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 of Unified School District 352 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 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. When requested, KASB staff members consulted with the board and selected staff members to arrive at the final draft. This final draft was then adopted by the 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 provide the administrators with guidance in handling the day-to-day issues which arise; they should be narrow enough to give the administration clear guidance.

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.

There is one binder containing thirteen sections of policies. These sections are:

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

L -- INTERORGANIZATIONAL RELATIONS
M -- RELATIONS WITH OTHER EDUCATION AGENCIES

The system's ultimate success depends on using these policies daily to guide the administrators and as a management tool to facilitate school board operations and actions.

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. Major descriptors appear in several places in the index. This 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 if 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. After the reader has done this, cross-references and other similar referrals should also be read.

State Law and Negotiated Contracts

These policies do not contain any statutory language, except where necessary, or negotiated contract language. They exist in other, separate documents, which should be consulted if needed. If the reader is in doubt about the subject being pursued, guidance should be sought from the superintendent or some other administrative staff member.

Any member district may request KASB policy writers assist them in drafting locally generated policies and/or amendments or in the alpha-coding and placement of a new policy. Standard Association hourly consulting fees may apply in certain cases where the request is expected to consume a significant amount of staff time.

Definitions

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

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

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.

If the board does not have a policy or rule on the subject; these codes will be marked with an asterisk **(*)**

A

GBRG	Absence from Duty
JBD	Absences, Students - KSA 72-1111, 72-1113
BCBG	Abstaining Vote
GAAD	Abuse, Child - KSA 38-1523; 21-3609
JF	Academic Achievement
JF	Academic Achievement Reporting
IAA	Academic Freedom
JGFG	Accidents and Illness - KSA 72-8404
MK	Accreditation - KSA 72-1114 to 72-1116
JH	Activity Fund Management (See DK)
	Activity Trips (See "Field Trips and Excursions")
JH, JHC	Activities, Co-curricular
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 et seq.
* CGPA	Health Examinations - KSA 72-5213
* CGD	Hiring

	CD	Line and Staff Relations
*	CGPE	Non-School Employment
	CG	Orientation
	CG	Part-Time Administrators
*	CGPG	Personal Leaves and Absences
*	CGB	Positions
*	CGG	Probation
	CK (See CG)	Professional Development Opportunities
*	CGPF	Professional Leaves and Absences
*	CGJ	Promotion
	CG	Qualifications and Duties
	CG	Recruitment
	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
		Administrative Regulations (See "Administrative Rules")
	CO	Administrative Reports
	CMA	Administrative Rules
	CMA	Adoption (See CM)
	CMA	Community Involvement (See CM)
	CMA	Dissemination (See CM)
	CMA	Drafting (See CM)
	CMA	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	Agreement, Procedural (See "Procedural Agreement")
	HAJ	Agreement, Preliminary
	HAL	Agreement Announcement
*	JCDAB (See JCDAA)	Alcohol Use
	ING	Animals and Plants in the School
	DC	Annual Operating Budget
	CO	Annual Reports (See EBI, DJB)
	IKE	Assemblies
	GACE	Assignment and Transfer
	CG	Administrative Personnel
*	GCE (See GCB)	Noncertified Personnel

* GBE	Certified Personnel
JBE	Students (See "Student Assignment")
	Assistant Principals (See "Administrative Personnel Positions")
	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
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
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
DB	Budget Planning
DC (See DB)	Encumbrances
* DJ	Funds - KSA 79-2925; 79-2934
* 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 et seq.
EBE	Cleaning Program
EBA	Insurance Program - KSA 72-8401 et seq.
* EBH	Leasing and Renting - KSA 72-8225 & 55-211; 55-211a
EBA	Liability - KSA 72-8401 et seq.
EBI	Long-Range Maintenance Program
EB	Management
EBJ (See EBI)	Records
EBB	Repairs
EBB	Safety
EBC	Security - KSA 72-8222
KG	Buildings, Use of
JDDC	Bullying
KGC	Bullying by Parents
GAAE	Bullying by Staff
	Bus Drivers (See "Noncertified Personnel Positions")
	Buses (See "Student Transportation")
EDAA	Buses, School Owned
EDDA	Buses, Special Use of
* E	Business Management

