

USD 320 WAMEGO BOARD OF EDUCATION POLICY MANUAL

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KASB POLICY SERVICE DISCLAIMER

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

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

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

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

PREFACE

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

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

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

Understanding the Policy System

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

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

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

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

These sections are as follows:

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

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

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

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

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

The Index

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

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

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

When Using This Manual

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

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

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

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

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

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

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

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

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

State Law and Negotiated Contracts

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

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

Updating Your Policy Book

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

Symbols

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

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

Administrative Personnel

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

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

BCBI (Also KCA) Public Participation

KCA (Also BCBI) Public Participation

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

AFC (See JGFA) Emergency Closings

JGFA (See AFC) Emergency Drills

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

Definitions

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

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

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Last revised: July 2009

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

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

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

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

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

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

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

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

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

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

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

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

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

KANSAS ASSOCIATION OF SCHOOL BOARDS®

Master Policy Index

Last revised: July 2009

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

KANSAS ASSOCIATION OF SCHOOL BOARDS®

Master Policy Index

Last revised: July 2009

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

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Master Policy Index

Last revised: July 2009

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

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Master Policy Index

Last revised: July 2009

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

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Master Policy Index

Last revised: July 2009

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

I N D E X

To The

SCHOOL BOARD POLICY CLASSIFICATION SYSTEM

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

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

A

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

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

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

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

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

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

B

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

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

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

C

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

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

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

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

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

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

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

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

D

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

E

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

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

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

F

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

G

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

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

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

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

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

H

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

I

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

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

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

J

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

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

K

EC Keys, equipment

L

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

M

JGHB Machines, Automated Playing and Vending
Maintenance
EBI Buildings and Grounds Long-Range Maintenance
EC Equipment Maintenance
Maintenance Workers (See "Noncertified Personnel Posi-
tions")
*IHEA (See IHA) Make-Up Opportunities
JQF Married Students
Media Specialists (See "Certified Personnel Positions")
Medical Insurance (See "Compensation")
Medical Leave (See Family Medical Leave)
JGFGB 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
 News Coverage
 BCBJ, KBCC Board Meetings News Coverage - KSA 75-4317 et seq.
 KBC News Conferences and Interviews
 KBC (See KB) News Media Relations
 KBC News Releases
 KBCD Sports and Special Events News Coverage

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

See KSHSAA By-Laws

Noncertified Personnel

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

O

Objectives (See "Goals and Objectives")

Order of Business (See "Agenda")

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

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

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

P

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

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

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

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

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

Q

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

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

R

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

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

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

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

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

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

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

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

S

Sabbaticals

*CGPFA Administrative Personnel
 GBRH Certified Personnel

Safety - KSA 31-133

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

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

Sales

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

HAN Sanctions
 EBE Sanitation

Schedules, Time

CG Administrative Personnel
 GBR Certified Personnel
 GCR Noncertified Personnel

Scheduling

IE Scheduling for Instruction

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

T

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

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

U

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

V

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

W

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

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

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*AA	School District Legal Status - KSA 72-6734 et seq. SN An information category
*AAA	Decentralization Legal Status
*AB	School Board Legal Status - KSA 72-8205 SN Largely an information category offering little, if any, leeway for board action.
*ABA	Authority
*ABB	Powers and Duties - KSA 72-8205; 72-1623; 72-8212
*ABC	Board Members
*ABCA	Number - KSA 72-7901
*ABCB	Qualifications - KSA 25-2020
*ABCC	Terms of Office - KSA 72-7902
*ABCD	Method of Election - Ch. 72, Art. 80; Ch. 25, Art. 20
*ABCDA	Unexpired Term Fulfillment - KSA 25-2022; 25-2022a; 25-2022b; 72-7902
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ADA	School Census - KSA 72-5333d
AE	School Year - KSA 72-1106
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*AEAA	Vacations
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AEB	Extended School Year
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*AFC	Emergency Closings (See JGFC & JGFC-R) - KSA 72-8213; 31-144;
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A District Authority

A

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

Home Rule

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

Approved: August 11, 2003

RESOLUTION TO ESTABLISH HOME RULE BY BOARD OF EDUCATION

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

RESOLUTION

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

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

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

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

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

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

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

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

See Key [N]

See Key /s/

ABE District Goals and Objectives

ABE

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

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

The superintendent shall develop necessary procedures to implement this policy. The superintendent shall provide opportunities for interested patrons to become knowledgeable about the district long-range planning process.

Approved: 8-11-2008

AC School District Organization Plan

AC

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

Approved: August 9, 2010

AD District Attendance Areas

AD

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

Approved: May 10, 1999

AD-R District Attendance Areas

AD-R

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

Approved: May 10, 1999

ADA School Census

ADA

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

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

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

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

AE School Year

AE

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

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

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

Virtual Schools

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

Approved: 8-11-2008

AEA School Calendar

AEA

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

Approved: May 10, 1999

AEA-R School Calendar

AEA-R

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

Approved: 5-10-99

AEB School Year and Learning Opportunities

AEB

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

Prolonged or Shortened School Year

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

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

Additional Learning Opportunities for Students

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

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

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

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

AF School Day

AF

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

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

AG Closing School Facilities

AG

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

Approved: July 11, 1988

AG-R Closing School Facilities

AG-R

Procedures

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

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

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

I. Enrollment and Program

A. Number of students currently in attendance.

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

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

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

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

F. Relationship to integration efforts.

G. Proximity of the school to community resources.

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

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

II. Community Considerations

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

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

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

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

IV. Environmental Factors

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

B. Frequency of vandalism and amount of damage.

C. Location and size of site.

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

V. Financial Considerations

A. Staffing requirements.

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

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

D. Value of property for other use.

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

centers.

VI. Relationship to Long Range Planning Efforts

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

B. Need to utilize property for other purposes.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Approved: July 11, 1988

Revised:

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BA Goals and Objectives

BA

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

Approved: 5-10-99

BBBB New Member Orientation

BBBB

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

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

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

Approved: 5-10-99

BBBF **Reimbursement for Expenses**

BBBF

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

Approved: August 11, 2003

BBC Board Committees (See CF)

BBC

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

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

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

Advisory Committees

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

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

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

Approved: 8/14

Attorney

BBE

The board shall appoint an attorney to handle legal matters.

Approved: 05/1999; 08/22

BBG Consultants (See CJ)

BBG

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

Approved: 05/10/1999

BBG-R Consultants (See CJ)

BBG-R

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

Approved: 05/10/1999

BCAC Special Meetings

BCAC

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

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

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

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

Member, Board of Education

Member, Board of Education

Member, Board of Education

Member, Board of Education

Member, Board of Education

Member, Board of Education

Member, Board of Education

Attest:

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

BCAE **Public Hearings** (See BCBI)

BCAE

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

Approved: 05/10/1999

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

BCAE-R

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

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

Approved: 05/10/1999

BCBD **Agenda**

BCBD

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

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

Approved: 05/10/1999

BCBD-R **Agenda**

BCBD-R

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

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

Approved: 05/10/1999

BCBEA Length of Board Meetings

BCBEA

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

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

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

Approved: 05/10/1999

Revised: December 10, 2012

BCBF Rules of Order

BCBF

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

Approved: 05/10/1999

BCBF-R Rules of Order

BCBF-R

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

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

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

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

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

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

The following motions will be in order:

To recess;

To take action;

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

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

To go into executive session; and

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

Approved: 05/10/1999

BCBG Voting Method

BCBG

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

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

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

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

BCBH Minutes

BCBH

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

Approved: 05/10/1999

BCBH-R Minutes

BCBH-R

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

Approved: 05/10/1999

BCBI Public Participation at Board Meetings (See BCAE and KN) BCBI

Open Forum

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

Rules For Open Forum

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

1. Individual presentations shall not exceed 3 minutes.
2. The open forum shall not exceed a maximum of 15 minutes of speaking time.
3. Those wishing to speak shall sign up at the meeting prior to the start. Speakers will speak in the order they signed up and until the speaking time set aside for the public forum has been exhausted.
4. Subject matter, other than policy issues, will be referred to the administration.
5. Comments shall be limited to issues and not refer to personalities.
6. Presentations must be in good taste befitting the occasion and the dignity of the board meeting.

Patron-Requested Agenda Items

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

superintendent shall consult with the board president, and the patron's request may be placed on the next regular board meeting agenda.

If the patron-requested item is placed on the Board's next regular board meeting agenda, the patron shall provide a typed outline of their presentation no later than 24 hours prior to the meeting.

Handling Complaints (See KN)

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

Approved: 11/10/2008; 10/18/2021

Request to Appear Before the Board

This form must be completed and returned to the clerk or the superintendent at least seven days before the meeting at which you wish to speak. Your request will be reviewed and one of 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 three minutes.
- 2. Subject matter, other than policy issues, will be referred to the administration.
- 3. Comments shall be limited to issues and not refer to personalities.
- 4. Presentations must be in good taste befitting the occasion and the dignity of the board meeting.
- 5. Typed copy, or an outline of your presentation must be included with this request form.

Name _____

Address _____ Telephone _____

Individual or organization (if any) you represent _____

Organization's address _____

Signature _____ Date _____

District official's signature _____

Date received _____ Time received _____

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

BCBJ News Coverage

BCBJ

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

Broadcasting and Taping

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

Approved: 05/10/1999

BCBJ-R News Coverage

BCBJ-R

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

Broadcasting and Taping

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

Cameras

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

Recording Devices

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

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

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

Approved: 05/10/1999

BCBK Executive Session

BCBK

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

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

Sample Motion

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

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

Acceptable justifications for recessing into executive session include the following:

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

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

NO BINDING ACTION SHALL BE TAKEN DURING CLOSED OR EXECUTIVE SESSIONS

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

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

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

Addendum 1: Sample Motions for Executive Session

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

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

Developing, Adopting, Amending, and Repealing Board Policy

BDA

(See CM, GAA, and JA)

The board shall adopt all policies, regulations, and handbooks, all of which are deemed to be board policy. Board policies, regulations, and handbooks may be amended or repealed at any board meeting by a majority vote of the board.

Drafting Policy

The superintendent shall recommend policy changes. The superintendent may involve appropriate staff members, patrons, community members, or students when revising or drafting new policy.

Attorney Involvement

Board policies or recommended changes thereto 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 ensure appropriate dissemination of current policy and removal of obsolete policies from the board's policy system. At least one current policy manual shall be accessible in the central business office. Current board-approved policies may be posted on the district website, or other website designated by the board. Board members, district staff, patrons and others will be encouraged to use the website to access current board policy.

Historical Policy Files

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

Public Input on Policy

Individuals or groups may submit proposed changes in board policy.

Action Allowed When No Policy Exists

In an emergency, when action must be taken but present policy does not dictate appropriate action, the superintendent shall have authority to act. Any decision shall be subject to board review at the next meeting. The superintendent should recommend any policy needs the incident may have created.

Approved: 05/10; 08/22

BDC **Policy Adoption**

BDC

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

Policy Dissemination

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

Policy Review

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

Approved: 05/10/1999

BDC-R **Policy Adoption**

BDC-R

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

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

Policy Dissemination

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

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

Approved: 05/10/1999

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

BE

The board shall keep records necessary to document board actions.

Approved: August 13, 2007

Memberships**BG**

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

Approved: 05/1999; 08/22

BH School Board Member Ethics

BH

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

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

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

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

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

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

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

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

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

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

BH School Board Member Ethics

BH-2

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

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

Approved: 05/10/1999

BK Board Self-Evaluation

BK

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

Approved: 05/10/1999

BK-R Board Self-Evaluation

BK-R

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

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

BK-R Board Self-Evaluation

BK-R-2

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

Approved: 05/10/1999

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CA Goals and Objectives of School Administration

CA

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

Approved: 8/14

CB Ethics

CB

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

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

Fulfills professional responsibilities with honesty and integrity;

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

Obeys local, state and national laws;

Implements the board's policies, rules and regulations;

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

Avoids using a position for personal gain;

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

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

Honors employment contracts until fulfillment or release.

Approved: 05/10/1999

CD Line and Staff Relations

CD

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

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

Approved: 05/10/1999

CD-R Line and Staff Relations

CD-R

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

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

Approved: 05/10/1999

CE Superintendent of Schools

CE

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

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

Approved: 05/10/1999

CEA Superintendent Qualifications

CEA

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

Approved: 06/15

CEB Duties

CEB

The responsibility of the superintendent shall be:

To serve as administrative head of the district;

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

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

To carry out the board's policies and rules;

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

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

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

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

To advise and recommend in business administration matters;

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

To assure that the district finances are properly managed.

Approved: 05/10/1999

Superintendent Recruitment

CEC

The superintendent search presents the board with an opportunity to recruit individuals who will implement the board's goals. The board shall establish an orderly procedure for employing a superintendent that conforms to generally accepted ethical and legal standards and minimizes misunderstanding in the community. The process should allow the board ample opportunity to evaluate the qualification of a candidate 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; 08/22

CED Appointment

CED

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

Approved: 05/10/1999

CED-R Appointment

CED-R

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

Approved: 05/10/1999

CEE Compensation and Benefits

CEE

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

Approved: August 11, 2003

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

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

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

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

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

CEG Staff Development Opportunities (See CK)

CEG

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

Approved: 5-10-1999

CEI Evaluating the Superintendent

CEI

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

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

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

Approved: September 13, 2004

CEJ Separation

CEJ

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

Approved: 05/10/1999

CEK Resignation

CEK

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

Approved: 05/10/1999

CF Board-Superintendent Relations (See BBC)

CF

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

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

CF Board-Superintendent Relations

CF

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

Approved: 05/10/1999

CG Administrative Personnel

CG

The board shall employ administrative personnel as needed.

Compensation Guides and Contracts

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

Qualifications and Duties

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

Recruitment

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

Assignment

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

Orientation

The superintendent shall conduct an appropriate administrative orientation program.

Supervision

The superintendent shall be responsible for supervising all administrative personnel.

Administrative Intern Program

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

Travel Expense and Reimbursement

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

Approved: August 11, 2003

CGI Administrator Evaluation (See CEI and GAK)

CGI

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

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

Approved: 8/14

CGK Suspension

CGK

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

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

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

Approved: 02/10/2020

CJ Consultants (See BBG)

CJ

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

Approved: 05/10/1999

CK Professional Development Opportunities (See CG)

CK

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

Approved: 05/10/1999

CL Councils, Cabinets and Committees

CL

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

Method of Appointment

All administrators are automatically members of the administrative council.

Organization

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

Resources

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

Material

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

Financial

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

Reporting

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

Approved: 05/10/1999

CL-R Councils, Cabinets and Committees

CL-R

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

Financial

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

Approved: 05/10/1999

Policy Implementation

CM

(See BDA, CGK, GAA, and JA)

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

Approved: 10/00; 02/20; 08/22

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

Staff Involvement

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

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

Community Involvement

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

Student Involvement

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

Rules Adoption

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

Rules Dissemination

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

Rules Review

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

Administration in Policy Absence

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

Approved: 05/10/1999

CMA-R Administrative Rules

CMA-R

No administrative rule shall be in conflict with board policy.

Rules Drafting

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

Staff Involvement

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

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

Student Involvement

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

Administration in Policy Absence

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

Approved: 05/10/1999

CN Public Records

CN

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

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

Types of Records

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

Central Office Records

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

Building Records

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

(See JR et seq.)

Public Access

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

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

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

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

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

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

Copies of Records

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

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

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

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

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

Disposition

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

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

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

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

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

Destroying Documents

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

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

CO Reports

CO

The board may require reports from the staff.

Types

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

Dissemination (See JR et seq.)

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

Approved: 05/10/1999

CO-R Reports

CO-R

Types

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

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

Approved: 05/10/1999

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DA Goals and Objectives

DA

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

Approved: 05/10/1999

Budget Planning

DB

(See DC and KBA)

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

In planning the budget, sufficient moneys shall be allocated in a manner reasonably calculated such that all students may achieve the capacities set forth in K.S.A. 72-3218(c).

Needs Assessment

Each year, the board shall conduct an assessment of the educational needs of each attendance center in the district. Such assessment shall be published on the school district's website. Information obtained from the needs assessment shall be used by the board when approving the budget of the school district to ensure improvement in student academic performance.

The board shall annually review state assessment results and, as part of such review, shall document the following:

- The barriers that must be overcome to have all students achieve proficiency above level 2 for grade level academic expectations on such assessments;
- Any budget actions, including, but not limited to, recommendations on reallocation of resources that should be taken to address and remove such barriers; and
- The amount of time the board estimates it will take for all students to achieve proficiency above level 2 for grade level academic expectations on the state assessments if such budget actions are implemented.

The board shall also prepare a summary of the budget. The budget, the summary of the proposed budget, the needs assessment, and the state assessment documentation shall be on file at the administrative offices of the school district and available on the school district's website. Notice of the hearing on the budget shall include a statement that the budget(s), the summary of the proposed budget, the needs assessment, and state assessment documentation is on file at the administrative offices of the district and available on the school district's website.

Approved: 05/99; 08/22

Annual Operating Budget

DC

(See DB and KBA)

The district budget shall be prepared by the superintendent in cooperation with selected district employees and shall reflect the district's educational goals, including improvement in student academic performance as described in board policy DB and state law.

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, taking into consideration the requirements for budgeting.

Deadlines and Schedules

Deadlines and time schedules shall be established by the board, unless otherwise provided by state law.

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.

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

Annual Operating Budget

DC-2

submitted by the superintendent within a timeframe that allows the district to comply with all statutory deadlines.

Hearings and Reviews

The board shall conduct budget hearings according to state law. The minutes of the meeting at which the board approves its annual budget shall state a needs assessment was provided to the board in accordance with board policy DB and state law, the board evaluated such assessment, and the manner in which the board used such assessment in the approval of the district's budget.

District budgets, the summary of the proposed budget, the needs assessment, and the state assessment documentation described in board policy DB shall be on file at the administrative offices of the district and available on the district's website.

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: 08/09; 12/15; 11/18; 10/21; 08/22

DE Fraud Prevention and Investigation

DE

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

Reporting Fraud

An employee who suspects fraud, impropriety, or irregularity shall promptly report those suspicions to the immediate supervisor and/or the superintendent. If the superintendent is the subject of the complaint, reports shall be made to the board president or the board's legal counsel. The superintendent shall have primary responsibility for any investigations, in coordination with legal counsel and other internal or external departments and agencies as appropriate.

Whistleblowers

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

knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.

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

Approved: 11/12/2018

Standard of Conduct for Federally Funded Contracts

DFAB

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

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

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

Unless otherwise provided herein, no board member, employee, officer, or agent of the district may solicit or accept gratuities, favors, or anything of monetary value from vendors, contractors, or parties to subcontracts. Therefore, these individuals would be prohibited from accepting offers for free entertainment which would otherwise cost the individual, lodging, transportation, gifts, or meals. However, accepting meals offered by a sponsor and consumed by such individual at school, a school sponsored activity, or a related event and/or accepting free product samples having a retail value no greater than \$100.00 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: 02/17; 08/22

Federal Fiscal Compliance

DFAC

(See CN, DFAA, and DFAB)

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 Business Manager/Board Clerk as the federal programs coordinator and district contact for all federal programs and funding.

The Business Manager/Board Clerk 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.

Federal Fiscal Compliance

DFAC-2

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.

Federal Fiscal Compliance

DFAC-3

Subrecipient Monitoring

If the district awards subgrants, the district shall establish procedures to:

- Assess the risk of noncompliance.
- Monitor grant subrecipients to ensure compliance with federal, state, and local laws and board policy, regulations, and procedures.
- Ensure the district's records are adjusted to cure recordkeeping issues discovered through the subrecipient's audits, on-site reviews, or other monitoring.

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: 11/17; 08/22

Procedures for Policy DFAC Allowability of Costs – Federal Programs

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

Delegation of Responsibility

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

Allowability Determinations

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

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

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

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

General allowability determination factors include the following:

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

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

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

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

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

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

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

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

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

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

Selected Items of Cost

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

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

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

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

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

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

Helpful Questions for Determining Whether Costs are Allowable -

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

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

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

Approved: 11/2017

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*.

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Procurement – Federal Programs

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

2021 Procurement Thresholds		
Kansas Bid Threshold	\$20,000	For construction, reconstruction or remodeling or for the purchase of materials, goods or wares
Federal Micro-Purchase Threshold	\$10,000	Adjusted periodically and published in Federal Register (48 CFR Subpart 2.1)
Federal Simplified Acquisition Threshold	\$250,000	Adjusted periodically and published in Federal Register (48 CFR Subpart 2.1)

*Please review this Procurement attachment annually and update amounts accordingly

Responsibility for Purchasing

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

DFAB: Standard of Conduct for Federally Funded Contracts

DFAC: Federal Fiscal Compliance

DJE: Purchasing

DJEB: Quality Control

DJED: Bids and Quotations Requirements

DJEE: Local Purchasing

DJEF: Requisitions

DJEG: Purchase Orders and Contracts

DJEJ: Payment Procedures

DJFA: Purchasing Authority

DJFAB: Administrative Leeway

Purchase Methods

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

Standard Procurement Documents and Purchase Request Process

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

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

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

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

1. Description of the services to be performed or goods to be purchased;
2. Location of where services will be performed or goods will be delivered;
3. Appropriate dates of service or delivery;
4. { } Other (describe) _____.

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

Contracts shall be reviewed by the { } *Board Clerk* { } *Business Manager* { X } *Superintendent* and { x } *Board's Attorney*, if necessary, 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 \$10,000. 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 \$10,000.(48 CFR Subpart 2.1)

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

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

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

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

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

Small Purchase Procedures

For purposes of this procedure, **small purchase procedures** are those relatively simple and informal procurement methods for securing materials, goods, or wares or for completing construction, reconstruction, or remodeling that cost more than the amount qualifying as a micro-purchase and do not cost \$20,000 or more, or in the case of services other than construction, reconstruction or remodeling, where the total cost does not exceed the \$250,000 federal Simplified Acquisition Threshold at which formal competitive bidding or competitive proposals are required. Small purchase procedures cannot be used for construction, reconstruction or remodeling costing \$20,000 or more or for the purchase of materials, goods or wares costing \$20,000 or more because the board policy and Kansas law requires formal competitive bidding at that level of cost.

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

The federal Simplified Acquisition Threshold at which competitive bidding or competitive proposals are required is adjusted periodically by the federal government, and the threshold most recently established and published in the Federal Register shall apply if other than \$250,000. (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 (\$250,000).

[See Food Service Program Notes below for exemption from bidding for purchases of perishable food items costing less than \$250,000.]

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 \$250,000.

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 \$250,000. (48 CFR Subpart 2.1)

For procurement of services costing at or over the \$250,000 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 \$250,000.

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* { x } *Business Manager* { } *Federal Programs Coordinator* based on factors including but not limited to:

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

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

Contract/Price Analysis

The district performs a cost or price analysis in connection with every procurement action in excess of \$250,000, 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 { x } *Superintendent* { } *Business Manager* { } *Federal Programs Coordinator* must come to an independent estimate prior to receiving bids or proposals. (2 CFR Sec. 200.323(a)). As part of the analysis, the 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 { x } *Superintendent* { } *Business Manager* { } *Federal Programs Coordinator*.

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 \$250,000.

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 { x } *Business Manager* { } *Federal Programs Coordinator* will be responsible for verification. Such verification may include accessing the online federal System for Award

Management (SAM) to determine whether any relevant party is subject to any suspension or debarment restrictions.

Maintenance of Procurement Records

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

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

Time and Materials Contracts

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

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

Settlements of Issues Arising Out of Procurements

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 (\$250,000). Small purchase procedures may be used for purchases below \$250,000, or micro-purchase procedures for purchases below \$10,000. Use of bidding should be considered as an option if it is feasible and likely to result in cost savings.

Geographic Preferences -

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

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

Buy American -

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

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

Mandatory Contract Clauses -

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

1. Allowable costs will be paid from the nonprofit school food service account to the contractor net of all discounts, rebates and other applicable credits accruing to or received by the contractor or any assignee under the contract, to the extent those credits are allocable to the allowable portion of the costs billed to the school food authority;
2. (a) The contractor must separately identify for each cost submitted for payment to the school food authority the amount of that cost that is allowable (can be paid from the nonprofit school food service account) and the amount that is unallowable (cannot be paid from the nonprofit

school food service account); or

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

3. The contractor's determination of its allowable costs must be made in compliance with the applicable departmental and program regulations and Office of Management and Budget cost circulars;
4. The contractor must identify the amount of each discount, rebate and other applicable credit on bills and invoices presented to the school food authority for payment and individually identify the amount as a discount, rebate, or in the case of other applicable credits, the nature of the credit. If approved by the state agency, the school food authority may permit the contractor to report this information on a less frequent basis than monthly, but no less frequently than annually;
5. The contractor must identify the method by which it will report discounts, rebates and other applicable credits allocable to the contract that are not reported prior to conclusion of the contract; and
6. The contractor must maintain documentation of costs and discounts, rebates and other applicable credits, and must furnish such documentation upon request to the school food authority, the state agency, or the department.

Contracts with Food Service Management Companies -

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

Pre-Plated Meals -

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

Approved: 11/2017; 10/12/2021

DFE Investment of Funds

DFE

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

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

Posting Securities

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

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

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

Distribution of monies for investment shall be as follows:

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

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

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

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

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

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

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

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

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

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

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

DFG

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

Approved: 05/10/1999

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

DFG-R

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

Approved: July 11, 1988

DFK Gifts and Bequests

DFK

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

Approved: July 11, 1988

DFM Equipment and Supplies Sales

DFM

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

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

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

Approved: July 14, 2003

DH Bonded Employees

DH

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

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

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

Approved: 3-14-05

DIC Inventories

DIC

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

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

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

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

DJB **Petty Cash Accounts**

DJB

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

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

[RESOLUTION TO ESTABLISH PETTY CASH FUND]

RESOLUTION

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

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

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

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

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

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

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

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

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

* Not to Exceed \$1500.00

DJE **Purchasing**

DJE

The purchasing, receiving, storing and distribution of supplies, equipment and services for use in the district shall be managed efficiently and economically. School employees are not allowed to purchase personal items from vendors using district accounts.

Purchasing Authority

The board shall appoint a purchasing agent for the district.

Approved: 05/10/1999; 03/22

DJEB Quality Control

DJEB

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

Specifications

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

Standardization

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

Quantity Purchasing

Quantity purchasing is encouraged.

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

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

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

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

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

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

Bid Specifications

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

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

Procedure

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

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

Responsible Bidder

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

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

Withdrawal of Bids

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

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

Rejection of Bids

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

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

Multi-State Purchasing Pools

The board may participate in multi-state purchasing pools.

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

DJEE Local Purchasing

DJEE

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

Approved: 05/10/1999

DJEE-R Local Purchasing

DJEE-R

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

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

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

Approved: 05/10/1999

DJEF Requisitions

DJEF

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

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

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

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

DJEG Purchase Orders and Contracts

DJEG

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

Approved: November 13, 2000

DJEG-R Purchase Orders and Contracts

DJEG-R

Each purchase order shall include:

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

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

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

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

Approved: November 13, 2000

DJEJ **Payment Procedures**

DJEJ

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

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

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

Approved: 05/10/1999

DJFA

Purchasing Authority

DJFA

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

Approved: August 14, 2006

Administrative Leeway**DJFAB**

(See DJEG and DJEJ)

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: 05/99; 08/22

DK Student Activity Fund Management (See JH)

DK

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

Activity Fund Management

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

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

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

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

Activity Fund Deposits

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

Inactive Activity Funds (See JH)

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

Approved: 05/10/1999

DK-R Student Activity Fund Management (See JH)

DK-R

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

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

Activity Fund Management

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

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

Approved: 05/10/1999

[RESOLUTION TO ESTABLISH ACTIVITY FUND]

RESOLUTION

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

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

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

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

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

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

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

Unpaid Fees and Negative Account Balances

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

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

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

Insufficient Funds Checks

Option 1:

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

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

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

Option 2:

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

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EA Goals and Objectives

EA

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

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

Approved: 05/10/1999

EB Buildings and Grounds Management

EB

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

Approved: 05/10/1999

EB-R Buildings and Grounds Management

EB-R

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

Approved: 05/10/1999

Insurance Program

EBA

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

Liability Other Than for Vehicles

To the extent permitted by law, the board may insure all employees against legal action arising out of the performance of any authorized duties. The board may also purchase insurance covering loss resulting from student participation in a work-based learning program authorized by the district. The board may authorize the district to join a group-funded pool to provide insurance coverage for the district.

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

Approved: 05/99; 08/22

EBAA Workers Compensation

EBAA

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

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

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

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

Choice of Physician

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

Approved: 8-11-2008

EBB Safety (See JBH)

EBB

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

Safety Rules

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

Safety Unit

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

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

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

Warning System

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

Safety Inspections

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

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

Heating and Lighting

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

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

Approved: 8/14

EBBA Hazardous Waste Inspection and Disposal

EBBA

Inspection

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

Disposal

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

Rules

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

Approved: 05/99; 06/15

EBBD Evacuations and Emergencies (See EBBF and JBH)

EBBD

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

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

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

School-Closing Announcements

When the superintendent believes the safety of students is threatened by severe weather, [health or safety concerns](#), or other circumstances, parents and students shall be notified of school closings or cancellations by announcements made over radio/TV station(s), (TV: WIBW, KSNT); Radio: WIBW-FM (94.5, 106.9, 104.9) and AM (580), KMAN-FM (93.3, 93.7, 96.3, 101.5, 104.7) and AM (1350); KQLA-FM (97.5, 103.5) and AM (1420); KHCA-FM (95); KBLS Sunny (102.5); KHCD (89.5); KMAJ (102.9); KTOP-AM (99.3), social media, and the district's School Messenger System.

Bomb Threats

If there is a bomb threat or similar emergency, the principal shall see that students are escorted to a safe place. The principal shall notify law enforcement agencies of the threat and request a thorough inspection of the buildings and grounds. Other contingencies as noted in the crisis plan shall be followed. If it is determined that no danger exists to the students' safety, and, if there is time remaining in the school day, school shall be resumed.

Planning for Emergencies

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

Approved: 04/13/2009; 04/12/2021

EBBE **Emergency Drills**

EBBE

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

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

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

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

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

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

Approved: 05/10/1999; 02/10/2020

EBBF **Crisis Planning** (See EBBD)

EBBF

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

Approved: 05/10/1999

EBBF-R **Crisis Planning**

EBBF-R

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

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

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

Approved: 05/10/1999

EBC SAFETY AND SECURITY
- Sample Form -

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

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 }

Date	School/Location	Student/s or Person/s Involved	Brief Description
1.			
2.			
3.			
4.			
5.			

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

Signed: _____
Administrator or other school employee.

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

EBC SAFETY AND SECURITY
- Sample Form -

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

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

EBE

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

Sanitation

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

Approved: 05/10/1999

EBE-R Cleaning and Maintenance Programs

EBE-R

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

Approved: 05/10/1999

EBI Long-Range Maintenance Program

EBI

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

Approved: 05/10/1999

EBI-R Long-Range Maintenance Program

EBI-R

The superintendent shall present a report to the board annually, by March 15, concerning the district's maintenance priorities. A cost analysis report shall be attached to the report.

Approved: 05/10/1999

EBJ Records

EBJ

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

Approved: 05/10/1999

EC Equipment and Supplies Management

EC

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

Receiving

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

Approved: 05/10/1999

EC-R Equipment and Supplies Management

EC-R

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

Receiving

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

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

Approved: 05/10/1999

ECA HIPAA Policy (Also see JRB)

ECA

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

Staff Training Required

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

Compliance Required

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

Approved: August 11, 2003

ECH Printing and Duplicating Services

ECH

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

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

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

Approved: August 11, 2003

Copyright Regulations and “fair use” rules for educators.

Suggested Handbook Language

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

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

The Purpose and Character of the Use

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

The Nature of the Copyrighted Work

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

The Amount and Substantiality of the Portion Used

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

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

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

Prohibited Practice

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

Permitted Practice

A teacher may make--for use in scholarly research, in teaching or in preparation for teaching a class--a single copy of the following: a chapter from a book; an article from a periodical or newspaper; a short story, short essay or short poem (whether or not from a collected work); a chart, graph, diagram, drawing, cartoons or picture from a book, periodical or newspaper; may make (for classroom use only and not to exceed one per student in a class) multiple copies of the following: a complete poem (if it has fewer than 250 words and is printed on not more than two pages), an excerpt from a prose work (if the excerpt has fewer than 1,000 words or 10 percent of the work, whichever is less) and one chart, graph, diagram, cartoon or picture per book or periodical.

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

Guidelines for Off-Air Recording of Broadcast

Programming for Education Purposes

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

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

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

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

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

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

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

Computer Software

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

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

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

Approved by Board of Education: _____ Date

School Buses and Vehicles

EDAA

(See ED, JBCA, and JGG)

Use of buses and other school vehicles by the district shall conform to current law. 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 administrator. 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 or the superintendent’s 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 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 or the superintendent’s designee.

School Buses and Vehicles

EDAA-2

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 provide proof of a valid driver's license appropriate for the vehicle(s) to be driven for the district to the superintendent or the superintendent's designee at the beginning of each school year. 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 be provided access to this policy annually.

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 vehicles are assigned to designated employees, the employee shall be responsible for the proper care, maintenance, and housing of the vehicle at a district-owned site, while on school business, 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.

Approved: 08/14; 12/15; 03/06/2023

EE **Food Services Management** (See EBBD)

EE

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

Sanitation Inspections

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

Records

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

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

Meal Prices

Meal prices shall be determined by the board.

Free and Reduced Price Meals

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

Unpaid Meal Charges

The district's meal charging requirements are as follows.

A charge account for students paying full or reduced price for meals may be established with the district. Students may charge no more than {\$20 worth of/5} meals to this account. Charging of a la carte or extra items to this account will not be permitted.

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

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

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

The district will provide a copy of this unpaid meal charges policy to all households at or before the start of school each year and to families and students that transfer into the district at the time of transfer. The terms of this policy will also be communicated to all district staff responsible for enforcing any aspect of the policy. Records of how and when it is communicated to households and staff will be retained.

Availability of Meals on Remote Learning Days Due to Severe Weather

When severe weather or poor road conditions due to ice and/or snow threaten the safety of students, the superintendent may close district schools or designate such days as remote learning days pursuant to policy EBBD. On these days, the superintendent will determine whether the weather and road conditions allow for safe passage of students, staff, and parents for the provision, service, and transportation of school meals to students.

If the superintendent determines it is safe to provide meal service on these days, school meals will be provided, although the manner of provision may be modified by the superintendent. If the superintendent determines that it is not feasible due to safety concerns to provide meal service on such days, notice that school meals will not be available on that day will be provided to students, parents, and affected staff members. Any alteration of the usual meal service process on these days will be communicated to staff, students, and parents using regular district communication channels.

Approved: 07/2005; 08/10/15; 10/11/2021

EED Meal Substitutions for Dietary Needs

EED

Food substitutions for children with allergies or food intolerances may be made on a case-by-case basis only when supported by a statement signed by a recognized medical authority. The food service director may, at their discretion, make substitutions for individual students who are not disabled, but who are unable to consume a food item because of medical or other special dietary needs.

The signed statement shall include:

1. An indication that the medical or special dietary need restricts the child's diet.
2. The food or foods to be omitted from the child's diet.
3. The food or choice of foods that may be substituted.

If the authorized foods are not generally available in the local markets, the parent or guardian may be asked to provide the substitute food item prescribed by the physician or recognized medical authority.

Approved: November 13, 2000

EF Data Management

EF

Data Dissemination

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

To Education Agencies

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

Approved: 05/10/1999

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FA **Goals and Objectives**

FA

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

Approved: 05/10/1999

FB **Building Committees**

FB

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

Approved: 05/10/1999

Memorials, Funerals, and Naming of District Facilities

FC

(See KG)

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

Memorials

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

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

Funerals and Memorial Services in District Facilities

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

The superintendent shall handle requests for funeral and memorial services.

Naming of Facilities

The board will consider requests from school and community groups to name an athletic or other school activity facility, building, or a portion thereof for a person provided the proposed name has special significance and/or the person has made an outstanding contribution to the school or the school system. The board shall consider naming requests after they are recommended by the superintendent.

Approved: 08/22

FD Capital Outlay Long Range Planning

FD

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

Approved: 05/10/1999

FD-R Capital Outlay Long Range Planning

FD-R

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

Approved: 05/10/1999

FDB Long Range Needs Determination

FDB

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

The Board of Education will schedule an annual facility tour to occur prior to the start of school each year.

Approved: 05/10/1999

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Goals and Objectives

GAA

(See BDA, CM, and JA)

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

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

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

Approved: 08/14; 02/20; 08/22

GAAA Equal Employment Opportunity and Nondiscrimination

GAAA

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

The district is an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to hiring, compensation, terms, conditions, or privileges of employment because of an individual's race, color, national origin, religion, sex, age, disability, or genetic information. Discrimination on any of these characteristics will not be tolerated. The district will make reasonable accommodations to applicants and employees who need them for medical or religious reasons, as required by law.

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

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

or

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

or

United States Department of Education
Office for Civil Rights
One Petticoat Lane
1010 Walnut Street, Suite 320
Kansas City, Missouri 64106
(816) 268-0550
OCR.KansasCity@ed.gov

Approved: 08/14/2006; 10/10/2016; 02/10/2020

Complaints of Discrimination

GAAB

(See GAAC, GAACA, JDDC, JGEC, JGECA, KN, and KNA)

The district is committed to maintaining a working and learning environment free from discrimination, insult, intimidation, and harassment due to race, color, national origin, religion, sex, age, genetic information, or disability.

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, genetic information, or religion in the admission to, access to, treatment, or employment in the district's programs and activities is prohibited. (Position, address, email address, and phone number of the district compliance coordinator) has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI and Title VII of the Civil Rights Act of 1964 (with the exception of discrimination on the basis of sex), Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, the Personal Responsibility Work Opportunity Reconciliation Act of 1996, and the Food Stamp Act of 1977, as amended.

Complaints regarding alleged discrimination on the basis of sex, as prohibited by Title IX of the Education Amendments of 1972 and other federal and state laws regulating such discrimination and discriminatory harassment, shall be handled in accordance with the procedures outlined in board policies GAAC and JGEC and shall be directed to the Title IX Coordinator at: Scott Meitler (USD 320 Asst. Superintendent/Dir. Of Instruction/Safety & Security; email meitlers@usd320.com; Ph 785-456-7643). More information may be obtained on discrimination on the basis of sex by contacting the Title IX Coordinator.

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

Unless otherwise provided in board policy, general complaints, those not alleging acts of discrimination, will be resolved using the district's general complaint procedures in policy KN.

Any employee who engages in discriminatory, harassing, or retaliatory conduct shall be subject to disciplinary action, up to and including termination.

Except as otherwise provided in this policy and board policies GAAC, JGEC, and KNA, any incident of discrimination in any form shall promptly be reported to an employee's immediate supervisor, the building principal, or the district compliance coordinator for investigation and corrective action by the building or district compliance officer. Complaints alleging discriminatory and/or harassing conduct on the part of the superintendent shall be addressed to the board of education.

Complaints of Discrimination

GAAB-2

Except as otherwise provided in board policy regarding complaints of discrimination on the basis of sex or regarding child nutrition programs, complaints about discrimination, including complaints of harassment, will be resolved through the following complaint procedures:

Informal Procedures

The building principal shall attempt to resolve complaints of discrimination or harassment in an informal manner at the building level. Any school employee who receives a complaint of such discrimination or harassment from a student, another employee, or any other individual shall inform the individual of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. The building principal shall discuss the complaint with the individual to determine if it can be resolved. If the matter is resolved to the satisfaction of the individual, the building principal shall document the nature of the complaint and the proposed resolution of the complaint and forward this record to the district compliance coordinator. Within 20 days after the complaint is resolved in this manner, the principal shall contact the complainant to determine if the resolution of the matter remains acceptable.

If the matter is not resolved to the satisfaction of the individual in the meeting with the principal, or if the individual does not believe the resolution remains acceptable, the individual may initiate a formal complaint.

Formal Complaint Procedures

- A formal complaint shall be filed in writing and contain the name and address of the person filing the complaint. The complaint shall briefly describe the alleged violation. If an individual does not wish to file a written complaint, and the matter has not been adequately resolved through the informal procedures described herein, the building principal may initiate the complaint. Forms for filing written complaints are available in each school building office and the central office.
- A complaint should be filed as soon as possible after the conduct occurs but not later than 180 days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.
- If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board may 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 or the superintendent. The investigation shall be

Complaints of Discrimination

GAAB-3

informal but thorough. The complainant and the respondent will be afforded an opportunity to submit written or oral evidence relevant to the complaint and to provide names of potential witnesses who may have useful information.

- A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and a copy shall be forwarded to the complainant and the respondent within 30 days after the filing of the complaint. If the investigator anticipates a determination will not be issued within 30 days after the filing of the complaint, the investigator shall provide written notification to the parties including an anticipated deadline for completion. In no event shall the issuance of the written determination be delayed longer than 10 days from the conclusion of the investigation.
 - If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.
 - If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy, the negotiated agreement (as applicable), and state law will be followed.
- Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the district compliance coordinator.

Formal Complaint Appeal

- The complainant or respondent may appeal the determination of the complaint.
- Appeals shall be heard by the district compliance coordinator, a hearing officer appointed by the board or the superintendent, or by the board itself.
- The request to appeal the resolution shall be made within 20 days after the date of the written determination of the complaint at the lower level.
- The appeal officer shall review the evidence gathered by the investigator at the lower level and the investigator's report and shall afford the complainant and the respondent 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 on appeal and a description of its resolution within 30 days after the appeal is filed.

Complaints of Discrimination

GAAB-4

If it is determined at any level that 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.

Approved: 12/14/2015; 02/10/2020; 08/03/2020; 03/06/2023

The board of education is committed to providing a positive and productive working and learning environment, free from discrimination on the basis of sex, including sexual harassment. The district does not discriminate on the basis of sex in admissions, employment, or the educational programs or activities it operates and is prohibited by Title IX from engaging in such discrimination. Discrimination on the basis of sex, including sexual harassment, will not be tolerated in the school district. Discrimination on the basis of sex of employees or students of the district in any district education program or activity is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Act Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs, or events within the United States. It shall be a violation for any employee to discourage a student or another employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Violation of this policy by any employee shall result in disciplinary action, up to and including termination.

Sexual harassment shall include conduct on the basis of sex involving one or more of the following: (1) A district employee conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcomed sexual conduct; (2) unwelcomed conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's educational program or activity; or (3) sexual assault, dating violence, domestic violence, or stalking.

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

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual harassment will be promptly investigated and resolved. Any person may make a verbal or written report of sex discrimination by any means and at any time.

(Position or name, address, email address, and phone number of the Title IX Coordinator) has been designated to coordinate compliance with nondiscrimination requirements contained in Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 regarding discrimination on the basis of sex, and the Kansas Act Against Discrimination. Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the Title IX Coordinator. Inquiries about the application of Title IX to the district may be referred to the Title IX Coordinator; to the Assistant Secretary for Civil Rights at the U.S. Department of Education, Office of Civil Rights, 400 Maryland Avenue, SW, Washington D.C. 20202-1100, (800)421-3481, or at OCR@ed.gov; or both.

Response to Harassment Complaints

The district takes all reports of sexual harassment seriously and will respond meaningfully to every report of discrimination based on sex, including sexual harassment, of which the district has actual knowledge. Employees who

believe they have been subjected to sexual harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building administrator or the Title IX Coordinator. All employees receiving reports of alleged sexual harassment shall notify the Title IX Coordinator.

Definitions

The following definitions apply to the district in responding to complaints of sexual discrimination including sexual harassment as defined by Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Act Against Discrimination.

The "complainant" means an individual who is alleged to be a victim of conduct that could constitute sexual harassment.

"Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved.

The "decision-maker" reviews all the evidence and prepares an impartial written responsibility determination as to whether the alleged conduct occurred and provides an opportunity for the parties and their representatives to prepare written questions to be answered by the other party. The decision-maker shall not be the Title IX Coordinator or investigator.

"Domestic violence" includes crimes of violence committed by a person who is a current or former spouse, partner, person with whom the victim shares a child, or who is or has cohabited with the victim as a spouse or partner, by a person similarly situated to a spouse of the victim under Kansas or applicable

federal law, or by any other person against an adult or youth victim having protection from such person's acts by Kansas or applicable federal law.

A "formal complaint" means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment.

The "investigator" is the person who carries out the investigation after the formal complaint is filed and conducts interviews of the witnesses, collects and documents evidence, and drafts an investigative report.

A "respondent" is an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

"Sexual assault" means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

"Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or to suffer substantial emotional distress.

The "Title IX Coordinator" is the individual designated at the district level who has responsibility to coordinate compliance with Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 regarding discrimination on the basis of sex, and the Kansas Act Against Discrimination. The Title IX Coordinator's responsibilities include, but are not limited to: developing materials and ensuring professional development occurs for staff involved in Title IX compliance, creating systems to centralize records, gathering relevant data, contacting the complainant (and/or parents or guardians, if applicable) once the district has actual knowledge of alleged sexual harassment, coordinating the implementation of supportive measures, signing a formal

complaint to initiate a grievance process, and ensuring any remedies are implemented.

The Title IX Coordinator, any investigator, decision-maker, or any person who facilitates an informal resolution process shall not have a conflict of interest or bias for or against the complainant or respondent. These individuals shall receive training on the definition of sexual harassment; the scope of the education program and activities; how to conduct an investigation, including appeals and informal resolution processes; and how to serve impartially, including avoiding prejudgment of the facts, conflicts of interest, and bias. Decision-makers shall receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant. Investigators shall receive training on issues of relevance of questions and evidence in order for them to create investigative reports that fairly summarize relevant evidence.

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

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its

severity, pervasiveness, and persistence. Behaviors which are unacceptable but do not constitute harassment may also result in employee discipline.

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

The Title IX Coordinator shall promptly respond in a meaningful way to any reports of sexual discrimination including sexual harassment of which the district has actual knowledge as follows:

- Contact the complainant within 10 business days and discuss the availability of supportive measures, with or without the filing of a formal complaint, and consider the complainant's wishes as to supportive measures; and
- Inform the complainant of the right to a formal complaint investigation consistent with Title IX and the informal resolution process.

Supportive Measures

The district will treat the complainant and respondent equitably by offering supportive measures. These non-disciplinary and non-punitive measures will be offered as appropriate, as reasonably available, and without cost to the complainant or the respondent. Supportive measures are designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party. "Supportive Measures" shall include, but not be limited to, measures designed to protect the safety of all parties, to protect the district's educational environment, or to deter sexual harassment. These measures may include counseling, extensions of deadlines or course-related adjustments, modifications of work or class schedules, escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence,

increased security and monitoring, and other similar measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

The Formal Complaint

No investigation of alleged sexual harassment may occur until after a formal complaint has been filed.

A formal complaint is a document filed by the complainant or signed by the Title IX Coordinator alleging sexual harassment and requesting an investigation. The procedures for filing a formal complaint are as follows:

- At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the district concerning which the formal complaint is filed.
- A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. Filing of the complaint with the Title IX Coordinator may be done in person, by mail, or by email. If an individual does not wish to file a written complaint, and the matter has not been adequately resolved, the Title IX Coordinator may initiate the complaint. Forms for filing written complaints are available in each school building office and the central office.
- A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 calendar days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.

- An investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board shall appoint an investigating officer. In other instances, the investigation shall be conducted by a qualified individual designated by the Title IX Coordinator or another individual appointed by the board. The investigation shall be thorough. All interested persons, including the complainant and the respondent, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.

Formal Complaint Notice Requirements

Upon filing of a formal complaint, the district shall provide written notice to the known parties including:

- Notice of the allegations of sexual harassment including sufficient details to prepare a response before any initial interview including:
 - the identities of the parties involved, if known;
 - the conduct allegedly constituting sexual harassment; and
 - the date and location of the alleged incident, if known.
- The district's investigation procedures, including any informal resolution process;
- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made by the decision-maker at the conclusion of the investigation;
- Notice to the parties they may have an advisor of their choice and may inspect and review any evidence; and

- Notice to the parties of any provision in the district's code of conduct or policy that prohibits knowingly making false statements or knowingly submitting false information.

If, in the course of an investigation, the investigator decides to investigate allegations about the complainant or respondent that are not included in the notice initially provided, notice of the additional allegations shall be provided to known parties.

Formal Complaint Investigation Procedures

To ensure a complete and thorough investigation and to protect the parties, the investigator shall:

- Ensure that the preponderance of the evidence burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the district and not the parties;
- Provide an equal opportunity for the parties to present witnesses and evidence;
- Not restrict either party's ability to discuss the allegations under investigation or to gather and present relevant evidence;
- Allow the parties to be accompanied with an advisor of the party's choice;
- Provide written notice of the date, time, location, participants, and purpose of any interview, meeting, or hearing at which a party is expected to participate;
- Provide the parties equal access to review all the evidence collected which is directly related to the allegations raised in a formal

complaint, including the investigative report, and the opportunity to respond to that evidence before a determination is made;

- Be impartial and objectively evaluate all relevant evidence without relying on sex stereotypes;
- Not have conflicts of interest or bias for or against complainants or respondent;
- Not make credibility determinations based on the individual's status as complainant, respondent, or witness.

