vaporizer.

Approved: 08/14; 10/10/16
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
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)  

Employees are requested to notify the board of an intent to retire.

Approved: 05/10/1999
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
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
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.

<table>
<thead>
<tr>
<th>TASK OR PROCEDURE</th>
<th>JOB CLASSIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cleaning and bandaging scrapes,</td>
<td>Teacher, Aides/Paras, Nurses,</td>
</tr>
<tr>
<td>cuts or abrasions</td>
<td>Coaches, Secretaries</td>
</tr>
<tr>
<td>Cleaning body fluids</td>
<td>Custodians or other personnel as required.</td>
</tr>
<tr>
<td>Disposal of contaminated materials</td>
<td>Custodians, Laundry Workers, Managers, Personnel who</td>
</tr>
<tr>
<td></td>
<td>administer first aid</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>CONTROL</th>
<th>INSPECTED BY</th>
<th>TIMELINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sharps disposal containers</td>
<td>School Nurse</td>
<td>Monthly</td>
</tr>
<tr>
<td>Receptacles</td>
<td>Custodian</td>
<td>Daily</td>
</tr>
</tbody>
</table>

**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 occupations 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.

GARA-06
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 reasonably 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 custodians 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 side 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 workplace incidents, generally at the location where the injury occurred may be offered post-exposure vaccination rather than 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 from 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

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 workplace 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) _______
   _______ Vomit (blood contaminated) _______ Urine (blood contaminated) _______
   _______ Saliva (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 __________
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 __________________________

Signature of Witness __________________________ Date signed __________________________
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: ____________________________________________________________

__________________________ Date signed ________________

Signature of Employer or Employer’s Representative

Tel: 785-456-7643 • 510 E. Hwy. 24 • Wamego, KS 66547 • Fax: 785-456-8125
EVALUATION AND FOLLOW-UP BY HEALTH CARE PROVIDER

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 24, 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

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<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
<th>1. Was Hepatitis B vaccination indicated for the employee?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>YES</td>
<td>NO</td>
<td>If YES, has employee received such vaccine?</td>
</tr>
<tr>
<td></td>
<td>YES</td>
<td>NO</td>
<td>2. Was employee informed of the results of the evaluation?</td>
</tr>
<tr>
<td></td>
<td>YES</td>
<td>NO</td>
<td>3. Was employee told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment?</td>
</tr>
</tbody>
</table>

ADDITIONAL COMMENTS Written opinion is limited to Questions 1, 2, and 3 above.

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Signature of Health Care Provider ___________________________ Date signed ___________________________

Tel: 785-456-7643 ● 510 E. Hwy. 24 ● Wamego, KS 66547 ● Fax: 785-456-8125

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.
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.
Training Record

Training Conducted By (and Qualifications)

Summary of the contents of the Training (Specific Resources)

By my signature below I verify that I have received this date training as provided for by the Exposure Control Plan for Bloodborne Pathogens in U.S.D. 320 and that all requirements for training, as specified on the attached, have been met.

Employee Trained          Job Classification          Date of Training


Note: Training records will be kept for at least three years from the date of the training.
Tel: 785-456-7643 • 510 E. Hwy. 24 • Wamego, KS 66547 • Fax: 785-456-8125

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.
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 form 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.
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
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 in voluntary basis in a uniformed service, including:

Active duty;

Active duty for training;

Initial active duty for training;

Inactive duty training;

Full-time National Guard duty;

Absence from work for an examination to determine a person’s fitness for any of the above types of duty.
The employee may be absent for up to five (5) years for military duty and retain reemployment rights. There are, however, exceptions which can exceed the five (5) year limit.

Reemployment protection does not depend on the timing, frequency, duration or nature of an individual’s service.
The law enhances protections for disabled veterans including a requirement to provide reasonable accommodations and up to two (2) years to return to work if convalescing from injuries received during service or training.

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

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

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

Accrued vacation or annual leave may be used (but is not required) while performing military duty. The individual’s timeframe for returning to work is based upon the time spent on military duty.

TIME SPENT ON RETURN TO WORK OR APPLICATION FOR:
GARID Military Leave

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
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.
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
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;
- 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
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
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
The board shall develop compensation guides for the district.

Approved: 05/10/1999

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**

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

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**GBC Recruitment**

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
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

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
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

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

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
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
The responsibility for the immediate supervision of faculty members rests with each building principal. The superintendent and other central office administrators designated by the superintendent also have a right to supervise faculty members.

Approved: 05/10/1999
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
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
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

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
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

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

Approved: 5/10/99
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.
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
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
Professional Leave

Personnel may be granted professional leave.

Sabbaticals

Sabbatical leaves may be granted with or without pay at the discretion of the board.

Professional Development

The superintendent shall have the authority to grant leaves of absence for any employee during any school year for the purpose of attending educational conferences or school visitations.

Exchange Teaching

All leaves for exchange teaching may be granted at the discretion of the board.

Approved: August 11, 2003

Sabbaticals

Any employee desiring a sabbatical leave shall file written application with his/her principal or supervisor at least 90 days prior to the first day of the requested leave. The application shall be in writing on a form prescribed by the superintendent and shall explain in detail the length of the desired leave, the purpose of the desired leave and the applicant's reasons why the leave will be of benefit to the district. The superintendent shall present the request to the board at its next regular or special meeting together with a recommendation.
Professional Leave

No sabbatical leave shall be granted for a period longer than one contract year. The employee receiving a sabbatical leave shall be entitled to all of the rights and privileges of employment that would have been received under regularly performed contracted functions during the period of such leave, except salary shall be discretionary with the board.

Professional Development

Employees desiring to attend conferences and make visitations shall file an application in writing with the superintendent at least two weeks prior to the first date of the leave being requested. The application shall be on a form prescribed by the superintendent. The request shall explain in detail the length of the leave, the purpose and the opinion of the person requesting the leave as to how it will benefit the district.

Exchange Teaching

Any employee desiring a leave for the purpose of teaching in another district shall file a written application with his/her principal at least 90 days prior to the first day of the requested leave. The application shall explain in detail the length of the desired leave, the purpose of the desired leave and the applicant's reasons why the leave will be of benefit to the district. The superintendent shall present the request to the board at its next regular or special meeting together with a recommendation for the board's consideration.

No exchange teaching leave shall be granted for a period longer than provided by law. The employee receiving such a leave shall
be entitled to all of the rights and privileges of employment that would have been received had duties been performed during the period of the leave. No leave shall be granted until all employment obligations have been resolved in a written agreement between the districts concerned.

Approved: August 11, 2003
Personal Leaves and Absences

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

Personal Leaves and Absences

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

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.
Disability Leave

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
Disability Leave

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.
GBRIBA-R  Disability Leave  GBRIBA-R-6

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
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)  

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
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

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
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
GBU Ethics (See IA and IKB)

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
Compensation and Work Assignments

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

Work Assignments

The superintendent shall develop time schedules for all classified employees. Work assignments for classified employees shall be made by the superintendent.