C

	Cabinets (See "Councils, Cabinets and Committees")
	Cafeteria Workers (See "Noncertified Personnel Positions")
AEA	Calendar
* DJF	Capital Equipment
DJFA	Purchasing Authority KSA 10-1113; 72-8212; 75-3315 to 75-3322
JQLA	Caseload Review, Special Education Class-size/Limits for Exceptional Students
	Censorship (See "Public Complaints")
ADA	Census - KSA 72-5333d
IKD	Ceremonies and Observances - KSA 72-5308; 72-5308a
* GB	Certified Personnel
GBRE	Additional Duty
* GBE	Assignment and Transfer
GBRC	Professional Development

GBRH	Certified Leaves and Absences Sabbaticals Conference and Visitations Exchange Teaching
GBN	Nonrenewal and Termination
IEB	Charter Schools
* GBA	Compensation Guides and Contracts - KSA 72-5412, 72-5412a
GBRGA (See GBR)	Consulting
GAD	Development Opportunities
GBU	Ethics
GBI	Evaluation - KSA 72-9001 et seq.
GBRE (See GBRD)	Additional Duty - KSA 72-5412a
* GBD	Hiring
* HA	Negotiations - KSA 72-5413 et seq.
GBRG	Nonschool Employment
* GBS	Organizations
* GBF	Orientation
* GBRI	Personal Leaves and Absences Illness Religious Bereavement
* GBJ	Promotion
* GBT	Publishing
* GBBA	Qualifications and Duties
* GBC (See GBBA)	Recruitment
* GBP (See GBO)	Reemployment
GBO	Resignation
* GBQ	Retirement - KSA 74-4931 et seq.
GBRH	Sabbaticals
GBN	Separation - KSA 72-5435 et seq.
GBRD (See GBR)	Staff Meetings
GBH	Supervision
GBK	Suspension
GBR	Time Schedules
* GBRF	Travel Expenses KSA 75-3201 et seq., 75-3203, 75-3204
GBRGB (See GBRG)	Tutoring for Pay
* GBRL	Vacations
* ML	Visitors and Observers
GBR	Working Conditions
GBR	Work Load
GAAD	Child Abuse - KSA 21-3609; 39-1523
IIBGA	Children's Internet Protection Act (CIPA)
	Citizens Committees (See "Advisory Committees")
	Class Gifts (See "Student Gifts to School")
* IHC	Class Rankings
* IFAC	Classroom Library Materials Selection and Adoption KSA 72-8205; 72-8212
* IFA	Classroom Materials - KSA 72-8205; 72-8212
IE	Class Size
JQLA	Class-size/Caseload Limits for Exceptional Students
EBE	Cleaning Program - KSA 65-202; 72-8212; 72-1033
	Closed Board Meetings (See "Executive Sessions")
* AFC	Closings, Emergency (See JGFA) - KSA 72-8213; 31-144

AG	Closing Schools - KSA 72-8213, 72-8213(a)
	Coaches (See "Certified Personnel Positions")
IDA	Cocurricular Activities (See JH) - See KSHSAA By-Laws
	Collective Bargaining (See "Negotiations")
	College Bound Guidance (See "Educational Guidance")
	College Preparatory Program (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, 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
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 Contracts
* 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
GAAB	Discrimination
BCBI	Handling Complaints (See KN)
GAE	Personnel Complaints and Grievances
KN	Public Complaints (See BCBI)