Formal Complaint Investigation Report

The investigator shall prepare an investigative report that fairly summarizes relevant evidence and share the report with the parties and their advisors for review and response.

Before completing the investigative report, the investigator must send each party and their advisors the investigative report for review and allow the parties 10 days to submit a written response for the investigator's consideration.

Decision-Maker's Determination

Upon receiving the investigator's report, the decision-maker must make a determination regarding responsibility and afford each party the opportunity to submit written, relevant questions that the parties want asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions.

The decision-maker must issue a written determination regarding responsibility based on a preponderance of the evidence. The decision-maker's written determination shall:

- Identify the allegations potentially constituting sexual harassment;

- Describe the procedural steps taken, including any notifications to the parties, site visits, methods used to gather evidence, and interviews;
- Include the findings of fact supporting the determination;
- Address any district policies and/or conduct rules which apply to the facts;
- A statement of, and rational for, the result as to each allegation, including a determination regarding responsibility; and
- The procedures and permissible bases for the complainant and/or respondent to appeal the determination.

The written determination may, but is not required to, recommend disciplinary sanctions and any remedies designed to preserve access to the educational program or activity that may be provided by the district to the complainant.

A copy of the written determination shall be provided to both parties simultaneously.

The range of disciplinary sanctions and remedies may include, but may not be limited to, supportive measures, short term suspension, long term suspension, expulsion for students, and/or termination for employees. Complainants and respondents shall be treated equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made. The Title IX Coordinator is responsible for the effective implementation of any remedies. If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.

If the investigation results in a recommendation that an employee be suspended with or without pay or terminated, procedures outlined in board policy, the negotiated agreement (as applicable), and/or state law will be followed.

Records relating to complaints filed and their resolution shall be maintained by the Title IX Coordinator for seven years.

The decision becomes final on the date the parties receive the results of an appeal, if any appeal is filed, or on the date the opportunity for an appeal expires.

Appeals

The complainant or respondent may appeal the decision-maker's determination regarding responsibility or a dismissal of a formal complaint, on the following base:

- Procedural irregularity that affected the outcomes;
- New evidence that was not reasonably available at the time that could affect the outcome; and/or
- The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias against either party that affected the outcome.

The request to appeal shall be made in writing to the Title IX Coordinator within 10 days after the date of the written determination. Appeals shall be a review of the record by an attorney, an independent hearing officer appointed by the board, or the board. The appeal decision-maker may not be the Title IX Coordinator, the Investigator, or the decision-maker from the original determination.

The appeal decision-maker will issue a written decision within 30 days after the appeal is filed. The appeal decision-maker will describe the result of the appeal and the rationale for the result.

The appeal decision-maker shall:

- Review the evidence gathered by the investigator, the investigator's report, and the original decision-maker's determination;
- Notify both parties in writing of the filing of an appeal and give them an opportunity to submit further evidence in writing;
- Not have a conflict of interest or bias for or against complainant or respondent and receive the required training;
- Issue a written decision and the rationale for the decision within 30 days after the appeal is filed;
- Describe the result of the appeal and the rationale for the result in the decision; and
- Provide the written decision simultaneously to both parties and to the Title IX Coordinator.

Informal Resolution Process

At any time during the formal complaint process and prior to reaching a determination regarding responsibility, the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and determination of responsibility.

The informal resolution process may be facilitated by a trained educational professional, consultant, or other individual selected by the Title IX Coordinator under the following conditions:

- The parties are provided a written notice disclosing the allegations, the requirements of the informal resolution process, information on when it may preclude the parties from resuming a formal complaint arising from the same allegations;
- At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the investigation of the formal complaint and be informed of any consequences resulting from participating in the informal resolution process;
- The parties voluntarily and in writing consent to the informal resolution process; and
- The informal resolution process cannot be used to resolve allegations that an employee sexually harassed a student.

If the matter is resolved to the satisfaction of the parties, the facilitator shall document the nature of the complaint and the proposed resolution, have both parties sign the documentation and receive a copy, and forward it to the Title IX Coordinator. Within 20 days after the complaint is resolved in this manner, the Title IX Coordinator shall contact the complainant to determine if the resolution of the matter remains acceptable. If the matter is not resolved, or if the individual does not believe the resolution remains acceptable within 20 days after the informal resolution document is executed, the individual or the Title IX Coordinator may proceed with the formal complaint process.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence. The district prohibits retaliation or discrimination against any person for opposing discrimination,

including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or appeal.

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

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

To the extent possible while still following the above procedures, confidentiality will be maintained throughout the investigation and resolution of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to provide supportive measures to both parties, to take appropriate corrective action, and to provide due process to the complainant and the respondent.

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

A summary of this policy and the complaint procedures including how to report or file a formal complaint of sex discrimination or sexual harassment shall be posted in each district facility, shall be published in employee handbooks, and on the district's website as directed by the Title IX Coordinator. Notification of

the policy may include posting information notices, publishing in local newspapers, publishing in newspapers and magazines operated by the school, or distributing memoranda or other written communications to students and employees. In addition, the district is required to include a statement of nondiscriminatory policy in any bulletins, announcements, publications, catalogs, application forms, or other recruitment materials that are made available to participants, students, applicants, or employees.

Approved: 09/12/2004; 12/14/2015; 02/10/2020; 08/03/2020; 10/11/2021

(See GAF, JGECA and KN)

The board of education is committed to providing a positive and productive working and learning environment, free from discrimination, including harassment, on the basis of race, color, national origin, or disability. Racial and disability harassment will not be tolerated in the school district. Racial or disability harassment of employees or students of the district in any district education program or activity 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.

It shall be a violation for any employee to discourage a student or another employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Violations of this policy by any employee shall result in disciplinary action, up to and including termination.

Harassment prohibited by this policy includes racially or disability-motivated conduct which:

- Affords an employee different treatment, solely on the basis of race, color, national origin, or disability, in a manner which interferes with or limits the ability of the employee to participate in or benefit from the services, activities or programs of the school;

- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile working environment;
- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with an individual's work performance or employment opportunities.

Racial or disability harassment may result from verbal or physical conduct or written or graphic material.

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

Employees who believe they have been subjected to racial or disability harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building principal or the district compliance coordinator. Employees who do not believe the matter is appropriately resolved through this meeting may file a formal complaint under the district's discrimination complaint procedure in policy KN. Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial or disability harassment under the definition outlined above. Unacceptable conduct may or may not constitute racial or disability harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may also result in employee discipline.

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

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

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

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

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

A summary of this policy shall be posted in each district facility and shall be published in employee handbooks and on the district's website as directed by

the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

Approved: 08/2014; 12/14/2015; 02/10/2020; 10/11/2021

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

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

DCF or Law Enforcement Access to Students on School Premises

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

Cooperation Between School and Agencies

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

officers investigating complaints of suspected child abuse or neglect on school property shall not be in uniform.

Reporting Procedure

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

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

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

Any personal interview or physical inspection of the child by any school employee shall be conducted in an appropriate manner with an adult witness present.

State law provides that anyone making a report in good faith and without malice shall be immune from any civil liability that might otherwise be incurred or imposed.

Mobile Crisis Helpline

Crisis support for Kansas families and children to resolve an emotional, psychiatric, or behavioral health crisis is available through the Department of Children and Families Mobile Crisis Helpline, 1-833-441-2240, including:

- Problem solving to resolve behavioral health crisis;
- Referral to community resources or recommendation to engage in stabilization services;
- In-person support via mobile crisis response; and
- Contacting mobile crisis response unit to assist in emergency situations.

Services are available to all Kansans 20 years or younger including anyone in foster care or formerly in foster care.

Annual Training

Annual training for all school employees on child abuse and neglect reporting requirements shall be provided, and documentation of the training shall be maintained.

Approved: 08/14; 08/03/2020; 03/2022

– **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.

Date	School/Location	Person/s Involved	Brief Description of bullying incident/s.
1.			
2.			

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

Signed: _____
Administrator or other school employee

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

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

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

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

Definitions

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

“Chemical Restraint” means the use of medication to control a student’s violent physical behavior or restrict a student’s freedom of movement.

“Emergency Safety Intervention” is the use of seclusion or physical restraint, but does not include physical escort or the use of time-out.

“Incident” means each occurrence of the use of an emergency safety intervention.

“Law enforcement officer” and “police officer” mean a full-time or part-time salaried officer or employee of the state, a county, or a city, whose duties include the prevention or detection of crime and the enforcement of criminal or

traffic law of this state or any Kansas municipality. This term includes a campus police officer.

“Legitimate law enforcement purpose” means a goal within the lawful authority of an officer that is to be achieved through methods or conduct condoned by the officer’s appointing authority.

“Mechanical Restraint” means any device or object used to limit a student’s movement.

“Parent” means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-3122(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; (6) a foster parent, unless the student is a child with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.

“Physical Escort” means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.

“Physical Restraint” means bodily force used to substantially limit a student’s movement, except that consensual, solicited, or unintentional contact and contact to provide comfort, assistance, or instruction shall not be deemed to be physical restraint.

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

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

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

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

Prohibited Types of Restraint

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

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student’s airway;
- Using physical restraint that impacts a student’s primary mode of communication;
- Using chemical restraint, except as prescribed treatments for a student’s medical or psychiatric condition by a person appropriately licensed to issue such treatments; and

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

Use of Emergency Safety Interventions

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

ESI Restrictions

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

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

Use of Seclusion

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

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

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

Training

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

building administration shall make the determination of the intensity of training required by each position.

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

Notification and Documentation

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

Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include: (A) The events leading up to the incident; (B) student behaviors that necessitated the ESI; (C) steps taken to transition the student back into the educational setting; (D) the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI; (E) space or an additional form for parents to provide feedback or comments to the school regarding the incident; (F) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and (G) email and phone information for the parent to contact the school to schedule the ESI

meeting. Schools may group incidents together when documenting the items in subparagraphs (A), (B) and (C) if the triggering issue necessitating the ESIs is the same.

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

Law Enforcement, School Resource, and Campus Security Officers

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

If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day using the parent's preferred method of contact. A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of

an emergency safety intervention, or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

Documentation of ESI Incidents

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

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

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

Reporting Data

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

Parent Right to Meeting on ESI Use

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

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

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

For a student without an IEP or Section 504 plan, the school staff and the parent shall discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral

assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

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

Local Dispute Resolution Process

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

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

with the board of education and provide a copy to the state department of education.

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

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

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

GAAF Emergency Safety Interventions

GAAF-12

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

Approved: 06/2013; 12/2013; 06/2015; 12/2015; 10/10/2016; 11/12/2018;
02/10/2020

GAAF – ESI DOCUMENTATION FORM

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

(name of student)

K.A.R. 91-42-1 through 92-42-7 provide that emergency safety intervention (hereafter “ESI”) is defined to include the use of seclusion or physical restraint but not the use of time-out or physical escort. Whenever an ESI is used, the parent(s)/guardian(s) must be informed of the use the day it happens. This notice requirement is deemed satisfied if the school attempts at least two methods of contact to reach the parent or guardian. By the day following the ESI use, written notification of the following shall be provided to the parent or guardian.

Type of ESI used: Seclusion _____ Restraint _____ Duration of seclusion/restraint: _____ (minutes)

Location: _____

Name of staff member(s) who participated in or supervised the ESI:

Did the student have an Individualized Education Program (“IEP”), Section 504 Plan, or a Behavior Intervention Plan at the time of the incident? _____ If so, specify which: _____

Description of events leading up to the incident:

Student behaviors necessitating the ESI:

Steps taken to transition the student back into the educational setting:

Parents or guardians of the above-named student are invited and strongly encouraged to schedule a meeting to discuss the ESI and how to prevent future ESI use. Please contact the following staff member at the email address and/or phone number listed below to schedule such a meeting or if you have any questions regarding this use of ESI.

(Staff Member Name) _____

(Staff Member Email Address) _____

(Staff Member Phone Number) _____

(Signature of person completing report) _____ (Date)

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

Please feel free to provide feedback or comments concerning this ESI use below and email or deliver them to the staff member specified above.

*Original provided to Building Principal

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

Approved: 11/19; 08/22

GAC Policies and Rules Development Involvement

GAC

In the development of personnel policies, rules and regulations, the board shall, to the extent practicable, involve the employees of the district.

Approved: 05/10/1999

GACA Positions (See CD and GACB)

GACA

New employment positions shall be authorized by the board. The superintendent shall prepare for board approval a comprehensive list of all new positions, together with their qualifications, duties, and responsibilities, for board consideration. Only those positions authorized by the board may be filled.

Approved: 05/10/1999; 02/10/2020

GACB Job Descriptions (See CD and GACA)

GACB

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

Approved: 05/10/1999; 02/10/2020

Recruitment

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

Hiring

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

Hiring sequence

- Conditional offer of employment is extended to the candidate in writing subject to revocation or, if provisional employment has already begun, termination of employment based upon unsatisfactory results of any reference and/or background checks performed;
- Written acceptance by the candidate is received;
- Contract or other appropriate document sent to the candidate and candidate's acceptance signified by a signed document returned to the superintendent; and
- Approval of the contract or other documents by the board.

Approved: 08/2014; 02/10/2020

GACCA Nepotism

GACCA

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

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

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

Supervision Limitations

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

Approved: 12/12/2017; 02/10/2020

GACD Employment Eligibility Verification (Form I-9)

GACD

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

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

For additional information see:

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

Approved: 8-11-2008

Remove from Policy and File with the Clerk for reference

=====

Documents That Establish Identity (Policy GACD)

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

For individuals 18 years of age or older:

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

- *Day-care or nursery school record*

If a person is unable to present the required document(s) within three business days of the date employment begins, he or she must present (within 3 business days) a receipt^{}. 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:

GACE Assignment and Transfer

GACE

The board reserves the right to assign, reassign, or transfer all employees, unless otherwise provided in the negotiated agreement.

The board may delegate its authority to assign, reassign, or transfer any or all employees to the superintendent.

Approved: 02/10/2020

GAD Employee Development Opportunities

GAD

-Except as may be specified in the negotiated agreement concerning staff members covered thereby, all plans for self-improvement involving expenditure of district funds or which require time away from the employee's assigned responsibilities shall be approved in advance by the board.

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

GADA In-Service Education

GADA

There shall be a program of in-service education for employees which meets minimum statutory requirements, and which promotes continuous professional development, diversification in academic foundations or subject knowledge, improved job effectiveness and enhanced skills. When appropriate, the superintendent shall consult with the staff affected by the inservice. The superintendent shall submit to the Board for approval the inservice plan and costs prior to the adoption of the annual budget.

Approved: 05/10/1999

GADA-R In-Service Education

GADA-R

All appropriate employees shall attend in-service education sessions unless excused by the superintendent. Inservice programs may utilize all or a portion of the work day.

Approved: 05/10/1999

GAE Complaints

GAE

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

Approved: 05/1998; 05/10/1999; 02/10/2020

GAEA Complaints of Discrimination

GAEA

The district is committed to maintaining a working and learning environment free from discrimination, insult, intimidation or harassment due to race, color, religion, sex, age, national origin or disability.

Any incident of discrimination in any form shall promptly be reported to an employee's immediate supervisor, the building principal or the district compliance coordinator for investigation. Any employee who engages in discriminatory conduct shall be subject to disciplinary action, up to and including termination.

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. Mr. Doug Conwell, 510 East Highway 24, Wamego, KS 66547, (785) 456-7643, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990.

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

Complaints of discrimination will be resolved using the district's discrimination complaint procedure. (See KN)

Approved: February 14, 2000

The use of instructional technology, including information retrieval systems, at school is a privilege, not a right. Activities while using technology must be in support of education and research and consistent with the objectives of the Wamego Public School System.

Inappropriate use of technology privileges by any person, as outlined below, will result in disciplinary action by school officials, which may include privilege revocation and/or legal action. Any person using technology equipment at a school site is responsible for all activities which take place through the use of his or her account and/or assigned equipment.

The following actions are NOT acceptable use:

Security and Vandalism

- Knowingly giving one's password to others.
- Using another person's password.
- Circumventing security measures.
- Falsifying one's identity to others.
- Attempting to harm or destroy data or equipment (including uploading, introducing, or creating computer viruses).

Information: Files, Data, Text, Graphics

- Obtaining unauthorized access to restricted or confidential information.
- Changing or deleting any file or data that does not belong to the user.

- Sending or receiving copyrighted materials without permission (including software, text or graphic images).

Internet

- Using impolite, abusive, or otherwise objectionable language in either public or private messages.
- Placing unlawful information on the Internet.
- Using the Internet illegally in ways that violate federal, state, or local laws or statutes.
- Using the Internet at school for non-school related activities.
- Sending messages that may result in the loss of a recipient's work or systems.
- Sending chain letters or pyramid schemes to lists or individuals.
- Using for commercial purposes.
- Using for political lobbying.
- Sending or receiving pornographic or sexually explicit material, text files, or files dangerous to the integrity of the network.
- Attempting to gain access to another's resources, programs, or data.
- Downloading or installing any commercial software, shareware, or freeware unless directed to do so by the system administrator.

GAED Acceptable Use Policy**GAED-3**

- Subscribing to Listservs, UseNet news, and discussion groups unless approved in advance by the system administrator.
- Responding to unsolicited online contact.

USD 320 staff members are connected to the global community through electronic mail and telecommunications tools. This situation produces responsibilities as well as opportunities.

The board expects that all employees will learn to use electronic mail and telecommunications tools in appropriate ways that will enhance the performance of tasks and assignments.

Approved: October 9, 2000

GAED-R Acceptable Use Policy**GAED-R**

Communication over the Internet and networks is not private. Network supervision and maintenance may require review and inspection of directories or messages. Staff members should be aware that privacy of any communications is not guaranteed. Additionally, the district reserves the right to access stored records in cases where there is reasonable cause to suspect violation of policy or misuse of the system. Courts have subpoenaed old messages. Supervisors and administrators may examine communications in order to determine compliance with acceptable use guidelines.

Staff Discipline

The administration and Board of Education reserves the right to implement an appropriate level of punishment determined by the facts and the severity of the violation. Discipline can range from a short-term loss

GAED-R Acceptable Use Policy

GAED-R-2

of use of the system to suspension without pay or termination of employment. Should an employee be placed on suspension, s/he will lose all system privileges for the remaining portion of the school year.

Approved: October 9, 2000

GAF **Staff-Student Relations**

GAF

(See GAAC, GAACA JGEC, JGECA and KN)

Staff members shall maintain professional relationships with students which are conducive to an effective educational environment. Staff members shall not 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; 10/11/2021

GAG Conflict of Interest

GAG

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

Approved:

GAH Staff-Community Relations

GAH

Staff members are encouraged to reside within the boundaries of the district.

Participation in Community Activities

Staff members are encouraged to participate in community activities and organizations, if these activities do not infringe upon school time.

Approved: 05/10/1999

GAH-R Staff-Community Relations

GAH-R

Participation in Community Relations

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

Approved: 05/10/1999

Holding Public Office

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

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

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

Political Activity in the Schools

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

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

Approved: 05/10/1999; 12/14/2015; 02/10/2020

GAI Solicitations

GAI

Persons seeking to sell, solicit or display on school premises any item requiring the expenditure of district funds must first secure permission from the building principal or superintendent. Appointments with district staff during duty hours shall be held at a time approved by the appropriate supervisor. If a vendor violates this policy, the vendor may be suspended from making appointments with and soliciting school employees. Notices of the suspension shall be provided to district administrative personnel, the vendor's supervisor and the board. Solicitations of students by staff members during regular school hours for any reason other than school sponsored activities are prohibited.

Approved: 05/10/1999

GAJ Gifts (See JL, KH)

GAJ

Gifts by Staff Members

Staff members shall not give gifts to any student or class of students when the gifts arise out of a school situation, class or school-sponsored activity unless approved by the principal.

Gifts to Staff Members

Staff members are prohibited from receiving gifts from vendors, salesmen or other such representatives.

Approved: 05/10/1999

GAJ-R Gifts (See JL, KH)

GAJ-R

Gifts to Staff Members

If an employee of the district is found to have accepted a gift from any person as outlined in this policy, the employee may be subject to disciplinary action.

The superintendent shall be responsible for the administration of this policy.

Approved: 05/10/1999

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

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

Requests for References

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

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

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

Immunity Provided

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

Prohibition on Aiding and Abetting Sexual Abuse

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

Approved: 09/09/2002; 02/16/2017

GAL Salary Deductions (FLSA)

GAL

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

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

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

Approved: February 7, 2005

GAN Travel Expenses

GAN

The board shall provide reimbursement for expenses incurred in travel related to the performance and duties of the district's employees when approved in advance by the superintendent.

Meal expenses will be allowed as follows:

Meals required for employees attending out of town meetings will be reimbursed at the rates listed in the following paragraphs. According to Internal Revenue Code 162 (a)(2), meals for trips that do not require an individual to stay overnight will be added to the employee's regular wages and salary and subject to deductions of taxes and social security. In order for meal reimbursement to be excluded from being taxed, the individual must be traveling a distance that requires an overnight stay.

In those instances where an employee attends an event out of town for less than a full day and dines, the meal reimbursement rate is not to exceed:

Breakfast	\$7.00
Lunch	\$8.00
Dinner	\$15.00

In those instances when an employee attends an event out of town for a full day and dines for all three meals, the daily rate of reimbursement is not to exceed \$30.00.

Approved: 12/01/2008

GAN-R Travel Expenses

GAN-R

Authorization for reimbursement of travel expenses shall be considered in advance by the superintendent. Mode of travel will be based on, but not limited to, the availability of transportation, distance and number of persons traveling together. A first class air fare will be reimbursed only when coach space is not available.

Requests for reimbursement shall have the following attached: receipts for transportation, parking, hotels or motels, meals and other expenses for which receipts are ordinarily available. For the authorized use of a personal car, including approved travel between buildings, staff members shall be reimbursed at a mileage rate established by the state. All travel-related expenses (including the approved travel between buildings) must be submitted to the District Office within 60 days of the travel. Reimbursement claims submitted after the 60-day limit will be returned to the employee unpaid.

Adult Sponsor Expense

The board shall compensate adult sponsors for meals, lodging and transportation expenses incurred while serving as sponsors for overnight school trips. These expenses will be granted when the sponsors have been specifically requested by the appropriate building principal to act in that capacity and the adult sponsors have been informed by the principal prior to the trip that their expenses will be covered.

Mileage will be paid on a round trip basis at the established rate for school employees. Mileage will be allowed when transportation in a school vehicle is not available.

Approved: 12/01/2008

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

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

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

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

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

Approved: 08/14; 12/14/2015

GAO Maintaining Proper Control (See JGFB and GAAF)

GAO

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

Approved: 8/14

GAO Staff Responsibilities for Discipline

GAO

Each employee bears a responsibility for maintaining proper control and discipline in the school. An employee may use such responsible force as is necessary to ward off an attack, to protect another person, to quell a disturbance threatening physical injury to others or to obtain possession of weapons or other dangerous objects in the possession or in the control of a student. All disciplinary actions and methods invoked by employees shall be reasonable and just and in accordance with established board policy

The board and administration recognize responsibility in supporting teachers in the maintenance of appropriate control and discipline in the classroom., Each teacher is responsible for reporting to the building principal the name of nay person who is in apparent need of attention by specializes personnel.

Approved: 10-28-96

GAO-R Staff Protection

GAO-R

Personal Injury Benefits

Whenever a teacher or other employee is absent from school because of personal injury resulting from an assault on school property or at a school-sponsored event, the teacher or employee will be paid full salary less the amount of any worker's compensation or district disability insurance received due to such injury until the termination of the employment contract. No part of such covered absence will be chargeable to annual sick leave.

The board. However, shall have the right to have the employee examined by a physician designated by the board for the purpose of establishing the length of time the employee may be absent, and the board shall make its decision on the basis of the professional opinion of said physician.

The board, in its discretion and upon proper investigation of all facts of the incident, shall provide full support, including its legal counsel, for any assault upon a teacher acting in the discharge of official school duties or any assault as a result of a school-related incident arising out of the discharge of official duties.

Approved: July 11, 1988

Maintaining a drug free work place is important in establishing an appropriate learning environment for the students of the district. Unless otherwise specified in this policy, the unlawful manufacture, distribution, sale, dispensation, possession, or use of a controlled substance is prohibited at school, on or in school district property; and at school sponsored activities, programs, and events. Possession and/or use of a controlled substance by an employee for the purposes of this policy shall only be permitted if such substance was obtained directly, or pursuant to a valid prescription or order issued thereto, from a person licensed by the state to dispense, prescribe, or administer controlled substances and any use is in accordance with label directions.

Alternative I

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

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

Any employee who is convicted under a criminal drug statute for a violation occurring at the workplace must notify the superintendent of the conviction within five days after the conviction. The superintendent shall then ensure that notice of such conviction is given to any granting agency within 10 days of receiving notice thereof.

Within 30 days after the notice of conviction is received, the school district will take appropriate action with the employee. Such action may include, suspension, placement on probationary status, or other disciplinary

action including termination. Alternatively, or in addition to any action short of termination, the employee may be required to participate satisfactorily in an approved drug abuse assistance or rehabilitation program as a condition of continued employment. The employee shall bear the cost of participation in such program. Each employee in the district shall be given a copy of this policy.

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

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

Alternative II

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

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

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

The superintendent shall then ensure that notice of such conviction is given to any granting agency within 10 days of receiving notice thereof.

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

Each employee in the _____ shall be given a copy of this policy.

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

Approved: 8/14

The possession, use, sale, distribution, or being under the influence of controlled substances and/or alcohol by school employees at school; on, in, or while utilizing school property; or at school sponsored activities, programs, or events is prohibited.

Employee Conduct

As a condition of continued employment in the district, all employees shall abide by the terms of this policy. Employees shall not manufacture, distribute, dispense, possess, use, and/or be under the influence of illicit drugs, controlled substances, and/or alcoholic beverages at school; on, in, or while utilizing school property; or at school sponsored activities, programs, or events.

Possession, use, and/or being under the influence of a controlled substance by an employee for the purposes of this policy shall only be permitted if such substance was:

1. Obtained directly from, or pursuant to a valid prescription or order, issued to such employee from a person licensed by the state to dispense, prescribe, or administer controlled substances; and
2. Used, if at all, in accordance with label directions.

Compliance with the terms of this policy is mandatory. Employees who are found violating the terms of this policy will be reported to the appropriate law enforcement officers. Additionally, an employee who violates the terms of this policy may be subject to any or all of the following sanctions:

1. Short term suspension with pay;

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

Prior to applying sanctions under this policy, employees will be afforded any due process rights to which they are entitled under their contracts or the provisions of Kansas law. Nothing in this policy is intended to diminish the right of the district to take any other disciplinary action. This policy is not intended to change any right, duty, or responsibilities in the current negotiated agreement.

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

Employees are responsible for contacting the directors of the programs to determine the cost and length of the program and for enrolling in the programs. If participation in such a program is required as a condition of continued employment, copies of any documentation related to enrollment in and attendance in such program shall be made available to the board and/or administration upon request.

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

Approved: 8/14

The use, possession, or promotion of any tobacco product by staff members is prohibited at all times in any district facility; in school vehicles; at school-sponsored activities, programs, or events; and on school owned or operated property.

The following definitions apply to this policy.

“Tobacco product” means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled, or ingested by any other means, including, but not limited to, electronic nicotine delivery system (hereafter “ENDS”), cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or snus. Tobacco product also means any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes, charging devices, cartridges, and any substance used in ENDS, whether or not they contain nicotine. This definition does not include FDA-approved nicotine replacement therapies including transdermal nicotine patches, nicotine gum, and nicotine lozenges prescribed to the employee by a medical practitioner or obtained over the counter and used in accordance with label requirements.

“Electronic nicotine deliver system” or “(ENDS)” means any device that delivers a vaporized solution (including nicotine, THC, or any other substance) by means of cartridges or other chemical delivery systems. Such definition shall include, but may not be limited to, any electronic cigarette, vape pen, hookah pen, cigar, cigarillo, pipe, or personal vaporizer. ENDS are not FDA-approved nicotine replacement therapy devices.

“Promotion” includes, but is not limited to, product advertising via branded gear, bags, clothing, any personal articles, signs, structures, vehicles, flyers, or any other materials.

Approved: 08/2014; 10/10/2016; 02/10/2020; 08/03/2020

GAOD Drug and Alcohol Testing

GAOD

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

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

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

Approved: 05/10/1999

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

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

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

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

Any employee who is off work and receiving workers compensation benefits shall be required to provide the designated workers compensation coordinator with a written doctor's release before the employee is allowed to return to work. In addition, should the employee be released to return to work

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

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

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

Testing

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

Choice of Physician

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

while performing their job. However, if the injured employee chooses to go to a medical provider other than the designated provider, the recovery for such expenses shall be limited to \$500.00.

Approved: 04/09; 06/15; 12/14/15

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

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

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

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

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

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

Whenever an employee is absent from work and is receiving workers compensation benefits due to a work-related injury or is receiving district paid disability insurance, the employee may use available paid leave to supplement the workers compensation or district paid disability insurance payments. Workers compensation benefits and FMLA benefits provided in a board approved plan shall run concurrently if both are applicable.

In no event shall the employee be entitled to a combination of workers compensation benefits, district paid disability insurance, and salary in excess of his/her full salary. Available paid leave may be used for this purpose until 1) available paid leave benefits are exhausted; 2) the employee returns to work; 3) the employee is released by the medical provider and a position is offered by the employer, but the employee declines to return to work; or 4) employment is terminated. Paid leave shall be calculated on a prorata amount equal to the percentage of salary paid by the district.

Testing

The board, through its designated workers compensation coordinator, may require employees who claim or are involved in an accident in the course of employment to submit to a post-injury chemical test. This includes instances where the district administration or workers compensation coordinator has actual

knowledge of an accident whether the employee has or has not requested medical treatment. If an employee refuses to submit to an employer requested post-injury chemical test, the employee forfeits all related workers compensation benefits as provided in K.S.A. 44-501(b)(1)(E). Chemical test collection, labeling, and performance shall meet the requirements found in K.S.A. 44-501(b)(3).

Choice of Physician

The board shall have the right to choose a designated health care provider to provide medical assistance to any employee who suffers an injury while performing their job. However, if the injured employee chooses to go to a medical provider other than the designated provider, the recovery for such expenses shall be limited to \$500.00.

Approved: 04/2009; 06/2015; 12/14/2015; 02/10/2020

GAOF Salary Deductions (See GAL)

GAOF

Salary deductions shall be made if permitted by board policy, the negotiated agreement, or as required or authorized by law. The district shall comply with the salary basis requirements of the Fair Labor Standards Act (FLSA.)

The superintendent shall develop forms to provide information needed to make approved salary deductions. All requests for salary deductions shall be submitted to the superintendent during enrollment periods established by the board.

Approved: 8/14

GAQ Retirement (See GBN)

GAQ

Employees are requested to notify the board of an intent to retire.

Approved: 05/10/1999

GAR Communicable Diseases

GAR

Whenever an employee has been diagnosed by a physician as having a communicable disease as defined in current regulation, the employee shall report the diagnosis and nature of the disease to the superintendent or the superintendent's designee so that a proper reporting may be made to the county or joint board of health as required by current law.

An employee afflicted with a communicable disease dangerous to the public health may be excluded from district owned or operated property for the duration of the contagiousness in order to give maximum health protection to other school employees and to students.

The employee shall be allowed to return to duty upon recovery from the illness, when the employee is no longer contagious as authorized by the employee's physician or local health officer, or after the expiration of any period of isolation or quarantine.

The board reserves the right to require a written statement from the employee's physician or local health officer indicating that the employee is free from all symptoms of the communicable disease.

If a school employee has been diagnosed as having a communicable disease and the superintendent has been notified by the employee, the superintendent or the superintendent's designee shall determine whether a release shall be obtained from the employee's physician or local health officer before the employee returns to duty.

Decisions regarding the type of employment setting for an employee with a communicable disease shall be made by the superintendent or the superintendent's designee based upon consideration of the physical condition of the employee and the following factors:

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- the nature of the risk;
- the duration of the risk;
- the severity of the risk; and
- the probability that the disease will be transmitted or cause harm to the employee or to others who will share the same setting.

No information regarding employees with communicable diseases shall be released by school personnel without the employee's consent except as allowed by state or federal 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: 05/10/1999, 07/22/2013, 04/12/2021

GARA Bloodborne Pathogen Exposure Control Plan

GARA

The board shall adopt an exposure control plan. The plan shall be accessible to all employees and shall be reviewed and updated at least annually. All staff shall receive the training and equipment necessary to implement the plan

Approved: 11/2000; 06/15

EXPOSURE CONTROL PLAN
FOR BLOODBORNE PATHOGENS IN
U.S.D. NO. 320, POTTAWATOMIE COUNTY, KANSAS

INTRODUCTION

In late 1991 the Occupational Safety and Health Administration issued safety standard regulations for the handling of bloodborne pathogens by entities subject to its control. Although public entities in the State of Kansas are not subject to OSHA, state statutes give the Kansas Department of Human Resources the authority to inspect public entities, such as school districts, for safety. In the spring of 1992, KDHR announced that it would apply the OSHA standard for bloodborne pathogens to public entities in the State of Kansas. This Exposure Control Plan will be implemented in U.S.D. No. 320 to achieve compliance with the state directive.

EXPOSURE DETERMINATION

For purposes of this plan "occupational exposure" means reasonable anticipated skin, eye, mucous membrane, or parenteral (piercing mucous membranes or the skin barrier through needlestick, human bites, cuts, abrasions, etc.) contact with blood or other potentially infectious materials (OPIMS) that may result from the performance of the employee's duties. OPIMS include body fluids such as semen, vaginal secretions, respiratory discharge, tears, vomitus, urine, feces, saliva in dental procedures, etc. For purposes of this plan, employees of the district, by job classifications have been divided in three categories:

Category I

All employees in the following job classifications at U.S.D. No. 320 have occupational exposure:

- CPR Trained First Responders
- Custodians
- School Nurses
- School Building Secretaries
- Coaches
- Special Education Teachers and Paras for THM/SMH/E/H/BD
- Regular Ed Aides Assigned to Playground and Cafeteria

Category II

Some employees in the following job classifications in U.S.D. No. 320 may have an occasional occupational exposure:

- Bus Drivers
- Teachers/Counselors/Librarians
- Aides Not Assigned to Playground and Cafeteria
- Building Based Food Service Personnel
- Building Level Administrators
- District Level Maintenance Personnel

Category III

Some employees in U.S.D. 320 are unlikely to have occupational exposure. These job classifications include: District Office Personnel, excluding Maintenance.

TASK PERFORMANCE

The following is a list of tasks and procedures or groups of closely related tasks and procedures in the school district in which occupational exposure occurs or is likely to occur, and by which employees in which job classifications such tasks are performed.

<u>TASK OR PROCEDURE</u>	<u>JOB CLASSIFICATION</u>
Cleaning and bandaging scrapes, cuts or abrasions	Teacher, Aides/Paras, Nurses, Coaches, Secretaries
Cleaning body fluids	Custodians or other personnel as required.
Disposal of contaminated materials	Custodians, Laundry Workers, Managers, Personnel who administer first aid

**IMPLEMENTATION SCHEDULE AND METHODOLOGY
METHODS OF COMPLIANCE**

“Universal Precautions” is an approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for Human Immunodeficiency Virus (HIV) or Hepatitis B Virus (HBV). Universal Precautions shall be observed in U.S.D. No. 320 to prevent contact with blood and OPIMS.

ENGINEERING CONTROLS

Engineering controls are controls which isolate or remove the bloodborne pathogen hazard from the work place. The following engineering controls will be used in the district:

The district will maintain appropriate containers for the disposal of needles or sharps in the following areas:

Nurses’ Office

Other Locations As Approved By Nurse

The district will maintain appropriate receptacles for the deposit of contaminated clothing, protective clothing, and other articles.

Engineering controls will be examined, maintained or replaced on a regularly scheduled basis.

<u>CONTROL</u>	<u>INSPECTED BY</u>	<u>TIMELINE</u>
Sharps disposal containers	School Nurse	Monthly
Receptacles	Custodian	Daily

WORK PRACTICE CONTROLS

Work practice controls are those controls that reduce the likelihood of an exposure by altering the manner in which the task is performed.

Personal protective equipment

The following work practice controls apply in U.S.D. No. 320:

Contaminated needles will not be bent, recapped or removed and will be disposed of in appropriately labeled containers.

Eating, drinking, smoking, applying cosmetics, applying lip balm and the handling of contact lenses is prohibited in areas where there is a reasonable likelihood of occupational exposure.

Food and drink cannot be kept in any area where blood or OPIMs are present.

Procedures involving blood or OPIMs will be performed in a manner to minimize splashing, spraying, or spattering.

Mouth suctioning of blood or OPIMs is prohibited.

Specimens of blood or OPIMs is prohibited.

Specimens of blood or OPIMs should not be brought to or taken in the school. If specimens of blood or OPIMs are present in the school they should be in leakproof containers, appropriately labeled, and closed prior to storing or transporting.

Equipment which may become contaminated with blood or OPIMs shall be decontaminated, or appropriately labeled, as soon as is feasible after the contamination occurs. Affect employees and, if necessary, outside servicing agents, will be informed of the contamination of the equipment prior to any handling, servicing or shipping of the equipment.

HAND WASHING FACILITIES

Hand washing facilities are provided for all students and employees of the district. Because washing one's hands with soap and running water is one of the most effective ways to prevent the spread of disease through blood or OPIMs,

employees shall wash their hands with soap and water whenever exposure occurs. Although hand washing may be advisable in other situations, employees must thoroughly wash their hands, or any other exposed or contaminated skin with soap and water in these situations:

1. Immediately after the removal of gloves or other personal protective equipment.

2. Following contact of hands or other skin with blood or OPIMs.

In some situations, such as on athletic facilities or field trips, hand washing facilities may not be available. In this case, the person in charge of the event (football coach, teacher who is taking the class on a field trip, etc.) shall ensure that antiseptic towelettes are available for use. Antiseptic towelettes which may be used for this purpose are stored (in medical kit) and may be obtained through coach, bus driver, or teacher as appropriate. Whenever an employee uses an antiseptic towelette, the employee shall thoroughly wash his or her hands with soap and water as soon as it is feasible to get to a hand washing facility.

PERSONAL PROTECTIVE EQUIPMENT

It shall be the responsibility of each building principal to ensure that appropriate personal protective equipment is available to readily accessible for each employee's use at no cost to the employee. The principal shall also ensure that all employees use personal protective equipment when there is occupational exposure. In the event that an employee, exercising his or her personal judgment, fails to use protective equipment, the circumstances will be investigated and documented in order to determine whether changes can be instituted to prevent future occurrences.

It shall be the responsibility of any employee who uses personal protective equipment to place the equipment in the appropriately designated receptacle for storage, washing, decontamination or disposal after its use. These receptacles are located in custodial room or other located as designated. The school district shall be responsible for storing, cleaning, laundering, decontaminating, repairing, replacing or disposing such equipment.

All personal protective equipment which is penetrated by blood or OPIMs should be removed as soon as is feasible and placed in the appropriate receptacle.

Personal protective equipment is stored in each building custodial room or nurses station. The equipment may be checked out or obtained for use by contacting custodian or nurse. The following personal protective equipment is available in the district for use by its employees:

Gloves. Gloves shall be worn by any employee when it is reasonable anticipated that there will be hand contact with blood, OPIMs, mucous membranes or non-intact skin. Gloves shall also be worn when handling or touching contaminated items or surfaces.

Disposable (single use) gloves are available for employee use in situations where such use is warranted or directed. These gloves should be deposited by the employee in the appropriate container for disposal immediately following their use. Hand washing after removing the gloves is required.

Utility gloves are assigned to some employees. These gloves may be decontaminated for reuse, and should be deposited in the appropriate container for washing of decontamination. Any employee to whom utility gloves are assigned shall be responsible for regularly inspecting these gloves for punctures, cracking or deterioration. The employee shall dispose of such gloves when their ability to function as a barrier is compromised. The employee shall report the disposal of the gloves to head custodian or supervisor who shall ensure that a new pair of utility gloves is assigned to the employee.

Masks, eye protection, and face shields: This type of protective equipment shall be worn whenever splashes, spray, splatter or droplets of blood or OPIMs may be generated and eye, nose or mouth contamination can be reasonable anticipated.

Gowns, lab coats, aprons, and other protective body clothing: This type of protective clothing shall be worn in occupational exposure situations. The type of protective clothing necessary will depend on the degree of exposure, and shall be left to the employee's judgment.

HOUSEKEEPING

It shall be the responsibility of custodial supervisor to see that each work site and building in the district is maintained in a clean and sanitary condition.

All equipment and environmental and working surfaces shall be cleaned and decontaminated with an appropriate disinfectant as soon as feasible after contact with blood or OPIMs.

Protective coverings used to cover equipment and environmental surfaces shall be removed and decontaminated or replaced as soon as feasible when they become overtly contaminated.

All bins, pails, cans, and waste paper baskets shall be inspected, cleaned, and decontaminated on a regularly scheduled basis, or as soon as feasible upon visible contamination.

Broken glassware shall not be picked up by hand, but by using a broom and dustpan, tongs, vacuum cleaner or other mechanical means.

The following cleaning schedule and method of decontamination will be implemented in the district:

Area: (Custodial schedules are kept by building head custodians, principals, and custodial supervisor. An approved disinfectant 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 work place incidents, generally at the location where the injury occurred may be offered post-exposure vaccination rather than the pre-exposure vaccination, the district will make the Hepatitis B vaccine and vaccination series available to employees in categories II and III within 24 hours of possible exposure to HBV.

The Hepatitis B vaccination and any medical evaluation required before the vaccine can be administered will be provided to the employee at no cost. No employee shall be required to participate in a prescreening program as a prerequisite for receiving the Hepatitis B vaccination. The vaccine will be offered after the employee has received training on bloodborne pathogens and within 10 working days of an employee's initial assignment to work involving the potential for occupational exposure, unless the employee has previously been vaccinated, antibody testing has revealed that the employee is immune, or the vaccine is contraindicated for medical reasons.

Employees who decline the Hepatitis B vaccine will sign a waiver 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 work place that the training will address, and presented in a manner which is understandable for all employees.

The training program will contain, at a minimum, the following elements: (1) A copy of the OSHA standard and explanation of its contents; (2) a general explanation of the epidemiology and symptoms of bloodborne diseases; (3) An explanation of the modes of transmission of bloodborne pathogens; (4) An explanation of the exposure control plan and information on how the employee may obtain a copy of the plan; (5) An explanation of appropriate methods for recognizing tasks and other activities that may involve exposure to blood and OPIMs; (6) An explanation of the use and limitations of methods, such as engineering controls, work practices, and personal protective equipment, that will prevent or reduce exposure; (7) Information on the Hepatitis B vaccine, including information on its efficacy, safety, method of administration, benefits, and the conditions under which it is offered, free of charge, to employees; (8) Information on the appropriate actions to take and the persons to contact in an emergency involving blood or OPIMs; (9) An explanation of the procedure to follow-up that will be made available at no charge; (10) Information on the post-exposure evaluation and follow-up following an exposure incident; (11) An explanation of labeling and color coding; and (12) An opportunity for questioning the person conducting the training session.

RECORD KEEPING

MEDICAL RECORDS

The school district will establish and maintain a confidential medical record for each employee with occupational exposure. This record will include: (1) the name and social security number of the employee; (2) a copy of the employee's Hepatitis B vaccination status, including the dates the vaccination

was given, any medical records relative to the employee's ability or receive the vaccination, or the employee's signed waiver, (3) a copy of all results of examinations, medical testing, and follow-up procedures; (4) a copy of the health care professional's written opinion following post-exposure evaluation and follow-up; and (5) a copy of any information provided to the health care professional under the evaluation and follow-up procedures.

The medical records of employees maintained under this policy will be kept confidential and will not be disclosed to any person, except as required by law, without the employee's express written consent. Medical records required under this plan will be maintained for the duration of the employee's employment, and for thirty years thereafter.

TRAINING RECORDS

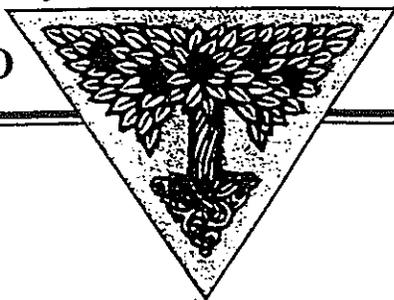
The school district will maintain records of all training sessions offered to employees under this plan. Such records will include: The dates of the training session, a summary of the contents of the session, the name(s) and qualifications of the persons conducting the training, and the names and job titles of all persons attending the training sessions. Training records will be kept for at least three years for the date on which the training occurred.

Employee training records will be made available for inspection to employees, anyone having the written consent of the affected employee, and to KDHR upon request.

ACCESSIBILITY AND REVIEW

A copy of the Exposure Control Plan will be accessible to all employees of the district in the central office of each building in the district. Any employee will be provided with a copy of the plan at no cost upon request. A copy of this plan will also be made available to KDHR upon request.

This Exposure Control Plan will be reviewed and updated at least annually, or whenever necessary to reflect new or modified tasks and procedures which affect occupational exposure, or to reflect new or revised employee positions with occupational exposure. The USD 320 supervising nurse shall be responsible for scheduling the annual review of this plan.



REPORT OF POSSIBLE EMPLOYEE EXPOSURE TO BLOOD/BODY FLUIDS

Employee's Name _____ Date of Birth _____ Soc. Sec. No. _____
Job Classification _____ Date of Incident _____ Time of Incident _____ am/pm

1. Where and how did the exposure occur? Include circumstances that led to this incident: ie. needle stick, splash, etc.

2. Cause of injury/incident. Why did it happen: ie. accident, equipment malfunction, etc.

3. Personal protective equipment was in use at the time of the accident?

_____ Gloves _____ Gown _____ None _____ Other, specify _____

4. Which body fluids were involved in the exposure? Check all that apply.

_____ Blood or blood product _____ Feces (blood contaminated) _____ Saliva (blood contaminated)
_____ Vomit (blood contaminated) _____ Urine (blood contaminated) _____ Other _____

5. Was the exposed part: Check all that apply.

_____ Eye(s) _____ Mouth _____ Nose _____ Other, specify _____
_____ Intact skin _____ Non-intact skin

6. Did the blood or body fluid: Check all that apply.

_____ Soak through clothing _____ Soak through protective garment
_____ Touch unprotected skin _____ Touch skin through gap between protective equipment

7. For how long was the blood or body fluid in contact with skin or mucous membrane(s).

_____ Less than 5 minutes _____ 15-60 minutes
_____ 5-14 minutes _____ More than 60 minutes

8. Estimate the quantity of blood/body fluid that came in contact with the skin or mucous membranes.

_____ Small amount (up to 5cc or 1 teaspoon)
_____ Moderate amount (up to 50 cc or 1/4 cup)
_____ Large amount (more than 50 cc or 1/4 cup)

9. Was the exposure?

_____ Superficial (little or no bleeding)
_____ Moderate (skin punctured, some bleeding)
_____ Severe (deep stick/cut, or profuse bleeding)

10. Was the source individual known?

_____ Yes _____ No (For specific information see *Identification and Consent of Source Individual*)

11. Immunization status of employee prior to possible exposure:

_____ Refused Hepatitis B Vaccine _____ Immune status to Hepatitis B (if known) _____
_____ Received Hepatitis B Vaccine Dates: _____

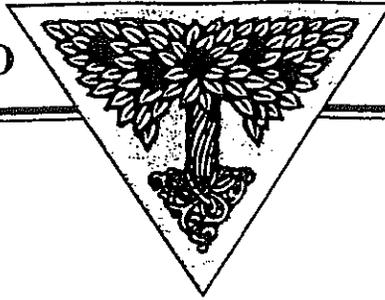
12. Actions taken: Decontamination, clean-up, etc.

13. What should be done to prevent recurrence?

Employee Signature _____ Administrator/Supervisor Signature _____

Report Prepared by _____ Phone Number _____ Date _____

WAMEGO



KANSAS

Employee's Release of Medical Records to Health Care Provider

Employee _____ Social Security Number _____

Date of Possible Exposure Incident _____

I, _____, hereby release all Medical Records maintained by Wamego U.S.D. 320 relative to my Hepatitis B vaccination status, including date(s) vaccinations were given, any medical records relative to my ability to receive the vaccination, or my signed HBV Vaccination Declination Form and other Medical Records relative to any previous exposure incident(s) by myself.

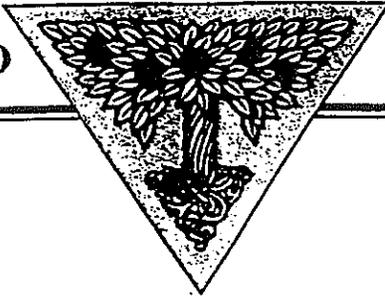
Signature of Employee

Date signed

fr

Signature of Witness

Date signed



Source Individual _____ Date of Incident _____
(Unless identification is infeasible or prohibited by law. In which case, see section below * for documentation of failure to obtain identification and/or consent of source individual.)

CONSENT

I hereby consent to have my blood tested for HBV/HIV. I understand this will be done at no expense to myself. I also give my permission for the transfer of such test results to the health care provider responsible in this incident for evaluation and follow-up and to the exposed individual whose course of care may be determined by such results. I have been given the chance to ask questions about testing and about this consent form.