Attendance Required

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

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

Classification of Employees

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

Overtime

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

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

**Compensation for Out-of-Town/Overnight Trips**  (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
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
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
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
Assignment and Transfer

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

Approved: 05/10/1999
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
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

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
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 table 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:**

<table>
<thead>
<tr>
<th>I. PERSONAL QUALITIES</th>
<th>Commendable Performance</th>
<th>Acceptable</th>
<th>Improvement Needed</th>
<th>N/A</th>
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<tbody>
<tr>
<td>1. Punctual</td>
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<td>2. Uses time wisely</td>
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<td>3. Neat and well groomed</td>
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<td>4. Gets along with other personnel</td>
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<td>5. Relations with the public</td>
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<td>6. Relations with students</td>
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<td>7. General attitude</td>
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<td>8. Supportive of administrative decisions</td>
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<td>9. Self-motivated</td>
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### II. WORK-RELATED SKILLS

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<tr>
<th>II. WORK-RELATED SKILLS</th>
<th>Commendable Performance</th>
<th>Acceptable</th>
<th>Improvement Needed</th>
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<tr>
<td>1. Able to cope with stressful situations</td>
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<td>2. Communicates effectively</td>
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<td>3. Cooperative with others</td>
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<td>4. Quality of work</td>
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<tr>
<td>5. Quantity of work</td>
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<td>6. Organization of work</td>
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<td>7. Understanding of work</td>
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<td>8. Follows directions</td>
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<td>9. Adaptability</td>
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<td>10. Promptness in completing tasks</td>
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<td>11. Care of equipment</td>
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<td>12. Able to direct and supervise others</td>
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<td>13. Capable of setting up equipment and operating it</td>
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*Specific indicators from each employee’s job description should be inserted here.*

### III. COMMITMENT TO DUTY

<table>
<thead>
<tr>
<th>III. COMMITMENT TO DUTY</th>
<th>Commendable Performance</th>
<th>Acceptable</th>
<th>Improvement Needed</th>
<th>N/A</th>
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<tbody>
<tr>
<td>1. Loyalty</td>
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<td>2. Strives for self-improvement</td>
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<td>3. Trustworthy</td>
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<td>4. Dependable</td>
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<td>5. Uses wise judgment</td>
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<td>6. Accepts criticism</td>
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<td>7. Keeps information confidential concerning school records and school operations as it pertains to students, parents and school personnel</td>
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</tbody>
</table>
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.
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
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

Noncertified employees may resign from their jobs in accordance with the employment agreement and board policies.

Approved: 5/10/99
GCR  **Work Schedules**

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

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GCR-R  **Work Schedules**

**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
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
GCRG  Leaves and Absences

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.

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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.
Guardsman 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 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

Full-time employees of the board may be granted a paid vacation each year.

Approved: 05/10/1999

GCRH-R Vacations

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
Paid holiday leave may be granted to noncertified employees.

Approved: August 14, 2006

In addition to the 80 (eighty) hours of vacation taken during the year, the following additional paid holiday will be granted:

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<td>Christmas Day</td>
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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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H--NEGOTIATIONS

(This section on negotiations is confined to professional employees negotiating under the professional employees negotiations law, KSA 72-5413 et seq.)

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HAA Legal Status

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

Approved: 05/10/1999

HAA-R Legal Status

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
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 Agents

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

Approved: 05/10/1999

HAE-R  Board Negotiating Agents

Each year the board shall designate its agents for the purpose of negotiating during the current school year. The superintendent and the board president shall make recommendations to the board in regard to who shall be the chief negotiator for the board and other members of the negotiation team.

Approved: 05/10/1999
**Superintendent's Role**

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

Approved: 5/10/99

**Use of School Facilities**

School facilities shall be made available for negotiating sessions.

Approved: 5/10/99

**Use of School Facilities**

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

Approved: 5/10/99
HAHBB  Use of School Equipment  

The board may make school equipment available for negotiating sessions.

Approved: 05/10/1999

HAHBB-R  Use of School Equipment  

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**

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
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
All tentative agreements shall be reported to the board.

Approved: 05/10/1999
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

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

Approved: 05/10/1999
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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          | Planning  
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          | Pilot Project Evaluation (See IJ) |
| *ICFA   | Teaching Methods  
          | Curriculum Guides and Course Outlines |
| ID      | Curriculum Design |
| * IDA   | Educational Program - KSA 72-8205; KSA 72-8212 |
| IDAA    | Special Programs  
          | Work-Study Programs  
          | SN Includes the programs designed to meet the individual needs of students |
| IDAB    | Support Programs  
          | SN Includes the range of programs designed to support students' needs  
          | Drug Education - KSA 65-2892a  
          | Student Mental Health  
          | Dropout Prevention  
          | At-Risk Students  
          | Guidance  
          | Homebound Instruction |
| IDAC    | Exceptional Programs |
| IDACA   | Special Education Services |
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| IDAE    | Student Privacy Policy |
| *IDC    | Extended Program (See AEB)  
          | Extended Learning Opportunity |
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| *IDDD   | Gifted Students |
| *IDDE   | Driver Training |
| *IDDF   | Physically Handicapped (See JQA) |
| *IDDG   | Mentally Handicapped |
| *IDDH   | Perceptually Handicapped |
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IDFA  Athletics - KSA 72-130 et seq.; See KSHSAA By-Laws
*IDG  Adult Education program
IE  Instructional Arrangements
   Class Size
   Scheduling for Instruction
   Pre-enrollment
*IEA  Organization for Instructions
   Self-Contained Classrooms - KSA 10-1113; 79-3606
   Nongraded Schools
   Departmentalization
   Team Teaching
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*IEB  Charter Schools
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IF  Textbooks, Instructional Materials & Media Centers - KSA 72-8205; 72-8212
   Textbook Selection and Adoption; 10-1113; 79-3606; 72-5389
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*IFAC  Equipment and Supplies Selection and Adoption - KSA 72-8205; 72-8212
*IFBC  Staff Libraries
IFBD  School Libraries
*IFBE  Instructional Television
   Closed-Circuit Television
   Educational Television
IFBH  Outside Speakers
IFC  Community Resources
   School Volunteers (See KFD)
*IFCA  Community Resource Guides (See IFC)
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IG  Guidance Programs
*IH  Academic Achievement (See JF)
IHA  Grading Systems
*IHAA  Final Examinations
*IHAB  Report Cards (See JF)
*IH B  Homework
IHC  Class Rankings (See JR et seq.)
IHD  Honor Rolls (See JR et seq.)
*IHE  Promotion and Retention (See JFB)
IHEA  Make-Up Opportunities (See JBD, JDD)
*IHEB  Acceleration
IHF  Graduation Requirements (See JFC) - KSA 72-8205; KSA 72-1101, 72-1103
IHFA  Graduation Requirements for Special Education Students
*IHWA  Weighted Grade Point Average
II Testing Programs
   Teacher Tests
   Group Achievement Tests
   State Required Tests
IIIA Test Out Program (Credit by Examination)
IIB Technology Mission Statement
IIBG Computer Materials
IIBGA Children’s Internet Protection Act
IIBGB On-Line Learning Opportunities
IIBGC Staff Online Activities
IIBH Acceptable Use Policy
IJ Evaluation of Instructional Program (See MK, II)
IKA Financial Literacy
IKB Controversial Issues
   Teaching About Religion (See IKD)
IKCA Human Sexuality and AIDS Education
IKD Religion in the Schools
   Teaching About Religion
   Religion in the Curriculum
   Use of religious symbols
   Holidays - KSA 72-5308 (See AEA)
   Graduation and Ceremonies
   Silent Meditation - KSA 72-5308a
IKDA Opt-out for Religious Reasons
IKE Assemblies
*IKF School Book Stores
*IKG Book and Science Fairs
IKH Substitute Teaching
IKI Lesson Plans
*IKJ Flag Displays - KSA 73-701 et seq.; 72-5308
ING Animals and Plants in the School - KSA 21-4310
*IOA Uniforms, Purchase of
IA Mission Statement

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

- 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**

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
The academic program shall assist students to grow intellectually, to master the curriculum objectives, and to prepare for further education or training. To that end, the certified staff shall cooperatively participate in the process to develop an integrated, comprehensive outcomes-oriented K-12 curriculum based on valid educational research and current State Board of Education requirements. Upon approval by the board of education, the district curriculum shall be used by the staff as the basis for developing and implementing instructional programs. The superintendent and curriculum director will develop a schedule for periodic curriculum review on a subject-by-subject basis.

Curriculum Handbooks

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

Educational Goals and Objectives

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

Additional Educational Programs

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

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

Approved: August 9, 2010
New or revised course offerings may be initiated by any district certified staff member or group of staff members. The following procedures be used for presenting new or revised course offerings for consideration:

Step 1: The certified staff member(s) desiring to develop a new or revised course offering should discuss the proposal with the building administrator. The building administrator will hold a meeting with interested teachers to discuss the validity of the addition to the established curriculum. Other issues related to the course addition or revision should also be discussed.