JCE	Student Complaints and Grievances
JCDA	Conduct, Student - KSA 72-8901 et seq.
IIBG	Computer Assisted Instruction
IIBGB	On-Line Learning Opportunities
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 et seq.
BCBG	Abstaining Vote - KSA 72-8205a
	Conservation Education (See "Basic Instructional Program")
	Consultants
CJ, GBRGA	Administrative Consultants
BBG (See CG)	
* FDAA, *FEAA	Administrative Consultants, Long-Range and Project Planning
* GGPEA	Administrative Personnel Consulting
GBRGA	Certified Personnel Consulting
BBG	School Board Consultants (See CJ)
GBRGA, *CEH	School Superintendent Consulting
JM	Contests for Students - See KSHSAA By-Laws
* EDAC	Contracted Bus Service
	Contracts (See "Compensation")
DJEG	Contracts and Purchasing
KGD	Control, Crowd Disturbances
* BI	Control of School Activities
IKB	Controversial Issues Teaching
	Cooks (See "Noncertified Personnel Positions")
	Coordinators (See "Administrative Personnel Positions")
ECH	Copyright
JDA	Corporal Punishment
CL	Councils, Cabinets and Committees
CL	Dissolution
CL	Financial
CL	Liaison
CL	Material
CL	Method of Appointment
CL	Organization
CL	Personnel
CL	Reporting
CL	Resources
CL	Types and Functions
	Counseling (See "Guidance")
CEB	County Treasurer, Effecting agreement with, on interest from school funds - KSA 12-1678a
EBBF	Crisis Planning
	Crossing Guards (See "Noncertified Personnel Positions")
KGD	Crowd Control
	Culture-Free Tests (See "Test Selection and Adoption")
	Curriculum
IC	Adoption - KSA 72-8205
IC	Development

	IC	Development Resources
	IC	Finances
*	ICFA	Guides and Course Outlines
*	ID	Instructional Program
	IC	Materials
	IC	Personnel
	IC	Pilot Project Evaluation
	ICA	Pilot Projects
	ICA	Planning
	ICA	Research
	IC	Resources
		Curriculum Libraries (See "Curriculum Development Resources")
		Custodians (See "Noncertified Personnel Positions")
		Custody Record of Student (See "Release of a Student During a School Day")

D

	EF	Data Collection and Retrieval Methods KSA 75-4707, 72-8227, 72-7527, 72-7528, 45-215 et seq.
	EF	Data Dissemination
	EF	Data Management
	AF	Day, School - KSA 72-1106
	JCEC	Demonstrations by Students
		Demonstration Schools (See "Pilot Projects")
		Department Chairmen (See Administrative Personnel Positions")
*	IEA	Departmentalization
*	DG	Depository of Funds - KSA 9-1401; KSA 12-1675
		Desegragation (See "Attendance Areas")
	JDB	Detention
		Development Opportunities
	CK	Administrative Personnel
*	BBBC	School Board Members
	CEG	School Superintendent
	GAD	Staff
*	IEA	Differentiated Staffing
	IHF	Diplomas - KAR 91-31-12(f)
		Directors (See "Administrative Personnel Positions")
	GBRIBA	Disability Leave
*	JD	Discipline - KSA 72-8901 et seq.
		Discrimination - (See Nondiscrimination)
*	JGFC	Dismissal Precautions
	AD	District (School) Attendance Areas - KSA 72-72041 72-8212
	A	District Authority
	ABE	District Goals & Objectives
	DIC	District (School) Inventory - KSA 72-126 to 72-129
	AC	District (School) Organization Plan
*	AAAA	District Motto
	KGD	Disturbances, At Activities
	AF	Double Sessions (See AEBA)
*	JCDB	Dress Code

* JQH	Drop-Outs (See IDCF)
IDA	Drug Education - KSA 65-2892a, 21-4109; 72-8205; 72-8212
GAOB,JDDA,LDD	Drug Free Schools and Communities
GAOA	Drug Free Workplace
GAOD	Drug and Alcohol Testing of bus drivers
* JCAA	Due Process - KSA 72-8901 et seq.
JQ	Due Process for Special Education Students KSA 72-977 et seq.; 72-933 et seq.
IDCE	Dual Credit (College)
ECH	Duplicating Services
CEB	Duties
* GBBA, *GCBA	Duties and Qualifications
GBRE	Duty, Extra - KSA 72-5412a
* HAD	Duty and Rights of Board in Negotiations KSA 72-5413 et seq.
	Dyslexia (See "Physically Handicapped Programs")