Signature of Source Individual _____ Date signed

Address of Source Individual

Phone Number of Source Individual

Signature of Parent/Guardian if Source Individual is a Minor _____ Date signed

Signature of Witness _____ Date signed

BLOOD TEST RESULTS

Source Individual's blood test results for HBV _____

Source Individual's blood test results for HIV _____

(This information is to remain confidential with the exceptions consented to above.)

• FAILURE TO OBTAIN CONSENT

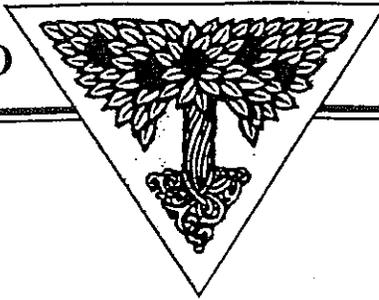
_____ Source Individual refused to be identified.

_____ Source individual refused consent to be tested.

Comments:

Signature of Employer or Employer's Representative _____ Date signed

Tel: 785-456-7643 • 510 E. Hwy. 24 • Wamego, KS 66547 • Fax: 785-456-8125



Employee _____ Social Security Number _____

Date Initially Seen by Health Care Provider _____ Date of Incident _____

EVALUATION AND FOLLOW-UP BY HEALTH CARE PROVIDER

- ___ 1. Review of *Report of Possible Employee Exposure to Blood/Body Fluids* and provision of first aid procedures.
- ___ 2. Identification and testing of the source individual unless identification is infeasible or prohibited by law. See *Identification and Consent of Source Individual* as completed by the employee's employer.
- ___ 3. Testing of employee for HBV/HIV, and other tests as deemed necessary. The employee will be offered the option of having his/her blood collected for testing for HBV/HIV antibodies. The blood sample is to be preserved for at least 90 days to allow the employee to decide if the blood should be tested for HIV serological status. However, if the employee decides prior to 90 days to have the testing, the blood may be tested and blood sample discarded.
- () 4. Exposed employee offered post-exposure prophylaxis and counseling on risks and encouraged to report acute febrile illnesses that occur within twelve weeks after exposure in source individual is HIV positive or refuses testing. Evaluate reported illness which may stem from the incident. Six months post--exposure exam for HIV is recommended.
- ___ 5. Notify the employee of all testing results. The exposed employee will be instructed to maintain the confidentiality of the source individual's name and infectivity according to Kansas State Law.
- ___ 6. Provide the employee's employer, Wamego U.S.D. 320, Superintendent, 510 E. Hwy²⁴, Wamego, KS 66547, (785) 456-7643, with the following written opinion within 15 days of the completion of the evaluation.

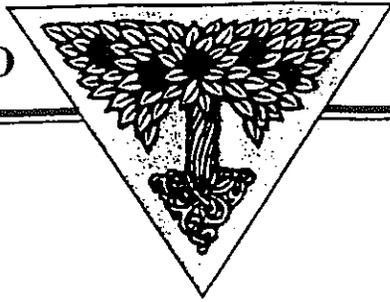
HEALTH CARE PROVIDER'S WRITTEN OPINION TO U.S.D. 320

- | | | | | | |
|-----|-----|-----|----|----|--|
| ___ | YES | ___ | NO | 1. | Was Hepatitis B vaccination indicated for the employee? |
| ___ | YES | ___ | NO | | If YES, has employee received such vaccine? |
| ___ | YES | ___ | NO | 2. | Was employee informed of the results of the evaluation? |
| ___ | YES | ___ | NO | 3. | Was employee told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment? |

ADDITIONAL COMMENTS Written opinion is limited to Questions 1, 2, and 3 above.

Signature of Health Care Provider _____ Date signed _____

Tel: 785-456-7643 ● 510 E. Hwy. 24 ● Wamego, KS 66547 ● Fax: 785-456-8125



The Exposure Control Plan for Bloodborne Pathogens in USD 320 TRAINING PROGRAM WILL CONTAIN AT A MINIMUM, THE FOLLOWING

1. A copy of the OSHA standard and explanation of its contents;
2. A general explanation of the epidemiology and symptoms of bloodborne diseases;
3. An explanation of the modes of transmission of bloodborne pathogens;
4. An explanation of the Exposure Control Plan and information on how the employee may obtain a copy of the Plan;
5. An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and OPIMs;
6. An explanation of the use and limitations of methods, such as engineering controls, work practices, appropriate hygiene and sanitation measures, and use of personal protective gloves, that will prevent or reduce exposure;
7. Information on the Hepatitis B vaccine, including information on its efficacy, safety, method of administration, benefits, and the condition under which it is offered, free of charge, to employees.
8. Information on the appropriate actions to take and the persons to contact in an incident involving blood or OPIMs;
9. An explanation of the procedure to follow if a possible exposure incident occurs, including the method of reporting and the medical follow-up that will be made available at no charge;
10. Information on the post-exposure evaluation and follow-up an exposure incident;
11. An explanation of labeling and color coding;
12. An opportunity for questioning the person conducting the training session.

Tel: 785-456-7643 ● 510 E. Hwy. 24 ● Wamego, KS 66547 ● Fax: 785-456-8125

Wamego USD 320
Bloodborne Pathogens
H.B.V. Vaccination Declination Form

File at U.S.D. 320 District Office

Date: _____

Employee: _____

I understand that due to my occupational exposure to blood or other potential infectious materials, I may be at risk of acquiring Hepatitis B virus (HBV) or HIV infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no cost to myself. However, I decline the Hepatitis B vaccination at this time. If, in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Employee Signature

Date

Signature of Employer's Representative

Date

STUDENT BITES

If a student is bitten by another student, please follow the guidelines below in providing first aid and notifying parents of the incident. A separate instruction page, which contains the following information, has been prepared to give to parents:

Biting of a child or teacher by another child is one of the unfortunate events that happen in schools. Although these incidents are upsetting, they can be handled correctly by following these guidelines:

A bite that DOES NOT BREAK THE SKIN is painful and may result in bruising, but generally requires no further care except for thorough washing with antibacterial soap. Parents should be notified of the incident, as there may be injury that for which they might seek medical attention. (If a bite should occur on an area of skin, which may already be broken by a rash, old cut, etc., it should be treated as a broken skin bite as discussed below.)

A bite that results in BROKEN SKIN will need more attention. Scrub the area of the bite with antibacterial soap and water. Hold under tepid running water for 2-3 minutes. Apply a clean dressing. Because the human mouth is host to many types of bacteria, which cause infection, parents should be contacted to take the child to a doctor for possible antibiotic treatment.

Because the viruses for both hepatitis B and HIV infection have been known to be in saliva of infected persons in small amounts, there is a concern if saliva has possibly entered the body of another person as a result of a bite. Dr. Pezzino, epidemiologist from the KDHE, has stated that while this infection route is theoretically possible, NO cases are known to have occurred by this route at this time (3-21-2000). Some physicians, however, may choose to pursue follow-up evaluation and treatment for these bloodborne pathogen diseases. The arrangements and costs for this follow-up are the responsibility of the student's parents.

SCHOOL EMPLOYEES who have broken skin as the result of a bite by a student ARE CONSIDERED to have a potential exposure incident and the USD 320 Bloodborne Pathogen Policy/Plan should be followed specifically.

GARI Family and Medical Leave

GARI

Family and medical leave as required by federal law shall be granted for a period of up to 12 weeks during a 12-month period. For purposes of this policy, a 12-month period shall be defined as a 12 month period measured forward from the dates of when any employee's first FMLA leave begins. 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; 06/14/21

GARID Military Leave

GARID

Employees are entitled to military leave under the Uniformed Services Employment and Reemployment Act of 1994. The Act applies to military service that began on or after December 12, 1994 or military service that began before December 12, 1994 if the employee was a reservist or National Guard member who provided notice to the employer before leaving work.

Reemployment rights extend to persons who have been absent from work because of “service in the uniformed services.” The uniformed services consist of the following military branches:

Army, Navy, Marine Corps, Air Force or Coast Guard.

Army Reserve, Navy Reserve, Marine Corps Reserve, Air Force Reserve or Coast Guard Reserve.

Army National Guard or Air National Guard.

Commissioned corps of the Public Health Service.

Any other category of persons designated by the President in time of war or emergency.

“Service” in the uniformed services means duty on a voluntary or involuntary basis in a uniformed service, including:

Active duty;

Active duty for training;

Initial active duty for training;

Inactive duty training;

Full-time National Guard duty;

Absence from work for an examination to determine a person’s fitness for any of the above types of duty.

The employee may be absent for up to five (5) years for military duty and retain reemployment rights. There are, however, exceptions which can exceed the five (5) year limit. Reemployment protection does not depend on the timing, frequency, duration or nature of an individual's service.

GARID Military Leave

GARID-2

The law enhances protections for disabled veterans including a requirement to provide reasonable accommodations and up to two (2) years to return to work if convalescing from injuries received during service or training.

The returning employee is entitled to be reemployed in the job that they would have attained had they not been absent for military service, with the same seniority, status and pay, as well as other rights and benefits determined by law. If necessary, the employer must provide training or retraining that enables the employee to refresh or upgrade their skills so they can qualify for reemployment. While the individual is performing military service, he or she is deemed to be on a furlough or leave of absence and is entitled to the non-seniority rights accorded other individuals on non-military leaves of absence. Individuals performing military duty of more than 30 days may elect to continue employer sponsored health care for up to 18 months at a cost of up to 102 percent of the full premium. For military service of less than 31 days, health care coverage is provided as if the individual had never left. All pensions which are a reward for length of service are protected.

Individuals must provide advance written or verbal notice to their employers for all military duty. Notice may be provided by the employee or by the branch of the military in which the individual will be serving.

Notice is not required if military necessity prevents the giving of notice; or, if the giving of notice is otherwise impossible or unreasonable.

Accrued vacation or annual leave may be used (but is not required) while performing military duty. The individual's timeframe for returning to work is based upon the time spent on military duty.

TIME SPENT ON RETURN TO WORK OR APPLICATION FOR:

GARID Military Leave

GARID-3

MILITARY DUTY

REEMPLOYMENT

Less than 31 days:

Must return at the beginning of the next regularly scheduled work period on the first full day after release from service, taking into account safe travel home plus an eight (8) hour rest period.

More than 30 but less
Than 181 days:

Must submit an application for reemployment
within 14 days of release from service.

More than 180 days:

Must submit an application for reemployment
Within 90 day of release from service.

The individual's separation from service must be under honorable conditions in order for the person to be entitled to reemployment rights. Documentation showing eligibility for reemployment can be required. The employer has the right to request that an individual who is absent for a period of service of 31 days or more provide documentation showing:

The application for reemployment is timely;

The five-year service limitation has not been exceeded; and,

Separation from service was under honorable conditions.

If documentation is not readily available or does not exist, the individual must be reemployed. However, if after reemploying the individual, documentation becomes available that shows one or more reemployment requirements were not met, the employer may terminate the individual, effective immediately. The termination does not operate retroactively.

Questions should be directed to Veterans' Employment and Training Service, U.S. Department of Labor.

Kansas law also requires reemployment if an individual is called to active duty by the state.

Approved: August 9, 2010

(Remove this page from the policy book)

FAMILY AND MEDICAL LEAVE

Family and medical leave as required by federal law shall be granted for a period of not more than 12 weeks during a 12-month period. For purposes of this policy, a 12-month period shall be defined as a fiscal year beginning on July 1 and ending the following June 30. Spouses employed by the district may only take an aggregate of 12 weeks of leave for a birth or adoption of a child or to care for a child with a serious health condition.

Leave is available because of (1) the birth of a son or daughter of the employee and to care for the son or daughter; (2) the placement of a son or daughter with the employee for adoption or foster care; (3) the need to care for a spouse, son, daughter or parent of the employee because of a serious health condition; or (4) a serious health condition of the employee that prevents the employee from performing the job functions. (Leave for reason 1 or 2 must be taken within 12 months of birth or placement.)

The leave shall normally be unpaid leave. However, if the employee has any paid vacation, personal, sick or disability leave that is available for use because of the reason for the leave, the paid leave shall be used first and counted toward the annual family and medical leave. The superintendent will notify the employee prior to or during the leave period that the leave has been designated as paid family and medical leave.

The employee is eligible for family and medical leave upon completion of 12 months of service in the district and employed at least 1250 hours during the preceding year.

During the period of any unpaid family and medical leave the board shall continue to pay the employer's share of the cost of group health benefits in the same manner as paid immediately prior to the leave. Any employee portion of the cost shall be paid by the employee to the clerk of the board on the payroll date or other time as the employee and superintendent may agree. The board may terminate group health coverage if the employee payment is not received within 30 days of the due date.

When leave is foreseeable, the employee shall give written notice 30 days in advance. If leave is not foreseeable, notice will be given as soon as practicable.

Upon the employee providing notice of need for leave, the employer will notify the employee of:

- a. the reasons that leave will count as family and medical leave,
- b. any requirements for medical certification,
- c. employer requirement of substituting paid leave,
- d. requirements for premium payments for health benefits and employee responsibility for repayment if employer pays employee share,

- e. right to be restored to same or equivalent job,
 - f. any employer required fitness-for-duty certifications.
- Family leave (reasons 1 or 2) may not be used intermittently or on a part-time basis without the prior approval of the superintendent.

The superintendent may require an instructional employee to continue leave until the end of a semester if the leave begins more than five (5) weeks before the end of a semester, lasts more than three (3) weeks and the return would occur during the last three (3) weeks of the semester.

If the leave is for a reason other than the employee's serious health conditions, the superintendent may require an instructional employee to continue leave until the end of a semester, if:

1. the leave begins in the last five (5) weeks of a semester, will last more than two (2) weeks and the return to work would occur in the last two (2) weeks of a semester, or
2. the leave begins in the last three (3) weeks of a semester, and lasts more than five (5) days.

GAT **Staff Use of Communication Devices** (See IIBG and IIBGC)

GAT

The board encourages district employees to use technology, including communication devices, to improve efficiency and safety. The district expects all employees to use communication devices in a responsible manner that does not interfere with the employee's job duties. Employees who violate district policies and procedures governing the use of communication devices may be disciplined, up to and including termination, and may be prohibited from possessing or using communication devices while at work. Communication devices may not be used in any manner that would violate the district's policy on student-staff relations.

Definitions

“Communication device” is defined to include all portable devices that send or receive calls or text messages, allow the retrieval of email, or provide access to the Internet. Communication devices shall include, but may not be limited to cell phones, smart phones, iPads, and tablets.

“Use/Using” for the purposes of this policy mean answering or talking on the phone; sending or responding to a text, e-mail, or other communication; opening and viewing pictures or digital recordings; opening and listening to music or audio communications; accessing social media websites; playing games on such device; continuously checking a communication device; or any activity with a communication device that interferes with the employee’s job duties or appropriate supervision of students.

General Use

The district prohibits employees from using any communication device that interrupts or disrupts the performance of duties by the employee or otherwise interferes with district operations, as determined by the employee's

GAT Staff Use of Communication Devices

GAT-2

supervisor. This prohibition applies regardless of whether the communication device used is owned by the employee or provided by the district. Employees are responsible for keeping communication devices secure and, if possible, password protected.

Supervision of students and the provision of academic instruction are priorities in the district, and employees who are responsible for supervising and/or providing academic instruction to students must concentrate on these tasks at all times. Employees shall not use communication devices when they are responsible for supervising students or when their doing so interrupts or interferes with classroom instruction unless any of the following conditions occurs:

- The device is being used to instruct the students being supervised at the time;
- The use is necessary to the performance of an employment-related duty;
- The employee has received specific and direct permission from a supervisor to do so; or
- There is an emergency.

Even when these conditions exist, the employee is responsible for obtaining assistance in adequately supervising students during the approved use so that students are supervised at all times.

Use in Vehicles

Regardless of other provisions of this policy, unless there is an emergency, employees shall not use communication devices when:

- Driving district-provided vehicles;

GAT Staff Use of Communication Devices

GAT-3

- Operating a vehicle in which a student is being transported when the transportation is provided as part of the employee's job; or
- Supervising students who are entering or exiting a vehicle, crossing thoroughfares, or are otherwise attempting to safely reach their destinations.

Even in emergency situations, employees should first take all possible safety precautions before using communication devices. Employees are subject to local, state, and federal laws governing use of cell phones while driving and will be solely responsible for all traffic violation liabilities resulting from their use of a phone while driving.

Use of District-Provided Communication Devices

The district may provide communication devices and service to some employees to assist them in carrying out their employment-related duties on and off district property. Use of a district-provided communication device is a privilege. The superintendent or designee has sole discretion as to which employees will be provided communication devices and may recall any previously issued communication device. Employees do not have any expectation of privacy in district-provided communication devices or any information stored on them, and such devices may be confiscated and searched at any time.

Employees are expected to exercise reasonable care to protect district-provided communication devices from damage or theft and must report any such incidents immediately. The district may require employees to reimburse the district for any damage or theft that was the result of the employee's

GAT Staff Use of Communication Devices

GAT-4

negligence. Users of district-provided communication devices must abide by any use limitations included in the district's service contract.

Personal Use of District-Provided Communication Devices

Personal use of district-provided communication devices is permissible as long as the use does not exceed the limits of the applicable plan. An employee whose use exceeds plan limitations will be required to reimburse the district for all expenses beyond those covered by the plan and may have privileges suspended or revoked unless the employee can show that all use was for employment-related duties and the device was not used for personal reasons. The amount of personal use of a communication device or service paid for under E-Rate can be no greater than the cost allocation submitted in the request for the E-Rate discount.

Staff Bring Your Own Device Policy

Use of employees' personal communication devices during work hours shall be restricted to classroom or work-related activities. Such personal communication devices may only be used by the staff member and are not for student use. The security of personal computing devices is solely the responsibility of the staff member. Any loss resulting from damage or theft of personal communication devices in the school setting is not the responsibility of the district.

Approved: 06/15

GAU Ethics

GAU

All employees in the performance of assigned duties shall: recognize basic dignities of all individuals with whom (s)he interacts in the performance of assigned duties;

Exercise due care to protect the mental and physical safety of students, colleagues and subordinates for whom (s)he is responsible;

Be accountable for maintaining his/her integrity and shall avoid accepting anything of substantial value offered by another which is known to be or which may appear to be for the purpose of influencing his/her judgment or the performance of his/her duties;

Accurately represent his/her qualifications.

Approved: 05/10/1999

GBA Compensation Guides and Contracts

GBA

The board shall develop compensation guides for the district.

Approved: 05/10/1999

GBA-R Compensation Guides and Contracts

GBA-R

A teacher is sometimes offered a position in another school system which may provide professional advancement and may cause him to ask to be released from a contract in the local schools. The board's first obligation is to the children in the local schools; however, if a suitable replacement can be found and it is felt that the educational program of the school will not be impaired, a teacher may be released from the obligation of a contract upon proper request to the board.

Approved: July 11, 1988

GBBA Qualifications and Duties

GBBA

A job description for each category of certified employee will be developed by the superintendent. A copy of each job description shall be filed with the clerk and may be published in the appropriate handbook.

Approved: 05/10/1999

GBC Recruitment

GBC

Subject to board approval, the superintendent is directed to recruit qualified personnel to staff the schools. The superintendent may request building principals or other staff members to assist in this effort.

Approved: 05/10/1999

GBD Hiring

GBD

Certified Selection

The board shall approve the employment of all employees. While this legal responsibility cannot be waived, the board delegates to the superintendent the authority to recruit staff members. In carrying out this responsibility, the superintendent will involve various administrators, teaching staff, site council members and parents as he/she deems appropriate..

Approved: 05/10/1999

GBD-R Hiring (See GAAA)

GBD-R

All employment contracts recommended by the superintendent are subject to ratification by the board.

The employment of any staff member is not official until the contract is signed by the candidate and approved by the board.

The hiring sequence shall be as follows:

The verbal offer of employment to the candidate;

Verbal acceptance by the candidate;

Contract sent to the candidate and candidate's acceptance signified by a signed contract returned to the superintendent; and

Approval of the contract by the board.

Approved: 05/10/1999

GBE Assignment and Transfer

GBE

The board retains the right to assign, reassign and transfer all personnel.

In the event of a vacancy for a non-administrative position which requires State Board of Education certification, the superintendent may determine to list the position for district employees who meet the position's certification requirements. The superintendent may determine if an employee suitably meets the qualifications needed for the position and if the employee should be recommended for transfer to another assignment. Final authority on the transfer would rest with the board.

Notice of vacancies open to transfer of assignment will be posted in each attendance center if the vacancy occurs during the school year. If the vacancy occurs outside of a school term, the superintendent will send notice to the president of the recognized bargaining unit and make other reasonable efforts to disseminate the information.

Approved: July 11, 1988

GBG Probation

GBG

The authority to recommend to the board that certified staff members be placed on probation is delegated to the superintendent. The board, after hearing the superintendent's recommendation for probation and after evaluating the evidence gathered by the administrative staff, may place a certified staff member on probation. The term of probation will be established by the board, but in no event shall said probation extend beyond one calendar year period unless the board first reviews all pertinent evidence pertaining to the probation including a report by the superintendent on progress of the certified staff member to meet the conditions of probation.

Approved: July 11, 1988

GBG-R Probation

GBG-R

All conditions of probation shall be in writing. One copy shall be given to the employee, and one copy shall be placed in the employee's personnel file.

Failure by an employee to meet the conditions of probation may result in nonrenewal or termination of the employment contract.

Whenever any teacher has violated board policy or is involved in a breach of discipline in the opinion of that teacher's principal, his supervisor shall fully describe, in writing, said violation of board policy or breach of discipline and transmit the same to the superintendent. A copy of such letter shall be given to the teacher involved. Said report shall be submitted to the superintendent and teacher within five school days following the commission

GBG-R Probation

GBG-R-2

of the act or acts which the report covers. Said report shall be placed in the teacher's personnel file by the superintendent. Said report shall also provide for the length of the probationary period.

A breach of discipline is defined as a persistent violation of any administrative building regulation or ethical behavior which violated approved standards of conduct of the teaching profession.

All incidents which require a probation report shall be brought to the board's attention at the next regular board meeting; provided, however, if during any school year a teacher has three or more such letters placed in his or her personnel file, this fact shall be brought to the attention of the board by the superintendent and the board, at its discretion, may require the teacher to appear before the board to explain his or her position in regard to the matters contained in said reports.

The teacher may, upon receipt of a copy of such reports, file a grievance in accordance with the grievance of the district.

The board, in determining whether any teacher's' contract of employment shall be renewed or whether a teacher should be offered a contract or whether a teacher's salary shall be increased, shall consider the reports in the teacher's file and the results of any hearing held pursuant to this regulation.

Approved: July 11, 1988

GBH Supervision

GBH

The superintendent and other administrators designated by the superintendent have the right to supervise licensed staff. The responsibility for the immediate supervision of licensed staff rests with each building principal.

Approved: 02/10/2020

GBI **Evaluation**

GBI

The board shall adopt an approved evaluation instrument. The instrument shall govern evaluation of teachers, shall be filed with the clerk and may be published in teacher handbooks.

Availability of Evaluation Documents

Completed evaluation documents shall be available to the employee, the superintendent, assistant superintendent, other administrators under whose supervision the teacher works, and others authorized by law. (See GAK)

Evaluation Criteria

Evaluation criteria shall be established by the board.

Approved: August 11, 2003

GBK Suspension

GBK

The superintendent shall have the authority to suspend licensed employees with pay pending further board action.

The superintendent may suspend licensed employees with pay for reason including, but not limited to one or more of the following: alleged violation of board policy, rule or regulation; the filing of a formal complaint against the employee with any civil or criminal authority; the alleged commission of an offense involving moral turpitude; and other good cause.

If the suspension is imposed on an employee, the employee is entitled to pay until the employee has been advised of the basis for suspension and has been given the opportunity to respond.

Approved: 9-8-2008

GBN Nonrenewal and Termination

GBN

Nonrenewal or termination shall be in accordance with Kansas law and the negotiated agreement, as applicable.

All administrative recommendations for dismissal and nonrenewal of certified personnel given to the board shall be accompanied by a detailed documentation justifying any such recommendation.

Non-renewal of Nontenured Teachers

Reasons for nonrenewal shall not be stated either in writing or verbally in any notice of nonrenewal given to a nontenured teacher. No hearing shall be afforded a nontenured teacher except as provided by law.

Approved: 05/10/1999; 02/20/2020

GBN Separation

GBN

The administration shall recommend any change in employment status to the board. Nonrenewal or termination shall be in accordance with Kansas law.

Approved: 05/10/1999

GBN -R Separation

GBN -R

All administrative recommendations for dismissal and nonrenewal of certified personnel given to the board shall be accompanied by a detailed documentation justifying any such recommendation.

Non-renewal of Nontenured Teachers

Reasons for nonrenewal shall not be stated either in writing or verbally in any notice of nonrenewal given to a nontenured teacher. No hearing shall be afforded a nontenured teacher except as provided by law.

Approved 05/10/1999

GBO Resignation

GBO

The board shall consider the resignation of any non-administrative certified employee which is submitted to the board in writing. The board shall accept resignations from employees under contract only when the board is of the opinion that the resignation will be in the best interests of the district. The board reserves the right to determine the possibility of liquidated damages. The board reserves the right to waive or reduce the provisions for liquidated damages.

Approved: September 2012

GBO-R Resignation

GBO-R

A certified employee who has signed a contract and accepted a teaching position in the district for the coming year or who has not resigned by the continuing contract notice deadline shall not be released from that contract to accept another position until a competent replacement has been contracted.

Liquidated Damages on Contract Termination

In the event any teacher resigns or fails to honor the terms of the employment contract, the teacher shall pay to the district liquidated damages as follows:

If the teacher resigns after the legal date for the notice of intent not to return for the coming year, the following schedule will apply:

- Legal date until June 30 - \$1000
- July 1 – July 31 - \$2000
- August 1 thru the last day of contract - \$4000

A teacher may resign as a result of a mandatory transfer or reassignment that takes place after the continuing contract notification deadline. Such resignation will only be accepted by the Board of Education when a qualified replacement teacher is hired by the district. The resigning teacher will be assessed liquidated damages, but that penalty will be refunded if the teacher's resignation takes place within ten (10) working days of the change in their teaching assignment and if the district has hired a qualified teacher to replace the resigning teacher.

In the event the teacher terminates employment in the district without compliance with board policy, the board may contact the Professional Practices Commission.

In the event the teacher owes the district for liquidated damages, the district may deduct the amount of liquidated damages from the teacher's final paycheck with prior approval from the employee.

Approved: September 2012

GBQA Reduction of Teaching Staff

GBQA

If the board decides that the size of the teaching staff must be reduced, guidelines in the negotiated agreement shall be followed.

Approved: 05/10/1999

GBR Work Schedule (See JGFB)

GBR

Certified personnel must be at their assigned area during each duty day. Any teacher who finds it necessary to leave while supervising students shall first secure approval from the principal. Building and playground assignments shall be made by the principal.

Work Schedules

The minimum length of the school day for licensed and professional staff shall be defined in the negotiated agreement. Work schedules for other employees shall be defined by the superintendent consistent with the Fair Labor Standards Act (FLSA) and the provisions of this policy. To ensure the supervision of students and the instructional program of the district, professional personnel must be at their places of assignment preceding, during, and following classes each school day. Based upon each teacher's time schedule and needs of the district, certain related non-teaching duties may be assigned on a regular or rotation basis by the superintendent.

Attendance Required

Regular attendance is required of all employees subject to leave provisions in district policy or the negotiated agreement, as appropriate. Excessive absences or tardiness, unauthorized leave or unexcused absences may result in disciplinary action including termination of employment.

Teachers to Remain in the Classroom

Any teacher who finds it necessary to leave an assigned duty station while supervising students shall first secure approval from the building principal.

Approved: February 7, 2005

GBRC Professional Development (See GBRH and GAN)

GBRC

There shall be a program of professional development for employees, which meets minimum statutory and State Board of Education requirements.

The program shall promote:

- continuous professional development;
- improving academic achievement for all students;
- diversification in academic foundations or subject knowledge; and
- improved job effectiveness and enhanced skills.

When appropriate, the superintendent shall consult with the staff about professional development activities.

All appropriate employees shall attend professional development sessions unless excused by the superintendent. Professional development programs may use all or a portion of the workday.

Approved: August 11, 2003

GBRD Staff Meetings

GBRD

Staff meetings for licensed personnel shall be called by the administration.

Approved: 05/10/1999; 02/10/2020

GBRE Additional Duty

GBRE

The board may establish other educational assignments that may extend beyond the school day or time class is in session. Compensation for such assignments, if any, will be as specified in the negotiated agreement.

In order to supplement a desirable educational program, the board shall establish outside-of-class assignments and their compensations when they extend beyond the regular school day or the time classes are in session.

Responsibilities of a sponsorship shall be determined by the administration. The responsibility shall be designated at contract time or at any time mutually agreed upon by the principal and teacher and listed in the contract with the amount of extra pay designated.

A list of responsibilities shall be formulated by the principal and the sponsoring teacher and revised as necessary. One copy of the responsibilities shall be retained by the teacher, one copy by the building principal and a copy shall be kept on file at the superintendent's office.

Teachers except coaches during their coaching season and the band leader shall be expected to share in the sponsoring of activity buses at the level at which they have been assigned. Principals shall make these assignments in advance of an activity so that the teacher will have sufficient time for preparation. Sponsoring teachers shall be compensated as per schedule for extra pay as the salary schedule indicates.

All activity buses shall be sponsored by a teacher or in the case of a music activity an adult assigned by the music teacher and approved by the principal. Teachers shall not be used as both driver and sponsor of a bus. In case of an emergency and a regular bus driver is not available, approval for deviation from this rule can be obtained only through the superintendent. In

cases of small groups traveling to an activity in a school owned vehicle, (debate, golf, etc.) the sponsoring coach may be the driver of the vehicle and shall be responsible for the conduct of the students. At no time shall a student be allowed to drive a school sponsored vehicle without prior approval of the administration.

Approved: 07/11/88; 10/10/16

GBRGB **Tutoring for Pay**

GBRGB

Teachers shall not receive pay for tutoring or private instruction at school unless approved in advance by the board.

A parent or pupil may discuss the advisability of private tutoring with the teacher, counselor, or building principal. A cooperative relationship shall be established between the classroom teacher, tutor, and parent to provide the best instructional opportunity for the pupil;

It is the responsibility of the parent and tutor to agree mutually upon the fee and place for tutoring;

Any tutoring for pay will not occur within the district's building without prior approval by the board of education;

A teacher who has a pupil enrolled in his class shall not accept employment as a tutor for that pupil in the teacher's area of assignment during the teacher's term of duty; and

Teachers shall not actively solicit pupils for tutoring. The district office and each principal's office will maintain a list of teachers who would submit his name for the list may do so. With each teacher's name will be a list of the subjects he is certificated to teach.

Approved: 8-11-2008

GBRH Leaves and Absences (See GBRC)

GBRH

Licensed employees will be provided with paid and unpaid leave in accordance with applicable law and the negotiated agreement. The board reserves the right to grant additional leave.

Approved: 08/11/2003; 02/10/2020

GBRI **Personal Leaves and Absences**

GBRI

Certified personnel may be granted personal leaves and absences.

Emergency and Legal

Emergency leaves, including legal leave without pay, may be granted by the superintendent. Emergency leave, including legal leave with pay, may be granted at the discretion of the board.

Illness (Sick Leave)

See the negotiated agreement. *While an employee is on leave for any reason related to the employees' temporary disability, sickness or serious medical condition, secondary employment by the employee is not permitted. Failure to abide by this restriction may result in the employee's termination and/or forfeiture of reinstatement to their position with the school district.*

Religious

Leaves of absence without pay may be granted for participating in religious activities.

Bereavement

See the negotiated agreement..

Approved: 05/10/1999

GBRI-R **Personal Leaves and Absences**

GBRI-R

Emergency and Legal

To the extent possible, employees should give advance notice in requesting emergency leaves. Whenever an employee takes an emergency

leave without prior consent, the employee shall notify the principal or immediate supervisor at the earliest possible time. When the employee is unable to give such notice, arrangements should be made for some other person to notify the employee's principal or immediate supervisor of the emergency leave.

If the employee desires not to have a salary deduction made for the emergency leave, an application shall be made to the board by filing a request with the superintendent within ten days following the return from the emergency leave which shall explain in full the nature of the leave and the reasons why the employee is of the opinion no salary deduction should be made. The request shall be considered at the next regular board meeting; however, filing the request in no way guarantees that the request shall be granted by the board.

Legal Leave

Legal leave shall mean time away from the job for the purpose of prosecuting or defending a legal action or for testifying in either a court of law or before an administrative body. If the teacher is a plaintiff in an action against the district, this rule shall not apply. Time away from the job for any action shall be taken as provided in policy and covered by other leave provisions as allowed by the district.

Jury Duty

An employee called to jury duty may be paid regular school wages if the employee endorses all jury duty pay, except reimbursement for mileage and subsistence, over to the district. An employee who is released from jury duty, or from providing testimony under court order as a representative of the

school district, before 3:00 p.m. is to report back to their respective school to resume their duties.

Religious

Requests for religious leave without pay must be made to the superintendent at least five school days prior to the first day of the requested leave. The leave may be granted by the superintendent, but the leave shall not exceed two school days per employee per school year. The request for religious leave shall be in writing and shall fully explain the time, date and reasons of the leave.

Approved: 05/10/1999

GBRIBA **Disability Leave**

GBRIBA

The board may grant leave of absence for disability with or without pay. Disability is a temporary suspension of duties subject to the board's policies/rules generally. (See GBN, GBN-R, GBRI, GBRI-R.)

Approved: 05/10/1999

GBRIBA-R **Disability Leave**

GBRIBA-R

Any teacher who becomes disabled due to illness or injury or anticipates becoming disabled for reasons including, but not limited to, surgery, hospital confinement, medical treatment, confinement at home by order of the teacher's physician or pregnancy may become eligible for a leave of absence based upon said disability upon compliance with the rules hereinafter set forth.

Anticipating Disability

Any teacher who reasonably anticipates becoming disabled because of any of the reasons set forth above shall give written notice to the superintendent of the condition expected to result in disability as soon as the condition is known to the teacher. In addition, such notice shall contain a statement from the teacher specifying the date on which the teacher wishes to commence disability leave and the expected date on which the teacher wishes to resume duty following recovery from said disability along with a statement from the teacher's physician concerning the teacher's present general health and physical capacity to work.

When a teacher desires to continue in the performance of duty during the period of time from the date of giving notice to the superintendent, as set forth above, to the date of disability, the teacher shall be permitted to do so only when the teacher's physician statement indicates that said teacher is physically capable of continuing to perform assigned duties. Such statement shall establish the time period, in the opinion of said physician, during which the teacher is expected to be capable of performing said duties.

After consultation with the teacher, the teacher's immediate supervisor, if any, and principal, the superintendent shall determine whether or not the teacher is capable of performing assigned duties up to the date requested by the teacher.

In no event shall the board be obligated to permit a teacher anticipating a state of disability to continue in the performance of duty where the performance of said teacher has substantially declined from that performance shown by the teacher prior to consultation with the superintendent provided in the paragraph immediately preceding.

The statement of the teacher's physician concerning the teacher's general health and physical capacity to work shall be submitted for board consideration together with the recommendation of the superintendent concerning the teacher's continued performance of assigned duties. The board will consider both the recommendation of the superintendent and the physician's statement when acting to allow said teacher's continued performance of assigned duties after notification of the anticipated disability. The board

reserves the right to have the teacher examined by a physician of the board's choice at district expense.

Failure or refusal of the teacher to furnish a physician's report or to be examined by the board's physician shall preclude the teacher from receiving any sick leave benefits for any disability and effect a waiver of said eligibility to resume assigned duties.

If the teacher does not agree to the findings of the superintendent, the teacher may request a hearing before the board to state reasons for continuance of assigned duties. The hearing must be requested by the teacher in writing within a reasonable period of time prior to the regular board meeting when said teacher's future employment status will be determined. Said request will be delivered to the superintendent or the clerk of the board.

The board will make its decision within a reasonable period of time after hearing all of the evidence presented by the teacher, the superintendent and the teacher's physician. Said decision will be based on the evidence presented at the hearing.

Whenever, in the opinion of the board, the dates for the commencement of an anticipated disability leave and/or the dates for the resumption of duties would substantially interfere with the administration of the school or with the education of students, the requested dates may be changed by the board. The teacher shall resume assigned duties no later than the first day of the school year following the date that the teacher was declared eligible for resumption of duties. Failure to appear for resumption of duties shall be deemed a resignation by the teacher.

When it is mutually agreed to between the teacher and the board that the teacher will not resume contracted duties for the school year in which the teacher would be eligible to resume duty, the teacher shall be separated from employment as provided by law (See GBN and GBN-R). The board will have discharged its responsibility after offering to allow the teacher to resume duty in the first vacancy for which the teacher is certified that occurs after the teacher has been declared eligible for resumption of duty.

Returning to Duty

The teacher who submits a written physician's report that the teacher is physically fit for full-time employment may be declared eligible for resumption of duties.

If the superintendent or the teacher's immediate supervisor has a good faith doubt that the teacher is capable of resuming regular classroom duties, the superintendent shall conduct an inquiry to determine whether the teacher is capable of resuming regular classroom duties. The findings and conclusions of the superintendent's inquiry will be given to the teacher in writing at the conclusion of the investigation. If the findings and conclusions are contrary to the opinion of the teacher and the teacher's physician, the teacher may request a hearing before the board to resolve the matter. The request for said hearing shall be given to the clerk of the board in writing within a reasonable period of time after receipt of the superintendent's report. The board will hold the hearing at its next regularly scheduled board meeting.

If the board has a good faith doubt that an employee, not returning to duty after a disability, is unable to resume contracted duties, the

board may request that the employee be examined by a physician of the board's choice at district expense. If the physician's report is that the employee is able to resume work, the board may require the employee to do so or to be placed on unpaid leave and possible suspension. The employee may request a hearing to resolve the matter before the board as herein provided previously.

Extensions or Reductions of Leave

Where disability leaves have been approved, the beginning or ending dates thereof may be further extended or reduced for medical reasons upon application by the teacher to the board. Such extensions or reductions may be granted by the board for additional reasonable periods of time provided, however, that the board may alter the requested dates upon a finding that such extension or reduction would substantially interfere with the administration of the school and/or with the education of the students and provided further that such change by the board is supported by reasonable evidence.

The provision of this regulation shall not be deemed to impose on the board any obligations to grant or extend a leave of absence to any non-tenured teacher beyond the end of the contract school year in which the leave is obtained.

Leave Benefits

All personnel benefits accrued by the teacher at the date the disability leave begins will be retained during disability leave unless the person concerned shall have severed the employment relationship by resignation.

No additional personnel benefits will accrue during the period of disability leave except as expressly provided by law.

The provisions of this policy and regulation shall not be applicable and shall be of no force nor effect during any period of time not covered by a contract of employment with the teacher.

A leave of absence due to a disability may be chargeable to the sick leave of the teacher. (See GBRI & GBRI-R)

District disability or sick leave benefits shall be reduced by any duplicating monetary benefit received by the employee under any plan, including a plan established by law, toward which the board contributes or for which the board pays. The board will retroactively adjust the district benefits provided by the board under one plan when granted prior to the notice that the employee has elected to file for benefits under another plan provided in full or in part by the board, e.g., an employee's utilizing paid sick leave for a disability and filing for benefits under workmen's compensation which would be paid, duplicate all or part of the benefit provided earlier and increase the employer's contribution rate because of the loss-experience record.

Such retroactive adjustment may involve a prorata deduction in wages to compensate for duplication of benefits or an endorsing all or part of the benefit over to the district. In either case, a proration of sick leave taken earlier will be reinstated to the employee's accrued accumulated sick leave. The adjustment will be conducted as group insurance companies coordinate benefits so that the employee receives the best adjustment of his full claim, but never more than the full amount of his claim. Such an adjustment shall

GBRIBA-R **Disability Leave**

GBRIBA-R-7

not affect any personal insurance coverage carried by the employee in which the board is not a contributor.

Approved: 05/10/1999

GBRID Military Leave (Also GCRG)

GBRID

Any employee, upon written request to the superintendent, shall be granted leave to cover the length of his required service, as defined below, in the military forces of the United States. Each request for military leave shall be accompanied by a copy of the appropriate military orders. On the date of release from service, the employee shall notify the superintendent of his availability and possible date of return to employment.

Service veterans returning to active duty have a four-year duty period which may be extended to five years at the option of the military service. Such employees have a 90-day period following release to report for reemployment with the district. This type of military leave shall be without pay.

Employees who are guardsmen or reservists taking initial active duty training will have 31 days after release to report for reemployment with the district. This type of military leave shall be without pay.

Guardsmen or reservist taking annual training, special school or special duty will report for reemployment with the district immediately following release plus any necessary travel time. This type of military leave may be with pay subject to board approval.

Failure to return within the time period allowed without notice to the superintendent shall result in cancellation of the military leave, and the employee shall receive no credited service in the district for the time served on military leave. Continued absence may result in termination of employment.

Military leave shall be limited to the length of service required by the induction of the draftee or the orders to active duty of enlisted reserves or members of the national guard plus the applicable time period following

GBRID Military Leave (Also GCRG)

GBRID-2

release. Military leave for guardsmen or reservists who are ordered to active duty shall be limited to the date when the officer can by his own actions terminate such active duty or the date of his orders to inactive status, whichever may occur first.

An employee on military leave, if he makes application to the superintendent within the applicable time period after the effective date of his release from active duty, shall be returned to a position comparable to the position held at the time the leave was granted. The employee's salary and benefit status upon return from military leave shall be the same as it would have been if leave had not been taken. The district shall have a 10-day grace period to make arrangements for reemployment of the employee, and the superintendent shall make every effort consistent with law and the wishes of the employee to minimize any possible adverse effect of employment change on the educational program.

In the event the requested military leave causes an educational disservice to the education of the boys and girls of the district, the superintendent shall notify the commanding officer who signed the orders, requesting an adjustment in orders. If the superintendent is not satisfied with the response, he shall seek further assistance by calling 1-800-336-4590 to request a consultation with an officer in the National Committee for Employer Support of the Guard and Reserve, Office of the Secretary of Defense, 1735 North Lynn Street, Arlington, VA 22209

Approved: 05/10/1999

Substitute Teaching

GBRJ

Qualified substitute teachers shall be secured for the district.

The superintendent or the superintendent's designee may meet with potential substitutes before the start of each school year.

The principals shall compile a list of available substitute teachers, and each principal shall have a current list.

Principals or other designated employees shall be responsible for obtaining substitute teachers from the list and employing them as needed.

The board shall establish the rate of pay for substitute teachers annually.

Candidates will be given information regarding expectations in performance of their job duties.

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.

Approved: 05/99; 08/22

GBRK Political Activities (See GAHB)

GBRK

Certified staff members shall not use school time, school property or school equipment for the purpose of furthering the interests of any political party, the campaign of any political candidate or the advocacy of any political issue.

Approved: 01/12/2009

All employees in the performance of assigned duties shall:

- Recognize basic dignities of all individuals with whom (s)he interacts in the performance of assigned duties;
- Exercise due care to protect the mental and physical safety of students, colleagues and subordinates for whom (s)he is responsible;
- Be accountable for maintaining his/her integrity and shall avoid accepting anything of substantial value offered by another which is known to be or which may appear to be for the purpose of influencing his/her judgment or the performance of his/her duties;
- Accurately represent his/her qualifications.

An educator in the performance of assigned duties shall:

- Meet and continuously maintain applicable certification or licensure requirements as defined by state and/or federal law for position held;
- Actively support and pursue the district's educational mission;
- Maintain professional integrity;
- Be responsible to present any subject matter in a fair and accurate manner.

Approved: 05/10/1999; 02/16/2017

GCA Compensation and Work Assignments

GCA

Classified employees shall be paid according to pay rates established by the board. Payment shall be made at the established pay date following the end of each pay period.

Work Assignments

The superintendent shall develop time schedules for all classified employees. Work assignments for classified employees shall be made by the superintendent.

Attendance Required

Regular attendance is required of all employees subject to leave provisions in district policy, employee handbooks or other documents approved by the board. Excessive absences or tardiness, unauthorized leave or unexcused absences may result in disciplinary action including termination of employment.

Workweek For the purposes of Fair Labor Standards Act (FLSA) compliance, the workweek will be 12:00 a.m. Sunday until 11:59 p.m. Saturday.

Classification of Employees

For purposes of compliance with the Fair Labor Standards Act (FLSA), the superintendent shall ensure that all job positions are classified as exempt or nonexempt and that employees are made aware of such classifications.

Overtime

No non-exempt employee shall work more than 40 hours per week without the prior written permission of the appropriate supervisor. Principals and

GCA Compensation and Work Assignments

GCA-2

supervisors shall monitor employees' work to ensure that the overtime provisions of this policy and the Fair Labor Standards Act are followed. All employees shall be compensated for overtime worked, at a rate of one and a half times their normal rate of pay for any hours worked over 40 in a workweek.

Nonexempt employees whose workweek is less than 40 hours will be paid at the regular rate of pay for time worked up to 40 hours. Overtime pay will be provided only if an employee works more than 40 hours in a workweek.

Compensation for Out-of-Town/Overnight Trips (See GAN)

When classified personnel are required to be out of town on district business, they shall be compensated in the following manner:

Regular or overtime pay (or compensatory time) as appropriate for time away from (name of town) MINUS:

1. Eight hours for sleep when overnight;
2. Reasonable time for meals (normally one hour per meal); and
3. Time used exclusively for pleasure or personal business.

Approved: February 7, 2005

GCBA Qualifications and Duties

GCBA

A comprehensive job description for each classification of noncertified employees will be developed by the district's administration. Job description will not be included in those policies/rules but will be filed and published in the appropriate handbook.

Approved: July 11, 1988

GCC Recruitment

GCC

The superintendent will recruit noncertified personnel to fill existing or proposed vacancies and recommend that the board hire the best qualified candidate.

Approved: 05/10/1999

GCDA Teacher Aides and Paraprofessionals

GCDA

Teacher aides and paraprofessionals shall follow all applicable board policies, rules and regulations and shall be under the general supervision of the building principal.

Approved: 05/10/1999

GCE Assignment and Transfer

GCE

The board reserves the right to assign, reassign or transfer all noncertified employees.

Approved: 05/10/1999

GCH Supervision

GCH

The superintendent has the responsibility to supervise all non-certified employees not directly under the supervision of a building principal. A building principal has the responsibility to supervise all non-certified employees who are assigned to the building.

Approved: 05/10/1999

GCI Classified Employee Evaluation

GCI

Each classified employee shall be formally evaluated on an annual basis. The evaluation will be done in terms of performance criteria developed for each position. The evaluation will be conducted by the administrator immediately supervising that employee or by a designee determined by that administrator. The purpose of the evaluation is to promote satisfactory performance on the part of the employee and to determine if the employee's performance merits continued employment.

Approved: July 11, 1988

GCI-R Classified Employee Evaluation

GCI-R

The administrator conducting the evaluation shall review the results of the evaluation with the employee. The evaluation and the person being evaluated shall sign and date the evaluation document. The signature of the classified person indicates only that he is aware of the contents of the document. The classified employee's signature does not necessarily signify agreement with the contents of the document.

An employee who disagrees with the evaluation statement may write a statement setting forth his specific disagreement with the evaluation.

Evaluations shall be conducted by the following administrator or their designees:

Principal: Building custodians, instructional aides, playground
or cafeteria aides, secretaries, coaching aides

GCI-R Classified Employee Evaluation

GCI-R-2

Director of

Special services: Para-professionals, clerk of special services

Superintendent: Transportation supervisor, district level maintenance personnel, food service director, central office personnel, supervisor of kitchen

Supervisor of Kitchen: Cook

Transportation supervisor: Bus drivers

The evaluations shall be conducted annually by June 1. This time ta-

ble does not limit the authority of the superintendent to recommend termination of disciplinary action to the board at any time. Employees who do not meet an acceptable level of performance but are to be offered a position the following year must be placed on a plan of assistance.

Approved: July 11, 1988

CLASSIFIED PERSONNEL EVALUATION

EMPLOYEE:

DATE:

EVALUATOR:

BUILDING:

	Commendable Performance	Acceptable	Improvement Needed	N/A
I. PERSONAL QUALITIES				
1. Punctual				
2. Uses time wisely				
3. Neat and well groomed				
4. Gets along with other personnel				
5. Relations with the public				
6. Relations with students				
7. General attitude				
8. Supportive of administrative decisions				
9. Self-motivated				
II. WORK-RELATED SKILLS				
1. Able to cope with stressful situations				
2. Communicates effectively				
3. Cooperative with others				
4. Quality of work				
5. Quantity of work				
6. Organization of work				
7. Understanding of work				
8. Follows directions				
9. Adaptability				
10. Promptness in completing tasks				
11. Care of equipment				
12. Able to direct and supervise others				
13. Capable of setting up equipment and operating it				
*Specific indicators from each employee's job description should be inserted here.				
III. COMMITMENT TO DUTY				
1. Loyalty				
2. Strives for self-improvement				
3. Trustworthy				
4. Dependable				
5. Uses wise judgment				
6. Accepts criticism				
7. Keeps information confidential concerning school records and school operations as it pertains to students, parents and school personnel				

EVALUATOR'S COMMENTS ON STRENGTHS AND WEAKNESSES

1. Personal Qualities

2. Work Related Skills

3. Commitment to Duty

4. Employee's Comments

Employee_____ Evaluator_____

Date_____ Date_____

This evaluation was signed by the employee after it was reviewed by the evaluator.