Step 2: The building administrator will notify the curriculum director that a proposal is under discussion.

Step 3: The Proposal for New or Revised Course Offering should be filled out completely by the certified staff member or the group of staff members originating the proposal. The proposal requires:

- a course description of 100 words or less
- a list of suggested student learner outcomes written into the established curriculum format
- a rationale for the course
- other supporting data
- a description of the projected impact of the course to the established curriculum
- a description of how the course will affect graduation requirements
- where this course fits in the district's scope and sequence of the curriculum.

Step 4: When the proposal is completed, the building administrator will send the signed proposal to the curriculum director and superintendent for consideration.

Step 5: The curriculum director and/or superintendent may request a meeting with the staff member(s) originating the proposal. The curriculum director will notify other building administrators or personnel who may be affected by the proposal.
Step 6: The curriculum director and superintendent will sign the proposal when it is completed satisfactorily. The proposal will be forwarded to the board of education no less than two weeks prior to formal consideration.

Step 7: The proposal will be presented to the board of education by the originator(s) and/or the curriculum director.

**Suggested Timeline for Course Offering Proposals:**

- **August-November**: Discussion of New/Revision Offerings and Submission of Proposals to Building Administrators
- **December**: Submission of Proposals to Curriculum Director and Superintendent
- **January**: Presentation of Proposed Course Offerings to Board of Education

Approved: 08-09-2010
PROPOSAL FOR NEW OR REVISED COURSE OFFERING

Date _______________________

Building Requesting New/Revised Course: ______________________________

Department/Area for New Course: ________________________________

Persons Involved in Developing New Course:

--------------------------------------------------

--------------------------------------------------

--------------------------------------------------

--------------------------------------------------

Title of New/Revised Course:

--------------------------------------------------

Length of Course: _____Semester _____Year

Prerequisites: --------------------------------------------------

--------------------------------------------------

Grade Level of Course: ________________________________

Short Description of Course (100 words or less)

--------------------------------------------------

--------------------------------------------------

--------------------------------------------------

--------------------------------------------------

Please attach proposed student learner outcomes for this course to this proposal, including sample units and course activities.

Status of Proposed Course: _____New _____Revision
If revision, state which course is being revised:

________________________________________

Please give specific rationale for the proposed course:

__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

What are the costs/additions to the district budget for this proposed course:

**Staff:**

**Room/Equipment:**

**Materials:**

How will this course impact the curriculum of this particular department?
How will this course effect graduation requirements? Where does this course fit into the scope and sequence of the district’s curriculum? Please provide any other data that will help explain the proposed course and why it is needed in the USD 320 curriculum.

____________________________________
Signature of Proposal Originator

Approval:

____________________________________
Building Administrator        Date

____________________________________
Curriculum Director           Date

____________________________________
Superintendent                Date

Board Approval: _________________
(Date)
ICA **Pilot Projects (See IDAE)**

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

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

**Pilot Project Evaluation**

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

**Student Surveys**

Except as provided in board policy IDAE with regard to surveys about a student's or the student's parents' or guardians' personal beliefs or practices on issues such as sex, family life, morality, or religion, any instrument designed to survey students, either by district staff or by an outside agency or individual, shall be made available for inspection by parents or guardians before the survey is administered.

Approved: 8/14
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
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
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
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
Support Programs

In addition to the basic programs approved by the board, the district shall provide student support programs. Support program information approved by the board shall be filed with the clerk and made available to staff 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
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
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
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

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.
Title I Parent Involvement: Policy Development Meetings
USD ____, ______________ County KS

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

Parents Present (list names, address, phone, child’s name):

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Major Topics Discussed:

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Proposed changes (if any) made to IDAD

Administrators and other school employees present:

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Copies to: Clerk of the Board; Superintendent of Schools; School Principal
Approved by Board of Education as Policy/Regulation: ___________ date
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
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
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
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
Instructional Arrangements

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

Class Size

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

Scheduling for Instruction

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

Pre-enrollment

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

Approved: 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
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
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

Selection Criteria: Textbooks and Instructional Materials

Textbooks and instructional materials shall provide:

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

The superintendent shall develop selection procedures which meet the above criteria which shall include a review of available material by 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 ex officio 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 teacher 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
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:
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
School Library - Media Center

"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

Criteria for the Development of 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 different points of view and issues of the times.

**Library Media Center Materials**

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
Outside Speakers (See IKB)

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

Resource Speakers

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 speaker 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
ICF  Community Resources

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

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

Approved: 8-11-2008
Field Trips

**USD Approved Field Trips**

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

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

**Non-Sanctioned Field Trips**

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

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

If recruitment of students is sought through the schools(s), the request for recruitment shall be made in accordance with those of private citizens. Recruitment efforts may not occur during class time or the employee's work day.

Approved: 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

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
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 textbooks, instructional materials and media center materials?  ____ Y  ____ N

2. To what in the material do you object? (Please be specific; cite pages or items.)
   _____________________________________________________________________________
   _____________________________________________________________________________

3. What do you feel might be the result of using this material? ________________________
   _____________________________________________________________________________
   _____________________________________________________________________________

4. Did you read or view all this material? _____ If no, how were the parts selected for reading or viewing?
   _____________________________________________________________________________
   _____________________________________________________________________________
5. What do you believe is the theme of this material? 

___________________________________________________________________________

6. What would you recommend the school do with this material?

___________________________________________________________________________

___________________________________________________________________________

7. In its place, what material of equal educational quality would you recommend that would convey as valuable a picture and perspective?

____________________________________________________________________________

8. Additional comments: 

____________________________________________________________________________

____________________________________________________________________________

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Administrator  Signature of complainant

Date received: ___________________
**IHA Grading System**

The district shall have methods for assessing and reporting the quality of student academic progress to parents as approved by the board.

Approved: 05/10/1999

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**IHB Homework**

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
Class rankings may be computed for all senior high school students.

Approved: July 11, 1988
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
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
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 14th birthday; and has achieved at least the minimum high school graduation requirements adopted by the state board of education.

Other situations which may warrant waiver of graduation requirements in excess of the minimum requirements adopted by the state board include, but may not be limited to, the following circumstances:

- If such 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
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

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.
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

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

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
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/Privacy Rights

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

Copyright (See ECH)

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

Installation

No software, including freeware or shareware, may be installed or downloaded on any district computer until cleared by the network administrator. The administrator will verify the compatibility of the software with existing software and hardware, and prescribe installation and de-installation procedures. Freeware and shareware may be downloaded only onto workstation floppy disks, not hard drives. Program files must have the district technology coordinator’s approval to be installed on any district server or computer. Students shall not install software on district computers or computer systems.

Hardware

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

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

E-mail Privacy Rights

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

Ownership of Employee Computer Materials

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

Approved: 8-11-2008
Staff Handbook

Employees shall have no expectation of privacy when using district e-mail or other official communication systems. E-mail messages shall be used to conduct approved and official district business. All employees must use appropriate language in all messages. Employees are expected to conduct themselves in a professional manner and to use the system according to these guidelines or other guidelines published by the administration.

Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the administration. The district retains the right to duplicate any information in the system or on any hard drive. Employees who violate district computer policies are subject to disciplinary action up to and including termination.

Student Handbook

Students shall have no expectation of privacy when using district e-mail or computer systems. E-mail messages shall be used for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration.

Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules, or any other classroom rules relating to computer use are subject to disciplinary action up to and including suspension from school.