E

JFCA	Early Graduation
MK (See MA)	Educational Agencies Relations
* JE	Educational Guidance
IDA	Educational Programs
IDAA	Special Programs
IDAB	Educational Support Programs
IDAC	Exceptional Programs
IDAD	Title I Program
EBBD	Emergency Closings/Evacuations - KSA 72-8213, 31-144
EBBE	Emergency Drills - KSA 31-133
GCRG	Emergency and Legal Leave
* EBGB	Emergency Repairs
DH	Employee Bond - KSA 72-8202d
GAOC	Employee Smoking - KSA 21-4009 et seq.
GACD	Employment Eligibility Verification
JJ	Employment of Students - KSA 38-601 et seq.
JJ	Employment, Outside
JHC	Equal Access - Title VIII
* JAA	Equal Educational Opportunities (See GAAA) KSA 44-1030; 44-1031
GAAA (See GAA)	Equal Opportunity Employment - KSA 44-1030; 44-1031
EC	Equipment and Supplies
EC	Equipment Maintenance
* FEDC	Equipment Plans and Specifications
* ECD	Distribution
ECA	HIPPA Policy - Insurance Program - KSA 72-8401 et seq.
* ECE	Leasing and Renting - KSA 72-8225; 55-211 to 55-211a
EC	Management
EC	Receiving
* ECG	Records
DFM (See DFG)	Sales - KSA 72-8212
* IFAC	Selection and Adoption
HAHBB	Use by Negotiating Teams - KSA 72-5413 et seq.
* KGB	Use by Public - KSA 72-8205

	Ethics
CB	Administration
GBU	Certified Personnel
* BH	School Board Member
	Evaluation - KSA 72-9001; 72-1114 to 72-1116
CGI	Administrative Personnel KSA 72-9001 et seq.; 72-5451 et seq.
GBI	Certified Personnel - KSA 72-9001 et seq.
* ICD	Curriculum Pilot Project (See IJ, JR et seq.)
IJ	Instructional Program
GCI	Noncertified Personnel
GCIF	Classified Employee Evaluation Form
CEI	School Superintendent - KSA 72-9001 et seq.
AF	Evening Sessions (See AEBA)
IDAC	Exceptional Programs
JQ	Exceptional Students - KSA 72-933 et seq.; 72-977
JQKA	Exchange Students
GBRH	Exchange Teaching
BCBK	Executive Sessions (See KB) - KSA 75-4317 et seq.
* DJ	Expenditures of Funds
GANA	Expense Reimbursement and Credit Cards (See GAN)
JDD	Expulsion, Suspension - KSA 72-8901 et seq.
AEB	Extended School Year (See AEBA)
IDA, JH	Extracurricular Activities
	Extra Duty (See "Additional Duty")

F

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

	(See "Field Trips and Excursions")
JQKA	Foreign Exchange Students
JGH	Free or Reduced Price Lunches
KI	Free Materials Distribution in Schools
	Fringe Benefits (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 et seq.; 17-5002

G

JHCAA	Gang Activity
	Gate Receipts (See "Fees, Payments and Rentals")
GAJ, JL, KH	Gifts
DFK (See DFG)	Gifts and Bequests - KSA 12-1252; 72-8210; 72-8212
GAJ	Gifts by Staff Members
GAJ, KH, JL	Gifts to Students
KH	Public Gifts to School - KSA 12-1252; 72-8210; 72-8212
JL	Student Gifts to School - KSA 12-1252; 72-8210; 72-8212
JL	Student Gifts to Staff Members
	Goals and Objectives
CA	Administration
DC	Budget - KSA 72-8156; 72-8204; 72-8204a; 72-7053
EA	Business Management
HAB	Certified Personnel Negotiations KSA 72-5413 et seq.
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
	Grade Level Organization (See "Organization Charts")
IDA	Grade Point Average
IHA	Grading System
JBD	Grades - Reduction
JFC	Graduation - KSA 72-116, KAR 91-31-12(h)
JFCA	Graduation, Early
IHF (See IHEA)	Graduation Requirements - KSA 72-8205, KAR 91-31-12(f), (g), and (h)
	Grievance Procedures
GAE	Personnel Complaints - KSA 72-5424
JCE	Student Grievance Procedures
	Grounds Management
	(See "Buildings and Grounds Management")
* IEA	Grouping for Instruction
	Self-Contained Classroom - KSA 72-1113; 79-3606
	Nongraded Schools
	Departmentalization
	Team Teaching
	Differentiated Staffing
	Group Insurance (See "Compensation")
	Growth Development Opportunities
	(See "Development Opportunities")
* 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
GAAC, JGEC	Harassment, Sexual
GAACA, JGECA	Harassment, Racial
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.
JBCA	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
GCRG	Illness (Sick Leave)
	Inclement Weather Procedures
	(See "Dismissal Precautions")
	Incentive Pay System
* GABB	All Personnel
* GBAA	Certified Personnel
* GCAA	Noncertified Personnel
* IEH	Independent Study
* KBE (See KB)	Information Campaigns, Use of Students
KB	Information Program
JGCB (See JGC)	Inoculations - KSA 72-5209
* GADA	In-Service Education - KSA 72-1106(f)
	Inspections
* DJEBD	Capital Equipment
* DJEBD	Goods and Services
IE	Instructional Arrangements
	Class Size
	Scheduling for Instruction
	Pre-Enrollment
IB	Instructional – School Site Councils
IA	Instructional Program Philosophy
IF	Instructional Resources
IF	Resource Teachers
IF	Services
IF	Textbook Selection and Adoption - KSA 72-8205; 72-4107 et seq.; 10-1113; 79-3606; 72-5386
IF	Use of Textbooks
IJ	Instructional Program/Evaluation
	Insurance - KSA 72-8401 et seq.
EBA	Buildings and Grounds Insurance Program KSA 72-8401 et seq.
EBA	Employees - KSA 12-2616 et seq.
ECA	HIPPA Policy - Equipment & Supplies Insurance Program KSA 72-8401 et seq.