GCIA Evaluation of Coaches and Sponsors

GCIA

All employees contracted to coach or sponsor an activity shall be evaluated at least once per year within 45 days of the completion of the respective sport season. Evaluation documents will be on file with the clerk of the board.

Coaches and sponsors shall be evaluated by the supervisor to whom they are assigned. Evaluations shall be based on the employee's personal qualities, their commitment to duty, their work skills, and other appropriate issues related to the activity sponsor/coach job description. A copy of the completed evaluation shall be given to the employee after it is signed by the employee and the evaluator and will be placed in the employee's personnel file.

Approved: 08-10-2009

GCK Suspension**GCK**

The superintendent shall have the authority to suspend classified employees with or without pay. If a suspension without pay is imposed on a classified employee, the employee is entitled to pay until the employee has been advised of the basis for suspension and has been given an opportunity to respond.

Approved: 8-11-2008

GCO Resignation

GCO

Noncertified employees may resign from their jobs in accordance with the employment agreement and board policies.

Approved: 5/10/99

GCR Work Schedules

GCR

The board will make reasonable effort to establish and maintain adequate working conditions.

Time Schedules

The superintendent shall develop time schedules for all noncertified employees.

Work Load

Work load assignments for noncertified personnel, i.e., clerical, aides, nurses, maintenance, custodial, food service and transportation, shall be made by the superintendent.

Approved: 05/10/1999

GCR-R Work Schedules

GCR-R

Time Schedules

Time schedules for noncertified employees will be assigned at the beginning of the employment term by the superintendent.

Work Load

The normal work load for noncertified personnel shall consist of 40 hours per week for full-time employment.

Approved: 05/10/1999

Non-School Employment

GCRF

Classified employees shall not be excused during their regularly scheduled duty day to perform outside employment unless, upon receipt of the employee's leave request, the supervisor determines:

- The requesting employee has adequate leave time available;
- The requesting employee's absence will not interfere with regular work operations; and
- The leave is approved prior to the requested leave being taken.

The supervisor may approve leave without pay for extraordinary circumstances.

Except as otherwise specified above, classified employees shall not engage in outside employment which interferes with their job duties or responsibilities.

Approved: 05/10/1999; 03/06/2023

GCRF Non-School Employment

GCRF

Noncertified employees shall not be excused during their regularly assigned time schedule to perform outside work. Noncertified employees shall engage in no outside employment which impairs the effectiveness of their assigned duties.

Approved: 05/10/1999

Leaves

GCRG

(See GBRH)

Paid Leave

Full-time employees will be credited with paid leave in accordance with handbook language approved by the board.

Unpaid Leave

The board may grant a period of unpaid leave as determined by the board. The period of leave and reason for unpaid leave shall be determined by the board unless otherwise prescribed by law. The board shall not be required to pay any salary or benefits during periods of unpaid leave except as may be required by law.

Jury Leave

Any employee called to jury duty will be granted paid leave and such leave will not be deducted from the employee's credited paid leave.

Approved: 12/06; 08/22

GCRH Vacations

GCRH

Full-time employees of the board may be granted a paid vacation each year.

Approved: 05/10/1999

GCRH-R Vacations

GCRH-R

For each fiscal school year (July 1 to June 30) of continuous service, custodians shall receive 80 (eighty) hours non-accumulative vacation with pay. Vacation time shall be arranged with the building principal and the superintendent and shall not be between the dates of August 15 and October 15. After a custodian has 10 years tenure, he will receive 120 (one hundred twenty) hours vacation.

Central office secretaries will receive two weeks vacation each year of continuous service.

Approved: 05/10/1999

GCRI Paid Holidays

GCRI

Paid holiday leave may be granted to noncertified employees.

Approved: August 14, 2006

GCRI-R Paid Holidays (Custodians and Maintenance)

GCRI-R

In addition to the 80 (eighty) hours of vacation taken during the year, the following additional paid holiday will be granted:

Labor Day	New Year's Day
Thanksgiving Day	Memorial Day
Thanksgiving Friday	Fourth of July
Christmas Day	

During Winter Vacation the superintendent will designate one paid vacation day in addition to Christmas Day.

In the event that a designated paid holiday occurs on a weekend, the superintendent will designate an adjacent weekday to be used as a day for paid leave.

Approved: August 14, 2006

GCRK Political Activities (See GAHB)

GCRK

Classified staff members shall not use school time, school property or school equipment for the purpose of furthering the interests of any political party, the campaign of any political candidate or the advocacy of any political issue.

Approved: 01/12/2009

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HAA Legal Status

HAA

The board shall negotiate with its professional employees as provided by law.

Approved: 05/10/1999

HAA-R Legal Status

HAA-R

In the event a teachers' association requests and is granted recognition by the board, as provided by law, the board shall negotiate with representatives of the association in the manner outlined elsewhere in these policies.

If at any time informal meetings between the board and the employees are attempted to be turned into formal negotiation sessions by the employees, the board shall immediately cease the conferences until the employees request formal recognition and meet the statutory requirements therefor.

Approved: 05/10/1999

HAB Goals and Objectives

HAB

Professional negotiations are for the purpose of determining the terms and conditions of employment as defined by law.

Approved: 5/10/99

HAC Scope of Negotiations (See HAI)

HAC

Negotiations shall cover only topics that are mandatorily negotiable under current law. The board reserves the right to negotiate any topic the board deems in the best interest of the district.

Approved: September 13, 2004

HAE Board Negotiating Representatives

HAE

The board shall select as its representative(s) those person(s) the board feels will best represent the interests of the district.

Each year the board shall designate its representative(s) for the purpose of negotiating during the current school year. The superintendent and the board president shall make recommendations to the board regarding who shall be the chief negotiator for the board and other members of the negotiating team.

Approved: 05/101/1999; 08/03/2020

HAF Superintendent's Role

HAF

The superintendent shall not be the chief negotiator for the board. The superintendent shall only act in an advisory capacity.

Approved: 5/10/99

HAHBA Use of School Facilities

HAHBA

School facilities shall be made available for negotiating sessions.

Approved: 5/10/99

HAHBA-R Use of School Facilities

HAHBA-R

School facilities for negotiating sessions shall be made available without cost to the teachers' organization. If the representatives of the teachers wish to negotiate in facilities not furnished by the board, none of the costs of any other facilities shall be paid for by the board.

Approved: 5/10/99

HAHBB **Use of School Equipment**

HAHBB

The board may make school equipment available for negotiating sessions.

Approved: 05/10/1999

HAHBB-R **Use of School Equipment**

HAHBB-R

If the teachers' representatives desire certain school equipment for negotiating sessions, a request for such equipment shall be made to the superintendent at least one day in advance of the day scheduled for negotiating.

Approved: 05/10/1999

HAI **Negotiations Procedures**

HAI

The time, place, duration, notification, agenda and rules of order shall be as agreed by the board team and teachers' team.

Distribution of Information

Board distribution of information concerning negotiating sessions shall be discretionary with the board.

Research Assistance

Upon request, the board shall furnish to the association any information which is public record. The board may agree to furnish other information in a form determined by the board.

Minutes and Records

The board's team shall keep reasonably detailed minutes and records of all negotiating sessions.

Reporting to Staff and Board

The board's team shall keep the board fully advised at all times as to the status of negotiations. The board shall report to the staff such information as the board deems advisable.

Reporting to the Media and Public

The board reserves the right to release to the media and public information regarding negotiations.

Approved: 05/10/1999

HAI-R **Negotiations Procedures**

HAI-R

Minutes and Records

One member of the board's team shall be designated to keep reasonably detailed minutes and records of all negotiating sessions. Following each session, a person shall transcribe the minutes and notes and distribute the minutes to the board.

Reporting to the Staff and Board

The board shall, through the superintendent, be fully advised as to the status of the negotiating sessions. The board shall be furnished copies of the minutes and records of each session. The board shall, through the superintendent, report to the staff information as the board deems advisable.

Reporting to the Media and Public

Before any school board news release or statement on negotiations to the press and public is made, the release shall be prepared by the chief negotiator and the superintendent and approved by the president of the board. If the president of the board is unavailable, the vice-president of the board shall make the determination, and if he is also unavailable, the superintendent shall make the determination. No other person is authorized to release to the public or press, on behalf of the board, any information in regard to negotiations.

Research Assistance

Information not currently available in the form requested by the association, at the discretion of the board, may be supplied if the association reimburses the board for any additional expenses. (See CN)

Approved: 05/10/1999

HAJ Preliminary Agreement Disposition

HAJ

All tentative agreements shall be reported to the board.

Approved: 05/10/1999

HAK Ratification Procedures

HAK

The board will not engage in piecemeal ratification of agreements. The board will not take action on the total "package of agreements" until after the teachers' association has acted upon the same package of agreements. If after the completion of impasse procedures, the board and teachers' association have not reached agreement, the board shall take action to conclude the matter as provided by law.

Approved: 05/10/1999

HAK-R Ratification Procedures

HAK-R

All tentative or preliminary agreements shall be placed in one package and presented to the board for its consideration.

Approved: 05/10/1999

HAL Announcement of Agreement

HAL

The board may announce its ratification of the agreement.

Approved: 05/10/1999

HAN Slowdowns

HAN

The board opposes work slowdowns by its teachers.

Approved: 05/10/1999

HAN-R Slowdowns

HAN-R

If any district teachers engage in a practice commonly known as a "slowdown," the board shall immediately direct the superintendent and other administrators to investigate the situation and report back to the board instances in which a teacher is not performing in accordance with the terms of the contract. The board shall take whatever action may be deemed appropriate, including termination of the teacher.

Approved: 05/10/1999

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IA Mission Statement

IA

Wamego USD 320, a progressive and committed school district, in a cooperative effort with families and community, will educate students to be responsible, problem solving citizens who produce quality work in their individual pursuit of excellence by offering relevant, academically challenging and diverse learning experiences.

IA-R Belief Statement

IA-R

- ◆ The family is the primary influence on a child's development.
- ◆ A community has a significant supporting role in the growth and development of its members.
- ◆ All people are responsible and accountable for their own actions.
- ◆ Society is enhanced by the development of its members.
- ◆ Change is necessary for growth.
- ◆ Excellence is achievable and worth pursuing.
- ◆ All people have a capacity to learn.
- ◆ Higher expectations promote higher results.
- ◆ Learning is a lifelong process.
- ◆ Each individual is valuable.

Approved: 05/10/1999

IAA Academic Freedom

IAA

Academic Freedom

No arbitrary limitations shall be placed by teachers upon study, investigation, presentation and interpretation of facts and ideas when pursued in accordance with the approved curriculum.

Approved: 05/10/1999

School Site Councils

IB

(See KA)

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.

The principal shall recommend site council members for board approval.

Each site council shall establish meeting schedules. Each council shall report to the board at least one times a year.

Approved: 07/05; 08/22

IC Educational Program (See ID, IDAA, IDAB, IDAC and IJ)

IC

The academic program shall assist students to grow intellectually, to master the curriculum objectives, and to prepare for further education or training. The board shall consider the district's basic educational program each year. And, when approved, the program shall constitute the district's basic curriculum.

Curricular Offerings

An outline of each curricular offering and the learning objectives to be mastered shall be developed. When approved by the board, they shall become a part of these policies and rules by reference.

Educational Goals and Objectives

District educational goals and curriculum objectives for the basic educational program shall be on file in the district office, and available for inspection upon request.

Additional Educational Programs

Additional educational programs shall be in one of the following categories:

Special Programs (IDAA), Support Programs (IDAB) and Exceptional Programs (IDAC).

Approved: 08/09/2010; 08/03/2020

The board supports the use of pilot projects before any new instructional technique is implemented on a district-wide basis.

Pilot project means any research or experimentation program or project designed to explore or develop new, unproven teaching methods or techniques. All instructional materials, including teachers' manuals, audio/visual materials or any other supplementary instructional material to be used in connection with a pilot project shall be available for inspection by parents or guardians of students engaged in the program or project.

Pilot Project Evaluation

Before any pilot project proposal is submitted to the board for approval, an evaluation format shall be developed and included with the pilot project.

Student Surveys

Except as provided in board policy IDAE with regard to surveys about a student's or the student's parents' or guardians' personal beliefs or practices on issues such as sex, family life, morality, or religion, any instrument designed to survey students, either by district staff or by an outside agency or individual, shall be made available for inspection by parents or guardians before the survey is administered.

Approved: 8/14

ICAA Teaching Methods (GRBC, ICA, IDAE, II, and IJ)

ICAA

Use of current research findings to improve instruction is required as a part of the district's school improvement efforts. The teaching staff is required to keep abreast of current research-based teaching methods. With prior administrative approval, experimentation with teaching methods is permitted. Staff development programs will be designed to help teachers learn research-based instructional skills and to apply them in daily instruction.

Approved: August 9, 2010

ID Instructional Program (See BBG, CJ, CL, IDA and IJ)

ID

All certified staff shall cooperatively develop an integrated, comprehensive, performance-oriented preK-12 Instructional Program, which will be composed of the specific courses and programs offered that allow students to meet the goals and objectives set forth in the educational program. It is to include district instructional goals and learning objectives and be based on valid educational research and current State Board of Education requirements. After board of education approval, district instructional goals and learning objectives shall be used by the staff as the basis for developing and implementing specific curricula. The superintendent and curriculum director shall develop a schedule for periodic curriculum reviews.

Modification

Additions, deletions or alterations to the Instructional Program shall be approved by the board.

Personnel

Outside resources and district personnel may be used in curriculum development.

Financial Resources

The board encourages the superintendent to secure federal, state and private grants, or other alternative funding sources for use in curriculum development. The certified staff is encouraged to use available commercial, public domain and community resources to assist in developing the instructional program and extending it beyond the traditional classroom setting.

Evaluation (See IJ)

Approved: 11-09-09

IDAA **Special Programs** (See AEB, IC, and JJ)

IDAA

In addition to the educational program, the district shall provide programs to meet special needs. These programs shall be outlined in the appropriate handbooks or other documents following board review and approval.

Partnerships/Work-Study Program

The board may approve partnership/work-study programs with business and/or educational institutions for the purpose of improving and/or expanding the quality of curricular offerings, and may approve opportunities for partnership organizations to assist with specified programs.

A periodic review of the partnership's goals and objectives shall be conducted.

Approved: 05/10/1999; 10/11/2021

Support Programs

IDAB

(See IC and LDD)

Support program information approved by the board shall be filed with the clerk and made available to staff as needed.

Drug Education

All students shall be made aware of the legal, social and health consequences of drug and alcohol use. Students shall be instructed on effective techniques for resisting peer pressure to use illicit drugs or alcohol. Students shall be informed that the use of illicit drugs and the unlawful possession and use of alcohol is both wrong and harmful.

The board's comprehensive drug and alcohol abuse and prevention program shall be included as part of the district's curriculum. The curriculum at each grade level shall be age-appropriate and developmentally based.

A student who voluntarily seeks assistance, advice or counseling from school personnel regarding drugs or drug abuse shall not be disciplined by school authorities because the student sought assistance.

Student Mental Health

The superintendent may develop and implement a student mental health awareness program. The superintendent shall identify community or area mental health agencies able to provide assistance.

Dropout Prevention

The superintendent may develop and implement programs to prevent students from dropping out of school or to encourage dropouts to return to school.

The staff shall incorporate the philosophy and goals of this policy into the schools' programs.

At-Risk Students

The superintendent shall be responsible for developing a program for identifying and working with at-risk students.

Guidance

The guidance program shall be organized to serve all students.

Counselor(s) shall provide guidance services consistent with district philosophy, job descriptions and board policies.

Homebound Instruction

Homebound instruction may be provided to a student as deemed necessary by the superintendent or by the student's Individualized Education Program (IEP) team or Section 504 team.

IDAC **Exceptional Programs**

IDAC

In addition to the basic programs approved by the board, the district shall provide programs to meet exceptional needs. Program information approved by the board shall be filed with the clerk and made available to staff and patrons as needed.

List Other Appropriate Information Here

Approved: 05/10/1999

IDACA Special Education Services

IDACA

In accordance with the provisions of Federal and state law, it is the policy of this district to provide a free appropriate public education for every exceptional child (as defined by K.S.A. 72-3404) who is a resident of this district or attends a private or parochial school located in this district. Special education services are provided for such children, including individual educational programs offered in the least restrictive environment.

Child Find, Identification, and Eligibility

The district shall coordinate and maintain a system which schedules and structures available services for pupils who are referred to determine eligibility for special education services in accordance with procedural processes established in Federal and state law.

Actions and Due Process for Students

Parental involvement and cooperation is important to the success of these educational programs. In order to encourage the involvement and cooperation of parents in special education services and to safeguard the rights of exceptional children to a free appropriate public education, the board utilizes and refers parents to the "Procedural Safeguards in Parent Rights in Special Education" published by the Kansas State Department of Education.

In the provision of special education and related services, the district will implement all Federal and Kansas statutes, rules, and regulations.

Approved: 08/14; 11/12/2018

IDACB Section 504 Accommodations for Students

IDACB

In accordance with the provisions of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act, the district is committed to providing students with disabilities the opportunity to participate in and benefit from its programs and activities. Accordingly, the district will make reasonable modifications to its programs and activities to accommodate otherwise qualified students with disabilities, unless such modifications would impose an undue burden on the operation of the particular program or activity or would fundamentally alter the nature or purpose of the program or activity. No district board member, employee, or contractor shall retaliate against any person because of his or her exercise of rights under Section 504.

Approved: 8/14

IDAD Title I Programs

IDAD

The board shall ensure the district's Title I programs operate in accordance with federal laws and conditions. The superintendent is responsible for administering the district's Title I program; assessing the educational needs of all students, particularly the needs of educationally disadvantaged children; developing appropriate communication channels between all parties; to the extent practicable, providing full opportunities for the participation of parents/guardians with limited English proficiency, parents/guardians with disabilities, and parents/guardians of migrant children, including providing information and school reports required under federal law in a format and language such parents/guardians can understand; developing in-service training for parents and staff; and developing appropriate evaluation procedures.

Annual Parent Meeting

The board shall designate at least one meeting date each school year to provide parents of Title I students an opportunity to meet with school personnel in order to participate in the design and implementation of the Title I program.

Approved: 8/14

IDAD-Regulation-Title I Programs

Parental Involvement Encouraged

Parents shall receive information about the Title I program, the curriculum, academic assessments, and required proficiency levels, and their right to request additional meetings. All parents of Title I students shall be invited to the meetings.

The board shall strongly encourage parental involvement in the district's Title I program. Included in these efforts shall be: activities that will educate parents regarding the intellectual and developmental needs of their children at all age levels including:

- Assistance in understanding.
 - State academic content and achievement standards;
 - How to monitor their child's progress; and
 - Title I regulations.
- Activities that include promoting cooperation between the district and other agencies or school/community groups (such as parent-teacher groups, Head Start, Parents as Teachers, etc.) to furnish learning opportunities and disseminate information regarding parenting skills and child/adolescent development.
- Implementing strategies to involve parents in the educational process, including: Joint development of a school-parent compact that outlines the shared responsibilities of the school and the parent for high student achievement by:
 - Keeping families informed of opportunities for involvement and encouraging participation in various programs.
 - Providing access to educational resources for parents/families to use together with their children.
 - Keeping families informed of the objectives of district educational programs as well as of their child's participation and progress within these programs.

- Allowing parents reasonable access to staff who work with their children.
- Providing professional development opportunities for teachers and staff to enhance their understanding of effective parent involvement strategies.
- Promoting activities, which emphasize the importance of parent-school communication.

Activities to Enable Parental Participation

The district shall enable families to participate in the education of their children through a variety of roles. For example, family members shall be given opportunities to:

- Provide input into district policies that affect Title I programs and their children.
- Understand and participate in school improvement efforts.
- Volunteer time within classrooms and school programs.
- Perform regular evaluations of parent involvement at each school and at the district level.
- Provide access, upon request, to any instructional material used as part of the educational curriculum.
- Provide information in a language understandable to parents, if practical.

Scheduling for Parents' Convenience

The district shall, to the extent possible, schedule activities for parent involvement at times and places accessible to parents of Title I students and provide information in a format and language the parents understand.

Annual Evaluation

The district shall conduct, with involvement of parents, an annual evaluation of the contents and effectiveness of the parental involvement policy IDAD. The district shall use the findings of the evaluation to design strategies for more effective parental involvement and to revise, if necessary, the policy IDAD.

Proposed changes (if any) made to IDAD

Administrators and other school employees present:

Name	Title/Position	Building

Copies to: Clerk of the Board; Superintendent of Schools; School Principal

Approved by Board of Education as Policy/Regulation: _____ date

Student Privacy Policy

IDAE

(See BCBK, ICA, ICAA, II, and JR et seq.)

The superintendent, the board and staff shall protect the right of privacy of students and their families in connection with any surveys or physical examinations conducted, assisted, or authorized by the board or administration. The district shall annually provide parents notice of their rights under the Protection of Pupil Rights Amendment and the Student Data Privacy Act, at the beginning of each school year, and at any other time the school district policies in the area are substantially changed.

Student Data Restrictions

Any student data submitted to and maintained by a statewide longitudinal student data system shall only be disclosed in accordance with the Student Data Privacy Act. Disclosure of all other student data or student record information maintained is governed by the Family Educational Rights and Privacy Act (“FERPA”).

Annual written notice presented to parents and legal guardians of district students shall: 1) require parent or guardian’s signature; and 2) shall state student data submitted to and maintained by a statewide longitudinal data system only be disclosed as follows.

Student data may be disclosed to:

- The authorized personnel of an educational agency or the state board of regents who require disclosures to perform assigned duties; and
- The student and the parent or legal guardian of the student provided the data pertains solely to the student.

Student data may be disclosed to authorized personnel of any state agency, or to a service provider of a state agency, educational agency, or school performing instruction, assessment, or longitudinal reporting, provided a data-sharing agreement between the educational agency and other state agency or service provider provides the following:

- purpose, scope, and duration of the data-sharing agreement;
- recipient of student data use such information solely for the purposes specified in agreement;
- recipient shall comply with data access, use, and security restrictions specifically described in agreement; and
- student data shall be destroyed when no longer necessary for purposes of the data-sharing agreement or upon expiration of the agreement, whichever occurs first.

*A service provider engaged to perform a function of instruction may be allowed to retain student transcripts as required by applicable laws and rules and regulations.

Destruction shall comply with the 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 nonacademic test, questionnaire, survey, or examination containing any questions about the personal and private attitudes, values, beliefs, or practices of the student or the student's parents, guardians, family members, associates, friends, or peers that is administered during the school day shall be administered to any kindergarten through 12th grade student unless:

- the parent or guardian is notified in writing not more than four months in advance of the administration of such test, questionnaire, survey, or examination that such is to be administered; and
- the parent or guardian of the student gives consent through a written or electronic signature or, in the event of an immediate need, gives verbal consent for the student to participate.

Advance notification to a parent or guardian must include:

- A copy of the test, questionnaire, survey, or examination that is to be administered;
- Information on how the parent or guardian may provide written consent to authorize the student to take such test, questionnaire, survey, or examination;
- The name of the company or entity that produces or provides the test, questionnaire, survey, or examination to the school; and
- Whether the school will receive or maintain the resulting data and an explanation of how the school intends to use and maintain such data.

For written consent to be accepted, timely notice in compliance with the requirements of this policy must be provided, and the parent or guardian must have had an opportunity to review the information contained in the notice. Written consent must be provided separately for each individual test, questionnaire, survey, or examination that is to be administered. Prior to administering any such test, questionnaire, survey, or examination, a copy of it must be posted and maintained on the district's website.

A student has the right to refuse to take any test, questionnaire, survey, or examination as described herein at any time, regardless of receipt of parent or guardian consent to participate. Prior to administering any such test, questionnaire, survey, or examination, each student shall be informed that such student has the right to refuse to take it and that the student will not suffer any adverse consequences based on refusal to participate.

No personally identifiable student data shall be collected through any such test, questionnaire, survey, or examination.

Except as otherwise provided in this policy, the provisions of this subsection shall apply to any test, questionnaire, survey, or examination as described herein that is administered or proposed to be administered to any student by any employee of a school district, including, but not limited to, any administrator, teacher, counselor, social worker, psychologist, or nurse.

If, however, any district employee becomes aware that a student may be at risk of suicide by a credible report from the student, the student's peers, or another school district employee, the school personnel who are designated to administer a suicide risk assessment or screening tool may administer such risk assessment or screening tool in accordance with the provisions of this subsection to determine whether the student could be at risk for suicide. Such designated school personnel may include, but is not limited to, any administrator, teacher, counselor, social worker, psychologist, or nurse. Prior to the administration of any such risk assessment or screening tool, the designated staff member shall verbally notify the parent or guardian before the administration of such risk assessment or screening tool and obtain the consent of the parent or guardian.

If the designated staff member is unable to verbally notify the parent or guardian of the student and obtain consent after reasonable attempts to do so, the designated staff member may administer the risk assessment or screening tool without such consent. If a risk assessment or screening tool is administered without the parent or guardian's consent, as soon as contact with the parent or guardian is made, the designated staff member shall notify the parent or guardian of the administration of such assessment or screening tool and provide to the parent or guardian all information obtained from the risk assessment or screening tool administered to the student.

Approved: 08/14; 06/15; 10/16; 08/22

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

IDCE College Classes (See JBE)

IDCE

With parental and the principal's permissions, students are eligible to be released from school during the regular school day to attend classes at a university, community college or technical college as they fit with the student's individual plan of study.

The district may enter into an agreement with the college for the purpose of allowing these students to receive dual credit. If the student schedule precludes the student from completing graduation requirements during a regularly scheduled high school class time, other options for completing those credits can be explored, including but not limited to: high school online Edgenuity courses, on-site college courses for concurrent credit, and online college courses for concurrent credit. For technical courses that include core course components (such as English, math and science), the district and college may enter into an agreement to offer equivalent high school core credit for the technical college class. Students interested in pursuing this option should discuss their plan with a school counselor and potentially make a proposal to the building principal.

Concurrent (Dual) Enrollment

The expectation for courses that are offered for concurrent credit at Wamego High School is that students choosing to enroll for college credit make every effort to enroll in the course on the WHS campus during the regularly scheduled school day. If the concurrent credit course cannot reasonably be made to fit in the student's schedule other options can be explored in the following order of priority:

Option A: complete the course on site at Wamego High School

Option B: complete the course on site at the college

Option C: complete the course online through the college

Students who take any concurrent credit course on the WHS or college campus are responsible for all costs associated with the course. Students agree to submit their college grades to be entered onto their high school transcripts. Concurrent credit grades will count toward the student's grade point average and class rank as well as eligibility.

Transfer of Hours for Student Transcript

Students attending concurrent credit classes under this policy may enter their college record on their high school transcript. Courses that are taken at the high school (including online independent study college courses) will receive the same credit as any high school course (.5 credits per semester) and the student will earn the same grade for the high school and college course. Any college courses entered on the high school transcript for high school credit will be used for calculating grade point averages, class rank, and for accumulation of credits for graduation.

Students who take courses online or on the college campus will need to supply a college transcript to the high school counseling office if they want the credit entered on their high school transcript. For courses taken at the college campus, students will earn credits according to the following ratio.

5 college hours = 1.0 high school credits

3 college hours = 0.5 high school credit

Approved: 7/13/2009; 05/2019

IDFA Athletics

IDFA

Athletic practice for competition shall not be conducted during the school day. Athletic practice shall not be counted for credit, as part of the school term or as a replacement for any physical education class.

Approved: 8-11-2008

IE Instructional Arrangements

IE

Each building principal shall organize the instructional program in a manner compatible with these policies.

Class Size

Class size shall be determined by: class enrollment, teacher availability, budget and facility limitations.

Scheduling for Instruction

Class schedules shall be developed to meet district instructional goals and learning objectives.

Pre-enrollment

The administration shall develop and coordinate pre-enrollment activities each spring.

Approved: 05/10/1999

IE-R Instructional Arrangements

IE-R

Scheduling for Instruction

Grades 6-11 will conduct pre-enrollment activities in the spring of each year. The administrative team will develop and coordinate pre-enrollment activities each year in such a manner as not to disrupt the education process of any student for prolonged periods of time.

Student Schedules

The building principal and counselor will make every attempt to schedule students in the classes desired by the students.

Independent Study

The building principal together with a faculty committee shall develop guidelines for an independent study program. This committee shall also develop criteria to be used in the selection of students to participate in an independent study program. This shall then be presented for approval to the superintendent and then submitted to the Board of Education for final approval.

Approved: 05/10/1999

IEB **Charter Schools**

IEB

The board may consider a petition for the creation of a charter school if the petition meets all requirements of current law and regulations.

If a petition is denied, the board shall follow applicable provisions of current law.

Approved: September 13, 2004

Textbooks, Instructional Materials and Media Centers

IF

(See IKD and KN)

All textbooks, instructional materials and the selection criteria for district media center materials shall be subject to board approval.

Textbooks and instructional materials shall support the district's instructional program. Media center materials shall support and supplement the curriculum, promote wise use of leisure time, develop literary discrimination and appreciation, and encourage students to become productive citizens.

Selection Criteria: Textbooks and Instructional Materials

Textbooks and instructional materials shall provide:

An effective education for all students;

Factual knowledge, literary appreciation, aesthetic values, and ethical standards;

Practice for students to develop abilities in critical thinking, communication, mathematics, and science skill;

Information which helps students develop an appreciation of American cultural, ethnic and racial diversity, and balanced views concerning international, national, state, and local issues and problems; and

Sufficient flexibility for meeting the special needs of individuals and groups.

The superintendent shall develop selection procedures which meet the above criteria, which shall include a review of available material by appropriate staff members.

Selection Criteria: Media Center Materials

Materials shall be chosen for accuracy, artistic quality, format, and authoritativeness.

Materials shall be chosen on various reading levels presenting different points of view, including current issues.

Books and other media materials shall be evaluated before purchase, either through direct examination or by using reputable, unbiased, professionally prepared selection tools.

The media center(s) shall obtain, process, and circulate materials and equipment and provide references and other services to students and faculty. Media specialists shall work toward providing resources so that students have an opportunity to achieve high levels of performance.

Collection Development

The media collection shall be developed systematically, be well balanced in coverage of subjects, and include various types of materials and diverse content in multiple formats.

The collection shall reflect, enhance, and complement the broad interests represented in the curriculum. The collection should be large enough to allow materials to be placed in classrooms for extended periods of time.

Challenges of Materials

Any student, parent, or legal guardian of a student currently enrolled in the district having a complaint about textbooks, media center, or other instructional materials shall meet with the teacher, media specialist, or principal. If the concern is addressed to a teacher or media specialist, they shall report the matter to the principal. If the matter cannot be resolved, the principal shall notify the superintendent and ask the complainant to complete a request for review form which is available through building principals or at the district office. After receiving the completed form, the superintendent shall review and consider the request.

If the issue outlined in the request is not resolved after review by the superintendent, the requestor may seek review by the board. If the board chooses to consider the request, it shall forward all appropriate written materials to a review committee.

Composition of Review Committee

When a review committee is established to handle requests for review concerning textbooks, media center, or instructional materials, the review committee shall be composed of:

The building principal, library media specialist, two subject area specialists, two community members, and one student. If the request for review proposes that the material is inappropriate for minors, the student representative may be left off the committee. The superintendent shall be responsible for appointing review committee members, unless otherwise determined by the board on a case-by-case basis.

Purview of Review Committee

The review committee shall examine and evaluate the material as a whole; consider the district's policy, procedures, and philosophy for selection of textbook, instruction materials, and media center materials; weigh strengths and weaknesses; and form opinions based upon the selection criteria.

Written Report

Within 30 days of receiving access to the challenged materials, the review committee shall review the material and prepare a written report containing conclusions and recommendations for the board of education.

If the board receives simultaneous challenges of multiple material or if circumstances render the 30-day timeline impracticable, the board may extend the committee's deadline to complete its review.

Textbooks, Instructional Materials and Media Centers

IF-3

No reviews will be conducted during summer break or when school is not in session for one week or longer. The timeline for any review shall be tolled during such breaks.

Board Review and Action

The board shall review the recommendation of the review committee within 30 days of receipt thereof and may accept the review committee's recommendation, reject the review committee's recommendation, or make its own determination regarding the challenged book or material.

The decision of the board is final.

Removing Challenged Materials

Challenged materials may be removed from use during the review period at the discretion of the superintendent.

Impact of Simultaneous Requests

If more than one request for review is received simultaneously, or, if one or more requests for review is received while another review is pending, timelines established in this policy may be extended by the superintendent or the board to allow the requests to be processed in turn. When more than one request for review is received on the same book or material, such requests may be consolidated to reduce redundancy in review at any stage of this process.

Approved: 07/88; 04/22; 08/22

IF – REQUEST FOR REVIEW FORM

(Retype and file with clerk.)

USD 320

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. Did you read or view all the material provided in the entire work? ___ Y ___ N If no, how did you select the parts for reading or viewing?

3. Please identify the objectionable material. (Please be specific; cite pages or items.)

4. What is the basis for your objection to the specific sections or parts identified?

5. What do you believe is the major 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?

8. Additional comments: _____

Administrator

Signature of complainant

Date received: _____

Approved: 03/2022

Classroom Displays

IFA

(See IKD, IKDA and KN)

Materials displayed in and around a classroom are generally considered instructional materials and must comply with board policy. They may be selected by the classroom teacher but should be grade-level appropriate and align with the subject-matter being taught. Materials or displays not meeting these criteria are subject to removal by the principal.

Classrooms are not public forums for the display or distribution of political, religious, or personal viewpoints. Employees may not use classrooms for the posting or display of materials to promote or convey a political, religious, or personal message.

This policy does not require a principal to remove photos, decorations, or other personal items from a teacher's desk or surrounding area as long as the items do not disrupt the learning process.

Approved: 03/06/2023

IFAB Audio-Visual Policy

IFAB

The philosophy and practice of USD 320 is to use classroom time for instructional activities. Unless stated in district curricular objectives, the use of audio and audio/visual material is to be used as a supplemental, not primary, teaching aides. This type of instructional aide may not be used to replace the reading of curricular material unless specifically stated in a student's IEP.

All audio and audio/visual instructional material used in a classroom must meet the teacher's instructional objectives as defined by the district curricular outcomes and must be incorporated into a teacher's lesson plans. The teacher's lesson plans must clearly illustrate how the audio and/or audio/visual material specifically meets the district's curricular objectives. All audio and audio/visual material to be used in the instruction of USD 320 students must be previewed in its entirety by the classroom teacher and/or librarian and approved for use by the building administrator.

It would be a rare exception that audio and audio/visual material created for entertainment, advertisement or religious purposes would be shown during the school day and only if approved by the building administrator.

Approved: 05/10/1999

IFBD School Library - Media Center

IFBD

“The principal functions of the library media centers are to process and circulate materials and equipment through an orderly procedure and to provide reference and other services to students and faculty. Media specialists should be committed to work toward excellence in providing students with resources so that they have the opportunity to achieve at their highest levels of performance.

The collection shall reflect the broad interests represented in the district curriculum, complemented by appropriate, educationally oriented enrichment materials in a variety of forms. To meet recommended standards, the administration and board must support the development of a collection adequate to meet the curricular needs of the students. Such collection should be large enough so that materials can be placed in classrooms for extended periods of time, should be designed to provide for personal growth and should be adequate for those engaged in independent study.

In keeping with Kansas State school recommendations, building principals and the superintendents of the district have the responsibility of leadership in providing a good library media program. In order to establish a quality library media program, there must be necessary funds and facilities according to the standards set by the state board, there must be necessary funds and facilities according to the standards set by the state board, there must be qualified library media specialists available to schools and there must be a schedule that will encourage the use of the library media center by students and teachers.”

Approved: 05/10/1999

IFBD-R Criteria for the Development of

IFBD-R

Library Media Center Materials

Collection Development

The library media collection should be systematically developed to support the district’s curricular objectives. There shall be a balance in coverage of subjects, types of materials and variety of content. All purchases will be made in accordance with Board policies.

Selection Criteria

The ultimate approval for the purchase of library/media materials shall be made by the building principal. The library media specialist will recommend materials for purchase based upon the following criteria:

- 1) The material supports the district’s curriculum.

2) The material represents various reading levels and presents

Library Media Center Materials

different points of view and issues of the times.

3) Materials shall include a wide variety of authors who represent different races, nationalities, political views or religions.

4) The material is appropriate for the age of the child the collection is to serve and meets all Board policies.

Teacher's professional needs, advice, and recommendations will be solicited in the decision making process.

“It shall be the responsibility of the media director and building principal to ensure that all materials purchased comply with the highest standard of educational and behavioral objectives set for this school district.”

All materials will be evaluated before purchase, either through direct examination or by consulting reputable, unbiased, professionally prepared selection tools approved by the building principal.

Gifts

All gift materials must meet qualitative standards of selection as stated above. Gift material will be acknowledged and credit given in the media center records.

Approved: 5/10/99

IFBH **Outside Speakers** (See IKB)

IFBH

With administrative approval, outside speakers may be invited to meet with groups of students as part of the educational process.

The board shall establish rules governing the selection and behavior of outside speakers.

Approved: August 9, 2010

IFBH-R **Resource Speakers**

IFBH-R

The teacher/sponsor and school building administrator are expected to exercise judgment regarding those who are being considered as resource speakers in the district.

Teachers/sponsors should encourage the use of resource persons representing various points of view in order to help students gain a more comprehensive understanding of any topic.

The ideas presented and the resource person invited to present them shall have a demonstrable relation to the curricular or extracurricular activity in which the participating students are involved.

Prior to appearance or participation, the resource speakers shall be given a copy of this policy and rules, and each speakers shall agree to abide by these regulations:

Profanity, vulgarity and lewd comments are prohibited;

Any language that calls for a student strike, may incite a riot or may otherwise influence students to behave in an unlawful manner is prohibited; and

IFBH-R **Resource Speakers**

IFBH-R-2

The use of tobacco in any form is not permitted while on district property.

Resource Speakers (cf. IKB)

The Teacher/sponsor or any member of the school administration responsible for inviting the resource speaker has the right and duty to interrupt or suspend any proceedings if the resource speaker, by his conduct, is judged to have disregarded the agreement to abide by these regulations.

Approved: August 9, 2010

IFC **Community Resources** (See KFD)

IFC

The use of community resources is encouraged where legitimate educational objectives may be advanced.

The licensed staff shall maintain a list of suitable community resources which may be used for field trips and other excursions.

Approved: 08/11/2008; 02/10/2020

USD Approved Field Trips

Field trips may be approved by the principal when reasonable educational objectives can be established.

Advance requests for field trips including transportation and other resource needs shall be submitted by the teacher to the principal. Each building principal shall develop a form to notify parents of a forthcoming field trip. The form shall include the nature of the trip, departure time, expected return time, name of sponsor(s) and mode of travel. The form shall also include a space where a parent may ask that a child be excused and the reasons for the excuse.

Non-Sanctioned Field Trips

Non-sanctioned field trips organized by employees acting as independent contractors/agents involving students on a volunteer, self-supporting basis are not approved by the board and are not considered a part of the curriculum. Total responsibility for privately planned field trips or tours rests with the individual(s) and agency sponsoring them. The district assumes no legal or financial responsibilities for non-sanctioned field trips.

Every attempt should be made to schedule non-board approved trips during weekends and/or vacation periods. If travel arrangements necessitate that some school days are missed, normal procedures for staff and students absences must be followed.

Non-sanctioned Field Trips(continued)

If recruitment of students is sought through the schools(s), the request for recruitment shall be made in accordance with those of private citizens. Recruitment efforts may not occur during class time or the employee's work day.

Approved: August 8, 2005

NOTE: This form must be signed and returned to the school by _____(date)

if the student named below is to participate in the field trip or activity.

Consent to Participate in Field Trip or Other Activity and Consent for Treatment

I, _____, the parent and legal guardian of _____
give my consent for my child to participate in the field trip/other activity described here:

on _____ date. I further give my legal consent and authorize any representative of
_____ School to authorize emergency medical treatment, including any necessary surgery or hospitalization,
for my above-named child, for any injury or illness of an emergency nature he/she incurred while participating in
the field trip or other activity noted above by any physician or dentist licensed in accordance with the provisions of
the Kansas Healing Arts Act, K.S.A. 65-2801, and any hospital.

I agree to pay and assume all responsibility for medical and hospital expenses and any emergency services
incurred on behalf of my child.

I acknowledge and agree that _____ School is not responsible for any medical,
hospital expenses and/or other charges that are incurred in the medical treatment or hospitalization of my child. A
photocopy of this document shall have the same force and effect as the original. If my child requires emergency
medical treatment, I understand that school personnel will make a reasonable attempt to contact me to seek my
permission to authorize that treatment. To facilitate contacting me, I agree to continue to provide current work and
home phone numbers to the school.

Parent or Legal Guardian Date

Parent or Legal Guardian Date

IG Guidance Program

IG

A written curriculum which details the district's requirements of a guidance program shall be created by the Superintendent and district guidance counselors. The guidance program shall be designed to help all students meet the academic and behavioral goals of the district. Areas to be included within the program include, but are not limited to, substance abuse and prevention, goal setting and daily planning, career and college education, behavioral modification techniques, dropout prevention, suicide awareness and prevention, mental health, and scholarship opportunities.

Care shall be taken to ensure that help will be provided to individual students according to their own particular capabilities, aptitudes, personalities and needs.

Approved: 05/10/1999

(Retype and file with clerk.)

USD _____
REQUEST FOR REVIEW OF A TEXTBOOK,
INSTRUCTIONAL MATERIAL,
OR
MEDIA CENTER MATERIAL

Request initiated by _____

Telephone _____ Address _____

Complainant represents: _____ self; or if a group:

Name of group _____

The material I object to is a: film _____ recording _____ magazine _____ pamphlet _____ textbook _____
other _____.

Book or other material _____

Author (if known) _____

Publisher (if known) _____

1. Are you familiar with the district policy, procedure and philosophy regarding selection of text books, instructional materials and media center materials? _____ Y _____ N

2. To what in the material do you object? (Please be specific; cite pages or items.)

3. What do you feel might be the result of using this material? _____

4. Did you read or view all this material? _____ If no, how were the parts selected for reading or viewing?

5. What do you believe is the theme of this material? _____

6. What would you recommend the school do with this material?

7. In its place, what material of equal educational quality would you recommend that would convey as valuable a picture and perspective?

8. Additional comments: _____

Administrator

Signature of complainant

Date received: _____

IHA Grading System

IHA

The district shall have methods for assessing and reporting the quality of student academic progress to parents as approved by the board.

Approved: 05/10/1999

IHB Homework

IHB

Homework shall not be used as a means to discipline students. Homework shall be assigned as needed to reinforce lessons introduced in the classroom.

Approved: 05/10/1999

IHC **Class Rankings** (Cf. JR et seq)

IHC

Class rankings may be computed for all senior high school students.

Approved: July 11, 1988

IHD **Honor Rolls** (Cf. JR et seq)

IHD

Honor rolls will be maintained for grades 6-12.

All subject grades will be used in computing honor rolls. Two honor rolls will be computed, an “honor roll” and an “honorable mention honor roll.” Grades used to determine each of the two honor rolls will be defined by each school and shall be published in their respective handbooks.

Approved: 11-09-09

IHEA **Make-Up Opportunities** (See JBD, JDD)

IHEA

Within time limits established by the administration, all teachers shall supply make-up work assignments when requested. Grading practices and time limits shall be included in the staff and student handbooks each year.

Approved: 05/10/1999

IHF **Graduation Requirements** (See JFCA)

IHF

The board may adopt graduation requirements exceeding the minimums set forth by state regulation. Unless otherwise provided herein, in order to qualify for graduation, the board requires each candidate to earn 24 academic credits of a type meeting state and district requirements.

Exceptions may be granted by the board to waive local graduation requirements that are in excess of the state minimum requirements for students on a case by case basis.

The board shall award a student a diploma if the student is at least 17 years old; is enrolled or resides in the district; was in custody of the Secretary of the Kansas Department of Corrections (KDOC), the Secretary for DCF, or a federally recognized Indian tribe in this state at any time on or after the student's 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

IHFA Graduation Requirements for Identified Special Education Students IHFA

All students receiving special education services will receive a regular high school diploma at the completion of their secondary program if they meet graduation requirements of the state and school district, or as specified on their IEP. A regular high school diploma does not include an alternative diploma that is not fully aligned with the State's academic standards, such as a certificate or GED (34CFR300.102 Federal Register, August 14, 2006, p. 46763). A modified or differentiated diploma or certificate will not be used for students receiving special education services. The term "regular high school diploma" means the same diploma as is awarded to non-exceptional students and shall not include certificates of completion or other certificates, or a general education development credential (GED) K.A.R. 91-40-2(9)(5).

If the student has completed the required courses for graduation, but the IEP team determines the student still needs additional special education and related services, the student may continue to receive the needed special education services on the IEP through the school year in which the student turns 21 (understanding that the school year is defined in Kansas as beginning on July 1 and ending on June 30th). The district's obligation to provide special education services ends a) when the student meets graduation requirements and receives a regular high school diploma, b) at the end of the school year in which the student reaches age

21, or c) an evaluation shows that the student is no longer eligible for special education services (K.A.R. 91-40-10(9)(1)and(2)).

When the student enters high school, progress toward graduation must be monitored annually and recorded on an official transcript of credits K.A.R.91-40-2(9)(4). In addition, a course of study will be outlined by the student's IEP team beginning in the 9th grade. The course of study will define all of the classes needed in order for the student to potentially meet the state and districts required courses for graduation in 4 years, or whether to elect to consider an alternative graduation plan. Therefore, parents, students, and other IEP team members will be asked to project an anticipated graduation date, which will also be documented in the IEP. This documentation will create a graduation path to be covered over the next 4-years or longer, depending on the decision made by IEP team members. For students who will continue in special education services beyond the time of their age appropriate peers, the team may also want to consider whether the student will participate in graduation ceremonies with age appropriate peers or upon completion of their entire program. Students can only participate in the graduation ceremony one time during their high school career. Students electing to graduate with their age appropriate peers will not receive their official diploma until they have met all state and district requirements.

Students with exceptionalities who meet graduation criteria must be afforded the same opportunity to participate in graduation ceremonies as students without exceptionalities, even if the IEP team determines that

additional special education and related services will continue after the student has met all of the required credits for graduation (in such cases an official diploma will not be awarded at the ceremony). A student may require services until age 21 to meet IEP goals, or because he or she has not obtained all of the required credits for graduation. In either case, however the student may be allowed to participate in graduation ceremonies with his/her classmates.

No reevaluation is required prior to exiting a student due to graduation (K.S.A.72-986(1)(2); 34 C.F.R. 300.305(e)(2)). However, before the student completes the last semester of high school in which she/he is expected to graduate, the district must provide the student (if over age 18) and the parents with Prior Written Notice of the proposed discontinuation of services at the end of the school year. The Prior Written Notice will clearly state that the student will no longer be entitled to receive special education services from the district after graduation. Parental consent is not required when a student graduates with a regular diploma (K.A.R.91-40-27(a)(3); 34 C.F.R. 300.102(a)(3)(iii)).

Approved: 7-14-08

II Educational Testing Program

II

The district educational testing program shall consist of multiple assessments. The program will be coordinated from kindergarten through grade 12 in order to provide continuity in the total program. Assessments shall include, as a minimum, individual teacher subject matters tests, district group achievement test, and state required tests.

Test Integrity

The board requires all licensed members to protect the integrity of the student assessment process. Honest administration of the test and accurate reporting of student achievement to the board, the community and the state of Kansas is necessary to maintain accountability measures. All students and staff are required to maintain a high level of integrity in the administration and completion of student assessments.

Test Administration

Each building principal in cooperation with building faculty and the district director of curriculum and instruction shall schedule testing at times which will meet the stated designated timelines for state assessments.

All test results must be filed in a secure place not available to unauthorized individuals. The custodian of student records in each building is responsible for the safekeeping of all test results.

Use and Dissemination of Test Results

Results of individual tests shall not be given to unauthorized people. When interpreting group test results, staff members will use great care so as not to identify any individual.

II Educational Testing Program

II-2

Reporting Test Results

The superintendent shall report annually in writing to the board the results of the district's academic achievement testing program. State required test results shall be disaggregated as required by current regulation and shall be reported annually to the board, the patrons and the State Board of Education.

Approved: August 14, 2006

Performance-Based Credits

IIA

A student may earn credits towards high school graduation by demonstrating mastery of the course outcomes through a performance instrument. The standards for designing and passing the performance instrument shall be set sufficiently high to ensure credits earned by such means shall be equivalent to those offered in the framework of the Carnegie unit.

A written request to “test out” of a class must be submitted prior to the beginning of each semester/year. A student may not request to “test out” of a class in which he or she is currently enrolled or has been enrolled.

The request is to be evaluated within 30 school days by a review committee composed of: a building administrator, a school counselor, a faculty member appointed by the principal, and the students’ parent(s) or guardian(s).