Approved: KASB Recommendation – 1/04; 6/08
IIBG  **Computer and Device Use (See ECH, JCDA and KBA)**  IIBG

**Use of District Computers and Devices/Privacy Rights**

District issued computer systems and electronic devices (including, but not limited to, Smartboards, iPads, iTouches, iPhones, eReaders, and eBooks) are for educational and professional use only. All information created by staff or stored thereon shall be considered district property and shall be subject to unannounced monitoring by district administrators. 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
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
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
On-Line Learning Opportunities

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
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
IIBH Acceptable Use Policy

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

- 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 tolls 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

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, ICA, II & MK)  

The superintendent shall develop guidelines to evaluate a portion of the instructional program each year. This evaluation shall be part of the district's school improvement efforts as required by current regulation.

Approved: 05/10/1999

IJ-R  Evaluation of Instructional Program  (See IC, ICA, II & MK)  

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

Approved: 05/10/1999
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
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
___________________________________________________________

___________________________________________________________

___________________________________________________________

___________________________________________________________

I have had the opportunity to review the curriculum goals and objectives or have had the opportunity to have them explained to me by a school official.

___________________________________________________________

Date     Signature of Parent/Guardian
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
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
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
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
ACTIVITY PARTICIPATION OPT-OUT FORM

I, ___________________________ (parent/guardian) request that my child, ___________________________ be excused from participating in certain activities for religious reasons.

From what activity do you wish your child to be excused?

________________________________________________________________________
________________________________________________________________________

Identify where in the curriculum the activity exists. (Please identify the grade level, class, building.)

________________________________________________________________________
________________________________________________________________________

For what reason do you wish your child to be excused. (Please state the particular religious objection to this activity, including the religious teaching you believe this activity violates.)

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

I understand that I am requesting the school to excuse my child from certain activities and that my request is subject to review and determination by the school. I further understand that if my request is granted, my child may still be required to view the activity, discuss the activity or may otherwise be exposed to the subject matter of the activity.

_____________________________                _________________________
Parent/Guardian Signature                         Administrator Signature

Date Received ________________
IKE Assemblies

Each building principal may schedule assemblies as needed.

Approved: 05/10/1999

IKE-R Assemblies

Each building principal shall develop a behavior code for students attending school assemblies.

Approved: 05/10/1999
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

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
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
§ 35.104 Definitions.

For purposes of this part, the term--
2010 Standards means the 2010 ADA Standards for Accessible Design, which consist of the 2004 ADAAG and the requirements contained in § 35.151.
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.
(ii) 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.


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
SOURCE: 56 FR 35716, July 26, 1991; 75 FR 56177, Sept. 15, 2010, unless otherwise noted.

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

SOURCE: 56 FR 35716, July 26, 1991; 75 FR 56177, Sept. 15, 2010, unless otherwise noted.
Current through January 17, 2013; 78 FR 4014
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*JGE Student Social Services
*JGEA Home Visits
  Dropout Prevention Program (See IDCF)
  Student Suicide Awareness (See IDCG)
  At-Risk Students (See IDDA)
*JGEAA Crisis Planning
*JGEB Child Abuse - KSA 38-1523; 21-3609
JGEC Sexual Harassment
JGCA Racial Harassment
JGF Student Safety - KSA 72-5207
JGF  Bicycle Use and Walkers and Riders
JGFA Emergency Drills (See AFC, JGFC) - KSA 31-133
JGBF Supervision of Students - KSA 72-1111
JGFC Dismissal Precautions (See AFC, JGFA)
*JGFD Student Safety Patrols
JGFF Use of Motorized Vehicles - KSA 72-9101
JFG Student Accidents and Illness - KSA 72-8404
*JFGFA First Aid - KSA 65-1113 et seq.
JGFB Supervision of Medications
JGFBAA Student Self Administration of Medications
JGFBBB Accommodating Students with Diabetes
JGG Student Transportation (See ED) - KSA 72-8305
JGGA Videotaping on school buses and in school buildings
JGH School Lunch Service - KSA 72-5112 et seq.
*JGHA Free or Reduced Price Lunches - KSA 72-5112 et seq.
JGHB Vending Machines and Other Automated Play Machines

JH Student Activities (See IDE) - KSA 72-130-134; (See KSHSAA By-Laws)
JH Activities Fees - KSA 72-5389-5391
JH Activity Fund Management (Also DK)
JHC Student Organizations
JHC Student Clubs (See JH) - KSA 72-5311
JHC Student Equal Access
JHC Student Government (See JH)
JHC Student Publications (See JH)
JHC Student Social Events (See JH)
JHCA Student Publications
JHCAA Gang Activity
JHD Student Travel to National Conference
JI Student Volunteers
JI School Service
JI Public Service
JI Student Performances (See JH)
JJ Employment of Students
JJ School Employment
JJ Outside Employment
*JJC Work-Study Employment (See IDC5)
JK Solicitations
JK Solicitations of Students
JK Solicitations by Students
JL Gifts - KSA 72-8212 (See GAJ, KH)
JL Student Gifts to Staff Members
JL Student Gifts to School - KSA 12-1252; 72-8210; 72-8212
JL Faculty Gifts to Students (See GAJ, KH)
JM Contests for Students
JN (See JM) Awards and Scholarships - KSA 72-6810-6815
*JO Student-Community Relations (Also GAF)
JQ Exceptional Students - KSA 72-933 et seq.; 72-977
SN Includes those students for whom special policy
dispensations may or may not have to be made.
JQA Physically Handicapped
*JQB Mentally Handicapped
*JQC Perceptually Handicapped
*JQD Emotionally Disturbed
JQE Pregnant Students
*JQF (See JQE) Married Students
*JQG (See JQE) Unwed Mothers
JQH (See JQE) Drop-Outs
JQI Post-Secondary Students (Vocational Ed.) - KSA 72-4408
*JQJ Adult Students
*JQK Exchange Students
JQKA (See JQE) Foreign Exchange Students
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JA  **Goals and Objectives** (See BDA, CM, CMA, GAA and JCDA)  

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)

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. 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.

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.)

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
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
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
Absences and Excuses (See AEB, IHEA, JBE and JDD)

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

Unless reporting would violate the terms of any memorandum of understanding between the district and the authority to which reports would be made. The building principal 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

Unemployment rate in 2011 (in %)

- Doctoral degree: 2.5
- Professional degree: 2.4
- Master's degree: 3.6
- Bachelor's degree: 4.9
- Associate degree: 6.8
- Some college, no degree: 8.7
- High school diploma: 9.4
- Less than high school diploma: 14.1

Average: 7.6%

Median weekly earnings in 2011 (in $)

- Doctoral degree: $1,551
- Professional degree: $1,665
- Master's degree: $1,263
- Bachelor's degree: $1,053
- Associate degree: $768
- Some college, no degree: $719
- High school diploma: $638
- Less than high school diploma: $451

Average: $797

PARENT CONSENT AND WAIVER FOR CHILD 16 OR OLDER TO BE EXEMPT FROM COMPULSORY ATTENDANCE REQUIREMENTS.

I, ___(Name of Parent(s) or Person Acting As Parent)___, understand that pursuant to Kansas law, ___(Name of Student)___ is required to attend school until he/she receives a high school diploma or general educational development (GED) credential or reaches the age of 18, whichever occurs first.

Pursuant to K.S.A. 72-3120, as amended, Unified School District No. ___ encourages ___(Name of Student)___ to remain in school or to pursue an education alternative.

The academic skills listed below have not been achieved by ___(Name of Student)___:
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________   

Based on ___(Source of Information)___ the difference in future earning power between a high school graduate and a high school drop out is ________________.