	Life, Hospitalization and Medical Insurance (See "Compensation")
JGA	Student Insurance Programs - KSA 72-8401 et seq.
* EDB	Student Transportation Insurance Programs KSA 72-8401 et seq.
	Insurance Appraisals (See "Financial Reports and Statements")
MD (See MA)	Interdistrict Relations
* MDA	Interdistrict Shared Services - KSA 72-933 et seq.; 72-4408 et seq.; 12-2901 et seq.; 72-968; 72-8230
CEB	Interest, From School Funds With County Treasurer KSA 12-1678a
CG	Intern Program
* L	Interorganizational Relations (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
	Interviews With Staff (See "News Conferences and Interviews")
* KBCE	Interviews With Students
	Intramural Sports (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 et seq.; 17-5002

J

GCRG	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	Certified Personnel
GCRG	Noncertified Personnel
GCRG	Legal (Emergency) Leave
	Legal Counsel (See "Attorney")
IKI	Lesson Plans
	Librarians (See "Certified Personnel Positions")
	Library Materials Selection and Adoption (See "School Libraries")

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

M

JGHB	Machines, Automated Playing and Vending
	Maintenance
EBI	Buildings and Grounds Long-Range Maintenance
EC	Equipment Maintenance
	Maintenance Workers
	(See "Noncertified Personnel Positions")
IHEA (See IHA)	Make-Up Opportunities
* JQF	Married Students
	Media Specialists (See "Certified Personnel Positions")
	Medical Insurance (See "Compensation")
	Medical Leave (See Family Medical Leave)
JGFGB	Medication, Supervision of, to Students
	Meetings
GBRD	Professional Personnel Staff Meetings
* KCC	Public Hearings
* BC	School Board Meetings - KSA 72-8205; 75-4317 to 75-4320
BG (See BE)	Memberships - KSA 72-5326
FC	Memorials and Naming of District Facilities
GARID, 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

	HAN	Slowdowns
	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")
	GACCA	Nepotism
*	FDC	New Facilities Naming
	JBC	New Resident Students - KSA 72-1046
	BBBB	New Board Member Orientation
		News Coverage
	BCBJ, KBCC	Board Meetings News Coverage - KSA 75-4317 et seq.
	KBC	News Conferences and Interviews
	KBC (See KB)	News Media Relations
	KBC	News Releases
*	KBCD	Sports and Special Events News Coverage See KSHSAA By-Laws
		Noncertified Personnel
*	GCE	Assignment and Transfer
	GCA	Compensation Guides and Contracts
	GCI	Evaluation
*	GCD	Hiring
	GCRG	Leaves and Absences
	GCRF	Non-School Employment
*	GCF	Orientation
*	GCRD	Overtime Pay
	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	Suspension
*	GCR	Time Schedules
*	GCRE	Travel Expenses
	GCRH	Vacations
*	GCR	Working Conditions