If the request is approved, the course instructor will have 30 school days to design a performance instrument that reflects mastery of all course outcomes. Commercially available instruments may be used if they cover all course objectives. A performance instrument shall be approved by the principal. The principal, in consultation with the instructor, will determine the setting and the timelines for the administration of the instrument, as well as the criteria for successful completion of those tasks.

The student has 10 school days in which those designated tasks developed by the teacher and approved by the administration must be performed.

Credit for such classes shall be awarded only on a pass/fail basis. Students will be allowed only one opportunity to “test out” of any particular class. It will not be the responsibility of the school or the instructor to provide instructional and/or review time for the student. However, the outcomes, as noted in the district curriculum guide, and class syllabus will be made available.

Graduation Credit Through Integrated Coursework

The board may allow graduation credit for integrated academic or career and technical education course work. The teacher awarding academic credit shall be fully licensed and may work collaboratively with another instructor to develop a course plan for instruction. The teacher shall monitor the student's progress and level of achievement. The plan will be reviewed periodically to maintain rigor and relevance.

Credit Through Alternative Educational Opportunities

Students enrolled in grades six through twelve may earn course credits through alternative educational opportunities with sponsoring entities. For the purposes of this policy, terms have the following meanings.

- “Alternative educational opportunity” means instruction that primarily occurs outside the classroom with a sponsoring entity.
- “Sponsoring entity” means a business, not-for-profit organization, nonprofit organization, trade association, parent of a student, teacher, or administrator that partners with a school district to provide an alternative educational opportunity to students.

Eligibility Requirements for Sponsoring Entities

The board may accept a proposal from a sponsoring entity if the alternative educational opportunity provided by the sponsoring entity provides an additional learning opportunity for students through a work-based, pre-apprenticeship, apprenticeship, internship, industry certification, or community program; and either the proposal is approved by the state board of education as an alternative educational opportunity, or it complies with the requirements of this policy regarding such opportunities.

Requirements for the Provision of Alternative Educational Opportunities

Each approved alternative educational opportunity with a sponsoring entity shall be managed and directed by a licensed teacher employed by the school district. The teacher may work collaboratively with the principal, the sponsoring entity, or another teacher to develop a course plan for instruction with learning outcomes identified. The teacher shall monitor the student’s progress and level of achievement based on this plan. The plan will be reviewed periodically and adjusted as needed to promote a quality learning experience. The principal shall provide a report annually, or as requested, to the superintendent evaluating the additional educational opportunity provided to participating students and making recommendations to the superintendent on continuation, termination, or modification of the opportunity.

Processes for Submitting a Proposal for an Additional Educational Opportunity

Sponsoring entities wishing to partner with the district to provide additional educational opportunities to students, shall submit a proposal to the superintendent outlining the contact information and credentials of the person(s) that would be working directly with the student participants in this experience; educational goals for the partnership; any time, place, manner, and number of participant restrictions regarding how the learning opportunity would be provided; proposed learning outcomes for participating students; and any details regarding prerequisite coursework, certification, or experience a candidate for this experience should possess prior to entering the program.

Criteria for Evaluating Such Proposals

Prior to making a recommendation to the board on whether the district should partner with or continue to partner with a sponsoring entity, the superintendent shall review the proposed alternative educational opportunity in comparison with the board approved curriculum and goals, consulting other

staff members as necessary in that process. Before recommending action to continue such partnership from year-to-year, the superintendent may seek and shall review any available reports on the opportunity provided by the principal in accordance with this policy.

The board should consider the recommendation of the superintendent in determining whether to partner with or continue partnership with a sponsoring entity. In order for the board to partner with a sponsoring entity and to maintain such partnership, the sponsoring entity must first meet the eligibility requirements as outlined in this policy.

Additional considerations weighing into the decision to partner with a sponsoring entity may include, but may not be limited to: whether the learning experience meets the curricular, rigor, and relevance needs of the student and/or the district; qualifications, experience, reputation, and responsibility of the sponsoring entity and/or individuals that would be working directly with students; related costs for the district, regarding the provision of transportation, equipment, human resources to monitor the experience, etc.; space and time constraints if the experience will be provided in district facilities; student and staff safety; the need for and/or availability of insurance coverage, as applicable; effect on other district course offerings and activities; and student interest. As the welfare of students is of paramount importance to the board, the district reserves the right to complete background checks on any individuals working directly with students on behalf of the sponsoring entity and to base decisions on entering or exiting such a partnership, in whole or in part, on the results thereof.

Determining the Course Credit that May Be Earned Through These Opportunities

The superintendent may develop procedures for review of the experience and the award of credit in accordance with board approved curriculum. The superintendent may award credit for the experience as deemed appropriate for district elective offerings based on meeting local standards for those offerings. In order for any alternative educational experience to be approved for credit in a state-required course, such experience must meet all applicable statutory, regulatory, and Kansas State Board of Education approved standards for award of such credit.

State Reporting Requirements

The superintendent or the superintendent's designee shall make reports to the Kansas State Department of Education as required thereby. Such reports will include information regarding the alternative educational opportunities offered at each school, the names of sponsoring entities, the number of students participating in such opportunities, and credits earned.

IIB Technology Mission Statement

IIB

Wamego USD 320 believes technology opens doors for learning which will produce lifelong, internationally-literate learners through the 21st century. The district believes that a continuously aggressive philosophical and financial commitment to technology is essential to meet the needs of all students in the information age. It is our mission that technology shall be used to restructure teaching and learning models to provide all students with technological skills to access and use information for success today and in the future.

Approved: 05/10/1999

Use of District Computers and Devices/Privacy Rights

District issued computer systems and electronic devices (including, but not limited to, Smartboards, iPads, iTouches, iPhones, eReaders, and eBooks) are for educational and professional use only. All information created by staff or stored thereon shall be considered district property and shall be subject to unannounced monitoring by district administrators. Unauthorized access to and/or unauthorized use of the district server or security system (including, but not limited to, surveillance footage) is also prohibited. The district retains the right to discipline any student, up to and including expulsion, and any employee, up to and including termination, for violation of this policy.

Copyright

Software acquired by staff, using either district or personal funds, and installed on district computers or electronic devices must comply with copyright laws. Proof of purchase (copy or original) for software must be filed in the district office.

Installation

No software, including freeware and shareware, or other applications may be installed on any district computer or electronic device until cleared by the network administrator. The administrator will verify the compatibility of the software or application with existing software, hardware, and applications and prescribe installation and de-installation procedures. Program files must have the superintendent's approval to be installed on any district server or computer.

Hardware

Staff shall not install unapproved hardware on district computers or make changes to software settings that support district hardware.

Audits

The administration may conduct periodic audits of software and applications installed on district equipment to verify legitimate use.

E-mail Privacy Rights

Employees and/or students shall have no expectation of privacy when using district e-mail or other official communication systems. Any e-mail or computer application or information in district computers, computer systems, or electronic devices is subject to monitoring by the administration.

Ownership of Employee Computer and Device Materials

Computer materials, devices, software, or applications created as part of any assigned district responsibility or classroom activity undertaken on school time shall be the property of the board.

Lost, Stolen, or Damaged Computers and/or Equipment

Students and staff members shall be responsible for reimbursing the district for replacement of or repair to district issued computers or electronic devices which are lost, stolen, or damaged while in the students' or staff members' possession.

Approved: 8/14

The district shall implement and enforce an internet safety plan meeting the requirements of both the federal and the Kansas Children's Internet Protection Acts (CIPA). The superintendent shall develop a plan to implement the Children's Internet Protection Acts.

Such plan shall include technology protection measures and such other measures as deemed appropriate to address the following issues:

- (1) Access by minors to inappropriate matter on the Internet and World Wide Web,
- (2) The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications,
- (3) Unauthorized access, including so-called "hacking," and other unlawful activities by minors online;
- (4) Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- (5) Measures designed to restrict minors' access to materials that may be harmful to them.

For the purposes of this policy, "minor" shall be defined to mean any student who is under 18 years of age. The board charges the superintendent to develop the CIPA implementing plan so that all of the protections provided by this policy and the corresponding plan may be afforded to all district students, regardless of their age.

If the district is providing public access to any computer, the CIPA plan shall also implement and enforce technology protection measures to ensure no minor has access to visual depictions that are child pornography, harmful to

IIBGA Children's Internet Protection Act

IIBGA-2

minors, or obscene. This plan shall be on file with the board clerk and in each school office with Internet access, and copies shall be made available upon request. The superintendent shall ensure compliance with CIPA by completing Federal Communication Commission forms as required.

Approved: 8/14

Children's Internet Protection Act (CIPA) Safety Plan

[Revise and edit as necessary to fit USD goals and include in Handbook]

Goals:

It is the policy of USD ___ to take the following technology protection or other specified measures in order to better protect our district students from harmful online and electronically transmitted content:

- install blocks or Internet filters to the district network in order to limit access by both minors and adults to child pornography and visual depictions or materials that are obscene, inappropriate, or harmful to minors and/or the transmission thereof;
- monitor the online activities of students while at school, at school sponsored activities, or while utilizing the district's network, computer system, computers, e-mail system, or electronic devices having access to the Internet;
- address issues related to the safety of students when using e-mail, chat rooms, and other electronic communication;
- educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms as well as on cyberbullying awareness and response;
- hinder unauthorized access (hacking) and other unlawful on-line activities by students; and
- prevent unauthorized disclosure, use, or dissemination of personal information regarding minors, which shall include, but may not be limited to, personally identifiable information contained in student records; and
- comply with the Children's Internet Protection Act.

Access to Inappropriate Material

To the extent practicable, technology protection measures or Internet filters shall be used to block or filter the Internet or other forms of electronic devices from accessing child pornography as well as obscene, inappropriate, or harmful material given the age and maturity levels of district students. It is the district's goal to implement and enforce technology protection measures under

this plan in such a way as to ensure no minor has access to visual depictions that are child pornography, harmful to minors, or obscene.

Subject to administrative approval, technology protection measures may be minimized only for bonafide research or other lawful purposes that are closely monitored by district staff.

Inappropriate Network Usage

To the extent practicable, steps shall be taken to promote the safety and security of users of the district's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, in accordance with CIPA, measures to prevent inappropriate network usage shall include frequent monitoring of the District's network, computer systems, and equipment to detect any unauthorized access to prohibited materials as described earlier in this plan, hacking, and other unlawful activities by students or staff members. Such monitoring shall also strive to detect unauthorized disclosure, use, and dissemination of personally identifiable information regarding students.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the District's staff to educate, supervise, and monitor appropriate usage of online computer network access to the internet in accordance with this policy and CIPA. If, during the course of such monitoring, a student or staff member discovers a violation of this policy, the student or staff member shall make a report as follows:

- 1) Students shall report suspected violation of this policy to any classroom teacher.
- 2) Staff members shall report suspected violations of this policy to their immediate supervisor when possible.

Disciplinary Measures

The district retains the right to discipline any student, up to and including expulsion, and any employee, up to and including termination, for violation of this policy.

Adoption

This Children's Internet Protection Act Safety Plan was adopted by the Board of USD ___ at a public meeting, following normal public notice and a hearing, on (Month Day, Year).

Approved: 8/14

If requesting discounts for internal connections and basic maintenance for internal connections, the following items need addressed as part of a technology plan. This plan should be approved by the board and filed in the district office. There would be no need to publish it in handbooks.

***{THE CHILDREN'S INTERNET PROTECTION ACT TECHNOLOGY
PLAN}***

The district's technology plan must be designed with input from district staff who have an understanding of the district's technology level and available resources. The elements of such plan shall include the following:

- 1) Clear Statement of Goals and a Realistic Strategy for Using Telecommunications and Information Technology to Improve Educational or Library Services;*
- 2) Professional Development Strategy to Ensure Staff Understands How to Use These New Technologies to Improve Education or Library Services;*
- 3) Assessment of the Telecommunication Services, Hardware, Software, and other Services that will be Needed to Improve Education or Library Services; and*
- 4) Evaluation Process that Enables the School or Library to Monitor Progress Toward the Specified Goals and Make Mid-Course Corrections in Response to New Developments and Opportunities as They Arise.*

****This Children's Internet Protection Act Technology Plan must be adopted by the Board of USD ___ at a public meeting, following normal public notice and a hearing. Documentation of such adoption including the date thereof (Month Day, Year) must be included in the plan language.*

Approved: 8/14

Online Learning Opportunities

HBGB

Application

Students may apply for permission to enroll in an online course for credit. Applications for the next academic year shall be submitted to the principal no later than {April 20}. The student and the student's parents shall be informed of the administrator's decision in writing no later than {June 1}.

Students {may/ may not} enroll in an online course as an alternative to any course offered by the high school {./, except as an attempt to earn credit for a class already attempted but failed by the student.}

Guidelines

The following guidelines shall be used by the administration:

1. Only administration approved courses shall be posted on student transcripts.
2. Approval of any course shall be based upon the course content and rigor, its length and scope, its method of assessing knowledge acquired by the student, the qualifications of the instructor, and other appropriate factors.
3. Enrollment in an online 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 online course work.

Other Regulations or Guidelines

Approval of online coursework shall be based on the requirements of Kansas law, Kansas State Department of Education regulations, and board credit requirements and/or guidelines in effect at the time the student request is made.

Approved: 10/02; 08/22

IIBGC Staff Online Activities (See GAF, GBU, IIBG, IIBGA, KGA) IIBGC

Employees are encouraged to use district electronic mail and other district technology resources to promote student learning and communication with parents of students and education-related entities. If those resources are used, they shall be used for purposes directly related to work-related activities. Technology-based materials, activities, and communication tools shall be appropriate for and within the range of the knowledge, understanding, age, and maturity of students with whom they are used.

District employees, including, but not limited to, classroom teachers and extracurricular activity coaches and sponsors, may set up blogs and other social networking accounts using district technological resources and following district policy and guidelines to promote communications with students, parents, and the community concerning school-related activities and for the purpose of supplementing classroom instruction. Social networking sites and other online communication options offering instructional benefits may be used for the purpose of supplementing classroom instruction and to promote communications with students and parents concerning school-related activities.

In order for district employees and activity sponsors to utilize a social networking site for instructional, administrative, or other work-related communication purposes, they shall comply with the following:

1. They shall request prior permission from the superintendent or the superintendent's designee.
2. If permission is granted, staff members will set up the site following any district guidelines developed by the superintendent and approved by the board. If the expenditure of district funds is required to complete the set-up or maintenance of the site, the requesting staff member shall present an itemized summary of such costs to the superintendent. {Board/Superintendent} approval shall be required prior to the expenditure of district funds for such purpose.
3. Guidelines shall specify whether access to the site must be given to school/district administrators and technology staff.
4. If written parental consent is not otherwise granted through acceptable use policy forms provided by the district, staff shall notify parents of the site and obtain written permission for students to become "friends" of the site prior to the students being granted access. This permission shall be kept on file at the school as determined by the principal.
5. Once the site has been created, the sponsoring staff member is responsible for the following:
 - a. Monitoring and managing the site to promote safe and acceptable use and compliance with district policies; and

- b. Observing confidentiality restrictions concerning release of personally identifiable student information under state and federal law.

Staff members are discouraged from creating personal social networking accounts to which they invite current or future students to be friends. Employees taking such action do so at their own risk. All employees shall be subject to disciplinary action if their conduct relating to use of technology or online resources violates this policy or other applicable board policy, statutory, or regulatory provisions governing employee conduct or the protection of student record information; or if it impairs the staff member's job performance or effectiveness in the work setting. District staff shall endeavor to protect the health, safety, and emotional well-being of students and confidentiality of student record information both in the school setting and in their online actions. Conduct in violation of this policy, including, but not limited to, conduct relating to the use of technology, social networking, or online resources, may form the basis for disciplinary action up to and including termination from employment.

Approved: 8/14

The use of instructional technology, including information retrieval systems, at school is a privilege, not a right. Activities while using technology must be in support of education and research and consistent with the objectives of the Wamego Public School System.

Inappropriate use of technology privileges by any person, as outlined below, will result in disciplinary action by school officials, which may include privilege revocation and/or legal action. Any person using technology equipment at a school site is responsible for all activities which take place through the use of his or her account and/or assigned equipment.

The following actions are NOT acceptable use:

Security and Vandalism

- Knowingly giving one's password to others.
- Using another person's password.
- Circumventing security measures.
- Falsifying one's identity to others.
- Attempting to harm or destroy data or equipment (including uploading, introducing, or creating computer viruses).

Information: Files, Data, Text, Graphics

- Obtaining unauthorized access to restricted or confidential information.
- Changing or deleting any file or data that does not belong to the user.

- Sending or receiving copyrighted materials without permission (including software, text or graphic images).

Internet

- Using impolite, abusive, or otherwise objectionable language in either public or private messages.
- Placing unlawful information on the Internet.
- Using the Internet illegally in ways that violate federal, state, or local laws or statutes.
- Using the Internet at school for non-school related activities.
- Sending messages that may result in the loss of a recipient's work or systems.
- Sending chain letters or pyramid schemes to lists or individuals.
- Using for commercial purposes.
- Using for political lobbying.
- Sending or receiving pornographic or sexually explicit material, text files, or files dangerous to the integrity of the network.
- Attempting to gain access to another's resources, programs, or data.
- Downloading or installing any commercial software, shareware, or freeware unless directed to do so by the system administrator.

IIBH Acceptable Use Policy**IIBH-3**

- Subscribing to Listservs, UseNet news, and discussion groups unless approved in advance by the system administrator.
- Responding to unsolicited online contact.

Being connected to the global community through electronic mail and telecommunications tools produces responsibilities for students as well as opportunities.

The board expects that students using telecommunications tools and electronic mail will do so in ways that are appropriate and that enhance the performance of tasks and assignments.

Approved: October 9, 2000

IIBH-R Acceptable Use Policy**IIBH-R**

Communication over the Internet and networks is not private. Network supervision and maintenance may require review and inspection of directories or messages. Students should be aware that privacy of any communications is not guaranteed. Additionally, the district reserves the right to access stored records in cases where there is reasonable cause to suspect violation of policy or misuse of the system. Courts have subpoenaed old messages. Supervisors and administrators may examine communications in order to determine compliance with acceptable use guidelines.

Student Discipline

The administration reserves the right to implement an appropriate level of punishment determined by the facts and the severity of the

violation. Discipline can range from loss of use of the system and loss of other student privileges to suspension or expulsion from school. In the case of suspension or expulsion from school, the building principal will ensure that the due process rights of the student have been followed.

Parents will sign the following form at the beginning of each school year.

Acceptable Use Policy

Wamego Public Schools

As parent or guardian of _____, I have read the USD 320 – Wamego School District – *Acceptable Use Policy*. I understand that access to technology within the school district is intended for educational purposes. I recognize that while USD 320 has taken substantial precautions to eliminate controversial materials, employees of the school or school district may not be able to restrict access to all that currently exists on the network. I hereby give permission to the systems administrator to issue an Internet account for my child.

Print Name: _____

Signature: _____

Date: ____/____/____

Daytime Phone: _____ Evening Phone_____

Approved: October 9, 2000

IJ **Evaluation of Instructional Program**
(See IC, ICAA, ID, and II)

IJ

The superintendent may develop guidelines to evaluate the instructional program. This evaluation may be part of the district's school improvement efforts.

The superintendent may establish special curriculum committees to study the district's instructional program on a regular schedule. The superintendent may require reports from these committees which may include the committee's recommendations for improvement, modification, or elimination of any part of the instructional program. The superintendent may submit a comprehensive report from the committees to the board.

Approved: 05/10/1999; 02/10/2020; 08/03/2020

IKA Financial Literacy (See ID)

IKA

The board supports the goal of providing district students with sufficient knowledge of economic systems to make informed, financial choices. In furtherance of this goal, the board directs the superintendent to develop and implement a plan to incorporate outcome-based personal financial literacy education into the district's instructional program effective with the graduating class of 2017.

The superintendent shall document district efforts to provide financial literacy education opportunities for district students and shall provide, upon request, feedback or information to the Kansas State Department of Education on such efforts.

Approved: 12/14/2015

IKB Controversial Issues

IKB

If education is to remain a viable force, controversial issues cannot be ignored. Good teaching techniques provide, however, that adequate preparation on the part of student and teacher take place before controversial issues are explored. Every controversy has two or more sides; it is therefore imperative that teachers ensure that all issues, facets and questions of any controversial subject are thoroughly studied.

Approved: July 11, 1988

Opt-Out Procedure and Form

Parents or guardians (or student eighteen years of age or older) who do not want the student involved in all or some portion of the district's Human Sexuality and AIDS education classes shall be provided a written copy of the goals and objectives for the student's appropriate Human Sexuality and AIDS class. Following appropriate review of the curriculum goals on file at the board of education office, the parent or guardian must complete the district opt-out form and state the portion(s) of the curriculum in which the student is not to be involved.

Opt-Out Form

Parents or guardians (or students eighteen years of age or older) may obtain the opt-out request form from the principal, completing and signing the form and returning the form to the principal. The signed form will be kept on file in the principal's office.

The building principal will receive a copy of the signed form so the named student can be excused from all or a portion of the Human Sexuality and AIDS classes. Arrangements shall also be made for class reassignment of the student during the opt-out period.

Opt-out requests shall be required annually and are valid only for the school year in which they are submitted.

Notice of Availability

Notice of the availability of the Human Sexuality and AIDS curriculum goals and objectives will be made to the public by means of contacting building principals.

Approved: August 14, 2006

NOTE: Remove from book and file with the clerk/principals.

HUMAN SEXUALITY
AND
AIDS EDUCATION

I, _____, parent/guardian
of

_____, request that my child be removed from
those portions of the Human Sexuality/AIDS instruction noted below:

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

IKD-R **Religion in Curricular or School Sponsored Activities**

IKD-R

Religion in the Curriculum and School Activities

Music, art, literature and drama having a religious theme or basis are permitted as part of the curriculum or as part of a school activity if they are presented in a balanced and objective manner and are a traditional part of the cultural and religious tradition of a particular holiday or field of study. The emphasis on religious themes in the arts, literature and history should be only as extensive as necessary for a balanced and thorough study of these areas. These studies should never foster any particular religious tenets or demean any religious beliefs or non-beliefs.

Religious Symbols in the Classroom

The temporary use of religious symbols such as a cross, menorah, crescent, Star of David, creche, symbols of native American religions or other symbols that are a part of a religious holiday are permitted as a teaching aid if they are displayed as an example of a holiday's cultural and religious heritage.

Religious Holidays (See AEA)

School vacations shall have secular designations, e.g., Winter Vacation, Spring Break.

Graduation and Other Ceremonies

The district seeks to maintain traditions significant to the community. While recognizing the significance of tradition, the board requires that graduation exercises and dedication ceremonies be secular in nature. Inspirational addresses which do not promote religion may be permitted at these ceremonies.

Approved: 05/10/1999

IKDA Religious Objections to Activities

IKDA

A parent or guardian (or a student eighteen years of age or older) may request that the student be excused from participating in activities for religious reasons. The parent, guardian, or adult student must complete the district opt-out form for religious objections, stating the specific activity, the portion of the curriculum in which the activity exists, and the reasons for the request. The request may be granted, or denied, or partially granted and partially denied.

This policy shall not be interpreted to allow parents to prevent the dissemination of information which parents find religiously objectionable. Rather, this policy only extends to actual participation by their child in an activity, the performance of which is contrary to the child's religious teachings.

Approved: 05/10/1999

IKDA-R Religious Objections to Activities

IKDA-R

A parent or guardian seeking to opt-out their child from activities contrary to the child's religious teachings must complete the district's Activity Participation Opt-Out Form regarding religious objections which is available in the board office. Parents desiring to opt-out their children from activities due to religious reasons must return the completed and signed form to the principal. The form must be submitted within a reasonable amount of time prior to the scheduled activity in order to allow time for the principal to

IKDA-R Religious Objections to Activities

IKDA-R-2

consider the request. The completed form shall be kept on file with the clerk and the superintendent shall receive a copy.

The principal shall review the request and determine whether the request should be granted or denied. The principal shall notify the parents of the decision within a reasonable amount of time after the request is submitted. If the parents are dissatisfied with the principal's decision, they may appeal, in writing, to the superintendent.

If the opt-out request is granted, students who opt-out of activities for religious reasons may still be required to view the activity, to learn the subject matter of the activity, or to discuss the activity. The student may be reassigned during the activity or given alternative class assignments.

Opt-out requests must be submitted annually and are valid only for the school year in which they are submitted.

Approved: 05/10/1999

Sample Only: Retype, remove from policy book and file with the clerk.

ACTIVITY PARTICIPATION OPT-OUT FORM

I, _____ (parent/guardian) request that my child,
_____, be excused from participating in certain 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

IKE

Each building principal may schedule assemblies as needed.

Approved: 05/10/1999

IKE-R Assemblies

IKE-R

Each building principal shall develop a behavior code for students attending school assemblies.

Approved: 05/10/1999

IKH **Substitute Teaching** (Cf. GBRJ)

IKH

The board encourages the administrative staff to secure qualified substitute teachers for use in the district.

The superintendent and principals will compile a list of all substitute teachers available to the district, and each building principal shall have a copy of said list prior to the beginning of school each year.

Each building principal shall secure substitute teachers for use in the building on a need basis and for the master list noted above.

Approved: July 11, 1988

IKH-R **Substitute Teaching**

IKH-R

The superintendent or his representative shall be responsible for developing a substitute's handbook to be given to the prospective substitutes. The handbook shall include information on when and how candidates should apply to be substitutes, the rates of pay, the time of the morning or day that substitutes can expect to be called for duty, instructions on where to report for all attendance centers of the districts, maps of the school district and of each attendance center school building, a current copy of the school calendar, a copy of the board's educational philosophy (IA), hints on working with students, a statement of expectations the district has for those who substitute (similar to those expected of regular teaching staff), a list of thing the substitute must do before leaving for the day and a sample report form for reporting incidents that may take place during the day.

Substitutes are encouraged to prepare, in advance, emergency lesson plans for the subjects in which they are most likely to substitute in case the

situation arises that lesson plans are not available as required in IKI. Such preparations should also include a set of prepared questions probing the meaning of the material presented to ensure that student learning takes place.

Approved: July 11, 1988

IKI Lesson Plans

IKI

Each teacher shall develop, maintain and follow daily lesson plans which are directly based on the district's approved curriculum, educational goals and the expected student learning outcomes. It is the regular classroom teacher's responsibility to have lesson plans available for substitute teachers when they are absent from work.

Principals shall establish methods to regularly review teacher lesson plans.

Approved: 05/10/1999

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 are permitted in the schools and on school property in accordance with federal law. 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.

For the purpose of this policy, "service animals" is not deemed to include animals provided by the school for instructional purposes or for therapy or comfort animals.

Approved: 08/14; 08/22

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Goals and Objectives

JA

(See BDA, CM, 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: 07/96; 10/16; 08/22

JB Attendance Records (See JBC, JBD, and JBE)

JB

Daily attendance records shall be maintained for each student in each school. The primary responsibility for recording attendance shall be assigned to teachers using forms prescribed by the superintendent. A cumulative attendance record for each student shall also be maintained.

The superintendent shall include attendance data in an annual report to the board. Attendance problems shall be reported to the board as necessary.

Approved: 07/96; 10/10/16

KASB Recommendation—7/96; 4/07; 12/15

Enrollment

JBC

(See IIBGB, JBCA, JBCB, and JQKA)

Resident Students

A “resident student” is any child who has attained the age of eligibility for school attendance and lives with a parent or a person acting as a parent who is a resident of the district. Children who are “homeless” as defined by Kansas law and who are located in the district will be admitted as resident students. For purposes of this policy, “parent” means the natural parents, adoptive parents, step-parents, and foster parents. For purposes of this policy, “person acting as a parent” means a guardian or conservator, a person liable by law to care for or support the child, a person who has actual care and control of the child and provides a major portion of support, or a person who has actual care and control of the child with written consent of a person who has legal custody of the child.

Non-resident Students

Non-resident students are those who do not meet the definition of a resident student. Although the district is not required to admit non-resident students, non-resident students may be admitted to the extent that staff, facilities, equipment, and supplies are available. Other criteria regarding students seeking non-resident student admittance may be considered prior to acting on any annual non-resident student application as specified in this policy, and students residing outside of the state of Kansas may be denied enrollment or continued enrollment based on out-of-state residency.

Non-resident Student 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; residence in the state of Kansas; 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 problem.

Students may be readmitted or denied admission for the next school year based on the results of these evaluations. However, if the student has a disability, the student’s ability to meet these expectations shall be considered prior to denying continued enrollment in the district. Parents shall be informed of any administrative decision on non-resident student applications no later than June 1.

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

The board allows any child to enroll part-time in the school district to allow the student to attend any courses, programs, or services offered by the school district if the child:

- Is also enrolled in a nonaccredited private elementary or secondary school or in any other private, denominational, or parochial school as required by law;
- requests to enroll part-time in the school district; and
- meets the age of eligibility requirements for school attendance.

District administrators shall make a good faith attempt to accommodate scheduling requests of students enrolling in the school district in these situations but shall not be required to make adjustments to accommodate every such request.

Part-time students, other than those specified previously in this policy may enroll with the administration's permission if they complete all paperwork in a timely fashion and are in attendance no later than September 15th. Such 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.

Enrollment

JBC-3

If proper proof of identity is not provided within 30 days of enrolling, the superintendent shall notify local law enforcement officials as required by law and shall not notify any person claiming custody of the child.

Enrollment Information

The enrollment documentation shall include a student's permanent record card with a student's legal name as it appears on the birth certificate or as changed by a court order and the name, address, and telephone number of the lawful custodian. The records shall also provide proper proof of identity.

Assignment to a School Building, Grade Level, or Classes

Unless otherwise provided herein, the superintendent shall assign students to the appropriate building. Any student desiring to attend a school outside the attendance area in which the student resides may do so only with the prior written permission of the superintendent.

If required by law, students placed in foster care or students who are homeless may be educated in their "school of origin" instead of the building corresponding to the assigned attendance area. (For definition of "school of origin", see regulations for JBCA and JBCB.)

Assignment to a particular grade level or particular classes shall be determined by the building principal based on the educational abilities of the student. If the parents disagree, the principal's decision may be appealed to the superintendent. If the parents are still dissatisfied with the assignment, they may appeal in writing to the board.

Transferring Credit

In {middle school/junior high} and high school, full faith and credit shall be given to units earned in other accredited schools at the time the student enrolls in the district, unless the principal determines there is valid reason for not doing so. For online credit approval procedures after enrollment, see board policy IIBGB.

Transfers from Non-Accredited Schools

Students transferring from non-accredited schools will be placed by the principal. Initial placement will be made by the principal after consultation 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: 08/10; 06/15; 12/15; 02/17; 02/20; 08/22

The district, in accordance with state and federal law and the Kansas state plan, will ensure students placed in foster care within the school district have access to a public education in a stable educational environment. For the purposes of this policy and its applicable regulations, “foster care” means 24-hour substitute care for children placed away from their parents and for whom a child welfare agency has placement and care duties.

Point of Contact

The board shall designate an employee to serve as a point of contact for child welfare agencies on behalf of the district.

Mobile Crisis Helpline

Crisis support for Kansas families and children to resolve an emotional, psychiatric, or behavioral health crisis is available through the Department of Children and Families Mobile Crisis Helpline, 1-833-441-2240, including:

- Problem solving to resolve behavioral health crisis;
- Referral to community resources or recommendation to engage in stabilization services;
- In-person support via mobile crisis response; and
- Contacting mobile crisis response unit to assist in emergency situations.

Services are available to all Kansans 20 years or younger including anyone in foster care or formerly in foster care.

Approved: 02/16/2017; 03/2022

Foster Care Student Regulations

To Aid In Implementation of Federal Law

NOTE: This document MUST be approved by board action to become policy. File with clerk, distribute to principals, and duplicate as necessary in district newsletters and other documents.

The Every Student Succeeds Act (“ESSA”) addresses additional protections for students in foster care and establishes a system of joint responsibility for school districts, the Kansas State Department of Education (“KSDE”), and the Kansas Department for Children and Families (“DCF”) to ensure the educational stability of students in foster care.

For the purposes of these regulations, “foster care” means 24-hour substitute care for children placed away from their parents and for whom a child welfare agency has placement and care duties. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child-care institutions, and pre-adoptive homes.

Transportation of Students in Foster Care

ESSA requires each Kansas school district to collaborate with child welfare agencies, such as DCF and tribal child welfare agencies, to develop and implement clear, written procedures for how transportation to maintain a student in foster care in his or her school of origin (when in the student’s best interest) will be provided, arranged, and funded. The procedures must ensure that the transportation will be provided promptly, in a cost-effective manner, and in accordance with federal law. Also, they must address how additional costs will

be absorbed. Therefore, if there are any additional costs incurred to maintain a foster care student in his or her school of origin, the district will provide the transportation if:

1. DCF agrees to reimburse the district for the additional costs;
2. The district agrees to pay the additional costs; or
3. DCF and the district split the additional costs.

Upon request, the district will provide an assurance to KSDE that the district has transportation procedures meeting the above requirements.

Additional Costs

“Additional costs” reflect the difference between what the district would spend to transport a student to the assigned school and the cost of transporting a student in foster care to his or her school of origin. Title I, Part A funds may be used to pay for additional transportation costs in Title I districts.

School of Origin

The “school of origin” is the school in which a student is enrolled at the time of placement in foster care or of a change in placement. A student in foster care is entitled to remain enrolled in his or her school of origin unless it is determined not to be in the student’s best interest to stay at that school.

Best-Interest Determination

DCF will make the final decision regarding whether it is in a student’s best interest to remain in the school of origin. District staff may be asked to provide information on the “educational best interest” of the student to support educational decision-making based on what is best for the student academically. For students receiving special education and related services under the Individual with Disabilities Education Act or for students on Section 504 accommodation plans, it is recommended that relevant team members should be

consulted in the best interest determination process, as the district will still be required to ensure compliance with Least Restrictive Environment requirements.

The United States Department of Education has provided a list of factors that may be considered in determining the student's educational best interest, which include appropriateness of the current setting, proximity of placement to school attendance centers, the child's preference, the parents' preference, the child's attachment to the school of origin, where siblings will be placed, and the availability of needed services. The "best-interest determination" may not be made based on transportation costs or funding.

District Foster Care Liaison

The "district foster care liaison" is a district employee who facilitates the enrollment in or transfer to a public school of a student in the district who is a ward of the state. The district's foster care liaison is considered the designated point of contact for collaboration with DCF on transportation procedures.

The District has designated the following staff person as the District foster care liaison:

Name: Mr. Scott Meitler

Position: Director of Instructional Services/Asst. Superintendent

E-mail: meitlers@usd320.com

Address: 1008 8th Street; Wamego, KS 66547

Telephone: 785-456-7643

Child Welfare Agency

In Kansas, DCF is the regular child welfare agency for collaboration on transportation procedures. The Child Protective Services (“CPS”) division of DCF will typically be the division that works with the district on issues related to students in foster care, however, tribal child welfare agencies may also be involved with this process. Therefore, whenever DCF is used in these regulations, it may be deemed to apply to any child welfare agency based on the circumstances.

Child Welfare Contact

The district, if receiving Title I, Part A funds, must collaborate on transportation procedures with the DCF-designated contact if DCF notifies the district in writing that DCF has designated an employee to serve as a point of contact for the district.

Approved: 02/16/2017; 03/22

General Transportation Procedures (OPTIONAL)

To ensure that transportation is provided promptly when it is determined to be in the best interest of a student in foster care to remain in the school of origin, the district has developed the following transportation procedures. These procedures will guide the development of an individual transportation plan for a student needing transportation to his or her school of origin.

Funding Strategies

The district and DCF have identified the following funding options that may be implemented if additional costs to transport a student in foster care to the school of origin are determined:

(Adjust the items below to include those agreed upon by the district and DCF. Consider any cost-sharing strategies that the district has used successfully with neighboring districts in transporting students who are homeless to and from their school of origin or any other programs where transportation costs are shared.)

- 1. Cost sharing between the district and DCF through use of a specific transportation strategy in which each party is responsible for a segment of the transportation;*
- 2. Offset of costs by DCF, such as using Title IV-E funds paid to a foster parent or caregiver for transportation;*
- 3. Cost sharing between the school district of attendance and the school district where the student is living;*
- 4. Use of the district's Title I funds;*
- 5. Use of Medicaid reimbursements if the IEP for a student receiving special education services will include transportation as a related service;*

6. *Use of any available grant funds; and*
7. *[Other].*

Transportation Strategies

The following transportation strategies may be considered in achieving transportation to a student's school of origin:

(Adjust the items below to include those agreed upon by the district and DCF. Consider any strategies that have been used successfully to transport students who are homeless to and from their school of origin and effective practices currently used to share transportation costs with neighboring districts, community partners, or others.)

1. *Arranging transportation by the foster parent or caregiver to the school of origin or to a bus stop on a route to the school of origin, such as when the foster parent lives within a certain distance from the school of origin;*
2. *Arranging transportation by a relative or another adult approved by DCF with whom the student has a relationship and whose existing commute aligns with the student's transportation need to the school of origin or a bus stop on a route to the school of origin;*
3. *Maximizing the existing district transportation system by exploring ways the student can be transported to an existing bus stop that serves the school of origin (options to transport the student to an existing bus stop could occur through use of public transportation with a bus pass or transportation voucher, or transportation by the foster parent or caregiver, a relative, or another adult with whom the student has a relationship);*

4. *Using existing intradistrict transportation options that allow students to be transported within the district, such as routes for students who are homeless, students attending magnet programs, or students receiving special education services (this option may require the addition of a bus stop on an existing route or that an existing route be rerouted to accommodate the transportation needs);*
5. *Coordinating with the district in which the student is living to provide transportation to the district boundaries or an existing bus stop within the district;*
6. *Evaluating whether an IEP for a student receiving special education services will include transportation to the student's special education program at the school of origin as a related service;*
7. *Contracting with a private transportation company, such as a taxi service, for the student's transportation needs;*
8. *Using public transportation with a bus pass or transportation voucher;*
9. *Adding a district transportation route; or*
10. *[Other].*

Individual Transportation Plan

When DCF determines that the best interest of a student in foster care is to remain in the school of origin, the district foster care liaison will take steps to promptly collaborate with relevant DCF staff on how transportation to the school of origin will be provided, arranged, and funded.

When possible, and to allow for adequate consideration of the student's needs, individual transportation planning will begin in advance of placement

changes and will occur in coordination with the consultation on the student's educational best interest.

The district foster care liaison will convene a meeting to establish an individualized transportation plan for the student. The liaison will attempt to include the student's DCF education decision-maker and others who may be involved in education decision-making for the student, such as the student's caseworker, foster parent or caregiver, and the court-appointed special advocate (CASA) liaison. The District foster care liaison may also involve other district staff, as appropriate. The liaison will involve the district transportation director if the individual transportation plan will involve adjustments to existing bus routes.

If necessary, the district foster care liaison will identify a short-term transportation strategy that may be used until the final transportation plan is completed so that the student can remain at the school of origin without interruption.

In evaluating transportation options to the school of origin, participants will prioritize student safety, cost effectiveness, reliability, and time and distance of the commute.

Determining Additional Costs

To identify whether additional costs will be incurred in an individual transportation plan to transport the student to the school of origin, the foster care liaison will consult with the district transportation director to calculate the cost of transporting the student to the school that the student would otherwise attend, which will be used as a comparison. In accordance with the federal Non-Regulatory Guidance, if the district is able to provide transportation through an established bus route, there are no additional costs.

If the district will reroute buses or provide transportation through a private vehicle or transportation company, the district may consider as additional costs the cost of rerouting buses or the difference between the special transportation costs and the usual transportation costs.

Administrative costs, such as additional staff time to coordinate transportation, will also be considered in determining whether there are additional costs to transport the student in foster care to the school of origin.

Plan Elements

The individual transportation plan may include:

- 1. A daily transportation strategy;*
- 2. One or more backup transportation strategies;*
- 3. Transportation strategies to allow participation in after-school and extracurricular activities;*
- 4. A description of the funding strategy that will be used if additional costs to transport the student to the school of origin are identified;*
- 5. Identification of who is responsible for each aspect of the transportation strategy;*
- 6. Designation of an adult to accompany younger students, if necessary, such as when public transportation is used;*
- 7. For transportation strategies with multiple segments, sign off procedures to ensure that the student safely and successfully completes each segment;*
- 8. A communication protocol between the District and DCF when transportation for a student is no longer needed; and*
- 9. A regular review process for adjusting transportation strategies when circumstances change.*

The final individual transportation plan will require a signature by the foster care liaison and a district official who has authority to approve any additional expenditure. The DCF education decision-maker and the foster parent or caregiver, if different from the education decision-maker, will also be asked to sign the plan.

Approved:

02/16/2017; 03/22

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

Truancy

JBE

(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. Truancy shall not apply to students who have attained a high school diploma, a general educational development credential, or a high school equivalency credential. Exceptions also exist for students attending the Kansas academy of mathematics and science and for students who are part of a recognized church or religious denomination objecting to a regular public high school education under circumstances specified in state law.

For truancy purposes, being enrolled and continuously attending a public school; a private, denominational, or parochial school taught by a competent instructor for a period of time which is substantially equivalent to the period of time public school is maintained in the school district in which the private, denominational, or parochial school is located; or a combination of attendance in both a public school and a private, denominational, or parochial school may satisfy compulsory attendance requirements. 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 given an unexcused absence for truancy accounting purposes 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 student is regularly enrolled in and attending a program recognized by the board as an approved alternative educational program;
- the parent(s) or person acting as parent provides written consent to allow the student to be exempt from the compulsory attendance requirement and the student and the student's parent or person acting as parent attend the counseling session required by law and signs the appropriate consent and waiver form;
- the student is not subject to truancy law in accordance with law or this policy;

Truancy

JBE-2

- the child is regularly enrolled and continuously attending school as required by law and is concurrently enrolled in a postsecondary educational institution; or
- 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; 10/16; 11/18; 08/22; 03/06/2023

Waiver of Compulsory Attendance Form

I, (name of parent(s) or legal guardian), 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 school has informed me that the academic skills listed below have not been achieved by (name of student):

[List skills that have not been achieved.]

Based on information attached below, I understand the difference in future earnings power between a high school graduate and a high school drop out.

The school has indicated to me and to my child that (name of student) is encouraged to attend one of the following alternative educational programs:

[List available alternative educational programs.]

The undersigned hereby give(s) written consent to allow (name of student), who is [choose one] 16 17 years of age, to be exempt from the Kansas compulsory attendance requirement and state I/we have attended the final counseling session conducted by Unified School District No. _____ in which the above information was presented to us.

Signed: _____
Parent or Legal Guardian

Date: _____

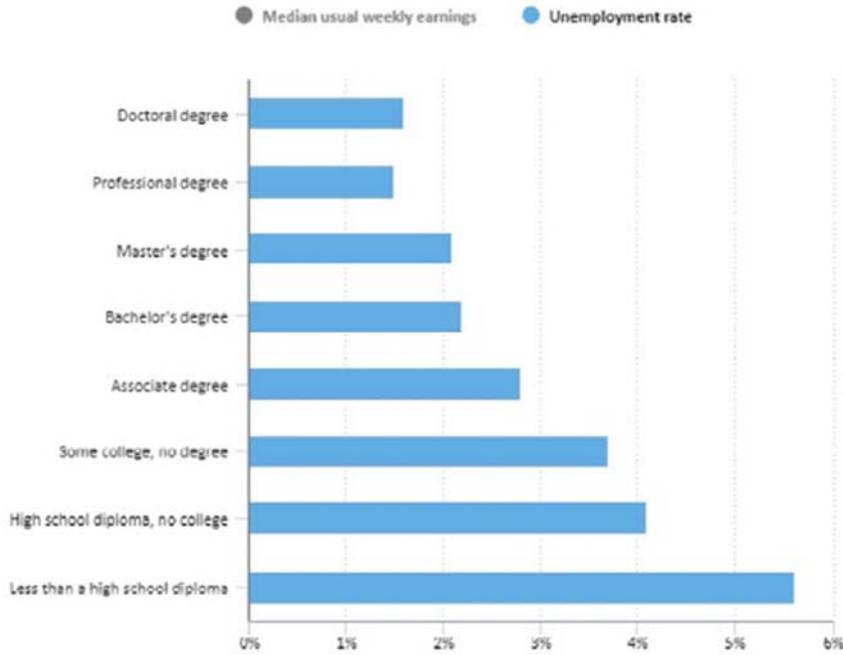
Signed: _____
Student

Date: _____

Approved: 04/12/2021

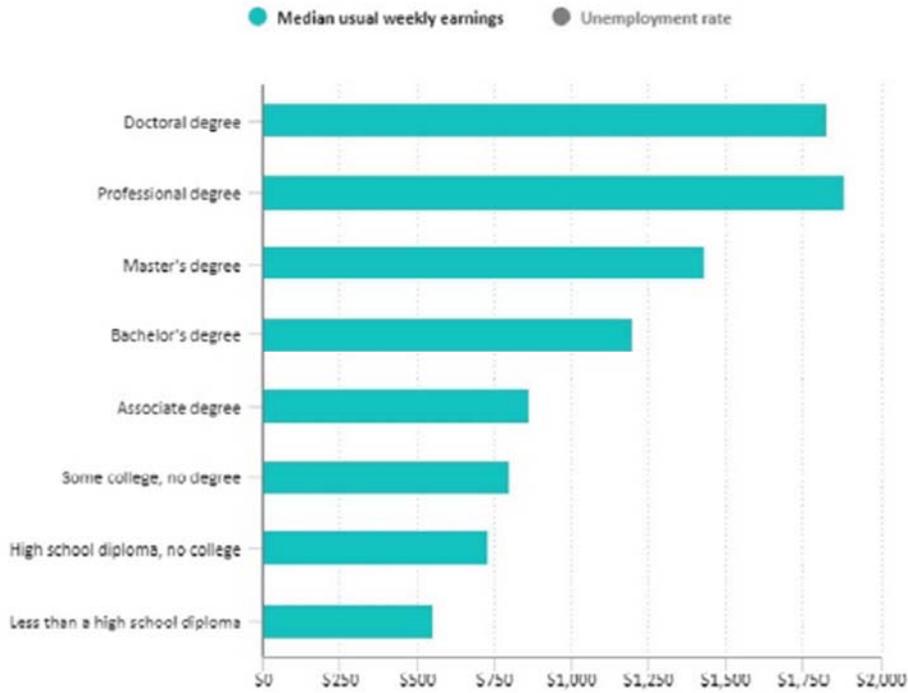
JBE TRUANCY FORMS

Median weekly earnings and unemployment rate by educational attainment, 2018



Click legend items to change data display. Hover over chart to view data.
 Note: Data are for persons age 25 and over. Earnings are for full-time wage and salary workers.
 Source: U.S. Bureau of Labor Statistics, Current Population Survey.

Median weekly earnings and unemployment rate by educational attainment, 2018



Click legend items to change data display. Hover over chart to view data.
 Note: Data are for persons age 25 and over. Earnings are for full-time wage and salary workers.
 Source: U.S. Bureau of Labor Statistics, Current Population Survey.

JBH **Release of a Student During the School Day**

JBH

Building principals shall not release a student during the school day except upon a written or verbal request from the student's lawful parent or person acting as a parent.

Approved: KASB Recommendation-7/96

JBH-R **Release of a Student During the School Day**

JBH-R

Before releasing a student during the school day, the building principal shall be responsible for verifying the identity of the person seeking release of the student.

If the principal is not satisfied with the identification provided by the person seeking release of a student, the student's release may be refused.

Students shall not be allowed to run personal errands for school employees off school premises during the school day.

Approved: KASB Recommendation-7/96

JCAA Due Process

JCAA

Every student shall be afforded due process of law as required by statute and judicial decision and as further implemented by rules and regulations of the board.

Approved: July 11, 1988

Principals are authorized to search property if there is reasonable suspicion that district policies, rules, or directives are being violated. In addition all lockers shall be subject to random searches without prior notice or reasonable suspicion. All searches by the principal shall be carried out in the presence of another adult witness.

Whenever the principal is mentioned in this policy, it shall be construed to include the superintendent "or designated representative."

Search of Lockers

Lockers in the district schools shall be under supervision of the principal. Students shall have no expectation of privacy in any school locker.

The combinations and/or keys to all locker locks shall be in the possession of the principal and stored in a place designed to guard against unauthorized access or use. The principal may search any locker at any time without notice. Students shall not place locks, other than those approved by the school, on any locker.

Searches of Property

Any person other than the principal who wishes to search a student's locker or property shall report to the principal before proceeding. In no event shall any person be permitted to search a student's locker or property without the principal's consent unless the person has a valid search warrant authorizing a search.

If a law enforcement officer desiring to search a student's locker or property has a search warrant, the principal shall permit the search which shall be made in the presence of the principal.

Prohibited items found during the search shall remain in the custody of either the building principal or the law enforcement officer. If any items are turned over to law enforcement officials the principal shall receive a receipt for the items.

Use of Trained Dogs in Conducting Sweeps

At the request of the principal or on a schedule agreed upon by the service provider and the principal, law enforcement officers or licensed private agencies contracting with the school for such service, may use trained dogs on school premises to identify student property which may contain illegal or illicit materials and to determine whether materials, such as drugs, weapons, or other materials which may threaten the general health, welfare, and safety of the students and/or staff are present in the district parking lot, hallways, lockers, classrooms, and/or locker rooms. Students will never be sniffed by the dogs used to conduct the sweeps.