___(Name of Student)___ is encouraged to attend one of the following area alternative education programs in order to aid ___(Name of Student)___ in obtaining a high school diploma, a general education development credential, or other certification of completion, such as a career technical education industry certification:

(List any programs that may be available. Contact information for accredited private schools, virtual schools, and virtual programs can be found at http://www.ksde.org/Agency/Division-of-Learning-Services/Career-Standards-and-Assessment-Services/CSAS-Home/Graduation-and-Schools-of-Choice/Adult-Diploma-Completion/Information-For-Alternative-and-Adult-Learners. The statutory language suggests an "alternative learning plan" could also include extended learning opportunities such as independent study, private instruction, performing groups, internships, community service, apprenticeships, and online coursework.)
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

I (we), the undersigned, hereby give written consent to allow ___(Name of Student)___, who is [16] [17] years of age, to be exempt from the Kansas compulsory attendance requirement and state we have attended the final counseling session conducted by USD No. ___ in which the above information was presented to us.

Signature of Student __________________________ Signature of Parent(s) or Person Acting as Parent __________________________

Date __________________________ Date __________________________
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

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
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
**Searches of Property** (See JCABB)

Principals are authorized to search property if there is reasonable suspicion that district policies, rules, or directives are being violated. In addition all lockers shall be subject to random searches without prior notice or reasonable suspicion. All searches by the principal shall be carried out in the presence of another adult witness.

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)  

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

<table>
<thead>
<tr>
<th>Parent/Guardian</th>
<th>Name</th>
<th>Time</th>
<th>Results</th>
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<tbody>
<tr>
<td>Law Enforcement</td>
<td>Name</td>
<td>Time</td>
<td>Results</td>
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<tr>
<td>Other</td>
<td>Name</td>
<td>Time</td>
<td>Results</td>
</tr>
</tbody>
</table>

Cc: Student’s file
Cc: Superintendent
Building administrators, school security officers, and/or others designated by the superintendent may conduct investigations and question students about violation of school rules, the student conduct code, and/or law. Unless otherwise provided herein, such investigators shall not be required to contact the student’s parent, guardian, or representative prior to questioning and may request law enforcement, school resource officer(s), and/or school security officer(s) for assistance in conducting the investigations.

If there is reason to believe a violation of a criminal law has been committed, the building administrator, the superintendent’s designee, and/or school security officer with authorization of the or the superintendent’s designee shall notify the appropriate law enforcement agency of criminal conduct as provided in law and/or board policy and may request further investigation of the alleged violation.

When a school resource officer or campus police officer initiates an investigation of a potential violation of criminal law by a student on the officer’s own initiative and not at the behest of a building administrator or the designee of the superintendent, such officer will notify the building administrator and will make a reasonable attempt to contact the student’s parent, guardian, or representative prior to initiating questioning.

Coordination with Law Enforcement

School administrators and/or school security officers shall/may meet periodically with local law enforcement officials to discuss the district’s policies and rules regarding law enforcement contacts with the district.
Notification of Investigations Conducted by Law Enforcement Officers

When law enforcement officers initiate an investigation involving questioning of a student on a topic unrelated to a report of child abuse or neglect or to the identity of the student during school hours, the building administrator shall make a reasonable attempt to contact a parent, guardian, or representative of the student(s) prior to such questioning. Notification or attempted notification of a parent, guardian, or representative shall be documented by the administrator involved. If a student’s parent, guardian, or representative is not present during such questioning of a student, the principal may be present unless otherwise specified in law or board policy.

Child Abuse and Identity Investigations Conducted by Law Enforcement Officers

The administration shall cooperate with law enforcement officers who are conducting investigations of suspected child abuse or neglect or concerning the student’s identity. For any investigations concerning known or suspected child abuse or neglect, school staff shall follow the procedures outlined in board policy GAAD instead of the requirements of this policy.

Law Enforcement Initiated Investigations at School

In cases not involving the investigation of known or suspected child abuse or neglect or involving the student’s identity, law enforcement officers shall not be permitted to initiate and conduct investigations involving the questioning of students during school hours unless the student’s parent or guardian has given the school permission to allow the questioning, a valid warrant has been presented to the building administrator for such purpose, or in
demonstrated emergency situations. If a demonstrated emergency is found, the building administrator shall require identification of law enforcement officials and reasons for the interrogation or investigation of a student. If the building administrator is not satisfied with either the identification or the reason, the request shall not be granted. The building administrator shall attempt to notify the superintendent and the officer’s superiors of the reasons for the refusal.

**Taking Students Into Custody**

Students shall not be voluntarily released by school officials to law enforcement authorities unless the student has been placed under arrest or taken into custody by law enforcement, school resource officers, campus police officers, or Department for Children and Families ("DCF") authorities pursuant to a child abuse investigation. Except as otherwise specified in this policy, a reasonable effort shall be made to notify the student’s parent, guardian, or representative when students are removed from school for any reason. Parents shall not be notified by school officials when their child is taken into custody by DCF, school resource officers, campus police officers, and/or law enforcement as a result of allegations of abuse or neglect. Except as provided above and/or as specified in a court order or arrest warrant, if a student is taken into custody by a law enforcement officer, school resource officer, or campus police officer, building administrators shall make a good-faith effort to contact the student’s parent or guardian. Notification efforts shall be documented.

When a student has been taken into custody or arrested on school premises without prior notification to the building administrator, the school
staff present shall ask the law enforcement officer to notify the building administrator of the circumstances as quickly as possible and shall themselves contact the building administrator with any information they have regarding the child being taken into custody. School resource officers and campus police officers are expected to contact the building administrator as soon as practicable after taking a student into custody.

**Disturbance of School Environment**

Law enforcement officers may be requested to assist in controlling disturbances at school and, if necessary, to take students or other persons into custody.

**Definition**

For the purposes of this policy, "campus police officer" is a school security officer employed by and designated by the board to aid and supplement law enforcement agencies of the state, city, and county in which the school district is located.

For the purposes of this policy, students will not be deemed to be "taken into custody" when they are being questioned by a school resource officer, school security officer, and/or campus police officer about a violation of state law, county resolutions, city ordinances, board policy or regulation, and/or school rules on property owned, occupied, or operated by the school district or at the site of a function sponsored by the school district.

Approved: 08/2014; 11/12/2018
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

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
Use and/or possession of any tobacco product or nicotine delivery device by students is prohibited in any district facility; in school vehicles; at school-sponsored, activities, programs, or events; and on school owned or operated property.

Administrators may report students who are in violation of this policy to law enforcement, as appropriate.

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

Approved: 08/14; 10/10/16
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
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
Demonstrations

Student demonstrations on school property shall be conducted in an orderly and non-disruptive manner. Demonstrations may be terminated at any time by the principal or the superintendent. (See JCAC)

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 of 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
Corporal punishment shall not be permitted in the school district.

Approved: KASB Recommendation–7/96
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
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

(See AEB, EBC, IHEA, JBD, JCDBG, JDC, JCD, 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 invade the rights of others;
- Conduct which constitutes the commission of a felony;
- Conduct at school, on school property, or at a school supervised activity which constitutes the commission of a misdemeanor;
- Disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operation; and
- Possession of a weapon at school, on school property or at a school-sponsored event.

Short-term Suspension

Except in an emergency, a short-term suspension (not exceeding ten school days) must be preceded by oral or written notice of the charges to the student and an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than 72 hours after imposition of a short-term suspension.
Written notice of any short-term suspension shall be delivered to the student’s parent or guardian within 24 hours after the suspension has been imposed. Short-term suspension hearings may be conducted by any person designated in policy as having the authority to suspend.

At the informal suspension hearing, the student shall have the right to be present and to be notified of the charges and the basis for the accusation. The student shall have the right to make statements in his/her defense after receiving notice of the charges.

**Long-Term Suspension or Expulsion**

Before a student is subject to long-term suspension (not to exceed 90 school days) or expulsion (not to exceed 186 school days or one calendar year for certain weapon and/or destructive device violations), a hearing shall be conducted by a hearing officer who has been authorized by the board. Formal hearings shall be conducted according to procedures outlined in current Kansas law and:

- The student and parents or guardians shall be given written notice of the time, date and place of the hearing.

- The notice shall include copies of the suspension/expulsion law, and appropriate board policies, regulations and handbooks.