* GCR	Work Load
GAAA	Nondiscrimination
* IEA	Nongraded Schools
JBC	Nonresident Students - KSA 72-6757; 72-7201 et seq.
	Non-School Employment
GBRG	Administrative Personel
GCRF	Noncertified Personnel
GBRG	Professional Personnel
IFCB, *KFB	Non-School Supported Trips

O

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

P

JFAC (See JFAB)	Parent Conferences
* KMA	Patron/Parent Visitors to the Schools - KSA 21-3721
* 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
GA	Personnel Policy Organization
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	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	Policy Implementation
* BDC	Policy Review
GAHB	Political Activities by Staff
KI	Political Campaign Materials Distribution
GACA	Positions
	Administrative Personnel
	Noncertified Personnel
	Professional Personnel
JQI	Post Secondary Students
* MFB	Practice Teaching - KSA 72-1392
JQE	Pregnant Students
	Press Service
* BCBJA, *KBCCA	School Board Meeting - KSA 72-8205, 75-4517 et seq.
* KBCD (See KB)	Sports and Special Events - See KSHSAA By-Laws
	Principals (See "Administrative Personnel Positions")
ECH	Printing and Duplicating Services
	Probation
* CGG	Administrative Personnel
* GBG	Professional Personnel
JDC (See JDB)	Students
HAI	Procedural Agreement - 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

* BBABF	Procedure (Parliamentary) - KSA 72-8205
HAK	Procedures in Ratification - KSA 72-5413 et seq.
	Program Development (See "Curriculum Development")
	Program Development Officer
	(See "Administrative Personnel Positions")
	Promotion of Staff
* CGJ	Administrative Personnel
* GBJ	Certified Personnel
* GCJ	Noncertified Personnel
JFB	Promotion and Retention of Students
DJEJ	Prompt Payment - KSA 75-6401 et seq.
JBC	Proof of Identity
* DO	Properties Disposal Procedure - KSA 72-8212
JS	Property Damage Claims
* DFN	Property Sales - KSA 72-8212
JGD	Psychological Services - KSA 72-961 et seq.
* JGDA	Psychological Testing - KSA 72-961 et seq.
* 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
	Public Information Officer
	(See "Administrative Personnel Positions")
KB	Public Information Program
BCBI, *KCA	Public Participation at Board Meetings
* K	Public Relations, General
KK	Public Sale on School Property
JI	Public Service, Student
* KL	Public Use of School Records - KSA 45-216
KG, KGA	Public Use of School Facilities - KSA 72-8205d
* KGC	Public Use of School Employee Services
KB	Public's Right to Know - KSA 75-4317 et seq.
* GBT	Publishing
JDA	Punishment, Corporal
	Purchasing - KSA 75-3317 to 75-3322; 72-8212; 10-1113
DJE (See DJB)	Agent
DJE (See DJB)	Authority
DJEG (See DJEE)	Purchase Orders and Contracts - KSA 10-1113; 60-1111; 72-6760; 75-3317 to 75-3322; 72-8212
DJFA	Purchasing Authority

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

R

	Racial Balance (See "Attendance Areas")
GAACA	Racial Harassment-Employees
JGECA	Racial Harassment-Students
* IHC	Ranking of Students
* JBG	Readmission of Students - KSA 72-8901 et seq.
EC	Receiving Equipment and Supplies
	Records
CN	Administrative
EBJ (See EBI)	Buildings and Grounds (See CN)
GAK	Central Office (See CN)
GAK	Disposition (See CN) - KSA 72-5369 to 72-5373
* ECG	Equipment and Supplies
* FGI	Facility Expansion Project Records and Reports
GAK	Personnel
GAK	Public Use (See CN) - KSA 45-215-216
BE	School Board - KSA 10-1117 to 10-1118
JR	Student - KSA 72-5386; 72-6214
EE	Student Lunch Service - KSA 72-5112 et seq.; 72-5213
EDAA	Student Transportation - KSA 72-8301 et seq.
GAK	Types
	Recruitment
CG	Administrative Personnel
GACC (See GACB)	Certified Personnel
GACC (See GCB)	Noncertified Personnel
CEC	School Superintendent
GBQA	Reduction of Teaching Staff
	Reemployment
* GBP	Certified Personnel
* GCP	Noncertified Personnel
	Regulations (See "Administrative Rules")
MD	Relations/Interdistrict
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	Silent Meditation - KSA 72-5308a
IKDA	Opt-out for Religious Reasons
* IKC	Religion, Teaching About
JB	Religious Exemption from Compulsory School Attendance
* GBRI, GCRG	Religious Leave