Approved: 11/09; 06/15

JCABB **Searches of Students** (See JCAB and JCAC)

JCABB

Principals are authorized to search students if there is reasonable suspicion that district policies, rules or directives are being violated. Strip searches shall not be conducted by school authorities. All searches by the principal shall be carried out in the presence of another adult witness.

The student shall be told why a search is being conducted. The student shall be requested to empty items such as, but not limited to, pockets, purses, shoulder bags, book bags and briefcases. The principal shall attempt to call the student's parent/s and may call law enforcement. Items which the principal believes may be connected with illegal activity shall remain in the custody of the principal unless the items are turned over to law enforcement officials. If the student refuses to cooperate, the principal may take disciplinary action and/or seek assistance from law enforcement.

If law enforcement assistance is present, further search of the student shall be with cooperation and assistance of law enforcement officials. The principal shall remain with the student and be present during any search of the student made by law enforcement officials on school property. The principal shall receive and file a receipt for items turned over to law enforcement officials.

If the principal believes a student is in possession of an object which can jeopardize the health, welfare or safety of the student or others, the student shall be removed to a safe location. This determination may be based on any information received by the principal or any member of the faculty or staff.

Written documentation of each search shall be maintained by the principal.

(Whenever the principal is mentioned in this policy, it shall be construed so as to include the superintendent “or designated representative.”)

Approved: 02/14/2000; 10/10/16

Interrogation and Investigations

JCAC

(See EBC, GAAD, JCABB, JCEC and JHCAA)

Building administrators, school security officers, and/or others designated by the superintendent may conduct investigations and question students about violation of school rules, the student conduct code, and/or law. Unless otherwise provided herein, such investigators shall not be required to contact the student's parent, guardian, or representative prior to questioning and may request law enforcement, school resource officer(s), and/or school security officer(s) for assistance in conducting the investigations.

If there is reason to believe a violation of a criminal law has been committed, the building administrator, the superintendent's designee, and/or school security officer with authorization of the superintendent or the superintendent's designee shall notify the appropriate law enforcement agency of criminal conduct as provided in law and/or board policy and may request further investigation of the alleged violation.

When a school resource officer or campus police officer initiates an investigation of a potential violation of criminal law by a student on the officer's own initiative and not at the behest of a building administrator or the designee of the superintendent, such officer will notify the building administrator and will make a reasonable attempt to contact the student's parent, guardian, or representative prior to initiating questioning.

Coordination with Law Enforcement

School administrators and/or school security officers shall meet at least annually with local law enforcement officials to discuss the district's policies and rules regarding law enforcement contacts with the district and reporting of potential criminal acts at school or school activities.

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

Interrogation and Investigations

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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 and there is reason to believe sharing the information may lead to harm of the child or others. 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.

Interrogation and Investigations

JCAC-3

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/or 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: 08/14; 11/18; 02/20; 08/22

JCDA **Student Conduct**

JCDA

Each principal shall develop rules and regulations to govern student conduct consistent with board policies. The rules shall be reviewed by the board and adopted as policy by reference. A copy of the current rules shall be filed with the state board of education.

Approved: KASB Recommendation-7/96

JCDA-R **Student Conduct**

JCDA-R

The rules of conduct shall be published in student handbooks. (See JA)

Violation of any provision of the behavior code may result in disciplinary action up to and including suspension and/or expulsion. (See JDD)

Approved: KASB Recommendation-7/96

(See GAOC and KMA)

The use, possession, or promotion of any tobacco product by any student is prohibited at all time in any district facility; in school vehicles; at school-sponsored activities, programs, or events; and on school owned or operated property.

Student violations will result in disciplinary actions as outlined by board policy and/or student handbooks. Disciplinary actions may include parent/guardian notification, participation in a tobacco and electronic nicotine delivery systems education program, referral to a cessation program, and/or community service. Student violations may be reported to law enforcement if use or possession is deemed to be illegal.

The following definitions apply to this policy.

“Tobacco product” means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled, or ingested by any other means, including, but not limited to, electronic nicotine delivery system (hereafter “ENDS”), cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or snus. Tobacco product also means any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes, charging devices, cartridges, and any substances used in ENDS, whether or not they contain nicotine. This definition does not include FDA-approved nicotine replacement therapies including transdermal nicotine patches, nicotine gum, and nicotine lozenges prescribed to the student by a medical practitioner or obtained over the counter and used in accordance with label requirements.

“Electronic nicotine delivery system” or “(ENDS)” means any device that delivers a vaporized solution (including nicotine, THC, or any other substance) by means of cartridge or other chemical delivery systems. Such definition shall include, but may not be limited to, any electronic cigarette, vape pen, hookah pen, cigar, cigarillo, pipe, or personal vaporizer. ENDS are not FDA-approved nicotine replacement therapy devices.

“Promotion” includes, but is not limited to, product advertising via branded gear, bags, clothing, any personal articles, signs, structures, vehicles, flyers, or any other materials.

Approved: 08/2014; 10/10/2016; 02/10/2020; 08/03/2020

JCDB Dress Code

JCDB

Neatness, decency, and good taste are guidelines of the district dress code. Students must dress in a manner that is not obscene; offensive; or substantially or materially disruptive to the learning environment. Apparel that is sexually suggestive; promotes violence, illegal activities, drugs, alcohol, and/or tobacco; or is determined to be gang related is prohibited.

Student apparel and grooming must also meet requirements of any courses which are part of the approved curriculum in which they are enrolled.

Dress codes shall be published in the appropriate student handbooks.

Approved: 07/96; 10/10/16

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon at school, on school property, or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

Weapons and Destructive Devices

As used in this policy, the term “weapon and/or destructive device” shall include, but shall not be limited to:

- * any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- * the frame or receiver of any weapon described in the preceding example;
- * any firearm muffler or firearm silencer;
- * Any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine, or similar device;
- * any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant and which has any barrel with a bore of more than 1/2 inch in diameter;
- * any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples and from which a destructive device may be readily assembled;
- * any bludgeon, sand club, metal knuckles, or throwing star;
- * any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife or any knife having a blade that opens, falls, or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;
- * any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

Penalties for Weapon Violations

Possession of a weapon and/or destructive device listed under the “Weapons and Destructive Devices” heading of this policy shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion be modified on a case-by-case basis.

Possession of, handling of, and/or transmitting a weapon of a type other than described under the “Weapons and Destructive Devices” heading above, an item being used as a weapon or destructive device, or a facsimile of a weapon may result in disciplinary action up to and including suspension and/or expulsion. Expulsion hearings for weapons violations shall be conducted by the superintendent or the superintendent’s designee.

Students violating this policy shall be reported to the appropriate law enforcement agency(ies) and, if a juvenile, to the Secretary for DCF or the Secretary of KDOC as appropriate.

Possession of an air gun at school, on school property, or at a school supervised activity will not be prohibited for students participating in an air gun-related activity sponsored by an organization held at school or when in transit to or from such activities held off district property.

Approved: 08/14; 12/15; 10/10/16

Complaints of Discrimination

JCE

(See JDDC, JGEC, JGECA, KN, and KNA)

Complaints About Discrimination

The district is committed to maintaining a working and learning environment free from discrimination, insult, intimidation, and harassment due to race, color, religion, sex, age, national origin, or disability.

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. Mr. Scott Meitler, 1008 8th St., 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.

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.

Any perceived incident of discrimination in any form shall be promptly reported to the building principal, another administrator, the counselor, another certified staff member, or the district compliance coordinator for investigation and corrective action by the building or district compliance officer. 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. Complaints alleging discriminatory and/or harassing conduct on the part of the superintendent shall be addressed to the board of education. Any general student complaint, not alleging an act of discrimination, shall be resolved under the district's general complaint procedures in policy KN.

Except as otherwise provided in this policy or board policies GAAC, JGEC, or KNA regarding complaints of discrimination on the basis of sex or regarding child nutrition programs, complaints about discrimination, including complaints of harassment, will be resolved through the following complaint procedures.

Informal Procedures

The building principal shall attempt to resolve complaints of discrimination or harassment in an informal manner at the building level. Any school employee who receives a complaint of such discrimination or harassment from a student, another employee, or any other individual shall inform

Complaints of Discrimination

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the individual of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. The building principal shall discuss the complaint with the individual to determine if it can be resolved. If the matter is resolved to the satisfaction of the individual, the building principal shall document the nature of the complaint and the proposed resolution of the complaint and forward this record to the district compliance coordinator. Within 20 days after the complaint is resolved in this manner, the principal shall contact the complainant to determine if the resolution of the matter remains acceptable.

If the matter is not resolved to the satisfaction of the individual in the meeting with the principal, or if the individual does not believe the resolution remains acceptable, the individual may initiate a formal complaint.

Formal Complaint Procedures

- A formal complaint shall be filed in writing and contain the name and address of the person filing the complaint. The complaint shall briefly describe the alleged violation. If an individual does not wish to file a written complaint, and the matter has not been adequately resolved through the informal procedures described herein, the building principal may initiate the complaint. Forms for filing written complaints are available in each school building office and the central office.
- A complaint should be filed as soon as possible after the conduct occurs but not later than 180 days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.
- If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board may 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 or the superintendent. The investigation shall be informal but thorough. The complainant and the respondent will be afforded an opportunity to submit written or oral evidence relevant to the complaint and to provide names of potential witnesses who may have useful information.
- 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 respondent within 30 days after the filing of the complaint. If the investigator anticipates a determination will not be issued within 30 days after the filing of the complaint, the investigator shall provide written notification to the parties including an anticipated deadline

Complaints of Discrimination

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for completion. In no event, shall the issuance of the written determination be delayed longer than 10 days from the conclusion of the investigation.

- If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.
- If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy, the negotiated agreement (as applicable), and state law will be followed.
- Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the district compliance coordinator.

Formal Complaint Appeal

- The complainant or respondent may appeal the determination of the complaint.
- Appeals shall be heard by the district compliance coordinator, a hearing officer appointed by the board or the superintendent, or by the board itself.
- The request to appeal the resolution shall be made within 20 days after the date of the written determination of the complaint at the lower level.
- The appeal officer shall review the evidence gathered by the investigator at the lower level and the investigator's report and shall afford the complainant and the respondent 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 on appeal and a description of its resolution within 30 days after the appeal is filed.

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 or the Kansas Human Rights Commission.

Approved: 02/14/2000; 12/14/15; 04/12/21; 03/06/2023

JCEC Demonstrations

JCEC

Student demonstrations on school property shall be conducted in an orderly and non-disruptive manner. Demonstrations may be terminated at any time by the principal or the superintendent. (See JCAC)

Student demonstrations on school property are a privilege and not a right and thus shall be conducted in an orderly and non-disruptive manner. Any demonstration is subject to the following conditions: there is no disruption of the normal operation of classes or activities the demonstration is peaceful and respectful of all persons, and it does not violate any state or federal law, any city ordinance or school regulations. Any concerted effort by two or more students in any of the following activities may result in disciplinary action leave a class; refusal to obey an order of a teacher, principal or other person having authority to give the order which is being refused, and refusal to leave a school building or premises.

Approved: 05/10/1999

JDA **Corporal Punishment**

JDA

Corporal punishment shall not be permitted in the school district.

Approved: KASB Recommendation-7/96

JDB **Detention**

JDB

Detention periods may be established by building principals and administered according to rules approved by the board. A school employee will be in charge of each detention period in each school building

Approved: 05/10/1999

JDC **Probation** (See JCDBB and JDD)

JDC

Any punishment, suspension or expulsion, may be deferred by the superintendent, principal, or designee. The student involved may be placed on probation for a set period of time. The punishment, suspension, or expulsion, shall remain deferred so long as the student meets the conditions of the probation. If a student is placed on probation, written notification shall be sent to the student's parent or guardian. Any decisions on probation for students found to be in violation shall be handled by the superintendent.

A student placed on probation shall be given a written list of the terms and conditions of the probation. The student shall sign a statement that: the terms and conditions have been explained, the student understands the conditions, the student agrees to abide by the conditions, and failure to abide by the conditions may be reason to reinstate the original punishment.

Approved: 08/08; 06/15

Suspension and Expulsion Procedures

JDD

(See AEB, EBC, IHEA, JBD, JCDBB, JDC, JCDA, JDDB, JDDC, and JHCAA)

Except as limited by Section 504 or the Individuals with Disabilities Education Act (“IDEA”), a student may be suspended or expelled, for reasons set forth in Kansas law. Any student who is suspended for a period of more than 10 days or expelled shall receive a copy of the current suspension and expulsion law and this policy. Suspension/expulsion hearings shall be conducted by the superintendent/designee or other certificated employee, or committee of certificated employees of the school in which the pupil is enrolled, or by any other hearing officer appointed by the board.

Reasons for Suspension or Expulsion

Students may be suspended or expelled for one or more of the following reasons:

- Willful violation of any published, adopted student conduct regulation;
- Conduct which substantially disrupts, impedes, or interferes with school operation;
- Conduct which endangers the safety or substantially impinges on or invades the rights of others;
- Conduct which constitutes the commission of a felony;
- Conduct at school, on school property, or at a school supervised activity which constitutes the commission of a misdemeanor;
- Disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operation; and
- Possession of a weapon at school, on school property or at a school- sponsored event.

Short-term Suspension

Except in an emergency, a short-term suspension (not exceeding ten school days) must be preceded by oral or written notice of the charges to the student and an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than 72 hours after imposition of a short-term suspension.

Written notice of any short-term suspension shall be delivered to the student’s parent or guardian within 24 hours after the suspension has been imposed. Short-term suspension hearings may be conducted by any person designated in policy as having the authority to suspend.

At the informal suspension hearing, the student shall have the right to be present and to be notified of the charges and the basis for the accusation. The student shall have the right to make statements in his/her defense after receiving notice of the charges.

Suspension and Expulsion Procedures

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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)

Suspension and Expulsion Procedures

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- 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 or hearing officer appointed by the board shall hear the appeal within 20 calendar days after the notice of appeal is filed.

Suspension and Expulsion Procedures

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- 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; 10/11/2021; 03/06/2023

JDDA **Drug-Free Schools** (See GAOB, JGFGB, JGFGBA, and LDD) **JDDA**

Maintaining drug-free schools is important in establishing an appropriate learning environment for the district's students. Unless otherwise specified in this policy, the possession, use, sale, distribution, and/or being under the influence of illicit drugs, controlled substances, and/or alcohol by students at school, on or in school property, or at school sponsored activities or events is prohibited.

Possession, use, and/or being under the influence of a controlled substance by a student for the purposes of this policy shall only be permitted if such substance was:

1. Obtained directly from, or pursuant to a valid prescription or order, issued to such student from a person licensed by the state to dispense, prescribe, or administer controlled substances;
2. In the case of use or possession, approved and administered, if administered at all, in accordance with board policy JGFGB and/or board policy JGFGBA; and
3. Used, if at all, in accordance with label directions.

Student Conduct

As a condition of continued enrollment in the district, students shall abide by the terms of this policy.

Students shall not manufacture, sell, distribute, dispense, possess, use, and/or be under the influence of illicit drugs, controlled substances, or alcoholic beverages at school, on or in school district property, or at any school activity,

program, or event. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to:

[Insert local sanctions here: Possible sanctions for noncompliance must include expulsion as a consequence for violation of JDDA.]

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-6114, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. If a student agrees to enter and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents.

A list of area drug and alcohol counseling and rehabilitation programs, along with names and addresses of contact persons for the programs, is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.

A copy of this policy will be provided to all students and the parents of all students. Parents of all students will be notified that compliance with this policy is mandatory.

Approved: 08/2014; 11/12/2018

JDDB REPORTING CRIMES TO LAW ENFORCEMENT

JDDB Reporting to Law Enforcement (See EBC and JDD)

JDDB

Unless reporting would violate the terms of any memorandum of understanding between the district and local law enforcement, whenever a student engages in conduct which constitutes the commission of any misdemeanor or felony at school, on school property, or at a school supervised activity and/or has been found 1) in possession of a weapon, 2) in possession of a controlled substance or illegal drug, or 3) to have engaged in behavior at school which has resulted in or was substantially likely to have resulted in serious bodily injury to others, the {principal/superintendent} shall report such act to the appropriate law enforcement agency.

Approved: 07/11/11; 10/10/16; 11/12/2018

JDDB REPORTING CRIMES TO LAW ENFORCEMENT

Report to Local Law Enforcement
USD 320

Pursuant to K.S.A. 72-6143, the administrator or other school employee whose signature appears below is reporting the following crimes.

{ Briefly describe each incident and the person/s involved in felonies, misdemeanors and weapons }

Date	School/Location	Student/s or Person/s Involved	Brief Description
1.			
2.			
3.			
4.			
5.			

School Districts are required by Federal Law and K.S.A. 72-6311 to protect the privacy rights of students under the age of 18.

Signed: _____
Administrator or other school employee.

cc: Superintendent of Schools, USD 320; Student/s file

JDDC Bullying (See EBC, GAAE, JCE, JDD, JGEC, JGECA, and KGC) JDDC

The board of education prohibits bullying in any form either by any student, staff member, or parent towards a student or by a student, staff member, or parent towards a staff member on or while using school property, in a school vehicle, or at a school-sponsored activity or event. For the purposes of this policy, the term “bullying” shall have the meaning ascribed to it in Kansas law.

The administration shall propose, and the board shall review and approve a plan to address bullying as prohibited herein. The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the board.

Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

Approved: 8/14; 11/12/2018

Report to Local Law Enforcement

USD 320

Pursuant to Kansas law, the administrator or other school employee whose signature appears below is reporting the following crimes.

Briefly describe each incident and the person/s involved in a misdemeanor or felony behavior at school, on school property, or at a school activity.

Date	School/Location	Student/s or Person/s Involved	Brief Description of bullying incident/s.
1.			
2.			

School Districts are required by Federal Law and K.S.A. 72-6311 to protect the privacy rights of students under the age of 18.

Signed: _____
Administrator or other school employee

c/superintendent, USD ___; c/student's file/employee's file as allowed by applicable negotiated language

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 resources available for such purpose and shall be provided through school assemblies, staff development, or other appropriate forums at least {annually/biannually}.

USD ___ focuses on bullying prevention by:

1. Developing a bullying prevention program based on the KSDE Bullying Prevention Resource Toolkit including addressing bullying, building adult capacity to change climate and culture, curriculum and instructional resources, and measuring social -emotional learning;
2. Using the Kansas State Department of Education’s Social - Emotional and Character Development Standards to address school bullying and student mental health;
3. Implementing a social- emotional learning curriculum that includes an anti-bullying family engagement component;
4. Providing students and families with information and resources annually on bullying, cyberbullying, digital citizenship and how to make smart choices on-line;
5. Providing students and families with the district’s student behavior expectations relating to bullying and explanations for incidences that do not meet the legal definition of bullying;
6. Tracking incidences of bullying including physical, cyber, verbal, and relational bullying and reporting this information to the Kansas State Board of Education;
7. Collecting data on bullying incidences from social emotional data sources and annually reviewing this information with the board of education;
8. Developing cultural awareness and understanding that certain demographic groups are disproportionately bullied at a higher rate than peers based upon sex, disability, socio-economic status, religious beliefs, gender identity and expression, sexual-orientation, and race/ethnicity (including migrant populations);
9. Requiring all school employees to complete the following bullying prevention, identification, reporting and training module (describe district’s annual training program).

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 consider 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 nature, frequency, and 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; 10/11/2021

Report to Local Law Enforcement

USD 320

Pursuant to Kansas law, the administrator or other school employee whose signature appears below is reporting the following crimes.

Briefly describe each incident and the person/s involved in a misdemeanor or felony behavior at school, on school property, or at a school activity.

Date	School/Location	Student/s or Person/s Involved	Brief Description of bullying incident/s.
1.			
2.			

School Districts are required by Federal Law and K.S.A. 72-6311 to protect the privacy rights of students under the age of 18.

Signed: _____
Administrator or other school employee

c/superintendent, USD 320; c/student's file/employee's file as allowed by applicable negotiated language

JF Academic Achievement

JF

Staff shall establish high expectations for all students. These expectations shall be based on individual student ability to meet the board approved learning objectives for each subject.

Reporting (See JR et seq.)

Periodic reports on each student's mastery of the approved learning objectives shall be issued to the parents.

Report Cards (See JR et seq.)

Report cards shall be issued to each student at the end of each specific grading period for each subject taken. Reasons for deficiencies and/or failures shall be given. The building principal, with the approval by the superintendent shall develop standard reporting forms for each grade level.

Approved: 05/10/1999

JFA

Peer Grading of Assignments

JFA

Peer Grading Prohibited

No student shall be allowed to grade another student's work.

Teachers who assign work to students are expected to grade each assignment and to enter the grade or mark in the appropriate grade book.

Approved: October 14, 2002

JFAB **Student Conferences**

JFAB

Teachers shall be available for student conferences at mutually convenient times.

Approved: KASB Recommendation-7/96

JFAC **Parent Conferences**

JFAC

The superintendent shall establish a schedule for parent-teacher conferences for each attendance center which will become part of the approved calendar for the school year. Each elementary building principal shall establish a visitation schedule for each their building's parent-teacher conferences. Such conferences shall be held at least once each semester in each building. Parents may request a special conference with their child's teacher at any time.

Approved: 05/10/1999

JFB Promotion and Retention

JFB

The Wamego Board of Education believes that in order to ensure that students have the opportunity for academic success as they move through the K-12 continuum of school, students should be required to demonstrate their proficiency of curricular outcomes. The Board also believes that decisions with significant consequences for students, such as promotion, academic intervention or retention, should never be based on a single assessment instrument given at only one point in time. To determine each child's readiness to enter the next grade level, the Board charges the superintendent to develop promotion requirements for each grade level and a process for their use by staff.

Approved: August 9, 2010

JFB-R Promotion and Retention

JFB-R

Each building shall be charged with designating assessments and other academic data that will be used to determine the academic skill level of students. Kansas Assessments will be one of the assessments used for this determination. Each school shall publish in the student handbook, the list of assessments that is used by each grade level to make academic decisions concerning students.

Decisions impacting the promotion or retention of a student will be made by analyzing student academic performance. The level of academic achievement a student has demonstrated on designated assessments will be compared to what is expected of a student in his/her respective grade level.

Requirements for Grade Promotion

Students must demonstrate proficiency in reading, writing, and math in grades K-5 and reading, writing, math, science and social studies in grades 6-8. To be promoted, students must score at a proficient level on designated assessments and must earn passing grades in the core courses or be approved for promotion by the Student Improvement Team (SIT).

Student Improvement Team

Principals are to establish a Student Improvement Team (SIT) for each school. The Student Improvement Team will include the child's current teacher. The student's parents will be included in the process of making promotion/retention decisions for their child.

Classroom teachers and the building principal shall be responsible for reviewing student assessment data. The names of students whose academic achievement is below the proficient level on designated assessments will be referred to the SIT. The building SIT will review the achievement data of the referred students and make recommendations for academic assistance. Students may also be referred to the SIT at any time the classroom teacher feels a student is falling behind in his/her daily work.

As soon as a child has been targeted for academic assistance, parents shall be notified. Notification shall include the scores on designated tests and what is considered to be "proficient" for the respective grade level and notification of required extended school day and/or year if applicable. The parents of students who were identified for academic assistance in the prior school year and continue to need

JFB-R Promotion and Retention

JFB-R-3

assistance in the current school year shall be notified at the start of the new school year.

In the spring of each school year the SIT will review the academic performance of each child targeted for academic assistance. The SIT team will make a determination whether to promote or retain the student.

In the case of special needs students, any decisions concerning the promotion or retention of a student shall be made by the child's IEP team.

Additional Requirements

Students retained within a grade level of school continue to be accountable for reaching proficiency on designated assessments.

A principal must report to the superintendent at the end of each school year the names of all students retained.

Approved: August 9, 2010

JFC **Graduation Exercises**

JFC

Students who have completed the requirements for graduation may be allowed to participate in graduation exercises unless participation is denied for appropriate reasons. Graduation exercises shall be under the control and direction of the building principal.

8th Grade Promotion

Promotional exercises will be conducted at the conclusion of 8th grade for qualified students.

Approved: 05/10/1999

A student who wishes to graduate early from high school may request permission to do so as long as the student is able to meet all the state and local graduation requirements.

A student shall submit to the high school principal a written request to graduate early. The request shall state the reason(s) the student wishes to graduate early. Upon receipt of the written request, a graduation plan shall be developed by the student, his/her parent(s)/guardian(s) and guidance personnel.

The plan shall state what classes must be successfully completed by the end of the student's seventh high school semester to meet local and state graduation requirements.

The completed plan is to be signed by the student, his/her parent(s)/guardian(s), counselor and high school principal and forwarded to the superintendent who shall forward it to the Board of Education for consideration.

The Board of Education shall approve or deny each request at their next regularly scheduled meeting.

Requests for early graduation must be received in time for them to be considered by the Board of Education no later than their regularly scheduled December meeting.

If the student does graduate early, they are ineligible to participate in, or be a member of, any KSHSAA activities or teams. They will not be a member of WHS school clubs, nor take part in WHS activities. An early graduate shall be allowed to take part in the spring Commencement ceremonies.

JGA Student Insurance Program

JGA

Parents or guardians shall be notified annually in writing of student insurance provided by the district and that medical expenses not covered by such policies are the responsibility of the parents.

Approved: 07/96; 10/10/16

JGC Health Assessments and Physicals (See JGCB)

JGC

Unless otherwise provided herein, all students under the age of nine shall submit evidence they have undergone a health assessment prior to entering kindergarten or before enrolling in the district for the first time.

The above requirement is not to serve as a barrier to immediate enrollment of students designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by ESSA. The district shall work with the Department for Children and Families, the school last attended, or other relevant agencies to obtain necessary documentation of health assessments.

All students engaged in athletic activities covered by KSHSAA rules shall provide the building principal with proof of a physical examination and clearance to participate.

Principals shall work cooperatively with local, county, and state health agencies to disseminate materials related to the availability of health assessments.

Approved: 07/96; 10/10/16; 02/16/2017

The board is committed to providing a school environment that promotes student health and wellness as part of the total learning experience for its students. To this end, the board shall promote and monitor a local health and wellness plan that includes methods to promote student health and wellness, prevent and reduce childhood obesity, and provide assurance that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum federal standards. The plan shall:

- Include goals for providing proper student nutrition promotion and education, physical activity, and other school-based activities designed to promote student wellness which are based on evidence-based strategies and techniques;
- Meet federal nutrition standards and guidelines for all foods and beverages provided to students in each school during the school day;
- Ensure standards and nutrition guidelines for all foods and beverages sold to students during the school day at each district school are consistent with the requirements of the School Breakfast Program, the National School Lunch Program, and the competitive food standards established pursuant to the National School Lunch Program;
- Provide students with opportunities to improve personal health and disease prevention;
- Develop essential health skills necessary to maintain and enhance personal and community health behaviors;
- Include goals for addressing student social and mental health needs;

- Develop skills to prevent injury; and
- Understand the effects and consequences of nicotine, alcohol, and drug use.

The Superintendent or designee shall be responsible for the implementation and oversight of this policy and plan to ensure each of the district's schools, programs, and curriculum is compliant with this policy, the plan, and existing law and regulations.

Each building principal or designee shall annually report to the superintendent or designee regarding compliance in his/her school. Staff members responsible for programs related to school health and wellness shall also report to the superintendent or designee regarding the status of such programs. The superintendent or designee shall then annually report to the board on the district's compliance with law, policy, and the district's plan related to school wellness.

Health and Wellness Committee

The board shall establish a health and wellness committee comprised of, but not necessarily limited to, at least one of each of the following: school board member, district administrator, district food service representative, student, parent/guardian, school health professional, physical education teacher, and member of the public.

The health and wellness committee shall serve as an advisory committee regarding student health issues and shall be responsible for developing, implementing, and periodically reviewing and updating a school health and wellness policy and plan that complies with law to recommend to the board for adoption.

The health and wellness committee shall review and consider evidence-based strategies and techniques in establishing goals for nutrition education and

promotion, physical activity, and other school-based activities that promote student health and wellness as part of the policy and plan development and revision process.

The superintendent or designee and the health and wellness committee shall conduct an assessment at least once every three (3) years on the contents and implementation of this policy and plan as part of a continuous improvement process to strengthen them and ensure proper implementation. This triennial assessment shall be made available to the public in an accessible and easily understood manner and include:

- The extent to which district schools are in compliance with law, policy, and its plan related to school health and wellness;
- The extent to which this policy and plan compare to model local health and wellness policies; and
- A description of the progress made by the district in attaining the goals of this policy.

At least once every three (3) years, the district shall update or modify this policy and health and wellness plan based on the results of the most recent triennial assessment and/or as district and community needs and priorities change; health and wellness goals are met; new health science, information, and technologies emerge; or new federal or state guidance or standards are issued.

The district shall annually inform and update the public, including parents/guardians, students, and others in the community, about the contents, updates and implementation of this policy and plan via the district website, student handbooks, newsletters, or other efficient communication methods. This annual notification shall include information on how to access the school health and wellness policy and plan; information about the most recent triennial

assessment; information on how to participate in the development, implementation, and periodic review and update of the school health and wellness policy and plan; and a means of contacting health and wellness committee leadership.

Recordkeeping

The district shall retain records documenting compliance with the requirements of the school health and wellness policy, which shall include:

- The written school health and wellness policy and plan;
- Documentation demonstrating that the district has informed the public, on an annual basis, about the contents of the school health and wellness policy and plan and any updates to these documents;
- Documentation of efforts to review and update the school health and wellness policy and plan, including who was involved in the review and methods used by the district to inform the public of their ability to participate in the review; and
- Documentation demonstrating the most recent assessment on the implementation of the school health and wellness policy and plan and notification of the assessment results to the public.

Approved: 08/2014; 04/12/2021

USD 320 DISTRICT HEALTH AND WELLNESS PLAN

The board offers the following district health and wellness plan as a supplement to its health and wellness policy, JGCA. This plan reflects some of the board's elected methods to promote student health and wellness, prevent and reduce childhood obesity, and provide assurance that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum federal standards. This plan is periodically revised in accordance with policy JGCA. Questions concerning its contents may be directed to Laura Fails, chairperson of the district's health and wellness committee at 785-458-7801, or to the superintendent at 785-456-7643.

NUTRITION PROMOTION AND EDUCATION

Designated instructional staff will integrate nutrition education into the district's sequential, comprehensive health education program. The program will be reviewed and updated, as appropriate.

Nutrition education will be interactive and will endeavor to provide students with the knowledge and skills needed to adopt healthy eating behaviors.

Nutrition education may be provided in school cafeterias, as well as in the classroom, with coordination between the food service personnel and teachers.

The district will provide appropriate training to the staff members responsible for providing nutrition education and training to students on strategies for promoting healthy eating behaviors.

Consistent nutrition messages will be disseminated throughout the district, schools, classrooms, cafeterias, homes, and community utilizing one or more of the following methods:

1. Handouts;
2. Posters and bulletin boards;
3. Postings on the district's website;
4. Articles and information provided in district or school newsletters;
5. Presentations that focus on nutritional value and healthy lifestyles;
6. Special programs that highlight aspects of nutrition education; and
7. News media.

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Lessons and Activities

District staff will develop and implement nutrition education lessons and activities for all grades that are appropriate to the student's age and developmental levels.

Instructional staff will be requested to integrate nutritional themes into daily lessons and activities, as appropriate, to complement the academic standards based on nutrition education. Nutritional themes may include, but are not limited to:

1. Knowledge of USDA dietary guidelines;
2. Sources and variety of foods;
3. Guide to a healthy diet, including snacks and the importance of breakfast;
4. Concepts of control and prevention of disease and nutritional deficiencies;
5. Use and misuse of dietary supplements;
6. Understanding calories;
7. Understanding and using food labels;
8. Essential nutrients and their relationship to physical performance and body composition;
9. Appreciating cultural diversity related to food and eating;
10. Recognizing appropriate serving sizes;
11. Safe food preparation, handling, and storage; and
12. Identifying and limiting junk food.

District staff members are expected to be supportive in helping students to practice the nutritional themes used in lessons and activities.

Family and Community Involvement

The superintendent or designee will be responsible for promoting family and community involvement in supporting and reinforcing nutrition education in the schools utilizing one or more of the following methods:

1. Nutrition education materials are sent home with students, posted in school buildings, and made available on the district's website;
2. Parents/Guardians are encouraged to send healthy snacks/meals to school;
3. Families are invited to attend any exhibitions of student nutrition projects or health fairs;

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4. Nutrition education workshops and screening services may be offered;
5. Links with nutrition service providers (e.g., qualified public health and nutrition professionals) may be established on the district's website to inform families about supplemental nutritional services available in the community;
6. Nutrition education curriculum may include homework that students can do with their families, such as:
 - a. Reading and interpreting food labels,
 - b. Reading nutrition-related articles, and
 - c. Preparing healthy recipes; and
7. School staff members will be encouraged to cooperate with other agencies and community groups to provide opportunities for student projects related to nutrition, as appropriate.

PHYSICAL ACTIVITY

Developmentally appropriate physical activities during the school day for students will be designed to achieve optimal health, wellness, fitness, and performance benefits, and may include the following:

1. Physical activity breaks for students between lessons or classes, as appropriate; activities will be planned to maximize student participation;
2. Providing information to parents/guardians that encourages students' physical activity outside the school environment, such as outdoor play at home, sports, recreation programs, before and after-school programs, community programs, etc.;
3. Establishing guidelines governing the age-appropriate physical activity opportunities for students that will be provided in each school;
4. Daily recess periods for elementary school students featuring time for unstructured but supervised active play;
5. Introducing physical activities other than competitive sports to students;
6. Organizing and supervising walking trains for students going to and coming home from school;
7. Programs conducted before and after school in district facilities providing developmentally appropriate physical activities to students in an effort to promote physical activity. Designated staff will meet with providers of before and after-school programs in district facilities to discuss and support opportunities for physical activity for attendees;

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8. Sending students home with suggestions for physical activities for use by parents/guardians through:
 - a. Monthly suggested activity calendars,
 - b. Periodic information and updates,
 - c. Notices of family activity events taking place in the schools or community;
9. Promoting the use of school facilities by students and the community for physical activity, fitness, sports, and recreation programs offered by district schools and/or community-based organizations outside of school hours through:
 - a. Announcements,
 - b. Posted notices,
 - c. Newsletters,
 - d. District's website,
 - e. District's calendar,
 - f. News media.

PHYSICAL EDUCATION

Professional staff will provide physical education instruction that complies with the established curriculum and academic standards to ensure that students develop required skills and knowledge.

The physical education curriculum and program will be reviewed and updated, as appropriate.

District schools will encourage all students to participate in physical education classes.

Physical education staff will utilize appropriate instructional strategies that provide meaningful inclusion of all students, regardless of skill or fitness level.

The district's physical education programs will:

1. Provide physical activity options and alternatives from a variety of categories such as outdoor, rhythmical, and lifetime;
2. Feature cooperative as well as competitive games;
3. Teach self-management skills as well as movement skills;

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4. Actively teach cooperation, fair play, and responsible participation;
5. Promote participation in physical activity outside of school;
6. Endeavor to be an enjoyable experience for students;
7. Encourage lifelong participation in health-enhancing physical activities;
9. Attempt to create a positive learning environment in which students feel safe and supported; and
10. Utilize physical activities that are developmentally appropriate.

Suitably adapted physical education will be included, when practicable, as part of a student's IEP, Section 504 Plan, or accommodation when chronic health problems, disabling conditions, or other special needs preclude such student's participation in regular physical education instruction or activities. Documented medical conditions and disabilities will be accommodated in accordance with the applicable IEP or Section 504 Plan.

An annual assessment and inventory of equipment, facilities, and resources used for physical education courses will be made by physical education staff. Equipment, facilities, and resources determined to be obsolete, out-of-date, unusable, or unsafe will be reported for disposition.

Physical education staff will attend professional development opportunities and inservice programs, in accordance with board policy.

District schools will discourage the withholding or use of physical education solely as a form of punishment.

Student physical activity on school grounds during school hours will be supervised to enforce safety rules and to attempt to prevent injuries.

Assessment

A local assessment system may be implemented to track student progress on the Health and Physical Education academic standards. At the secondary level, course grades will be awarded in the same manner grades are awarded in other subject areas and will be included in calculations of grade point average, class rank, and academic recognition programs.

Family and Community Involvement

To promote family and community involvement in supporting and reinforcing physical education in the schools, the building principal or designee will be responsible for ensuring that:

1. Physical education activity ideas are sent home with students;

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2. Parents/Guardians are actively encouraged to promote their child's participation in the school's physical education programs and any after-school activities through information distributed by the school;
3. Families are invited to attend and participate in physical education activity programs and health fairs when held;
4. Physical education curriculum may include homework that students can do with their families.
5. School staff is encouraged to consider student preferences and interest when developing physical education programs.
6. School staff is encouraged to work with local recreation agencies and community organizations to provide opportunities for students to participate in physical activity programs outside of school.

OTHER SCHOOL BASED ACTIVITIES

Drinking water shall be available and accessible to students, without restriction and at no cost to the student, at all meal periods and throughout the school day.

Nutrition professionals who meet hiring criteria established by the district and in compliance with federal regulations shall administer the school meals program. Professional development and continuing education shall be provided for district nutrition staff, as required by federal regulations.

1. Students shall be provided a clean and safe meal environment.
2. District administrators may consider offering alternative service models to increase school breakfast participation, such as breakfast served in the classroom and "grab & go breakfast" to reinforce the positive educational, behavioral, and health impacts of a healthy breakfast.
3. Students shall have access to hand washing or sanitizing before meals and snacks.
4. Access to the food service operation shall be limited to authorized staff.
5. Nutrition content of school meals shall be available to students and parents/guardians upon request.
6. The district shall provide appropriate training to staff on the components of the school health and wellness policy and plan.
7. Fundraising projects submitted for approval shall be supportive of healthy eating and student health and wellness or at least neutral on that topic.

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8. The district shall support the efforts of parents/guardians to provide a healthy diet and daily physical activity for children by communicating relevant information through various methods.

FUNDRAISERS

Fundraising projects must be submitted for district approval in accordance with district policy. School fundraising activities will be approved with consideration of the following:

1. Fundraising activities held during the school day involving the sale of food or beverages will be limited to foods that meet the USDA Smart Snacks in School nutrition standards, unless an exemption is approved by the building principal;
2. Availability of any food or beverage items sold as part of a fundraising activity will be restricted until at least thirty (30) minutes after the last lunch period;
3. Fundraising activities that promote physical activity will be encouraged; and
4. District staff members are encouraged to select foods and beverages which are low in sugar and fat content to be sold as part of any fundraisers for school sponsored activities, programs, or events outside of the school day.

For purposes of this regulation, school day means the period from midnight before school begins until thirty (30) minutes after the end of the official school day.

Copies of this administrative regulation will be available in the central office and will be distributed to activity sponsors, student treasurers of school activities, and other interested individuals and groups.

Exempt fundraiser foods or beverages may not be sold in competition with school meals in the food service area during the meal service.

NUTRITION GUIDELINES FOR ALL FOODS/BEVERAGES AT SCHOOL

All foods and beverages available in district schools during the school day shall be offered to students with consideration for promoting student health and reducing obesity.

Foods and beverages provided through the National School Lunch or School Breakfast Programs shall comply with established federal nutrition standards.

Foods and beverages offered or sold at school-sponsored events outside the school day, such as athletic events and dances, are encouraged to offer healthy alternatives in addition to more traditional fare.

Competitive Foods

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Competitive foods available for sale shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School). These standards shall apply in all locations and through all services where foods and beverages are sold to students, which may include, but are not limited to: a la carte options in cafeterias, vending machines, school stores, snack carts, and fundraisers conducted during the school day.

Competitive foods are defined as foods and beverages offered or sold to students on school campus during the school day, which are not part of the reimbursable school breakfast or lunch.

For purposes of this policy, school campus means any area of property under the jurisdiction of the school that students may access during the school day.

For purposes of this policy, school day means the period from midnight before school begins until thirty (30) minutes after the end of the official school day.

The district may impose additional restrictions on competitive foods, provided that the restrictions are not inconsistent with federal requirements.

Non-Sold Competitive Foods

Non-sold competitive foods available to students, which may include but are not limited to foods and beverages offered as rewards and incentives, at classroom parties and celebrations, or as shared classroom snacks, shall meet or exceed the standards established by the district.

If the offered competitive foods do not meet or exceed the Smart Snacks in School nutrition standards, the following standards shall apply:

1. Rewards and Incentives:

Foods and beverages should not be used as a reward or incentive in district schools.

2. Classroom Parties and Celebrations:

Only non-food based parties and celebrations shall occur on the school campus during the school day in district schools.

Classroom parties/celebrations with food/beverages shall be limited to no more than one (1) per month in each classroom.

Parents/Guardians shall be informed through newsletters or other efficient communication methods that foods/beverages should only be brought in when requested for scheduled parties.

Parents/Guardians will be encouraged to offer a healthy balance of foods by minimizing the amount of items containing added sugar and maximizing the amount of fresh fruits/vegetables, cheese, lean meats, 100% juice and water.

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When possible, foods/beverages for parties and celebrations shall be provided by the food service department to help prevent food safety and allergy concerns.

Food celebrations shall not occur until thirty (30) minutes after the end of the last lunch period.

The district shall provide a list of suggested nonfood ideas and healthy food and beverage alternatives to parents/guardians and staff, which may be posted via the district website, student handbook, newsletters, posted notices and/or other efficient communication methods.

Marketing/Contracting

Any foods and beverages marketed or promoted to students on the school campus during the school day shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School) and comply with established Board policy and administrative regulations.

Exclusive competitive food and/or beverage contracts shall be approved by the board, in accordance with provisions of law. Existing contracts shall be reviewed and modified to the extent feasible to ensure compliance with established federal nutrition standards, including applicable marketing restrictions.

SAFE ROUTES TO SCHOOL

District schools may provide appropriate instruction on walking and bicycling safety to students.

To make walking and biking to school safer and easier for students, improvements to school zone traffic safety may be made by:

1. Developing drop-off and pick-up procedures and informing students, parents/guardians, and district staff by means of:
 - a. Publication in handbooks;
 - b. Reminders to parents/guardians in the form of letters or emails at the start of each school term and as necessary throughout the school year;
 - c. Presentation at a student assembly;
 - d. Presentation at a parents meeting; and/or
 - e. Posting of notice/signs.
2. Designating a drop-off and pick-up zone to discourage traffic congestion in front of schools;
3. Conducting regular traffic safety training for school personnel, volunteers, and students who drive to school;

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4. Encouraging carpooling to alleviate traffic congestion in front of schools;
5. Staggering school arrival and dismissal times for different grades to minimize the flow of traffic; and
6. Using a designated employee, parent/guardian, or volunteer at drop-off locations to open the student's door and expedite the drop-off process.

Designated school personnel, police, and volunteers may periodically evaluate drop-off and pick-up conditions and provide safety information and instruction to drivers.

The Superintendent or designee may meet periodically with local municipality officials, law enforcement, and community organizations to develop, evaluate, and maintain safe routes to school.

In cooperation with the local ordinances and laws, physical improvements such as curb striping and signage revision may be made to the school's drop-off and pick-up zones and/or parking and stopping spots.

PERSONAL AND COMMUNITY HEALTH

The district will provide a framework to educate, support, and promote health enhancing behaviors and programs for students levels. Research demonstrates that healthy students do better in school and score higher on achievement tests. Parents should be involved with the health education provided to their students. Students will be provided opportunities to learn and understand personal health, prevention and control of disease, the dangers of substance use, abuse and addiction, mental and emotional health, injury prevention and safety, and community health needs which may include:

- Major body systems, functions, and relationships between systems;
- Healthy personal hygiene habits;
- Importance of personal health and seeking health care;
- Value of and recommended sleep amounts;
- Healthy and unhealthy habits;
- Leading causes of death and risk behaviors;
- Disease prevention skills;
- Communicable and noncommunicable diseases;
- Relationship between nutrition, exercise, and disease prevention;
- Structure and functions of the immune system;
- Drug types and dangers of alcohol, tobacco, and other illegal drugs;
- Refusal skills;

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- Physical and psychological addictions;
- Cumulative risk behaviors;
- Addictive substances and effect on health;
- Personal strategies for drug free living;
- Communicating care, consideration, and respect;
- Developing stress management skills;
- Avoiding negative self-talk, self-harm, and suicide;
- Developing positive body image and self esteem;
- Expressing feelings, wants and needs in a healthy manner;
- Role of the individual in maintaining a healthy community;
- Local community health needs, issues, and events; and
- Opportunities to develop and maintain a healthy community.

Approved: 04/12/2021

Unless provided otherwise herein, all students enrolling in any district school shall provide the building principal with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. Booster shots mandated by the Secretary of the Department of Health and Environment are also required.

Notice of this policy and the applicable state law shall be distributed to parents or guardians of current and prospective district students on or before May 15th of each school year. The superintendent shall issue a news release each August explaining the required inoculations and booster shots. Parents may delegate in writing their authority to consent to immunizations. At the beginning of a school year, school boards shall provide information on immunizations applicable to school age children to parents and guardians of students in grades six through 12. The information on immunizations shall include:

- (1) A list of sources for additional information; and
- (2) related standards issued by the national centers for disease control and prevention.

Students who fail to provide the documentation required by law may be excluded from school by the superintendent until statutory requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law. Students who are not immunized against a particular disease(es) may be excluded from school during any outbreak.

The above requirements are not to serve as barriers to immediate enrollment of students designated as homeless or foster children as required by

JGCB Inoculations

JGCB-2

the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by ESSA. The district shall work with the Department for Children and Families, the school last attended, or other relevant agencies to obtain necessary documentation of inoculations.

Each principal shall forward evidence of compliance with the inoculation law to other schools or school districts when requested by the school or by the student's parents/guardians and shall work cooperatively with local, county, and state health agencies to disseminate materials related to the availability of inoculations.

Approved: 09/08/08; 10/10/16; 02/16/2017

JGCBA Automated External Defibrillators

JGCBA

If the board approves their use in district schools and other facilities, automated external defibrillators shall be properly maintained as required by law and used in accordance with recommended instructions.

Approved: 08/11/08; 10/10/16

Any student noted by a physician, or the school nurse, or local health officer as having a communicable disease may be excluded from school for the duration of the illness. The student will be readmitted to regular classes upon termination of the illness, as authorized by the student's physician, the local health officer, or after the expiration of any period of isolation or quarantine.

The board reserves the right to require a written statement from the student's physician or local health officer indicating that the student is free from all symptoms of the disease.

If a student is absent from regular classes for more than three consecutive days or the principal has been notified that a student has or is suspected of having a communicable disease, the principal shall determine whether a release shall be obtained from the student's physician or local health department before the student reenters school.

Decisions regarding the type of education and the setting for provision of educational services for a student with a communicable disease shall be based on the child's medical condition, the child's educational needs, and the expected type of interaction with others in the educational setting. Final decisions will be made by school administration after receiving input from the student's physician, public health personnel, the student's parent or guardian, and personnel associated with the proposed care or educational setting.

Approved: 07/96; 10/10/16; 04/12/2021

Health Screenings

JGCD

Vision, hearing, and dental screenings will be conducted in the district as part of the overall health services program. Such screenings will be administered in accordance with state law. When appropriate, other screenings deemed beneficial to students 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

Basic vision screenings shall be provided to students without charge according to the following schedule:

- Annually for every child participating in IDEA part B programs;
- At least once each school year for students in kindergarten and grades one, two, three, five, seven, and ten;
- Within the first year of enrollment in the district;
- Upon request by the parent or guardian of a student enrolled in an accredited nonpublic school who resides in the school district.

These basic vision screenings shall be performed by a vision screener designated by the board, who shall follow current state vision screening guidelines for performing the screenings. The results of the screening and, if necessary, referral for an examination by an ophthalmologist or optometrist shall be reported to the parents or guardians of the student. Any referral shall not show a preference in favor of any particular ophthalmologist or optometrist to provide an additional examination.

While not part of the board provided vision screening program, each student needing assistance in achieving mastery of basic reading, writing, and mathematics skills shall be encouraged to obtain an eye examination by an optometrist or ophthalmologist to determine if the student suffers from conditions impairing the ability to read. Expense for such an examination, if not reimbursed through Medicaid, private insurance, or any other governmental or private program, shall be the responsibility of the student's parent or guardian.

Hearing Screening

Each year hearing screening procedures will be conducted for students in their first year of school attendance in the district. 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

Health Screenings

JGCD-2

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.

The results of the test and, if necessary, the desirability of examinations by a qualified physician shall be reported to the parents or guardians of students screened.

Dental Screenings

Free dental inspections will be provided to students annually, planned for by designated school staff, and conducted by appropriate dental care providers. Students presenting a certificate from a legally qualified dentist providing that a dental examination was completed in the three months prior to the school dental inspection need not be provided with an inspection.

A certificate of the result of a school dental inspection, together with suggestions of requirements for the curing of any defects found, shall be made by the dental care provider making such inspection. One copy of this certificate is to be furnished to the child examined, and another will be filed with the clerk of the board. No dental work other than the inspection and provision of the certificate shall be performed by the examining dental care provider without the consent of the parents or guardian of the child.