- The hearing may be conducted by either a certified employee or committee of certified employees authorized by the board, the chief administrative officer, or other certified employee of the district in which the student is enrolled, or by an officer appointed by board.

- Expulsion hearings for weapons violations shall be conducted in compliance with Kansas law by persons appointed by the board.

- Findings required by law shall be prepared by the person or committee conducting the hearing.
• A record of the hearing shall be available to students and parents or guardians according to Kansas law.

• Written notice of the result of the hearing shall be given to the pupil and to parents and guardians within 24 hours after determination of such result.

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

• Refusal or failure of the student and/or the student’s parents to attend the hearing shall result in a waiver of the student’s opportunity for the hearing.

• A student suspended for more than 10 school days or expelled from school shall be provided with information concerning services or programs offered by public and private agencies which provide services to improve the student’s attitude and behavior.

• A student who has been suspended or expelled shall be notified of the day the student can return to school.

• If the suspension or expulsion is not related to a weapons violation, the principal may establish appropriate requirements relating to the student’s future behavior at school and may place the student on probation. (See JDC)

• If the expulsion is related to a weapons violation the superintendent may establish appropriate requirements relating to the student’s future behavior at school and may place the student on probation if the student is allowed to return. (See EBC, JCDBB and JDC)

• The days a student is suspended or expelled are not subject to the compulsory attendance law.

• During the time a student is suspended or expelled from school, the student may not:
  • Be on school property or in any school building without the permission of the principal.
  • Attend any school activity as a spectator, participant or observer.

A student over the age of 18 or the parents or guardian of a student who is suspended for more than 10 days or expelled from school may appeal to the board within 10 calendar days of receiving written notice of the hearing results.

When a suspension is imposed during the school day, the student shall not be removed from school until a parent has been notified. If a parent cannot
be notified during regular school hours, the student shall remain at school until the regular dismissal time.

**Student Rights During a Long-Term Suspension/Expulsion Hearing**

The student shall have the right:

- to counsel of his/her own choice;
- to have a parent or guardian present;
- to hear or read a full report of testimony of witnesses;
- to confront and cross-examine witnesses who appear in person at the hearing; to present his or her own witnesses;
- to testify in his or her own behalf and to give reasons for his or her conduct;
- to an orderly hearing; and
- to a fair and impartial decision based on substantial evidence.

**Appeal to the Board**

The following conditions shall apply if a student who is age 18 or older or the student’s parent or guardian files a written appeal of a suspension or expulsion:

- Written notice of the appeal shall be filed with the clerk within 10 calendar days of receiving the results of the hearing.

- The board shall schedule an appeal with the board or a hearing officer appointed by the board within 20 calendar days.

- The student and the student’s parent shall be notified in writing of the time and place of the appeal at least 5 calendar days before the hearing.

- The hearing shall be conducted as a formal hearing using rules similar to those noted earlier for expulsion hearings.

- The board shall record the hearing.

- The board shall render a final decision no later than the next regularly scheduled board meeting after the conclusion of the appeal hearing.

Approved: 02/07; 06/15; 10/10/16; 11/12/2018
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
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 JGFB and/or board policy JGFB; 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 to Law Enforcement  (See EBC and JDD)

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

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

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

Signed:____________________________________________________________
Administrator or other school employee.

cc: Superintendent of Schools, USD 320; Student/s file
Bullying

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

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

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

Signed:___________________________________________________________
Administrator or other school employee

c/superintendent, USD ___; c/student’s file/employee’s file as allowed by applicable negotiated language

Updated 11/12/18
**Academic Achievement**

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
Peer Grading of Assignments

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
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

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
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
Graduation Exercises

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
JFCA Early Graduation (See IHF)

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.

Approved: 08-11-08; 10/10/16
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
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 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
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
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
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
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. Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

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

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

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when: (1) submission to such conduct is
made, explicitly or implicitly, a term or condition of the individual’s education;
(2) submission to or rejection of such conduct by an individual is used as the
basis for academic decisions affecting that individual; or (3) such conduct has
the purpose or effect of interfering with an individual’s academic or
professional performance or creating an intimidating, hostile or offensive
academic environment.

Sexual harassment may result from verbal or physical conduct or
written or graphic material. Sexual harassment may include, but is not limited
to: verbal harassment or abuse; pressure for sexual activity; repeated remarks
to a person, with sexual or demeaning implication; unwelcome touching; or
suggesting or demanding sexual involvement accompanied by implied or explicit
threats concerning a student’s grades, participation in extra-curricular
activities, etc.

The district encourages all victims of sexual harassment and persons
with knowledge of such harassment to report the harassment immediately. The
district will promptly investigate all complaints of sexual harassment and take
prompt corrective action to end the harassment.

Any student who believes that he or she has been subjected to sexual
harassment should discuss the alleged harassment with the building principal,
another administrator, the guidance counselor, or another certified staff
member. Any school employee who receives a complaint of sexual harassment
from a student shall inform the student of the employee’s obligation to report
the complaint and any proposed resolution of the complaint to the building
principal. If the building principal is the alleged harasser, the complaint shall
be reported to the district compliance coordinator. The building principal or
district compliance coordinator shall discuss the complaint with the student to
determine if it can be resolved. If the matter is not resolved to the satisfaction
of the student in this meeting, the student may initiate a formal complaint under
the district’s discrimination complaint procedure in policy KN.

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

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

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

When a complaint contains evidence of criminal activity or child abuse,
the building coordinator or district coordinator shall report such conduct to the
appropriate law enforcement or DCF authorities.
To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted, or participated in any investigation, proceeding, or hearing involving a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

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

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

Approved: 08/14; 12/14/15
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 and related materials shall be posted in each district facility. The policy shall also be published in student, parent, and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually, if applicable.

Approved: 08/14; 12/14/15
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

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
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 may 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 outlines 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

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.
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
Students shall be supervised by school personnel when they are under the jurisdiction of the school.

Each building principal shall coordinate and assign teachers, aides or paraprofessionals to supervise students engaged in school sponsored activities. All school-sponsored activities shall be supervised by an adult approved by the administration.

Each building principal shall ensure appropriate staff members are available for supervising students at specific times and in designated areas.

Each building principal will make a duty roster comprised of teachers, aides, paraprofessionals and administrative staff to supervise students before school, during the lunch hour, after school and as the need arises.

Every elementary principal shall make a duty roster comprised of his faculty for the supervision of students on the playground before, during and after school.

Every school-sponsored activity held during school hours or after school hours will have at least one faculty member in attendance who shall have general supervisory responsibilities of the student group.

The school has general authority to supervise students in the normal coming to school and going home. Teachers who observe students in a potentially dangerous situation should attempt, as they are reasonably able, either to halt or prevent injury to students or property.
No student will be allowed to run errands off school premises for any teacher during the school day.

Approved: 7/11/88; 10/10/16; 02/16/2017
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
JGFC-R  Dismissal Precautions  JGFC-R

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 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
Supervision of Medications (See JGFGBA)

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.
Supervision of Medications (See JGFGBA)

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.
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

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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.
JGFGBA  Student Self-Administration of Medications  JGFGBA-2

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.
JGFGBA  Student Self-Administration of Medications  JGFGBA-3

The parent or guardian of the student shall sign a statement acknowledging that the school incurs no liability for any injury resulting from the self-administration of medication and agreeing to indemnify and hold the school, and its employees and agents, harmless against any claims relating to the self-administration of such medication.

Additional Requirements

• The school district shall require that any back-up medication provided by the student’s parent or guardian be kept at the student’s school in a location to which the student has immediate access if there is an asthma or anaphylaxis emergency;

• The school district shall require that all necessary and pertinent information be kept on file at the student’s school in a location easily accessible if there is an asthma or anaphylaxis emergency;

• Eligible students shall be allowed to possess and use approved medications at any place where the student is subject to the jurisdiction or supervision or the school district, its officers, employees or agents;

• The board may adopt policy or handbook language which imposes additional requirements relating to the self-administration of medication allowed for in this policy and may establish a procedure for, and the conditions under which, the authorization for student self-administration of medication may be revoked.