* IDDB	Remedial Programs - KSA 72-933 et seq.
* BBH	Remembrances
	Rentals (See "Fees, Payments and Rentals")
	Renting (See "Leasing and Renting")
EBE	Repairs
JF	Report Cards
	Reports
CO	Administrative Reports
CO	Dissemination
BE	School Board Annual Reports
CO	Types
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	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, GAOF	Salary Deductions - KSA 72-8601; 72-8603
	Sales

DFM	Equipment and Supplies - KSA 72-8212
KK	Public Sales of School Property
	Salesman (See "Vendor Relations")
HAN	Slowdowns/Sanctions
EBE	Sanitation
	Schedules, Time
CG	Administrative Personnel
GBR	Certified Personnel
* GCR	Noncertified Personnel
	Scheduling
IE	Scheduling for Instruction
EDAA	Student Transportation Scheduling and Routing - KSA 72-8301 et seq.
LED	School Activities
JBC	School Admissions - KSA 72-6757; 72-53,106
* B	School Board Operations
* BBF, *KCBA	Advisory Committees (See BBC)
BE	Annual Reports (See CO)
BBE	Attorney - KSA 72-8205
	Budget (See "Budget")
BBC	Committees
* KC	Community Relations
BBG	Consultants
* BH	Ethics
BA	Goals and Objectives
* BB	Internal Organization
	Meetings (See "School Board Meetings")
	Members ("See School Board Members")
BG	Memberships - KSA 72-5326
HAE (See HAB, *BDN)	Negotiating Agents - KSA 72-5413 et seq.
* HAD (See HAB)	Negotiation Rights and Duties - KSA 72-5413 et seq.
* B	Operations
* BD	Policy Development (See CM)
BDA	Developing and Adopting Policy
* ABB	Powers and Duties - KSA 72-8205; 72-8212; 72-1623
BE	Records - KSA 10-1117 to 10-1118; 45-216 et seq.; 72-5369 et seq.
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 et seq .
* BCAA	Annual Meetings - KSA 72-8205
BCBJ	Broadcasting and Taping - KSA 75-4317 et seq.
BCBK	Executive Sessions (See KB) - KSA 75-4317 et seq.
* BCB	Meeting Procedures - KSA 72-8205
BCBH	Minutes - KSA 72-8202
BCBJ	News Coverage - KSA 75-4317 et seq.
* BBABF	Parliamentary Procedure - KSA 72-8205
* BCBJA	Press Services
BCAE	Public Hearings
BCBI	Public Participation
* BCBFA	Quorum - KSA 72-8205
BCBJ, BCAB*	Regular Meetings - KSA 72-8205