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: 10/16; 08/22

JGD **Student Psychological Services** (See JR et seq)

JGD

Various psychological services are available to students through the district, cooperative special education programs, the county, and the state.

Every student believed to be in need of this evaluative service shall be referred to the Special Services Cooperative in order that procedures can be carried out as outlined in the Local Comprehensive Plan as approved by the USD 320 BOE and the State Department of Education.

Results of any such psychological service, testing program, or consultation services will be kept in strict confidence by school authorities and shall be governed by JR through JRD.

Approved: 10/08/07; 10/10/16

JGEC Sexual Harassment (See GAAC, GAAD, GAF, JDDC and KN) JGEC-1

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. The district does not discriminate on the basis of sex in admissions, employment, or the educational programs or activities it operates and is prohibited by Title IX from engaging in such discrimination. Discrimination on the basis of sex, including sexual harassment, will not be tolerated in the school district. Discrimination on the basis of sex of employees or students of the district in any district education program or activity is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Act Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs, or events within the United States. It shall be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Sexual harassment shall include conduct on the basis of sex involving one or more of the following: (1) A district employee conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcomed sexual conduct; (2) unwelcomed conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's educational program or activity; or (3) sexual assault, dating violence, domestic violence, or stalking.

JGEC Sexual Harassment (See GAAC, GAAD, GAF, JDDC and KN) JGEC-2

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse of a sexual nature; pressure for sexual activity; repeated remarks to a person with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual harassment will be promptly investigated and resolved. Any person may make a verbal or written report of sex discrimination by any means and at any time.

(Position or name, address, email address, and phone number of the Title IX Coordinator) has been designated to coordinate compliance with nondiscrimination requirements contained in Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 regarding discrimination on the basis of sex, and the Kansas Act Against Discrimination. Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the Title IX Coordinator. Inquiries about the application of Title IX to the district may be referred to the Title IX Coordinator; to the Assistant Secretary for Civil Rights at the U.S. Department of Education, Office of Civil Rights, 400 Maryland Avenue, SW, Washington D.C. 20202-1100, (800)421-3481, or at OCR@ed.gov; or both.

Response to Harassment Complaints

The district takes all reports of sexual harassment seriously and will respond meaningfully to every report of discrimination based on sex, including sexual harassment, of which the district has actual knowledge. Any students who believe that he or she has been subjected to sexual harassment should report the alleged harassment to the building principal, another administrator, the guidance counselor, the Title IX Coordinator, or another licensed staff member. All employees receiving reports of sexual harassment from a student shall notify the Title IX Coordinator.

Definitions

The following definitions apply to the district in responding to complaints of sexual discrimination including sexual harassment as defined by Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Act Against Discrimination.

The “complainant” means an individual who is alleged to be a victim of conduct that could constitute sexual harassment.

“Dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved.

The “decision-maker” reviews all the evidence and prepares an impartial written responsibility determination as to whether the alleged conduct occurred and provides an opportunity for the parties and their representatives to prepare

JGEC Sexual Harassment (See GAAC, GAAD, GAF, JDDC and KN) JGEC-4

written questions to be answered by the other party. The decision-maker shall not be the Title IX Coordinator or investigator.

“Domestic violence” includes crimes of violence committed by a person who is a current or former spouse, partner, person with whom the victim shares a child, or who is or has cohabited with the victim as a spouse or partner, by a person similarly situated to a spouse of the victim under Kansas or applicable federal law, or by any other person against an adult or youth victim having protection from such person’s acts by Kansas or applicable federal law.

A “formal complaint” means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment.

The “investigator” is the person who carries out the investigation after the formal complaint is filed and conducts interviews of the witnesses, collects and documents evidence, and drafts an investigative report.

A “respondent” is an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

“Sexual assault” means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

“Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or to suffer substantial emotional distress.

The “Title IX Coordinator” is the individual designated at the district level who has responsibility to coordinate compliance with Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964

JGEC Sexual Harassment (See GAAC, GAAD, GAF, JDDC and KN) JGEC-5

regarding discrimination on the basis of sex, and the Kansas Act Against Discrimination. The Title IX Coordinator's responsibilities include, but are not limited to: developing materials and ensuring professional development occurs for staff involved in Title IX compliance, creating systems to centralize records, gathering relevant data, contacting the complainant (and/or parents or guardians, if applicable) once the district has actual knowledge of alleged sexual harassment, coordinating the implementation of supportive measures, signing a formal complaint to initiate a grievance process, and ensuring any remedies are implemented.

The Title IX Coordinator, any investigator, decision-maker, or any person who facilitates an informal resolution process shall not have a conflict of interest or bias for or against the complainant or respondent. These individuals shall receive training on the definition of sexual harassment; the scope of the education program and activities; how to conduct an investigation, including appeals and informal resolution processes; and how to serve impartially, including avoiding prejudgment of the facts, conflicts of interest, and bias. Decision-makers shall receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant. Investigators shall receive training on issues of relevance of questions and evidence in order for them to create investigative reports that fairly summarize relevant evidence.

Any employee who witnesses an act of sexual harassment or receives a complaint of harassment from another employee or a student shall report the complaint to their immediate supervisor, building administrator, or Title IX Coordinator. Employees who fail to report complaints or incidents of sexual

JGEC Sexual Harassment (See GAAC, GAAD, GAF, JDDC and KN) JGEC-6

harassment to appropriate district officials may face disciplinary action. District officials who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable student conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness, and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct.

If discrimination or harassment has occurred, the district will take prompt, remedial action to stop it and prevent its reoccurrence.

The Title IX Coordinator shall promptly respond in a meaningful way to any reports of sexual discrimination including sexual harassment of which the district has actual knowledge as follows:

- Contact the complainant within 10 business days and discuss the availability of supportive measures, with or without the filing of a formal complaint, and consider the complainant's wishes as to supportive measures; and
- Inform the complainant of the right to a formal complaint investigation consistent with Title IX and the informal resolution process.

Supportive Measures

The district will treat the complainant and respondent equitably by offering supportive measures. These non-disciplinary and non-punitive measures will be offered as appropriate, as reasonably available, and without cost to the

complainant or the respondent. Supportive measures are designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party. “Supportive Measures” shall include, but not be limited to, measures designed to protect the safety of all parties, to protect the district’s educational environment, or to deter sexual harassment. These measures may include counseling, extensions of deadlines or course-related adjustments, modifications of work or class schedules, escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring, and other similar measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

The Formal Complaint

No investigation of alleged sexual harassment may occur until after a formal complaint has been filed.

A formal complaint is a document filed by the complainant or signed by the Title IX Coordinator alleging sexual harassment and requesting an investigation. The procedures for filing a formal complaint are as follows:

- At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the district concerning which the formal complaint is filed.
- A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. Filing of the complaint with the Title IX Coordinator may be done in person, by mail, or by email. If an individual does not wish to file a written complaint, and the matter has not been

JGEC Sexual Harassment (See GAAC, GAAD, GAF, JDDC and KN) JGEC-8

adequately resolved, the Title IX Coordinator may initiate the complaint. Forms for filing written complaints are available in each school building office and the central office.

- A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 calendar days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.
- An investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board shall appoint an investigating officer. In other instances, the investigation shall be conducted by a qualified individual designated by the Title IX Coordinator or another individual appointed by the board. The investigation shall be thorough. All interested persons, including the complainant and the respondent, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.

Formal Complaint Notice Requirements

Upon filing of a formal complaint, the district shall provide written notice to the known parties including:

- Notice of the allegations of sexual harassment including sufficient details to prepare a response before any initial interview including:
 - the identities of the parties involved, if known;
 - the conduct allegedly constituting sexual harassment; and
 - the date and location of the alleged incident, if known.
- An explanation of the district's investigation procedures, including any informal resolution process;

JGEC Sexual Harassment (See GAAC, GAAD, GAF, JDDC and KN) JGEC-9

- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made by the decision-maker at the conclusion of the investigation;
- Notice to the parties they may have an advisor of their choice and may inspect and review any evidence; and
- Notice to the parties of any provision in the district's code of conduct or policy that prohibits knowingly making false statements or knowingly submitting false information.

If, in the course of an investigation, the investigator decides to investigate allegations about the complainant or respondent that are not included in the notice initially provided, notice of the additional allegations shall be provided to known parties.

Formal Complaint Investigation Procedures

To ensure a complete and thorough investigation and to protect the parties, the investigator shall:

- Ensure that the preponderance of the evidence burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the district and not the parties;
- Provide an equal opportunity for the parties to present witnesses and evidence;
- Not restrict either party's ability to discuss the allegations under investigation or to gather and present relevant evidence;
- Allow the parties to be accompanied with an advisor of the party's choice;

JGEC Sexual Harassment (See GAAC, GAAD, GAF, JDDC and KN)JGEC-10

- Provide written notice of the date, time, location, participants, and purpose of any interview or meeting at which a party is expected to participate;
- Provide the parties equal access to review all the evidence collected which is directly related to the allegations raised in a formal complaint, including the investigative report, and the opportunity to respond to that evidence before a determination is made;
- Be impartial and objectively evaluate all relevant evidence without relying on sex stereotypes;
- Not have conflicts of interest or bias for or against complainants or respondents;
- Not make credibility determinations based on the individual's status as complainant, respondent, or witness.

Formal Complaint Investigation Report

The investigator shall prepare an investigative report that fairly summarizes relevant evidence and share the report with the parties and their advisors for review and response.

Before completing the investigative report, the investigator must send each party and their advisors the investigative report for review and allow the parties 10 days to submit a written response for the investigator's consideration.

Decision-Maker's Determination

Upon receiving the investigator's report, the decision-maker must make a determination regarding responsibility and afford each party the opportunity to submit written, relevant questions that the parties want asked of any party or

JGEC Sexual Harassment (See GAAC, GAAD, GAF, JDDC and KN)JGEC-11

witness, provide each party with the answers, and allow for additional, limited follow-up questions.

The decision-maker must issue a written determination regarding responsibility based on a preponderance of the evidence. The decision-maker's written determination shall:

- Identify the allegations potentially constituting sexual harassment;
- Describe the procedural steps taken, including any notifications to the parties, site visits, methods used to gather evidence, and interviews;
- Include the findings of fact supporting the determination;
- Address any district policies and/or conduct rules which apply to the facts;
- A statement of, and rational for, the result as to each allegation, including a determination regarding responsibility; and
- The procedures and permissible bases for the complainant and/or respondent to appeal the determination.

The written determination may, but is not required to, recommend disciplinary sanctions and any remedies designed to preserve access to the educational program or activity that may be provided by the district to the complainant.

A copy of the written determination shall be provided to both parties simultaneously.

The range of disciplinary sanctions and remedies may include, but may not be limited to, supportive measures, short term suspension, long term suspension, expulsion for students, and/or termination for employees.

JGEC Sexual Harassment (See GAAC, GAAD, GAF, JDDC and KN)JGEC-12

Complainants and respondents shall be treated equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made. The Title IX Coordinator is responsible for the effective implementation of any remedies. If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.

If the investigation results in a recommendation that an employee be suspended with or without pay or terminated, procedures outlined in board policy, the negotiated agreement (as applicable), and/or state law will be followed.

Records relating to complaints filed and their resolution shall be maintained by the Title IX Coordinator for seven years.

The decision becomes final on the date the parties receive the results of an appeal, if any appeal is filed; or on the date the opportunity for an appeal expires.

Appeals

The complainant or respondent may appeal the decision-maker's determination regarding responsibility or a dismissal of a formal complaint, on the following bases:

- Procedural irregularity that affected the outcomes;
- New evidence that was not reasonably available at the time that could affect the outcome; and/or
- The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias against either party that affected the outcome.

JGEC Sexual Harassment (See GAAC, GAAD, GAF, JDDC and KN)JGEC-13

The request to appeal shall be made in writing to the Title IX Coordinator within 10 days after the date of the written determination. Appeals shall be a review of the record by an attorney, an independent hearing officer appointed by the board, or the board. The appeal decision-maker may not be the Title IX Coordinator, the Investigator, or the decision-maker from the original determination.

The appeal decision-maker will issue a written decision within 30 days after the appeal is filed. The appeal decision-maker will describe the result of the appeal and the rationale for the result.

The appeal decision-maker shall:

- Review the evidence gathered by the investigator, the investigator's report, and the original decision-maker's determination;
- Notify both parties in writing of the filing of an appeal and give an opportunity to submit further evidence in writing;
- Not have a conflict of interest or bias for or against complainant or respondent and receive the required training;
- Issue a written decision and the rationale for the decision within 30 days after the appeal is filed;
- Describe the result of the appeal and the rationale for the result in the decision; and
- Provide the written decision simultaneously to both parties and to the Title IX Coordinator.

Informal Resolution Process

At any time during the formal complaint process and prior to reaching a determination regarding responsibility, the district may facilitate an informal

JGEC Sexual Harassment (See GAAC, GAAD, GAF, JDDC and KN)JGEC-14

resolution process, such as mediation, that does not involve a full investigation and determination of responsibility.

The informal resolution process may be facilitated by a trained educational professional, consultant, or other individual selected by the Title IX Coordinator under the following conditions:

- The parties are provided a written notice disclosing the allegations, the requirements of the informal resolution process, and information on when it may preclude the parties from resuming a formal complaint arising from the same allegations;
- At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process, resume the investigation of the formal complaint, and be informed of any consequences resulting from participating in the informal resolution process;
- The parties voluntarily and in writing consent to the informal resolution process; and
- The informal resolution process cannot be used to resolve allegations that an employee sexually harassed a student.

If the matter is resolved to the satisfaction of the parties, the facilitator shall document the nature of the complaint and the proposed resolution, have both parties sign the documentation and receive a copy, and forward it to the Title IX Coordinator. Within 20 days after the complaint is resolved in this manner, the Title IX Coordinator shall contact the complainant to determine if the resolution of the matter remains acceptable. If the matter is not resolved, or if the individual does not believe the resolution remains acceptable within 20 days after the

informal resolution document is executed, the individual or the Title IX Coordinator may proceed with the formal complaint process.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence. The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or appeal.

Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies, including the right to file a complaint with the Office for Civil Rights of the U.S. Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.

The filing of a complaint or otherwise reporting sex discrimination including sexual harassment shall not reflect upon the individual's status or grades. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted, or participated in any investigation, proceeding, or hearing involving sex discrimination, including sexual harassment, is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and the complaint procedures including how to report or file a formal complaint of sex discrimination or sexual harassment shall be posted in each district facility shall be published in student handbooks, and on

JGEC Sexual Harassment (See GAAC, GAAD, GAF, JDDC and KN)JGEC-16

the district's website as directed by the Title IX Coordinator. Notification of the policy may include posting informational notices, publishing in local newspapers, publishing in newspapers and magazines operated by the school, or distributing memoranda or other written communications to students and employees. In addition, the district is required to include a statement of nondiscriminatory policy in any bulletins, announcements, publications, catalogs, application forms, or other recruitment materials that are made available to participants, students, applicants, or employees.

Approved: **08/2014; 12/14/2015; 02/10/2020; 08/03/2020; 10/11/2021**

(See GAACA, GAAB, GAF, JDDC and KN)

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color, national origin, or disability. Discrimination or harassment on the basis of race, color, or national origin (“racial harassment”) or on the basis of disability (“disability harassment”) shall not be tolerated in the school district. Racial or disability harassment of employees or students of the district in any district education program or activity 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.

It shall be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Prohibited conduct under this policy includes racially or disability-motivated conduct which:

- Affords a student different treatment, solely on the basis of race, color, national origin, or disability, in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school;

- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or
- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services, activities or programs of the school.

Racial or disability harassment may result from verbal or physical conduct or written graphic material.

The district encourages all victims of racial or disability harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of racial or disability harassment and take prompt corrective action to end the harassment.

Any student who believes he or she has been subject to racial or disability harassment or has witnessed an act of alleged racial or disability harassment, should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of racial or disability harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure in policy KN.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial or disability harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial or disability harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially or disability motivated.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence.

An employee who witnesses an act of racial or disability harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of racial or disability harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of racial or disability harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the compliance coordinator shall report such conduct to the appropriate law enforcement or DCF authorities.

To the extent possible confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

The filing of a complaint or otherwise reporting racial or disability harassment shall not reflect upon the student's status or grades. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted, or participated in any investigation, proceeding, or hearing involving a racial or disability harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of racial or disability harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy shall be posted in each district facility and shall be published in student handbooks and on the district's website as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually, if applicable.

Approved: 08/2014; 12/14/2015; 02/10/2020; 10/11/2021

JGF **Student Safety**

JGF

The district will endeavor to provide a safe environment for students while in school attendance or in extra-class activities.

Bicycle Use

Each building principal will formulate plans and procedures for the safe use of and parking of bicycles on school property.

Walkers and Riders

Any student who uses school-provided transportation will be under the jurisdiction of the vehicle driver while in the vehicle and will be subject to all rules and regulations developed by the superintendent and building principals to cover such activities.

Approved: July 11, 1988

JFG-R **Student Safety**

JGF-R

The superintendent together with the staff will develop and determine the necessary rules and regulations relative to student safety.

It shall be the responsibility of each building principal to instruct the faculty to stress the importance of safety to the students periodically during the school year.

Local building safety rules and regulations will be explained to students at the beginning of each school year and periodically thereafter by the building principal or classroom teacher.

Safety Units

Those teachers who instruct in hazardous curriculum areas such as physical education, shop or science laboratories will teach a unit of work each year or semester, as the case may be, dedicated to safety rules inherent in the particular subject matter.

Appropriate safety signs, slogans or other safety items are to be posted on or in the near vicinity of potentially dangerous devices or machinery.

Each student enrolled in a hazardous curriculum area will be given a test concerning the appropriate safety rules of the particular class. The test results will be kept on file until the end of the school year or the end of the class term, whichever is sooner. No student will be permitted to participate in the class until satisfactory knowledge of the safety rules is demonstrated to the teacher.

Teachers will conduct periodic reviews of safety rules during the school year.

Inspection of Buildings and Ground

The building principal, together with his custodial staff, will make frequent inspections of areas of the building and grounds which may be potential safety hazards. If any such hazards are found, the building principal will order the hazard removed, corrected or marked in some appropriate way as a “dangerous area.” (Cf. JG-R)

Students will be notified of such “dangerous areas.”

All hazards or "dangerous areas" will be reported in writing to the superintendent if the costs exceed the local building maintenance budget, and the building principal will immediately submit a requisition to the superintendent asking for the appropriate funds to correct the situation. (Cf. JG-R)

All equipment ordered by the district shall be inspected for any defects immediately at the time of assembly and periodically thereafter by the appropriate administrator. Such defects, if found, shall be brought to the attention of the vendor for repair or replacement.

Bicycle Use

At the beginning of each school year, every student will be notified in writing by the principal of the rules and regulations concerning the use of bicycles at his school.

Walkers and Riders

Every building principal will issue instructions to his family to review with the students at the first of every school year all traffic regulations for pedestrians along with other safety rules and regulations.

Approved: July 11, 1988

JGFA **Emergency Drills** (Cf. AFC-R)

JGFA

Each building principal on a periodic basis will conduct the minimum emergency drills required by law to instruct students in the proper procedures to follow in contingencies such as a tornado alert, civil defenses disaster, fire or any other such emergencies.

Since many parents may not be at home during an actual emergency period when there is less than an hour of warning time, the district will keep all students under school jurisdiction and supervision. The staff will remain on duty with the students during such emergency periods. Parents may come to the designated premises to pick up their children if they so desire under procedures as outlined in the rules and regulations which pertain to this policy or to a specific publication designed to implement civil defense procedures pertaining to emergency situations.

Approved: July 11, 1988

JGFA-R **Emergency Drills**

JGFA-R

Each building principal will develop a written plan for all emergency drills required by law. Each emergency plan developed for individual buildings will include a "student pick-up" procedure through which parents may come to school and pick up their children during an emergency as defined by these rules and regulations.

Each plan for emergency drills will be forwarded to the superintendent.

JGFA-R Emergency Drills

JGFA-R-2

Each principal shall conduct briefings with the staff concerning the emergency plan.

Each teacher will explain the emergency plan to students under his jurisdiction at a time to be determined by the building principal.

Parents of students enrolled in the district will be notified of the emergency plans at the beginning of each school year.

In the fall of each year, the principal will conduct a practice drill following the explanation of the emergency plan to the students.

Within four weeks thereafter, each building principal will conduct a surprise drill. Other such drills will be deemed appropriate by the building principal. However, at least one of the three tornado drills must be held prior to the tornado season beginning in April of each year.

Approved: July 11, 1988

JGFC Dismissal Precautions (Cf. AFC-R)

JGFC

In the event of an emergency, such as a blizzard or any other event during the school day which interferes with the normal conduct of school affairs, school will be dismissed only upon action of the superintendent or designated representative. The superintendent shall formulate plans and procedures to instruct all students and their parents of the rules and regulations pertaining to emergency school dismissal.

Approved: July 11, 1988

JGFC-R Dismissal Precautions

JGFC-R

School will not be dismissed because of storms that arise during the school day as long as it is feasible for students and teachers to remain at school in safety.

Parents are urged not to send their children to school when storm conditions exist or when road conditions are such as to create a definite hazard.

If adverse weather conditions exist before school begins, the building principals will consult with the superintendent concerning dismissal of school.

If the superintendent decides the weather to be of such a nature that the safety of students is threatened, he will notify the radio/TV stations, WIBW and KMAN and have a school closing announcement broadcast.

Every student will be notified of these rules and regulations at the beginning of each school term.

In the event of a bomb scare or similar emergency, the principal may immediately vacate the school and conduct the students to a place of safety.

The principal will notify the police station, the county sheriff's office or the Kansas Highway Patrol of the treat and request a thorough inspection of the building and grounds.

If students are evacuated from the building, if no threat is found to the safety of the students and if there is sufficient time remaining in the school day to in warrant continuation of classes, school may be resumed.

Emergency procedures will be formulated by the superintendent and administrative staff covering situations where the local building administrator or staff has been isolated or incapacitated by any group during an emergency situation. Such plans are to be held in strict confidence by each staff member having a direct responsibility in the implementation of the plan.

Approved: July 11, 1988

**BOMB THREAT REPORT
USD 320 Wamego, Kansas**

Date of Report: _____

To: Superintendent of Schools From: _____, Principal

Person receiving call _____,
(Name) (Position)

Date of call: _____ Time of call: _____

Exact language used: _____

Sex of caller: M F Estimated age of caller: _____

Peculiar or identifiable accent: _____

Can you identify the race of the caller? _____

Did caller give exact location or type of bomb? _____

Describe your answer: _____

Identifiable background noise (such as jukebox music, trucks, cars, buses, other conversation)

Any other helpful comments: _____

Principal's comments - any phase of incident that would be of a constructive nature (list here) _____

- Copies: 1 - Superintendent's office
- 1 - File in Principal's office

Approved:

Student Transportation

JGFF

(See JGG)

Use of Vehicles and Bicycles

The superintendent may develop procedures regulating to the driving, parking, and use of vehicles and the use and parking of bicycles or other similar equipment during the school day. Failure to observe district rules and/or procedures may result in disciplinary action.

Rules and procedures concerning use of vehicles and bicycles on school property may be included in the student and/or other district handbooks.

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 procedures relevant to their use of transportation to school and school-related activities.

Approved: 08/14; 08/22

When a staff member becomes aware that a student has been involved in an accident or is in need of emergency care at school, on school property, or at a school-sponsored activity, the staff member shall follow the rules for the care of an injured student and shall report the accident to the building principal. If a student has an accident which appears to require medical treatment, an employee shall send for medical help and try to make the student as comfortable as possible while waiting for medical assistance to arrive.

When appropriate, the student's parent(s) shall be notified of the student's condition as soon as possible to determine appropriate action. If the student needs medical attention, and the parents cannot be reached, the principal shall seek emergency medical treatment.

Emergency Care

At the scene of an emergency or accident when medical help is not readily available to assist in the care of an injured student, an employee may render emergency care or assistance, including, but not limited to, first aid, as deemed reasonably necessary until medical help arrives. Kansas law provides protection from civil liability for any person who, in good faith and without compensation, renders emergency care or assistance to any person, including a minor without first obtaining the consent of the parent or guardian of such minor, at the scene of an emergency or accident. However, this protection does not extend to individuals whose acts or omissions in rendering emergency care in these circumstances were grossly or wantonly negligent.

Records

Appropriate records documenting student accidents shall be maintained.

Approved: 10/10/2016; 02/10/2020

JGFGB Supervision of Medications (See JGFGBA)

JGFGB

The supervision of oral and injectable medications shall be in strict compliance with the rules and regulations of the board as carried out by district personnel. Diagnosis and treatment of illness and the prescribing of drugs, and medicines are not the responsibility of the public schools and are not to be practiced by any school personnel, including school nurses, unless authorized.

In certain circumstances when medication is necessary in order that the student remain in school, the school may cooperate with parents in the supervision of medication that the student will use. However, the medical person authorized to prescribe medication (including non-prescription medication) must send a written order to the building administrator who may designate a supervisor for the administration of the medication or treatment. The parents must submit a written request to the building administrator requesting the school's cooperation in such supervision and releasing the school district and personnel from liability. (See JGFGBA)

School personnel shall not be required to be custodians of any medication except as required by a written order of a licensed medical person.

The medication shall be examined by the school employee administering the medication to determine that it appears to be in the original container, to be properly labeled and to be properly authorized by the written order of licensed medical person. Two containers, one for home and one for school, should be requested from the pharmacist. Only oral medications should be administered except in emergency situations.

JGFGB Supervision of Medications (See JGFGBA)

JGFGB-2

Any changes in type of drugs, dosage and/or time of administration should be accompanied by new physician and parent permission signatures and a newly labeled pharmacy container.

All medication maintained in the school setting should be kept in a locked container. This includes medication requiring refrigeration.

Medications should be inventoried every semester. Out-of-date stock should be returned to parents or destroyed.

Over-the-counter medications should not be maintained on any school premises, including athletic areas, unless written permission from a medical person to administer is obtained.

The building administrator may choose to discontinue the administration of medication provided that the parents or medical person are notified in advance of the date and the reasons for the discontinuance.

After medication is administered, students should be observed for possible reactions to the medication. This observation may occur at the site of administration or in the classroom as a part of the normal routine.

This policy shall be shared with all local physicians and dentists where practicable. Forms should also be made available to the health care providers in the community.

An individual record should be kept of each medication administered. The record should include student identification, date prescribed, name of medication, time and date(s) administered, signature of person administering and section for comments.

JGFGB Supervision of Medications (See JGFGBA)

JGFGB-3

In the administration of medication, the school employee shall not be deemed to have assumed any legal responsibility other than acting as a duly authorized employee of the school district.

Approved: July 14, 2008

Permission for Medication

Name of Student _____

School _____ Grade _____

Teacher _____

Medication _____ Dosage _____

Date Started _____

Time of day medication is to be given _____

I hereby give my permission for _____ to take the above medication at school as ordered. I understand that it is my responsibility to furnish this medication. I further understand that any school employee who administers any drug or nonprescription medication pursuant to parental written request to my student in accordance with written instructions from the physician or dentist shall not be liable for damages as a result of an adverse medication reaction suffered by the student because of administering such medication.

Date

Signature of Parent or Guardian

NOTE: The medication is to be brought to school in the original container appropriately labeled by the pharmacy, or physician, stating the name of the medication, the dosage and times to be administered.

SAMPLE FORM

USD _____

School _____

Medications Given at School

Name of Student _____

Parent/Guardian _____

Physician's Name _____ Phone _____

Medication _____ Prescribed by _____

Dosage _____ Time to be Given _____

Duration of Orders _____

				Administered By
Date	Time	Dosage	(signature)	Comments

JGFGBA Student Self-Administration of Medications (See JGFGB)JGFGBA

The self-administration of medication is allowed for eligible students in grades K–12. As used in this policy medication means a medicine for the treatment of anaphylaxis or asthma including, but not limited to, any medicine defined in current federal regulation as an inhaled bronchodilator or auto-injectible epinephrine. Self-administration is the student’s discretionary use of an approved medication for which the student has a prescription or written direction from a health care provider.

As used in this policy health care provider means a physician licensed to practice medicine and surgery; an advanced registered nurse practitioner, or a licensed physician assistant who has authority to prescribe drugs under the supervision of a responsible physician.

Student Eligibility

An eligible student shall meet all the following requirements:

1. A written statement from the student’s health care provider stating the name and purpose of the medication/s;
2. The prescribed dosage;
3. The time the medication is to be regularly administered;
4. Any additional special circumstances under which the medication is to be administered;
5. The length of time for which the medication is prescribed;
6. The student shall also demonstrate to the health care provider or the provider’s designee and the school nurse or the nurse’s designee the skill level necessary to use the medication and any device that is necessary to administer the medication as prescribed. In the absence of a school nurse, the school shall designate a person who is trained to witness the demonstration.

Authorization Required

The health care provider shall prepare a written treatment plan for managing the student's asthma or anaphylaxis episodes and for medication use by the student during school hours. The student's parent or guardian shall **annually** complete and submit to the school any written documentation required by the school, including the treatment plan prepared by the student's health care provider. Permission forms shall be updated annually at enrollment of the student.

Employee Immunity

All teachers responsible for the student's supervision shall be notified that permission to carry medications and self-administer has been granted. The school district shall provide written notification to the parent or guardian of a student that the school district and its officers, employees and agents are not liable for damage, injury or death resulting directly or indirectly from the self-administration of medication.

Waiver of Liability

The student's parent or guardian shall sign a statement acknowledging that the school districts and its officers, employees or agents incur no liability for damage, injury or death resulting directly or indirectly from the self-administration of medication and agreeing to release, indemnify and hold the schools and its officers, employees and agents, harmless from and against any claims relating to the self administration of medication allowed by this policy.

The parent or guardian of the student shall sign a statement acknowledging that the school incurs no liability for any injury resulting from the self-administration of medication and agreeing to indemnify and hold the school, and its employees and agents, harmless against any claims relating to the self-administration of such medication.

Additional Requirements

- The school district shall require that any back-up medication provided by the student's parent or guardian be kept at the student's school in a location to which the student has immediate access if there is an asthma or anaphylaxis emergency;
- The school district shall require that all necessary and pertinent information be kept on file at the student's school in a location easily accessible if there is an asthma or anaphylaxis emergency;
- Eligible students shall be allowed to possess and use approved medications at any place where the student is subject to the jurisdiction or supervision of the school district, its officers, employees or agents;
- The board may adopt policy or handbook language which imposes additional requirements relating to the self-administration of medication allowed for in this policy and may establish a procedure for, and the conditions under which, the authorization for student self-administration of medication may be revoked.

Approved: August 8, 2005

Permission for Self-Administration of Medication

Name of Student _____

School _____ Grade _____

Teacher _____

Medication _____ Dosage _____

Date Started _____

Conditions under which the medication is to be given:

Any additional circumstances under which the medication is to be given:

Length of time medication is to be administered:

I hereby give my permission for **(name of student)** to administer the above medication at school as ordered. I understand that it is my responsibility to furnish this medication. I acknowledge that the school incurs no liability for any injury resulting from the self-administration of medication and agree to indemnify and hold the school, and its employees and agents, harmless against any claims relating to the self-administration of such medication.

**My child has been instructed on self-administration of the
medication and is authorized to do so in school.**

Signature of Parent or Guardian

[NOTE: Parental permission must be renewed annually]

_____ Date _____

Signature of Health Care Provider

_____ Date _____

Approved:

As used in this policy, diabetes management and treatment plan means a plan prepared and implemented for a student with diabetes which is prescribed by a physician licensed to practice medicine and surgery; a certified, advanced registered nurse practitioner who has authority to prescribe drugs; or a licensed physician assistant who has authority to prescribe drugs pursuant to a written protocol with a responsible physician.

Student Eligibility

Self-care of diabetes may be allowed for students in grades K-12. To be eligible, a student shall meet all requirements of this policy.

Parents or guardians shall submit a written diabetes management and treatment plan from the student's health care provider.

The student shall provide written authorization from the student's health care provider and parent or guardian stating the student has been instructed on managing and caring for their diabetes and is authorized to do so in school. An annual written renewal of parental authorization for the self-care of diabetes shall be required.

While at school, each student capable of managing and caring for the student's diabetes will be allowed to:

- Perform blood glucose level check,
- Administer insulin through the delivery system the student uses,
- Treat hypoglycemia and hyperglycemia,
- Possess the supplies or equipment necessary to monitor and care for their diabetes, and
- Otherwise attend to the management and care of the student's

diabetes in the classroom, in any area of the school, on school grounds, or at any school-related activity.

Notwithstanding the above, the district reserves the right to put reasonable place and manner procedural safeguards in place for the safe and nondisruptive exercise of such rights by students with diabetes.

Employee Immunity

The board and its employees and agents, who authorize the self-administration of medication and treatment for diabetes in compliance with the provision of this policy, shall not be liable in any action for any injury resulting from the self-administration of medication. The district shall provide written notification to the parent or guardian of a student for whom this policy is applicable that the board and its employees and agents are not liable for any injury resulting from the self-administration of medication. The parent or guardian shall sign such notice and acknowledge that the district incurs no liability for any injury resulting from the self-administration of medication and agrees to indemnify and hold the board and its employees and agents harmless against any claims relating to the self-administration of medication pursuant to this policy.

Approved: 8/14

Transportation

JGG

(See ED and EDDA)

School-provided transportation shall be available to and from school for those students who qualify. Transportation may be provided by the district for all school activities. Transportation may be denied to students who are detained after school for disciplinary reasons.

Students who use school-provided transportation shall be under the jurisdiction of the vehicle driver while in the vehicle. Students shall be subject to the district's student behavior code and other regulations developed by the superintendent and approved by the board.

Drivers shall report violations of the rules to the building principal who may discipline students. The principal may suspend or revoke the transportation privilege of a student who violates any rule or regulation.

When the district provides transportation to an activity, participating students are prohibited from driving personal automobiles to and from district-sponsored activities held during or after the school day unless authorized in writing by the student's parent or guardian.

All rules shall be published in the student handbook.

Approved: 12/96; 05/99; 08/22

JGG Transportation

JGG

Bus transportation shall be provided to and from school for those students who qualify. Transportation may be provided by the district for all school activities. Transportation may be denied to students who are detained after school for disciplinary reasons.

All rules shall be published in the student handbook and a copy given to parents when they sign up their children for transportation services.

Approved: 12-16-96

JGG-R Transportation

JGG-R

Students who use school-provided transportation shall be under the jurisdiction of the vehicle driver while in the vehicle. Students shall be subject to the district's student behavior code and other regulations developed by the superintendent and approved by the board.

Bus drivers shall report violations of the rules to the building principal who may discipline students. The principal or transportation director may suspend or revoke the transportation privilege of a student who violates any rule or regulation.

When the district provides transportation to an activity, participating students are prohibited from driving personal automobiles to and from district-sponsored activities held during the school day. Students will ride the district provide transportation to after school activities in which they are

JGG-R Transportation

JGG-R-2

participating unless proper authorization is provided by the parent in writing to allow their child to ride home with them or another adult. The school administration will call parents to verify the authorization note.

Approved: 05/10/1999

JGGA Use of Surveillance Cameras (See CN and JR et seq)

JGGA

The district may use surveillance cameras to monitor student activity.

Surveillance cameras may be used to monitor students riding in district vehicles and to monitor student behavior in or around any district facility.

Surveillance footage which is a record of student behavior shall be secured in a secure location until the digital storage mechanism or tape on which the footage is maintained is either reused or erased. Surveillance footage of personally identifiable students depicting their involvement in an altercation or other violation of law or district policy shall be considered a student record and shall be subject to current law for the release of student record information.

Approved: 8/14

JGH School Food Service Programs

JGH

The district shall provide a School Food Service program. Food Service rules shall be published in student handbooks. Building administrators shall develop individual building rules, in conjunction with the Food Service Director.

Free or Reduced Price Meals

Free or reduced price meals shall be provided for students who qualify under state and federal rules and regulations.

The eligibility forms, rules and regulations governing this program shall be provided by the administration to students or their parents.

Contracts with Other Agencies

The board may enter into contracts with the governing authority of any nonpublic school or any child-care institution to provide meals for children who attend these institutions. The board may also contract for meal service with any municipality, any state university or any corporation whose operations are substantially controlled by a state university. Contracts shall provide for payment of the costs incurred by the district to provide the service. Income received by the district under any contract to provide this service shall be deposited in the district Food Service fund and may be expended whether budgeted or not.

JGH-R School Food Service Management

JGH-R

The management and coordination of the Food Service Program of the district shall be the responsibility of the superintendent. The superintendent may delegate this responsibility and the person to whom the responsibility is delegated shall have and assume the responsibility and authority necessary for the overall efficient operation of the Food Service program in the district.

Meals will be eaten in the designated area according to the schedule established by each building principal.

Meals may be purchased at the school or they may be brought from home.

Milk may be purchased to supplement meals brought from home.

Exception from the above regulations will be made only in specific instances in the same manner in which a student may be excused from a class.

All lunchrooms shall serve nutritious meals as stipulated by the USDA. Parents who are unable to pay for meals should apply for free or reduced price meals through the districts approved program. Meal prices for students and adults shall be established by the board at a time preceding each school year. These prices may be altered by the board at subsequent times during the school year if the board determines that changes in meal prices are necessary.

Meal account payments will be collected by office staff or cashiers. Payments may be made with cash, check, credit card or through the approved online payment system. The school cashier will post all payments to meal accounts and all meal payments shall be deposited at the district's designated depository each Friday before 3:00 p.m.

All meal account monies shall be kept separate from all other district accounts.

All disbursements shall be made by check from the district office. The Food Service Director shall be responsible for all expenditures of the meal program and shall present all bills within five days of the end of each month to the district office. All disbursements will be made from the district office after invoices, packing slips, etc. have been presented.

Students in grades K-8 shall not be denied a school meal unless so authorized by the superintendent. Students in grades K-12 whose meal accounts reach a negative balance of \$50 or greater will only receive a basic lunch consisting of a sandwich, fruit ~~or vegetable~~ and milk ~~or juice~~ until such time that their negative meal account balance is paid in full and money has been deposited to achieve a positive balance. Students in grades 9-12 who have a meal account that reaches a negative balance of \$100 or higher will be denied a school meal until such time that their negative meal account balance is paid in full and money has been deposited to achieve a positive balance.

JGH-R 3 Food Service Management

JGH-R 3

The district shall adhere to all state and federal regulations concerning student meal programs.

Approved: 8/11/03; 08/10/15

JGHB Vending Machines and Other Automated Play Machines
(See DK and JGCA)

JGHB

No vending machine or play machine may be placed in any building without prior approval of the superintendent.

Vending machine foods and beverages available for sale to students will comply with established federal nutrition standards and guidance on snacks in school.

Advertising associated with product vending will be limited to signage on equipment, paper cups and other serving containers, and will promote a positive nutrition message.

The building principal shall manage the machine(s). A monthly report shall be prepared by each principal showing all receipts and expenditures for each machine. Proceeds from machines shall be deposited in the appropriate activity account.

Approved: 07/1996; 11/2017

The principal shall be responsible for organizing and approving all student activities. All school-sponsored activities shall be supervised by an adult approved by the administration.

Eligibility for Activities

Students who participate in any school activity shall meet the following requirements:

- all applicable KSHSAA regulations;
- academic eligibility requirements noted in handbooks; and
- other requirements requested by the administration and approved by the board.

Adding or Eliminating Activities

Administrative recommendations to add or eliminate specific activities shall 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. Please see the Activities Handbook for the process to request adding an activity.

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; 02/13/2023

Student Organizations

JHC

Students may form clubs and other groups organized to promote or pursue specialized activities outside the regular classroom. Membership in student organizations, whether school sponsored or non-school sponsored, must be open to all interested and eligible students. The building principal and the board shall approve school sponsored student organizations, and a staff member shall attend the meetings or activities to supervise use of the facilities by all student organizations as an advisor or supervisor.

Student Clubs

The administrator shall establish regulations for the operation of school sponsored clubs, and for the use of school facilities by non-school- sponsored clubs.

School sponsored clubs shall be under the direct control of school personnel. Every school sponsored club shall have a constitution which has been approved by the building principal and filed in the school office. If non-curriculum related school sponsored clubs are allowed to meet on school property during non-instructional time, then non-school sponsored student clubs may also meet on school property at such times.

Non-School Sponsored Student Clubs

Non-school sponsored clubs shall submit a request for use of school facilities and have such request granted prior to using the facilities. The non-school sponsored club shall specify in its facility use request the adult who will provide supervision of the activity.

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: 05/99; 10/16; 08/22

School-Sponsored Student Publications

School-sponsored student publications shall be under the supervision of the building principal or designated faculty representative.

Students who have facts and opinions should be allowed to express them in print as well as through oral communications. However, student editors and writers must observe the same legal responsibilities as those imposed upon conventional newspapers and communication media. No student shall distribute any school publication which:

- Is obscene according to current legal definitions;
- Is libelous according to current legal definitions; or
- Creates a material or substantial interference with normal school activity or with appropriate discipline in the operation of the school.

Student publications which are not libelous, disruptive, or obscene may be distributed on school property during school hours at times and in areas designated by the building principal.

If a decision to disapprove distribution of a publication is made, the principal shall state reasons for the decision to the student(s).

If the student is dissatisfied with the principal's decision, the student may appeal the decision to the superintendent.

Non-School Sponsored Student Publications

Non-school sponsored student publications may be distributed on school property at times and in areas designated by the building principal.

Distribution of any non-school-sponsored publication may be halted

if the material is obscene, libelous, creates a material or substantial disruption of normal school activity, or interferes with the operation of the school. Distribution in violation of this policy may result in suspension, expulsion, or other discipline of the students involved.

Advertisements

Ads concerning illegal drugs, any controlled substances, or any illegal activity are prohibited in school sponsored publications.

Approved: 05/10/99; 10/10/16

JHCAA Gang Intimidation (See JCAC, JCDA, JCDBB and JDD)

JHCAA

Gang intimidation is the communication of any threat of personal injury to another, actual personal injury to another, or any threat of or actual damage to another's property. Gang intimidation on school owned or operated property; at school-sponsored activities, programs, or events, or which disrupt the school environment is prohibited.

Disciplinary action may be taken against any student for participating in gang intimidation or causing and/or participating in gang-related activities on school owned or operated property or at school-sponsored activities, programs, or events. District staff may be provided inservice training regarding gang behavior and characteristics to facilitate identification of students involved in gang activities.

Approved: 07/96; 10/10/16; 04/12/2021

JHD Student Travel to National Conferences

JHD

Students who qualify for attendance at national or international conferences when such qualification results from the student's participation in the district's academic and activity programs may be allowed to attend if the organization can pay for all expenses for such trip, including that of the sponsor. Approved activities are those which are directly related to the academic program or are recognized by the board as being sponsored by the school district. The students will qualify for attendance at a national or international conference by placing appropriately in competition at the area, state, regional or national level or by holding a state level office which requires their attendance at a national or international conference.

The board expects that approved sponsoring organizations in the school will pay all of the students' and sponsor's approved expenses for such travel. Student or school organizations expecting to raise funds for such travel must have that fund-raising approved in advance by the superintendent. The arrangements for travel and expected expenses must be approved by the superintendent prior to the organization's final commitment to those expenditures. The sponsor of the organization will submit a final report on expenditures upon completion of the trip.

Approvable expenses for students and sponsors may include transportation, lodging, meals, registration and shipment of exhibit material. When district vehicles are to be used for such trips, the approved sponsoring organization will pay for the expenses for fuel and other associated expenses. The cost of unexpected vehicle problems will be the responsibility of the school district unless there is a negligent

JHD Student Travel to National Conferences

JHD

practice on the part of the operator of the vehicle. Receipts are required for all expenses paid for by the organization.

Approved: 06-08-2009

JI **Community Activities**

JI

Students shall not participate in any community activities during school hours without the prior permission of the principal, unless those activities are undertaken as part of a course's approved curriculum.

Approved: 7/11/88; 10/10/16

JJ **Employment of Students** (See IDAA)

JJ

In-School Employment

Students may be employed by the district. The district shall not employ students in hazardous jobs.

Outside Employment

A student who needs to work on a regular basis during the school day shall file a written request with the principal. If the request is approved, the student shall file a work schedule with the principal. Changes in the schedule shall be reported by the student to the principal. The student shall not begin the new schedule unless the change is approved by the principal.

Vocational or Other Work Experience

A student who works in a board-approved vocational or other work-experience program shall have a schedule developed cooperatively by the employer and the supervising teacher and approved by the principal prior to beginning the work activity.

All board policies remain applicable to students participating in vocational or other work experience programs.

Approved: 07/96; 10/10/16

JK Solicitations

JK

Commercial firms shall not be permitted to solicit students during school hours or on school property without prior approval of the administration.

Solicitations by students of students during school hours and on school property shall be done only when they are related to school sponsored activities. All student sales projects shall require the principal's prior approval.

Representatives from commercial schools, colleges, armed forces or other agencies shall be permitted to meet with students only by permission of the principal. Student contact by these organizations shall be arranged for and supervised by the guidance office. (See KI)

Approved: KASB Recommendation-7/96

JL Gifts (See GAJ, KH)

JL

The giving of gifts between students and staff members is discouraged.

Approved: KASB Recommendation-7/96

JL-R Gifts (See GAJ, KH) (See DK)

JL-R

Student Gifts to Staff Members

Students shall be allowed to collect money or purchase gifts for faculty members with the principal's approval.

Faculty Gifts to Students

A gift by a faculty member to an individual student or to classes of students during school hours or on school property shall require prior approval of the principal.

Student Organization Gifts to the School

Student organizations, with prior approval of the organization sponsor and building principal, may donate a portion of the organization's funds to the district. These donations shall require prior board approval.

A gift is defined as any donation, present or endowment in the form of cash, merchandise or personal favor.

Any student organization gift to the district shall become district property when accepted by the board.

Approved: KASB Recommendation-7/96

JM Contests for Students

JM

Students shall be advised by the appropriate sponsor that accepting cash or merchandise for participation in an activity may jeopardize the student's amateur standing and eligibility in that identical activity before the KSHSAA.

Each Faculty sponsor bears the responsibility for monitoring his student activity sponsorship and must make his students aware of those activities which put them in violation of this policy and KSHSAA regulations.

Approved: July 11, 1988

JM-R Contest for Students

JM-R

Approval of participation of students in contests sponsored by agencies outside the district shall be delegated to the building principals, in conjunction with the superintendent.

Approved: July 11, 1988

JN Awards and Scholarships

JN

Student awards for having represented a school in the district shall be limited to those approved by the administration and the board. Awards for interscholastic activities shall be limited to those approved by the KSHSAA.

Students shall be advised by the appropriate sponsor that accepting cash or merchandise for participation in an activity may jeopardize the student's amateur standing and eligibility in that identical activity before the KSHSAA.

Each faculty sponsor bears the responsibility for monitoring his student activity sponsorship and must make his students aware of those activities which put him in violation of this policy and KSHSAA regulations.

Approved: July 11, 1988

JQ – Exceptional Students (Also see IDCE and JBE)

JQ

All programs for exceptional students shall be managed in accordance with the local plans for exceptional students, the policy and rules of the local board, and the rules and regulations of the state board of education.

Concurrent Enrollment

A student enrolled in grades 10, 11, or 12, or a gifted child in grades 9 through 12 who has demonstrated the ability to benefit from participation in the regular curricula of eligible postsecondary education institutions, may apply to the principal for permission to enroll at an eligible postsecondary education institution.

Approved: 8/14

JQA Temporarily Disabled Students (See IDACB and JGFGBA) JQA

Students who are temporarily disabled by illness, operation, or accident authenticated by a health care provider's order, may be eligible for alternative educational services or accommodations in their regular program which allow for meaningful participation in the program.

Students with injuries which prohibit participation in physical education or other classes shall present to the building principal a health care provider's statement prohibiting such activity.

Teachers shall follow medical instructions relating to limitations on the student's participation, and shall either provide alternative methods for the student to earn a credit/grade in the class during the period of the disability or contact the district 504 coordinator for consideration of an evaluation under Section 504.

For the purposes of this policy, health care provider shall have the meaning subscribed to it in board policy JGFGBA.

Approved: 07/96; 10/10/16

JQE

Alternative Arrangements for Nontraditional Students

JQE

Married students, pregnant students, and students who are parents shall have access to the same educational opportunities, services, and extracurricular activities provided to other students.

A pregnant student may be required to provide a health care provider's release to be allowed to participate in school activities which could pose a health or safety risk.

If there is a delay in obtaining a health care provider's release, in the student's best interest, the administration may deny activity participation until the release is made available.

Approved: 07/96; 10/10/16

JQH Drop-Outs

JQH

As per policy JBE, students under the age of 18 are not allowed to drop out of school unless they and their parents have a meeting with the building principal and the parents sign a permission form. A high school counselor will also attend this meeting with the school principal, parent of the student and the student.

The school principal and counselor will give the student and parent, both verbally and in writing, all of the options that this student will have for earning a high school diploma or General Educational Development (GED) credential. The student and parents will also be counseled on the potential impact that this decision may have on the potential loss of lifetime earnings of the student.

The school counselor will question the student and parents as to the reasons that the family has for allowing the student to drop out of school. The counselor will tabulate the responses to this questionnaire and compile a report for the building principal and superintendent annually for school improvement purposes.