Approved: 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
accommodate students with 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**

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**

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
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
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 contact for meal service with any municipality, any state university or any corporation who 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.

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 district’s 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.
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  JGHB

(See DK and JGCA)

No vending machine or play machine may be placed in any building without prior approval of the superintendent.

Vending machine foods and beverages available for sale to students will comply with established federal nutrition standards and guidance on snacks in school.

Advertising associated with product vending will be limited to signage on equipment, paper cups and other serving containers, and will promote a positive nutrition message.

The building principal shall manage the machine(s). A monthly report shall be prepared by each principal showing all receipts and expenditures for each machine. Proceeds from machines shall be deposited in the appropriate activity account.

Approved: 07/1996; 11/2017
Student Activities (See DK, JGFB, JM and KG)

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.

Approved: 08/14; 10/10/16
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
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
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
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
Community Activities

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
**Employment of Students** (See IDAA)

**In-School Employment**

Students may be employed by the district. The district shall not employ students in hazardous jobs.

**Outside Employment**

A student who needs to work on a regular basis during the school day shall file a written request with the principal. If the request is approved, the student shall file a work schedule with the principal. Changes in the schedule shall be reported by the student to the principal. The student shall not begin the new schedule unless the change is approved by the principal.

**Vocational or Other Work Experience**

A student who works in a board-approved vocational or other work-experience program shall have a schedule developed cooperatively by the employer and the supervising teacher and approved by the principal prior to beginning the work activity.

All board policies remain applicable to students participating in vocational or other work experience programs.

Approved: 07/96; 10/10/16
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)

The giving of gifts between students and staff members is discouraged.

Approved: KASB Recommendation–7/96

JL-R **Gifts** (See GAJ, KH) (See DK)

**Student Gifts to Staff Members**

Students shall be allowed to collect money or purchase gifts for faculty members with the principal's approval.

**Faculty Gifts to Students**

A gift by a faculty member to an individual student or to classes of students during school hours or on school property 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
Contests for Students

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

Contest for Students

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
Awards and Scholarships

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
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
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
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
Adult students who have not graduated from high school are encouraged to attend high school classes.

Approved: KASB Recommendation – 7/96
Foreign exchange students from approved organizations shall be admitted to the district on a tuition-free basis. Other foreign exchange students who meet residency requirements may be allowed to enroll in the district under rules established by the board. Students who enter the country on an F-1 visa shall pre-pay tuition equal to the current cost per pupil as calculated by the State Department of Education.

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 20th 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
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
The Director of Special Education shall develop and review periodically class-size/caseload limits for students with exceptionalities.

Approved: 10/10/16
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
Types of Records

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
Release of Student Records

(See BCBK, CN, CNA, ECA, IDAE, JGGA, JR \textit{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
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
(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
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**

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<th>Rate of Payment</th>
<th>Refund for withdrawal</th>
<th>Rate of Refund</th>
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<td>Start of school to October 31</td>
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<tr>
<td>November 1 through end of semester</td>
<td>75%</td>
<td>October 31 to end of semester</td>
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<tr>
<td>2nd semester through end of school</td>
<td>50%</td>
<td>2nd semester through end of school</td>
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**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
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KGDA Public Conduct on School Property
KH Gifts to Schools - KSA 12-1252; 72-8210; 72-8212
*KHA Awards and Scholarships (Also JN)
*KHB Contests for Students (Also JM)
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KI Free Materials Distribution in Schools
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   Advertising in the Schools
   SN Includes advertising in school publications, on school property and sponsored advertising of school events.
KI Use of Religious Materials
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**KA  Goals and Objectives**

Educational public relations is a planned and systematic two-way process of communication between a district and its internal and external publics. Its program serves to stimulate a better understanding of the role, objectives, accomplishments and needs of the organization. Educational public relations is a management function which interprets public attitudes, identifies the policies and procedures of an individual organization with the public interest and executes a program of action to encourage public involvement and to earn public understanding and acceptance.

Approved: 05/10/1999
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
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**  

- 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**  

(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)  

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
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

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 fundraisers.

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  

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  

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

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

Upon request, the superintendent shall report to the board on the progress of any information campaigns initiated by the board.

Approved: 05/10/1999
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
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
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 or kitchen assistance as required
<table>
<thead>
<tr>
<th>SCHOOL</th>
<th>FACILITIES</th>
<th>RATES</th>
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<tbody>
<tr>
<td>West Elementary School</td>
<td>Gym</td>
<td>$50 per hour and custodial costs</td>
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<td></td>
<td>Stage</td>
<td>$20 per hour and custodial costs</td>
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<td></td>
<td>Cafeteria</td>
<td>$20 per hour and custodial costs</td>
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<td></td>
<td>Commons</td>
<td>$20 per hour and custodial costs</td>
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<td></td>
<td>Kitchen*</td>
<td>$15 per hour and custodial costs or kitchen assistance as required</td>
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<tr>
<td></td>
<td>Play Field**</td>
<td>$20 per hour plus grounds maintenance costs</td>
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<tr>
<td>Wamego Middle School</td>
<td>Gym</td>
<td>$50 per hour and custodial costs</td>
</tr>
<tr>
<td></td>
<td>Locker Rooms</td>
<td>$20 per hour and custodial costs</td>
</tr>
<tr>
<td></td>
<td>Commons</td>
<td>$20 per hour and custodial costs</td>
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<tr>
<td></td>
<td>Library</td>
<td>$20 per hour and custodial costs</td>
</tr>
<tr>
<td></td>
<td>Kitchen*</td>
<td>$15 per hour and custodial costs or kitchen assistance as required</td>
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<td></td>
<td>Vocal music</td>
<td>$20 per hour and custodial costs</td>
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<td></td>
<td>Instrumental music</td>
<td>$20 per hour and custodial costs</td>
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<td></td>
<td>FACS room</td>
<td>$20 per hour and custodial costs</td>
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<tr>
<td></td>
<td>Football Field**</td>
<td>$20 per hour plus grounds maintenance costs</td>
</tr>
<tr>
<td></td>
<td>Practice Field**</td>
<td>$20 per hour plus grounds maintenance costs</td>
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<tr>
<td></td>
<td>Other Designated Grounds</td>
<td>$20 per hour plus grounds maintenance costs</td>
</tr>
<tr>
<td>Wamego High School</td>
<td>Gyms</td>
<td>$50 per hour and custodial costs</td>
</tr>
<tr>
<td></td>
<td>Commons</td>
<td>$20 per hour and custodial costs</td>
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<tr>
<td></td>
<td>Concession Stand*</td>
<td>$15 per hour and custodial costs</td>
</tr>
<tr>
<td></td>
<td>Vocal Music</td>
<td>$20 per hour and custodial costs</td>
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<tr>
<td></td>
<td>Auditorium</td>
<td>$50 per hour and custodial costs</td>
</tr>
<tr>
<td></td>
<td>Wrestling Deck</td>
<td>$20 per hour and custodial costs</td>
</tr>
<tr>
<td></td>
<td>Kitchen*</td>
<td>$15 per hour and custodial costs or kitchen assistance as required.</td>
</tr>
<tr>
<td></td>
<td>Instrumental Music</td>
<td>$20 per hour and custodial costs</td>
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<tr>
<td></td>
<td>PE Field**</td>
<td>$20 per hour plus grounds maintenance costs</td>
</tr>
<tr>
<td>USD 320 Sports Complex</td>
<td>Parking Lot</td>
<td>$50 per hour</td>
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<tr>
<td></td>
<td>Practice Field**</td>
<td>$50 per hour plus grounds maintenance costs</td>
</tr>
<tr>
<td></td>
<td>Football Field/Track**</td>
<td>$100 per hour and grounds maintenance costs</td>
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<tr>
<td></td>
<td>Concession Stand</td>
<td>$25 per hour and custodial costs</td>
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<tr>
<td></td>
<td>Shelter Building***</td>
<td>$25 per hour</td>
</tr>
<tr>
<td></td>
<td>USD 320 District Kitchen*</td>
<td>$50 per hour and custodial costs or kitchen assistance as required.</td>
</tr>
</tbody>
</table>
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
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
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
Disruptive acts at school or school sponsored activities will not be tolerated. Persons threatening the safety of students, school personnel, or other persons; to damage school property; or to interfere with school or school activities or the educational process will be asked to leave the premises.

The school administration and staff are responsible for handling any disturbance caused by adults or students. The final decision for determining if assistance is needed is the responsibility of the superintendent or school principal. In the absence of these individuals, the determination shall be made by the assistant principal or person designated to be in charge of the building or activity. The superintendent shall be notified of any serious problem at the school.

**Possession of a Firearm**

Unless otherwise required by law or authorized by board policy, no person other than a law enforcement officer shall possess a firearm on any district owned or operated property; within any district owned or operated building or facility; in a school vehicle; in an employee’s personal vehicle being used to transport students or school staff in the performance of job duties for the district; or at any school sponsored activity, program, or event. This prohibition includes possession of concealed and/or openly carried weapons; however such prohibition shall not apply to the secured storage of a handgun in a district employee’s own locked vehicle on school property so long as such weapon is maintained out of plain sight.
Appropriate signs shall be conspicuously posted as directed by the board and required by law.

Anyone in violation of this policy shall be directed to leave the premises immediately and not return without prior approval from the building administrator or superintendent. Failure to comply with such order will result in a report to law enforcement.

Approved: 07/11/2011; 12/14/2015
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
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

Persons or organizations desiring to make gifts to the schools should contact the superintendent.

Approved: 05/10/1999
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.
**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
Visitors to the School

The board encourages its patrons and parents to visit the district facilities.

Patron visits shall be scheduled with the teacher and the building principal. 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
Visitors to the School

The board encourages its patrons and parents to visit the district facilities.

Patron visits shall be scheduled with the teacher and the building principal.

Notices shall be posted in school buildings to require visitors to check in at the office before proceeding to contact any other person in the building or on the grounds.

Any person who visits a building and/or grounds of the district will be under the jurisdiction of the building principal who shall be responsible for developing rules and regulations governing the presence of visitors in the buildings. The 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
KN Complaints (See BCBI, GAACA, GAAB, GAAF, IF, IKD, and JCE) KN

The board encourages all complaints regarding the district to be resolved at the lowest possible administrative level. Whenever a complaint is made directly to the board as a whole or to a board member as an individual, it will be referred to the administration for study and possible resolution.

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment or employment in the district’s programs and activities is prohibited. Harassment of an individual on any of these grounds is also prohibited. (Position, address and phone number of compliance coordinator) has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the compliance coordinator.

Complaints About Discrimination or Discriminatory Harassment

Complaints of discrimination or discriminatory harassment by an employee should be addressed to the employee’s supervisor, the building principal, or the district compliance coordinator. Complaints by a student should be addressed to the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of discrimination or harassment from a student shall inform the student of the employee’s obligation to report the complaint and
any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. Complaints by any other person alleging discrimination should be addressed to the building principal or the district compliance coordinator. Complaints about discrimination, including complaints of harassment, will be resolved through the following complaint procedures:

Informal Procedures

The building principal shall attempt to resolve complaints of discrimination or harassment in an informal manner at the building level. Any school employee who receives a complaint of discrimination harassment from a student, another employee or any other individual shall inform the individual of the employee’s obligation to report the complaint and any proposed resolution of the complaint to the building principal. The building principal shall discuss the complaint with the individual to determine if it can be resolved. If the matter is resolved to the satisfaction of the individual, the building principal shall document the nature of the complaint and the proposed resolution of the complaint, and forward this record to the district compliance coordinator. Within 20 days after the complaint is resolved in this manner, the principal shall contact the complainant to determine if the resolution of the matter remains acceptable. If the matter is not resolved to the satisfaction of the individual in the meeting with the principal, or if the individual does not believe the resolution remains acceptable, the individual may initiate a formal complaint.
If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence. The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.

**Formal Complaint Procedures**

- A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. If an individual does not wish to file a written complaint and the matter has not been adequately resolved, the building principal may initiate the complaint. Forms for filing written complaints are available in each building office and the central office.

- A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.

- If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board shall appoint an investigating officer. In other instances, the investigation shall be conducted by the building principal, the compliance coordinator or another individual appointed by the board. The investigation shall be informal but thorough. All interested persons, including the complainant and the person against whom the complaint is lodged, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.

- A written determination of the complaint’s validity and a description of the resolution shall be issued by the investigator, and a copy forwarded to the complainant and the accused no later than 30 days after the filing of the complaint.

◊ If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.
If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy, the negotiated agreement or state law will be followed.

- Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the district compliance coordinator.

- The complainant may appeal the determination of the complaint. Appeals shall be heard by the district compliance coordinator, a hearing officer appointed by the board, or by the board itself as determined by the board. The request to appeal the resolution shall be made within 20 days after the date of the written resolution of the complaint at the lower level. The appeal officer shall review the evidence gathered by the investigator and the investigator's report, and shall afford the complainant and the person against whom the complaint is filed an opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is filed. The appeal officer will issue a written determination of the complaint's validity and a description of its resolution within 30 days after the appeal is filed.

- If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence. The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.

- Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies including the right to file a complaint with the Office for Civil Rights of the U.S. Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.

Complaints About Policy

The superintendent shall report any unresolved complaint about policies to the board at the next regularly scheduled board meeting.

Complaints About Curriculum (See IF)

The superintendent shall report a failure to resolve any complaint about curriculum to the board at the next regularly scheduled board meeting.
Complaints About Instructional Materials

The building principal shall report any unresolved complaint about instructional materials to the superintendent immediately after receiving the complaint.

Complaints About Facilities and Services

The superintendent shall report any unresolved complaint about facilities and services to the board at the next regularly scheduled board meeting.

Complaints About Personnel

The superintendent or the building principal involved shall report any unresolved complaint about personnel to the board at the next regularly scheduled board meeting.

Complaints About Emergency Safety Intervention Use

Complaints concerning the use of emergency safety interventions by district staff shall be addressed in accordance with the local dispute resolution process outlined in board policy GAAF.

Approved: 09/13/99; 12/14/15
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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

SN  Includes central governing and administrative bodies such as city council and mayor's office.

*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)

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*LDAJ  Police Department
*LDAJA  Interrogations and Investigations (See JCAB & JCAC)

*LDAK  Fire Department
*LDAL  Civil Defense Agency
*LDAM  Industrial Development Authorities
*LDAN  Planning Authorities
*LDAO  Zoning Authorities
*LDB  (RESERVED CATEGORY)

SN  For use to record relationships with intermediate governmental bodies between the local and state levels--county, regional, and/or metropolitan.

*LDC  State Government
*LDCA  Legislative Representatives
*LDKB  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 IDC)
*LEG  Student Banking Programs
**LA  Goals and Objectives**

The board will seek to establish a satisfactory working relationship with governmental and private agencies having an interest in the operation of public schools.

Approved: 05/10/1999

**LB  School-Community Cooperation**

The board will seek to foster an atmosphere of cooperation between the schools and community groups and organizations.

Approved: 05/10/1999
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
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
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

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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**MA Goals and Objectives**

The board shall seek to work harmoniously with educational agencies having an interest in the district’s schools. Staff shall follow all regulations required by state and federal education agencies.

Approved: 08-10-2009

**MD Interdistrict Relations**

The board will work cooperatively with other districts to provide services to students when it is in the best interest of students and the districts.

Approved: 05/10/1999

**MF Colleges and Universities**

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
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