The counselor will send a letter to each student who has left school early on an annual basis. The purpose of the letter is to inform the student of their options, including re-enrolling in school, and the information on potential loss of lifetime earnings. This shall occur prior to the start of school each year and continue until that student's cohort group graduates from high school. If a student has completed their GED, enrolled in another school or completed their high school degree through an alternative means, the counselor does not need to meet the requirement to follow up with the student.

Approved: November 22, 1999

JQI **Adult Students**

JQI

Adult students who have not graduated from high school are encouraged to attend high school classes.

Approved: KASB Recommendation-7/96

JQKA Foreign Exchange Students (See JBC)

JQKA

Foreign exchange students from approved organizations may be admitted to the district on a tuition-free basis to the extent staff, facilities, equipment, and supplies are available. Other foreign exchange students who meet residency requirements may be allowed to enroll in the district under rules established by the board. Students who enter the country on an F-1 visa shall pre-pay tuition equal to the current cost per pupil as calculated by the Kansas State Department of Education.

The board may accept a maximum of up to not more than two (2) percent of the current WHS enrollment annually from other nations who come to the district via exchange programs officially recognized by the board.

Exchange programs recognized by the board are:

Those organizations approved each year by the KSHSAA.

Those organizations approved each year by the NASSP

Academic and Cultural Exchange
AFS-USA
AIFS Foundation
American Intercultural Student Exchange
American Int'l. Youth Student Exchange Program
ASPECT Foundation
ASSE International Student Exchange
ASSIST
AYUSA International
Cultural Academic Student Exchange (CASE)
Foreign Study League (FSL)
International Cultural Exchange Service (ICES)
International Student Exchange
National 4-H Council
PACE Institute International
Program of Academic Exchange (PAX)
Rotary International Youth Exchange
STS High School Foundation
World Experience
Youth for Understanding

Other organizations shall be considered upon their timely application for review by the board.

Foreign exchange students are subject to the following additional guidelines:

- At the time of admission to the public schools, the exchange student must be at least 16 years old but not older than 19 years of age;
- The exchange student must possess a reasonable facility for the English language that will allow them to participate in WHS classes;
- The exchange student must be enrolled and attending classes by the official “count day” for state audit purposes;
- Resident host families shall complete a host family foreign exchange application accepting responsibility for the student and verifying that they are serving as a volunteer host family without personal profit;
- Applications shall be submitted to and approved by the school principal by June 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; 08/03/2020

JQL Hearing Procedures for Exceptional Students

JQL

A hearing procedure shall be available to parents or guardians of exceptional students according to state board of education regulations, the state special education plan, locally adopted procedures, and applicable laws.

Approved: 07/96; 10/10/16

JQLA Class-size/Caseload Limits for Exceptional Students

JQLA

The Director of Special Education shall develop and review periodically class-size/caseload limits for students with exceptionalities.

Approved: 10/10/16

JR Student Records

JR

(See BCBK, CN, CNA, ECA, IDAE, JGGA, JR et seq. and KBA)

All student records shall be treated as confidential and primarily for local school use unless otherwise stipulated. Access to student records, excluding student data submitted to or maintained in a statewide longitudinal data system in accordance with board policy IDAE, shall be permitted as set forth in board policies JR and JRB.

When records include information on more than one student, the parents/guardians of any student shall have access to copies of that part of the record that pertains to their child. Each school shall establish procedures for the granting of a request by parents/guardians for access to their child's school records within a reasonable period of time, but in no case more than 45 days after the request has been made.

In situations where the parents of a student are divorced or separated, each parent, custodial and/or non-custodial, shall have equal rights to their child's records unless a court order specifies otherwise. Private agreements between the student's parents shall not be recognized by the district's personnel.

Parents/guardians shall have an opportunity for a hearing to challenge the content of their child's school records to ensure that the records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of students; to have an opportunity for the correction or deletion of any inaccurate, misleading or otherwise inappropriate data contained therein; and to insert into records the parent's/guardian's written explanation of the content of the records

Any eligible parent/guardian or student may inspect the personal records of the student during regular school office hours. The district reserves the right to interpret selected records to students and/or parent/guardians at the time of the inspection.

When a student attains 18 years of age, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student.

The parents/guardians of students, or the students if they are 18 years of age or older shall be informed annually by the superintendent of the rights accorded them by this section and by the Family Educational Rights and Privacy Act. In addition, the public shall be informed annually by the superintendent of the categories of information the institution has determined to be directory information.

Approved: 8/14

Permanent Student Records

Each school shall permanently retain records relating to each student's academic performance, attendance and activities. Information about students collected and stored by any school personnel shall be separated into one of the following classifications:

Administrative records: official administrative records that constitute the minimum personal information necessary for operating the educational system. It shall include birth date, sex, race, names, telephone numbers, addresses and places of employment of parents, academic work completed, grades, attendance records, withdrawal and reentry records, honors and activities, date of graduation and follow-up records of a student.

Supplementary records: verified information important in operating the educational system but is of a more sensitive nature and of less historical importance. It includes: test data, such as scores on standardized achievement, aptitude and intelligence tests; observational data such as systematically gathered teacher or counselor evaluations and observations of social and personal assets; clinical findings and verified reports of serious or recurrent deviant behavior patterns; general data such as health data, family background information and educational and vocational plans.

Tentative records: useful information that has not been verified or is not clearly needed beyond the immediate present. It includes unevaluated reports of teachers or counselors that may be needed in ongoing counseling or disciplinary actions.

Approved: October 9, 2000

JRB **Release of Student Records**

JRB

(See BCBK, CN, CNA, ECA, IDAE, JGGA, JR et seq. and KBA)

Individual student files are not available for public inspection. Except as provided in IDAE with regard to student records which are student data submitted to or maintained in a statewide longitudinal data system, the custodian of student records shall disclose the student's educational records only as provided for in this policy.

Directory Information

Annual notice shall be given to parents and eligible students concerning their rights with regard to student records. In addition, the custodian of the educational records shall give annual public notice of the class of records the institution has designated as directory information and of the right of the parent or eligible student to opt-out of the release of directory information without prior written consent. The appropriate forms for providing notice shall be on file in the office of the custodian of the educational records.

After giving notice and allowing a reasonable period of time for parents or eligible students to inform the district that any or all of the directory information should not be released without prior written consent, the custodian of records may make directory information available without parental or eligible student's consent.

The custodian of records shall make student recruiting information (including student name, address, and telephone listing) available to military recruiters and postsecondary institutions unless parents or eligible students provide a written request to the district providing that the specified information not be released without prior written consent. Notice of the option to opt-out of the release of recruitment information shall be provided to parents and eligible

students in the district's annual notice of rights under the Family Educational Rights and Privacy Act.

For the purposes of this policy, school official means teacher, administrator, other certified employee or board of education. The district may disclose, without the parents or eligible students' consent, personally identifiable information to school officials with a legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support-staff member (including health or medical staff and law enforcement unit personnel); the school board (in executive session); a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The custodian may disclose students' education records to the following persons without the prior consent of the parents:

- Other school officials, including teachers within the district who have legitimate educational interests;
- Officials of other schools or school systems in which the student intends to enroll. The school district will forward student records to such institutions without further notice to the parents or eligible student when the disclosure is initiated by a parent or eligible student or an annual notice provided to parents and eligible students by the district informs them that such records will be automatically disclosed to these institutions for the purposes of enrollment or transfer of the student;

- Authorized persons to whom a student has applied for or from whom a student has received financial aid;
- State and local officials or authorities to whom such information is specifically required to be reported or disclosed pursuant to state statutes;
- Organizations conducting studies for educational agencies for the purpose of developing, validating or administering student tests or programs;
- Accrediting organizations;
- Parents of a student 18 years of age if parents claim the student as a dependent for income tax purposes;
- Appropriate persons if knowledge of any information is necessary to protect the health or safety of the student or other persons in an emergency;
- An agency caseworker or representative of a state or local child welfare agency or tribal organization who has the right to access a student's case plan when such agency or organization is legally responsible for the care and protection of the student and when any further disclosure of such information thereby will be limited in accordance with law; and
- In compliance with a lawfully issued subpoena or judicial order.

Access will be granted to any third party upon written authorization of the eligible student, parent or guardian.

No personally identifiable information contained in personal school records shall be furnished to any person other than those named herein. When there is written instruction from the student's parents, guardian or the eligible student specifying the records, the reasons and the person(s) to whom the release is to be made, a copy of the records to be released shall be made available to the student, parents or guardian upon request. When information is requested in compliance with a judicial order or pursuant to any lawfully issued

subpoena, parent(s)/guardian and the student shall be notified of the orders or subpoenas in advance of compliance with the order or subpoena unless:

- the order or subpoena specifically forbids such disclosure; or
- the order is issued in the context of a court proceeding where a parent is a party and the proceeding involves child abuse and neglect or dependency matters.

Nothing contained in this policy shall preclude authorized representatives of the Comptroller General of the United States, the Secretary and an administrative head of an educational agency or state authorities from having access to student or other records which may be necessary in connection with the audit and evaluation of federally supported education programs or the enforcement of the federal legal requirements which relate to these programs.

The data collection by such official with respect to individual students shall not include information (including social security numbers) which would permit the personal identification of students or their parents or guardian on the data collected and provided.

All persons, agencies or organizations desiring access to the records of a student shall be required to sign a form, which shall be kept permanently with the student's file, but only for inspection by the parents/guardian, the student or a school official responsible for record maintenance. The form signed shall indicate the specific educational or other interest of each person, agency or organization has in seeking this information.

Personal information shall be transferred to a third party only on the

JRB Release of Student Records

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condition that such party shall not permit any other party to have access to such information without the written consent of the student's parents or the eligible student. The board and staff shall protect the rights of privacy of students and their families in connection with any surveys or data-gathering activities conducted, assisted or authorized by the board or administration.

Regulations established under this policy shall include provisions controlling the use, dissemination and protection of such data.

Forwarding Pupil Records

Administrators shall forward student's school records upon request and may not withhold them for any reason.

Approved: 8/14; 02/16/2017

JRC Disposition of Records

JRC

(See BCBK, CN, CNA, ECA, IDAE, JGGA, JR et seq. and KBA)

All student records will be maintained and screened periodically.

Administrative records shall be permanent records and maintained by the school for an indefinite period of time. When the student graduates, supplementary records shall be destroyed or shall be transferred to the administrative records if they have permanent usefulness. Tentative records shall be destroyed when the use for which they were collected is ended. However, tentative records may be placed in the supplementary classification if the continuing usefulness of the information is demonstrated and its validity verified.

The official custodian shall review a student's records when the student moves from elementary to a middle school or junior high, from a middle school or junior high to high school and upon high school graduation. During each review obsolete or unnecessary information shall be removed and destroyed.

Following a reasonable amount of time after a student has graduated or ceases to attend school in the district, the records of the student that are determined to be appropriate for retention may be retained in a format designated by the administration.

Approved: August 9, 2010

Building principals shall be authorized to collect fees approved by the board or to seek restitution for any school property lost, damaged or destroyed by a student.

Credit Card Payments

Credit and debit cards may be accepted to pay fees, fines, and charges due the district. A fee {may/shall} be collected to cover costs of accepting credit or debit cards.

Fee Schedules

The superintendent shall distribute a schedule of enrollment fees and other fees approved in advance by the board to all building principals. The fee schedule shall include:

- A list of all items for which a charge is to be collected;
- The amount of each charge;
- The date due;
- Classifications of students exempt from the fee or charge;
- A system for accounting for and disposing of fees; and
- An appeal procedure to be used by students or parents to claim exemption from paying the fees or charges.

Debt Collection

Building principals shall attempt to collect unpaid fees and the justifiable value owed by a student of school property lost, damaged, or destroyed by a student. If, after the attempt to collect, the amount remains unpaid, the principal shall report the matter to the superintendent who shall

consult with the school board's attorney, and they shall jointly recommend a course of action to the board.

FEES AND REFUNDS FOR FULL YEAR CLASSES

	Rate of Payment	Refund for withdrawal:	Rate of Refund
Start of school through October 31	100%	Start of school to October 31	75%
November 1 through end of semester	75%	October 31 to end of semester	50%
2nd semester through end of school	50%	2nd semester through end of school	0

Forwarding Pupil Records

Administrators shall forward student's school records upon request and may not withhold them for any reason.

Approved: 10/9/00; 10/10/16

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KA Goals and Objectives

KA

Educational public relations is a planned and systematic two-way process of communication between a district and its internal and external publics. Its program serves to stimulate a better understanding of the role, objectives, accomplishments and needs of the organization. Educational public relations is a management function which interprets public attitudes, identifies the policies and procedures of an individual organization with the public interest and executes a program of action to encourage public involvement and to earn public understanding and acceptance.

Approved: 05/10/1999

Public Information Programs

KB

(See CEE, CEF, and KBA)

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 or the superintendent's designee 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: 08/07; 08/22

District or School Websites

KBA

(See DB, DC, ECH, IDAE, II, IIBG, JBC, JR et seq., and KB)

The board may establish a district website and may allow creation of websites for individual schools. The district website shall be maintained and updated as directed by the superintendent or the superintendent's designee. The school websites shall be maintained and updated as directed by the principal or the principal's designee.

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;
 - district budgets, the summary of the proposed budget, the needs assessment, and the state assessment documentation described in board policy DB;
 - the board's policy for the part-time enrollment of students; and
 - a copy of any nonacademic test, questionnaire, survey, or examination containing any questions about the personal and private attitudes, values, beliefs, or practices of the student or the student's parents, guardians, family members, associates, friends, or peers that is administered during the school day in accordance with board policy IDAE.
- the boards 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.

District or School Websites

KBA-2

Approved: 10/00; 12/15; 08/22

KBC **Media Relations**

KBC

The board will attempt to cooperate with media representatives.

News Releases

News and information concerning school events and programs may be released to the press with the approval of the administrator of the school or program. All other news releases prepared for public distribution under the auspices of the district by employees or students of the district shall have approval of the superintendent prior to release.

Conferences and Interviews

All news conferences and interviews will be scheduled in such a manner that they do not disrupt the regular educational activities of the schools.

Approved: 05/10/1999

KBC-R **Media Relations**

KBC-R

News Releases

The superintendent shall prepare copies of news releases approved by his office for members of the board upon request.

Approved: 05/10/1999

Members of the working press will be admitted free of charge to all school extra curricular activities of the district upon presentation of proper credentials.

The appropriate building principal shall be responsible for determining eligibility and issuing passes to members of the working press wishing to cover school events.

Press Services

To the extent possible, space will be provided at all sports and special events for members of the working press to cover the extra curricular activities.

Broadcasting and Taping

The superintendent is authorized to establish rules and regulations for the broadcasting and taping of extra curricular activities of the district.

Members of the broadcast media shall notify the superintendent prior to the event they wish to cover in order that arrangements may be made for their equipment.

Courtesy Passes

The board may make complimentary activity passes available to the following persons:

School employees and their guest

Board of Education members and their guest

Past Board of Education members and their guest

School district residents 65 years of age or more

Reporters and photographers from area media

USD 320 retired teachers & staff

These passes will admit the bearer without charge to district sponsored athletic events and to music/drama events which are not organized as fund raisers.

The High School and Middle School activity directors may grant admission to persons who are working or volunteer assisting at an event.

The High School activities director may distribute NCKL league passes to Board of Education members and to employees on an as needed basis.

Approved: 07/23/12; 12/14/15

KBCE Interviews With Students

KBCE

Representatives of the news media seeking to interview a student during regular school hours must first have approval of the building principal.

Approved: 05/10/1999

KBCE-R Interviews With Students

KBCE-R

The building principal shall regulate all interviews with students so that such interviews do not interfere with the educational activities of the students involved.

Approved: 05/10/1999

KBE Information Campaign

KBE

All information campaigns of the district will be under the direction of the superintendent.

When approved by the building principal, notes, attendance center announcements or related information shall be the only types of information sent home with students.

Approved: 05/10/1999

KBE-R Information Campaigns

KBE-R

Upon request, the superintendent shall report to the board on the progress of any information campaigns initiated by the board.

Approved: 05/10/1999

KC Board-Community Relations

KC

The board is committed to keeping the community informed about school functions and solicits patron involvement so that these relations may be sustained or improved.

Community Activities and Performances

The board encourages all students to participate in community activities insofar as such activities do not conflict with their school duties.

Approved: 05/10/1999

KCB Custodial and Non-Custodial Parent Rights

KCB

The district recognizes that parents often share caregiving and custody of their children and that parents, if not otherwise prohibited by court order, should have equal access to information regarding their child's school records.

Any parent may obtain copies of school information such as report cards and progress reports upon request to a child's principal, unless otherwise prohibited by law or court order.

Approved: 02/10/2020

Agents, solicitors, and salespersons shall not be permitted to take time of teachers or students from educational activities. Students, staff members, parents, patrons, and salespersons shall not promote commercial or private financial interests, either through direct sales or through promotion of competitive goods or services during regular school hours or at school-sponsored activities, programs, or events, except as may be allowed in the district's advertising procedures or this policy. Thus, the board prohibits the use of school property or of school-sponsored programs, activities, or events as venues to sell products unless otherwise specified herein.

This rule applies to those activities, promotions, and sales not authorized by the administration pursuant to this policy or the procedures on advertising at school and not accruing to the benefit of the district, its schools, programs, or activities. Exception to this rule may be made as outlined below.

Materials and projects submitted for consideration under this rule must be made in writing to the superintendent. Requests will be considered in light of the proposal's direct contribution to the district, its schools, programs, activities, and the educational values in the school. Consideration shall also be given to reducing unreasonably added work for staff members.

Any individuals or organizations violating the policy on solicitations shall be reported to the board by the superintendent. Violators may be denied further access to school premises.

Approved: 5/10/99; 12/12/17

KFD School Volunteers (See IFC)

KFD

All school volunteers work under the direction of the school staff and provide supportive services to them.

Persons interested in volunteering time or services to the district should contact the building principal for assignment.

School volunteers serving in the district without financial compensation are bound by the policies, rules and regulations of the district and shall not be covered by workers' compensation.

Approved: 05/10/1999

KFD-R School Volunteers

KFD-R

The school volunteer shall work under the direction of the building administrator.

Approved: 05/10/1999

KG Use of School Facilities by Community Groups (See DFG and JH) KG

The board may allow use of school buildings and school grounds by community groups outside the school day. Use of any school facility or school grounds, however, shall not interfere with daily school use or any school-sponsored activity. Priority for facility use outside of the school day goes to use promoting student academic achievement. Notwithstanding the previous statement, the district shall provide equal access to the Boy Scouts and other designated youth groups which are neither school sponsored nor co-curricular in nature.

Use in Accordance with Board Policies

As a condition to initial use of and continued access to district property and facilities, groups and/or organizations must follow Kansas law and board policy prohibiting the use of drugs, alcohol, and tobacco on district property and ensure individuals in attendance refrain from using such substances on district property as well. Failure to abide by this provision may result in a revocation of facility use privileges.

Fees and Rental Charges

The board shall establish reasonable fees and/or rental charges for the use of any school facility or school grounds; fees and/or rental charges will cover costs of wages of school personnel involved and utilities. The fee and/or rental charges shall be approved by the board and shall be reviewed annually.

Lease Arrangements

The board shall approve any lease arrangements.

Supervision of Non-School Groups

Whenever any school facility is used by non-school groups or individuals, a school employee {shall/may} be on duty to see that the building and equipment are properly used. A school employee may not be required to be on duty when, in the principal's opinion, it is not necessary.

Insurance and/or Bonds

The board, through its duly authorized agent, reserves the right to require bonds (cash or otherwise), insurance, or other damage deposits, acceptable to the board before allowing use of the schools' facilities. Use is subject to limited access and availability. Any damages occurring during use will be billed to the individual and/or organization renting the facility.

The board shall establish reasonable fees and/or rental charges for the use of any school facility or school grounds. Fee and/or rental charges will cover costs of utilities and wages of school personnel involved. The fee and/or rental charges shall be approved by the board and shall be reviewed at least once each year. The schedule of fees and/or charges for use of any school facility shall be published in the official district newspaper each year before the beginning of the school year. A contract for the use of school grounds has been developed and is required to be signed by any organized group for whom permission to use the grounds has been approved.

Fees Schedule

The USD 320 Board of Education recognizes there are groups and/or organizations within the district which are ongoing with primary goals of community betterment and providing varying degrees of services to district

students. For the purpose of assessing fees, the fee structure is divided into the following classifications:

Class I

Chartered public organizations whose purpose and activities are specifically for children, public service oriented, or is a community group that does not seek to charge money for their activities, and whose membership is open to the public and the organization does not discriminate on the basis of race, religion, gender, national origin or disability. Included in this classification, although not an all-inclusive list, are school organizations and organizations for youth.

Examples: District 4-H Clubs; District Boy Scouts; District Girl Scouts; District Community Education groups; and Community Athletic and Recreation Associations; parents of seniors or student athletes for school purposes; adult music groups, etc.

Class II

Other organized or individual community groups whose membership may be restrictive and/or whose scope of programmed activities is generally limited to the welfare and benefits of its own constituency.

Examples: Churches within the school district; Chamber of Commerce; Jaycees; for profit groups; fairs or carnivals; etc.

The categorization of groups may move between Class I and Class II depending on the purpose for using the district's facilities. Taking into account the purpose for the request, the Superintendent shall be responsible for determining the classification of a requesting group. The Superintendent shall

also be given the authority to waive fees when doing so is in the best interests of the district.

Whenever an organization uses the district's facilities, it shall be subject to the following regulations:

1. Scheduling for the use of building facilities and grounds shall be made through the principal of the building in which the facility is located during the regular school term. Requests made for facility and grounds usage between the dates of July 1 and August 1 shall be submitted to the Superintendent. Scheduling for use of the USD 320 sports complex shall be made through the high school athletic director's office.
2. Building rental requests must be properly executed on or before 3:00 p.m. three (3) days prior to when the facilities will be used and the fee, if any, must be paid at the time the contract is issued.
 - a) Those wishing to request facility use for more than one date must pay for all dates at the time the contract is issued unless the provision is waived by the superintendent. Additional charges may be assessed after the fact if the individual or group fails to abide by the agreement.
 - b) Persons wishing to cancel their reservation for a school facility must do so one (1) day prior to the day the facility is to be used if they wish to be reimbursed for the rental fee.
3. Youth or children's groups must have appropriate adult supervision. Supervisors or groups are required to remain in the building until all members of the group have left the building and ensure the facility is properly secured if a USD 320 employee is not on duty.
4. The applicant must agree to indemnify the district for any damages to the school's property arising out of their use of the facility(ies).
5. Persons attending the function shall confine themselves to the rooms and corridors assigned for their use.

- 6. Controlled substances and intoxicating liquors, including beer and wine, shall not be used in the building or on school property. Tobacco use in any form is prohibited on school property.
- 7. School facilities shall not be used for funerals.
- 8. Patrons applying for facility usage must complete a facility use request form.
- 9. No screws or nails may be used or alterations of any kind to the school facility may be done without the written permission of the building principal.
- 10. In every case, a responsible citizen who is a resident of the district must assume responsibility for the group, sign the facility use agreement form, and must guarantee payment of the fee.
- 11. All unusual disarray or litter is to be cleaned up by the group using the school facilities or additional charges will be billed to the group.
- 12. If the cost to USD 320 is greater than the minimum fee, an additional amount will be charged. This amount will be determined by the superintendent.
- 13. *Fees for custodians and kitchen staff shall be equal to their daily wage rate plus any overtime incurred for the week plus associated payroll taxes.*

Recommended Rental Fees - Only those locations listed below will be available for use by outside groups, both Class I and Class II.

Class I: No use fees will be assessed to those organizations or groups that meet this criteria. However, the decision whether to assess utility, custodial *or kitchen staff* fees will be made by the superintendent *or superintendent designee*.

Class II: The fees for these organizations or groups shall be as follows:

Central Elementary School:

Gym	\$50 per hour and custodial costs
Library	\$20 per hour and custodial costs
Music Room	\$20 per hour and custodial costs
Kitchen*	\$15 per hour and custodial costs <i>or kitchen assistance as required</i>

West Elementary School:

Gym	\$50 per hour and custodial costs
Stage	\$20 per hour and custodial costs
Cafeteria	\$20 per hour and custodial costs
Commons	\$20 per hour and custodial costs
Kitchen*	\$15 per hour and custodial costs <i>or kitchen assistance as required</i>
Play Field**	\$20 per hour plus grounds maintenance costs

Wamego Middle School:

Gym	\$50 per hour and custodial costs
Locker Rooms	\$20 per hour and custodial costs
Commons	\$20 per hour and custodial costs
Library	\$20 per hour and custodial costs
Kitchen*	\$15 per hour and custodial costs <i>or kitchen assistance as required</i>
Vocal music	\$20 per hour and custodial costs
Instrumental music	\$20 per hour and custodial costs
FACS room	\$20 per hour and custodial costs
Football Field**	\$20 per hour plus grounds maintenance costs
Practice Field**	\$20 per hour plus grounds maintenance costs
Other Designated Grounds	\$20 per hour plus grounds maintenance costs

Wamego High School:

Gyms	\$50 per hour and custodial costs
Commons	\$20 per hour and custodial costs
Concession Stand*	\$15 per hour and custodial costs
Vocal Music	\$20 per hour and custodial costs
Auditorium	\$50 per hour and custodial costs
Wrestling Deck	\$20 per hour and custodial costs
Kitchen*	\$15 per hour and custodial costs <i>or kitchen assistance as required.</i>
Instrumental Music	\$20 per hour and custodial costs
PE Field**	\$20 per hour plus grounds maintenance costs

USD 320 Sports Complex:

Parking Lot	\$50 per hour
Practice Field**	\$50 per hour plus grounds maintenance costs
Football Field/Track**	\$100 per hour and grounds maintenance costs
Concession Stand	\$25 per hour and custodial costs
Shelter Building***	\$25 per hour

USD 320 District Kitchen*

\$50 per hour and custodial costs *or kitchen assistance as required.*

- * Use of pots, pans, and other utensils are prohibited unless permission is given by building principals. *If an applicant requires the use of any of the kitchen cooking equipment, they will be required to have a kitchen staff member on site while cooking is being done.*
- ** If lines are needed to be cut outside of the terms of the agreement, it will be done by USD 320 personnel.
- *** The shelter building is not available for use by individuals for private gatherings, i.e. graduation, birthday, or other parties.

Approved: 08/14; 11/11/19

Use of District Personal Property and Equipment

KGA

Requests for use of district personal property or equipment by outside tax-exempt organizations shall be submitted to the superintendent or the superintendent's designee. Any request shall be granted or denied pursuant to guidelines for using personal property or equipment approved by the board. The superintendent may establish a deposit or requirement for the purchase of insurance for use of district personal property or equipment before it is removed from the school grounds or other district property. The deposit will be paid to the principal and will be refunded when the property or equipment is returned in working order.

Lost, Stolen, or Damaged Property or Equipment

No request for use of district personal property or equipment shall be granted until the requestor executes a use agreement specifying such person will agree to pay the district fair market value for any district personal property or equipment that has been lost, stolen, or has suffered irreparable damage while in the requestor's possession. For the purposes of this policy, "irreparable damage" shall include any damage severe enough that the cost to repair such equipment would be more than the fair market value of the district personal property or equipment. If district personal property or equipment is returned damaged beyond normal wear and tear of acceptable use, the requestor shall be responsible for the cost to repair such personal property or equipment. The district may also require the purchase of insurance.

Personal Use

No district personal property or equipment shall be used by staff for personal reasons at school or away from its designated station without the prior approval of the superintendent. No district personal property or equipment shall be used by the superintendent for personal reasons at school or away from its designated location without the prior approval of the board of education.

Definition

District personal property means any property other than property that is land, buildings and property that is physically attached to land or buildings which is owned by or under the control of the school district.

Approved: 07/12; 03/22; 08/22

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

Bullying by Parents

KGC

(See EBC, GAAE, JDDC, KGD)

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 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; 10/16; 08/22

KGD **Disruptive Acts at School or School Activities**
(See EBC, GAAE, JCDBB, JDDC, and KGC)

KGD

Disruptive acts at school or school sponsored activities will not be tolerated. Persons threatening the safety of students, school personnel, or other persons; to damage school property; or to interfere with school or school activities or the educational process will be asked to leave the premises.

The school administration and staff are responsible for handling any disturbance caused by adults or students. The final decision for determining if assistance is needed is the responsibility of the superintendent or school principal. In the absence of these individuals, the determination shall be made by the assistant principal or person designated to be in charge of the building or activity. The superintendent shall be notified of any serious problem at the school.

Possession of a Firearm

Unless otherwise required by law or authorized by board policy, no person other than a law enforcement officer shall possess a firearm on any district owned or operated property; within any district owned or operated building or facility; in a school vehicle; in an employee's personal vehicle being used to transport students or school staff in the performance of job duties for the district; or at any school sponsored activity, program, or event. This prohibition includes possession of concealed and/or openly carried weapons; however such prohibition shall not apply to the secured storage of a handgun in a district employee's own locked vehicle on school property so long as such weapon is maintained out of plain sight.

KGD Disruptive Acts at School or School Activities

KGD-2

Appropriate signs shall be conspicuously posted as directed by the board and required by law.

Anyone in violation of this policy shall be directed to leave the premises immediately and not return without prior approval from the building administrator or superintendent. Failure to comply with such order will result in a report to law enforcement.

Approved: 07/11/2011; 12/14/2015

KGDA Public Conduct on School Property

KGDA

The superintendent or the superintendent's designee may deny access to the school buildings, facilities, and/or grounds of the district to persons who have no lawful business to pursue at the school, persons who are acting in a manner disruptive or disturbing to the normal educational functions of the school, or persons who are on school property in violation of Board and/or building policy. Administrative personnel may demand identification and evidence of qualification for access of anyone desiring to use or come upon the premises of the particular school or facility.

Persons, including parents or persons acting as parents, who have legitimate reasons for being on school property must nevertheless abide by policies adopted by the board and building policies specifically applicable to each school. Such building policies shall be published annually in the school handbook and shall be posted at the school in a conspicuous place visible to all who enter the premises. {Visitors must secure and wear a visitor's pass to enter school buildings during the school day.}

Anyone who refuses or fails to leave district buildings, facilities, and/or grounds after being requested to do so by an authorized district employee shall be considered to be trespassing in violation of Kansas law. In such case, the police will be contacted, and arrest and criminal charges may result.

The administration will determine if the individual who has been asked to leave a district building, facility, or grounds is allowed to return in the future. If the individual is not to return in the future, the appropriate "Trespass Notification" is to be sent to the individual.

Approved: 8/14

KH Gifts to Schools

KH

Any organization or individual making a gift to the district shall have the prior approval of the board. All gifts will be regarded as district property.

Approved: 05/10/1999

KH-R Gifts to Schools

KH-R

Persons or organizations desiring to make gifts to the schools should contact the superintendent.

Approved: 05/10/1999

KI Free Materials Distribution in Schools

KI

In accordance with rules adopted by the board, the superintendent reserves the right to refuse distribution to students any material by outside individuals or groups which creates a material or substantial interference with normal school activity or appropriate discipline in the operation of the school.

Political Campaign Materials

The board encourages responsible use of political materials as part of the board-approved curriculum. No student shall be forced to participate in the distribution or receipt of any political materials.

Materials Produced by Outside Groups—Including Religious Materials

The principal may establish rules and regulations which control the time, place and manner in which non-school/educational materials are displayed and disseminated in the building or on school property. No student shall be forced to participate in the distribution or receipt of any non-school materials in the schools.

Advertising in the Schools

No advertising or materials used for commercial purposes shall be permitted in the school buildings or on the grounds of the district without prior approval of the board. Advertising in student publications shall be regulated by rules and regulations developed by the superintendent. Advertising in the student publications may promote products by brand name. Ads promoting the sale of any controlled substance, drug paraphernalia or any other illegal material or activity are prohibited.

Use of Religious Materials

Religious materials may be used in the regular classroom to study the historical or cultural aspects of religion but such material is prohibited if used to indoctrinate the practice of a religion.

KI Free Materials Distribution in Schools

KI-2

Distribution of Religious Materials

The distribution of any religious materials, bound or unbound, is prohibited on school grounds or in any attendance facility. Religious materials as prohibited herein may be described as but not limited to the following: any version of the Bible (including the Gideon Bible), translations of the Septuagint and the Apocrypha, Torah, Koran or any other similar religious books of faith, pamphlets, sectarian or denominational books, tracts, papers or other such materials including pictures, symbols, crosses, statues or icons

Mailing Lists

No mailing lists of students or employees of the district shall be given to individuals, organizations or vendors for the purpose of distributing materials.

Approved: 8-11-2008

KK Public Sales on School Property

KK

The board may dispose of property in a manner the board deems to be in the district's best interest. Whenever excess property of the district is to be sold at auction, such sales shall be to the highest bidder. No credit shall be extended.

Approved: 8-11-2008

KM Visitors to the School

KM

The board encourages its patrons and parents to visit the district facilities.

Patron visits shall be scheduled with the teacher and the building principal. Unless as part of a school program or as permitted by the building principal, there shall be no visitors permitted in the cafeteria or commons areas during the school lunch periods.

Notices shall be posted in school buildings to require visitors to check in at the office before proceeding to contact any other person in the building or on the grounds.

Any person who visits a building and/or grounds of the district will be under the jurisdiction of the building principal who shall be responsible for developing rules and regulations governing the presence of visitors in the buildings. The use of any form of tobacco, smoking, chewing, etc., by any persons shall be prohibited on all school property.

The principal has the authority to request aid from any law enforcement agency if any visitor to the district's buildings or grounds refuses to leave or creates a disturbance. Violation of this rule may lead to removal from the building or grounds and denial of further access to the building or grounds. Violators of this board policy and its rules may be subject to the state trespass law.

Approved: 8-11-2008

KMA Tobacco-Free School Grounds for Visitors

KMA

(See GAOC and JCDA)

The use of any tobacco product by parents, contractors, volunteers, and all other visitors is prohibited at all times in any district facility; in school owned or operated property.

The following definitions apply to this policy.

“Tobacco product” means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled, or ingested by any other means, including, but not limited to, electronic nicotine delivery system (hereafter “ENDS”), cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or snus. Tobacco products also means any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes, charging devices, cartridges, and any substance used in ENDS, whether or not they contain nicotine. This definition does not include FDA-approved Nicotine Replacement Therapies including transdermal nicotine patches, nicotine gum, and nicotine lozenges.

“Electronic nicotine deliver system” or “ENDS” means any device that delivers a vaporized solution (including nicotine, THC, or any other substance) by means of cartridges or other chemical delivery systems. Such definition shall include, but may not be limited to, any electronic cigarette, vape pen, hookah pen, cigar, cigarillo, pipe, or personal vaporizer.

Approved: 08/03/2020

Complaints

KN

(See BCBI, GAAC, GAACA, GAAB, GAAF, IF, IKD, JCE, JGEC, JGECA, and KNA)

General Complaints

The board encourages all complaints regarding the district to be resolved at the lowest possible administrative level. If the investigation and determination procedures of a complaint are not regulated in another board policy or the negotiated agreement, as applicable, it will be designated a general complaint subject to processing under this policy. Whenever a general 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.

Informal Procedures

The building principal shall attempt to resolve general complaints in an informal manner at the building level. Any school employee who receives a general complaint shall inform the individual of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. The building principal shall discuss the complaint with the individual to determine if it can be resolved. If the matter is resolved to the satisfaction of the individual, the building principal shall document the nature of the complaint and the proposed resolution of the complaint and forward this record to the district compliance coordinator. Within 20 days after the complaint is resolved in this manner, the principal shall contact the complainant to determine if the resolution of the matter remains acceptable.

If the matter is not resolved to the satisfaction of the individual in the meeting with the principal, or if the individual does not believe the resolution remains acceptable, the individual may initiate a formal complaint.

Formal Complaint Procedures

- A formal complaint shall be filed in writing and contain the name and address of the person filing the complaint. The complaint shall briefly describe the alleged violation. If an individual does not wish to file a written complaint, and the matter has not been adequately resolved through the informal procedures of this policy, the building principal may initiate the complaint. Forms for filing written complaints are available in each school building office and the central office.
- A complaint should be filed as soon as possible after the conduct occurs but not later than 180 days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.

Complaints

KN-2

- If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board may 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 or the superintendent. The investigation shall be informal but thorough. The complainant and the respondent will be afforded an opportunity to submit written or oral evidence relevant to the complaint and to provide names of potential witnesses who may have useful information.
- A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and a copy will be forwarded to the complainant and the respondent within 30 days after the filing of the complaint. If the investigator anticipates a determination will not be issued within 30 days after the filing of the complaint, the investigator shall provide written notification to the parties including an anticipated deadline for completion. In no event shall the issuance of the written determination be delayed longer than 10 days from the conclusion of the investigation.
 - If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.
 - If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy, the negotiated agreement (as applicable), and state law will be followed.
- Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the district compliance coordinator.
- The complainant or respondent may appeal the determination of the complaint. Appeals shall be heard by the district compliance coordinator, a hearing officer appointed by the board or superintendent, or by the board itself. 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 at the lower level and the investigator's report and shall afford the complainant and the respondent 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 on appeal and a

description of its resolution within 30 days after the appeal is filed.

- Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies including the right to file a complaint with the Office for Civil Rights of the U.S. Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.

If it is determined at any level that a violation of board policy or school rules occurred, the district will take prompt, remedial action to prevent its reoccurrence. The district prohibits retaliation or discrimination against any person for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.

Complaints About Discrimination on the Basis of Sex

Complaints regarding alleged discrimination on the basis of sex, as prohibited by Title IX of the Education Amendments of 1972 and other federal and state laws regulating such discrimination and discriminatory harassment, shall be handled in accordance with the procedures outlined in board policies GAAC, for staff, and JGEC, for students, and shall be directed to the Title IX Coordinator at: Scott Meitler (USD 320 Asst. Superintendent/Dir. Of Instruction; 1008 8th Street, Wamego KS 66547; email: meitlers@usd320.com; Ph 785-456-7643

Complaints About Discrimination or Discriminatory Harassment Not on the Basis of Sex

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, genetic information, or religion in the admission to, access to, treatment, or employment in the district's programs and activities is prohibited. Scott Meitler (USD 320 Asst. Superintendent/Dir. Of Instruction; 1008 8th Street, Wamego KS 66547; email: meitlers@usd320.com; Ph 785-456-7643 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI and Title VII of the Civil Rights Act of 1964 (with the exception of discrimination on the basis of sex), Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, the Personal Responsibility Work Opportunity Reconciliation Act of 1996, and the Food Stamp Act of 1977, as amended.

For more information regarding what qualifies as discrimination or harassment on the basis of race or disability, see board policies GAACA applying to staff members and JGECA applying to students.

For information regarding the investigation or resolution process for complaints of discrimination or discriminatory harassment not involving sex-based conduct or district child nutrition programs, see board policies GAAB for staff members and JCE for students.

Complaints

KN-4

Complaints Concerning Child Nutrition Programs

Complaints alleging discrimination in child nutrition programs offered by the district shall be handled in accordance with the procedures outlined in board policy KNA.

Complaints About Policy

The superintendent shall report any unresolved complaint about policies to the board at the next regularly scheduled board meeting.

Complaints About Curriculum

The superintendent shall report a failure to resolve any complaint about curriculum to the board at the next regularly scheduled board meeting. See board policy IF for complaints dealing with textbooks and instructional materials.

Complaints About Instructional Materials

The building principal shall report any unresolved complaint about instructional materials to the superintendent promptly after receiving the complaint. See board policy IF.

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.

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: 09/13/99; 12/14/15; 08/03/20; 03/06/2023

KNA Complaints Regarding Child Nutrition Programs

KNA

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or retaliation for prior civil rights activity in any program or activity conducted or funded by the United States Department of Agriculture is prohibited. (Position or name, address, email address, and phone number of compliance coordinator) has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975, Personal Responsibility Work Opportunity Reconciliation Act of 1996, and the Food Stamp Act of 1977, as amended.

Complaints About Discrimination in Child Nutrition Programs

To file a complaint of discrimination regarding child nutrition programs offered by the district, complete the USDA Program Discrimination Complaint Form (AD-3027) at: http://www.ascr.usda.gov/complaint_filing_cust.html; or write a letter and provide the information requested in the form. To request a complaint form, call (866) 632-9992.

Submit the completed form to:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410.
FAX: (202) 690-7442
Email: program.intake@usda.gov

Approved: 08/03/2020

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L--INTERORGANIZATIONAL RELATIONS
 SN Excludes education agencies.

LA	Goals and Objectives
LB (See LA)	School-Community Cooperation
LC (See LA)	School-Community Programs
*LD (See LA)	School-General Government Relations
*LDA	Local Government
	<u>SN Includes central governing and administrative bodies such as city council and mayor's office.</u>
*LDAA	Fiscal Authorities
*LDAB	Taxation Authorities
*LDAC	Election Board
*LDAD	Public Antipoverty Authorities
*LDAE	Public Housing Authorities
*LDAF	Public Health Authorities
*LDAG	Public Welfare Authorities
*LDAH	Parks Department
*LDAI	Recreation Department
*LDAJ	Police Department
*LDAJA	Interrogations and Investigations (See JCAB & JCAC)
*LDAK	Fire Department
*LDAL	Civil Defense Agency
*LDAM	Industrial Development Authorities
*LDAN	Planning Authorities
*LDAO	Zoning Authorities
*LDB	(RESERVED CATEGORY)
	<u>SN For use to record relationships with intermediate governmental bodies between the local and state levels--county, regional, and/or metropolitan.</u>
*LDC	State Government
*LDCA	Legislative Representatives
*LDCB	State Employment Department
LDD	Federal Government
LDDA	Fiscal Management of Federal Grants
*LE	School-Community Organizations Relations
*LEA	Private Social Service Agencies
*LEB	Parents Organizations
*LEC	Booster Organizations
LED	Family Night
*LEE	Human Relations Organizations
*LEF	Neighborhood Associations
*LEG	Business and Labor Organizations
*LEGA	Work-Study Programs (Also IDCF)
*LEGB	Student Banking Programs

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Section L – Interorganizational Relations

Goals and Objectives LA

School-Community CooperationLB

School-Community Programs..... LC

Federal Government-Drug Free SchoolsLDD

Fiscal Management of Federal Grants.....LDDA

LA Goals and Objectives

LA

The board will seek to establish a satisfactory working relationship with governmental and private agencies having an interest in the operation of public schools.

Approved: 05/10/1999

LB School-Community Cooperation

LB

The board will seek to foster an atmosphere of cooperation between the schools and community groups and organizations.

Approved: 05/10/1999

LC School-Community Program

LC

The board will consider the establishment of programs sponsored jointly by the district and community groups or organizations whenever, in the judgment of the board, such programs cannot be or should not be wholly under the control of the board.

Approved: 05/10/1999

LDD Federal Government-Drug Free Schools

LDD

The unlawful possession, use, or distribution of illicit drugs and alcohol by students or school employees on school premises or as a part of any school activity is prohibited. This policy, and any curriculum used in conjunction with it, shall be evaluated at least every-other year using criteria developed by the superintendent and approved by the board. The board shall receive a report after each of these reviews is conducted. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act. P.L. 102-226. (See IDAB, GAOA, GAOB, and JDDA)

Approved: September 13, 1999

LDDA Fiscal Management of Federal Grants

LDDA

The district shall meet the requirements of the Education Department General Administrative Regulations (EDGAR). The outline used to meet this requirement shall be the document: Federal Education Grants Management: What Administrators Need to Know, and other pertinent documents developed by the U.S. Department of Education.

Approved: August 13, 2007

LED Family Night

LED

With the exception of Sunday matinee performances of the high school fall musical and spring play, no school activity is to take place on Wednesday night or on Sunday without written permission of the superintendent. All Wednesday activities must be completed such that students will be out of the building by 6:00 p.m. These times are set aside for family activities. If the superintendent permits any exceptions to this policy, notice shall be given to the board at their next regular or special meeting.

Approved: 05/10/1999; Revised/Approved 03/09/2015

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MA	Goals and Objectives
*MB	Local Cultural Institutions Relations (See IFC)
*MBA	Libraries
*MBB	Museums
*MC	Private Schools Relations - KSA 72-1103
*MCA	Shared Services
*MCB	Released Time
MD (See MA)	Interdistrict Relations - KSA 72-933 <u>et seq.</u> ; 72-4408 <u>et seq.</u>
*MDA	Shared Services - KSA 72-933 <u>et seq.</u> ; 72-4408 <u>et seq.</u> ; 12-2901 <u>et seq.</u> ; 72-969; 72-8230
*MDB	Interscholastic Activities (Also IDF)
*MDBA	Interscholastic Athletics (Also IDFA)
*ME	Education Research and Service Centers (See IC)
*MEA	Title III Centers
*MEB	Regional Laboratories
MF (See MA)	Colleges and Universities - KSA 72-116
*MFA	Shared Services
*MFB	Practice Teaching - KSA 72-1392
*MFC	Advance College Placement
*MG	Associations
*MGA	Certified Personnel Associations
*MGB	School Boards Associations (See BG)
*MH	County Education Agency Relations
MI (See MA)	State Education Agency Relations (See EF) - KSA 72-7501 <u>et seq.</u>
*MJ	United States Office of Education Relations (See EF)
MK (See MA)	Educational Accreditation Agency Relations (See IJ) KSA 72-1114 to 72-1116
*ML	Certified Visitors and Observers

MA Goals and Objectives

MA

The board shall seek to work harmoniously with educational agencies having an interest in the district's schools. Staff shall follow all regulations required by state and federal education agencies.

Approved: 08-10-2009

MD Interdistrict Relations

MD

The board will work cooperatively with other districts to provide services to students when it is in the best interest of students and the districts.

Approved: 05/10/1999

MF Colleges and Universities

MF

The board may consider the use of student teachers in classes maintained by the district upon conclusion of a written contract with appropriate colleges and universities.

Only those tenured teachers who have achieved the highest ratings through the evaluation process will be allowed to train a student teacher.

Approved: November 22, 1999

MI Kansas Education Systems Accreditation

MI

Kansas Education Systems Accreditation (hereafter “KESA”) is a district-wide accreditation process. Accreditation within this process is ultimately granted by the Kansas State Board of Education. The district school board (hereafter “board”) shall maintain the goal of full accreditation for the district. Good faith efforts shall be made by all staff to implement district school improvement plans. The board shall monitor compliance.

The board is committed to implementing and sustaining the foundational structures defined within the KESA process as well as defining and implementing district-wide goals in alignment with the KESA rubrics.

In order for accreditation to be achieved, the board shall commit to school improvement for all district schools, academic achievement for all district students, and results-based professional development for all district staff members. The superintendent shall regularly report to the board on the district’s progress toward full accreditation within the 5 year cycle defined as part of the KESA process.

The board shall fully inform the public in languages commonly used in the community about district-wide goals, school improvement plans, the progress of school improvement efforts, the accreditation status of the district, and other pertinent information as the board may direct.

Approved: 08/08/05; 02/16/2017

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	Waiver of Notice
BCBI	Public Participation
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BCBK	Executive Session
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DFAC	Allowability of Costs – Federal Programs
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	Procurement – Federal Programs
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DJB	Petty Cash Accounts
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DK	Student Activity Fund Management
	Resolution to Establish Activity Fund
EBC	Security and Safety
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	Report to Staff Member Form
ECA	HIPAA Policy
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ECH	Printing and Duplicating Services
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GAAF	Emergency Safety Interventions
	ESI Documentation

GACC	Recruitment and Hiring
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GACD	Employment Eligibility Verification
	Documents that Establish Identity
GAK	Personnel Records
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GAN	Travel Reimbursement – Federal Programs
GAOD	Student Transportation Disclosure Form
	Student Transportation Disclosure
GARA	Bloodborne Pathogen Plan
	Exposure Control Plan
	Hepatitis B Vaccine Declination Form
	First Aid Incident Report
	Post-Exposure Evaluation and Follow-up Report
	Documentation of Training
GARI	Family and Medical Leave Plan
	Sample Family and Medical Leave Plan
GCI	Classified Employee Evaluation
	Classified Employee Evaluation Form
IB	School Site Councils
	Bylaws
IDAD	Title I Programs
	Regulation - Title I Programs
	Parental Involvement Encouraged
	Activities to Enable Parental Participation
	Scheduling for Parents’ Convenience
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IDAE	Student Privacy Policy
	Student Privacy Regulation
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IFCB	Field Trips

Consent to Participate in Field Trip etc. Form

IIEducational Testing Programs

Testing Integrity Staff Handbook Language

IIBGA.....Children’s Internet Protection Plan

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JBETruancy

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Median Earnings and Unemployment Rate

JCABBSearches of Students

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JDDReport to Staff of Expulsion or Conviction

Report to Staff Member Form

JDDBReporting Crimes to Law Enforcement

Report to Local Law Enforcement Form

JDDCShort Model Bullying Plan

Report to Local Law Enforcement Form (Bullying)

JGCADistrict Health and Wellness Plan

JGFGStudent Accidents

Consent for Emergency Medical Treatment Form

JGFGBSupervision of Medications

Medication Given at School Form

Permission for Medication Form

JGFGBAStudent Self-Administration of Medications

Permission for Self-Administration of Medication

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	Facility Use Language
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KI	Distributing Materials in Schools
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KN	Complaints
	Complaints Form