BCBF	Rules of Order - KSA 72-8205
BCAC	Special
BCBG	Voting Method - KSA 72-8205
	School Board Members
* BBBD	Bonded Members
* BBBE	Compensation - KSA 75-3223, 75-3203, 72-8207
BBBF	Reimbursement
* BBBC	Development Opportunities
* BBBA	Duties - KSA 72-8205; 72-8212
* BH	Ethics
BBBB (See BA)	Orientation
BK	Self-evaluation
	School Boards Associations
BG	State School Boards Association and National School Boards Association - KSA 72-5326
* CCC	School Building Organization Charts
EDAA	School Vehicles
	School Bus Program (See "Student Transportation")
EDDA	School Bus/Special Use
AEA	School Calendar
ADA	School Census - KSA 72-5333d
IKD	School Ceremonies and Observances
AG	School Closings - KSA 72-8213, 72-8213(a)
LB, KC (See LA)	School-Community Coordinators (See "Certified Personnel Positions")
* LE	School-Community Organizations Relations
LC (See LA)	School-Community Programs
AF	School-Day - KSA 72-1106
	School Directories (See "School-Sponsored Information Media")
AD	School District Attendance Areas - KSA 72-8212; 72-7204
JJ	School District Employment
HAHBA	School District Facilities, Use of - KSA 72-8212d
DIC	School District Inventory - KSA 72-126 to 72-129
A	School District Organization
AC	School District Organization Plan
KG	School Facilities, Use of - KSA 72-8212d
* LD (See LA)	School, General Government Relations
* IFBD	School Libraries
JGH	School Lunch Service (See "Food Service Management")
	Free or Reduced Lunch Policy
	School Newspapers (See "Certified Personnel Positions")
	School Nurses (See "Student Health Services" and "Certified Personnel Positions")
EDDA	School Owned Vehicles
IB	School Site Councils
KB	School-Sponsored Information Media
	School Social Workers (See "Certified Personnel Positions")
* CED (See CEC)	Appointment - KSA 72-8202b; 72-5412
CEE (See CEC)	Compensation and Benefits - KSA 72-8202b
* CEH	Consultation (See GBRGA)
CEB	Duties
CEI	Evaluation (See GBI, GBI-R) - KSA 72-9001 et seq.
CEG (See CEE)	Growth Development Opportunities

HAF	Negotiations Role
CEA (See CEC)	Qualifications
CEC	Recruitment
CEK	Resignation
* GBQ, CEL	Retirement - KSA 74-4931 et seq.
CF (See CEK)	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 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 et seq.
* IEA	Self-Contained Classrooms - KSA 10-1113; 79-3606
	Semester Schedules (See "Scheduling for Instruction")
	Separation - KSA 72-5436 et seq.
GBN	Administrative Personnel - KSA 72-5412
GBN	Certified Personnel - KSA 72-5436 et seq.
* 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
GCRG	Sick Leave, Illness
IB	Site Councils
GAOC	Smoking - Staff
JCDAA	Smoking - KSA 21-4009 et seq.; 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 et seq.

	72-977; 72-933
JQLA	Special Education, Class-size/Caseload Limits for Exceptional Students
	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	Administrative Rules (See CM)
* DCCB	Budget Planning
* BDBB	Policy Development (See CM)
* IFBC	Staff Libraries
GBRD	Staff Meetings
IIBGC	Staff Online Activities
* 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
GAT	Staff Use of Communication Devices
	Standardization
* DJFCA	Capital Equipment
DJEB	Goods and Services
MI (See MA)	State Education Agency Relations - KSA 72-7501 et seq.
	Statistical Research (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
JDDB	Student Crimes—Reporting to Law Enforcement
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 et seq.
JGA	Student Insurance Program - KSA 72-8401 et seq.
	Student Involvement
CMA	Administrative Rules (See CM)
* DCCE	Budget Planning
* JCB	Policy Development (See BDA, BDBD)

JGH	Student Lunch Services - KSA 72-5112 et seq.
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EE	Management - KSA 72-5112 et seq.; 72-5113
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JR	Student Records - KSA 72-6214; 72-5386; 45-216 et seq.
JRA	Types
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JRC	Disposition - KSA 72-5369 to 72-5373
* JGF	Student Safety
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JGFGBA	Student Self-Administration of Medication
* JGE	Student Social Services
* JP	Student-Staff Relations (See GAF)
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* EDB	Insurance Program (See EDAA)
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EDAA	Safety
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* JGF	Walkers and Riders
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JGFG	Accidents
JH, IDA	Activities and Activity Eligibility Guidelines
* JQI	Adult
* JCDAB (See JCDAA)	Alcohol Use - KSA 41-719; 41-715; 41-805; 41-710
JQE	Alternative Arrangements
JBC	Assignment: To Classes, To Schools
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* JGF	Bicycle Use and Walkers and Riders - KSA 8-1587
* IHC	Class Rankings
JHC	Clubs - KSA 72-5311
IDCE	College Classes
JM	Contests
* JO, KE	Community Relations
JCDA	Conduct - KSA 72-8901 et seq.
JFAB	Conferences
JFAC	Parent Conferences
JDA	Corporal Punishment

* IG	Counseling
* JGEAA	Crisis Planning
JBH	Custody Record of a Student
JCEC	Demonstrations
* JD	Discipline - KSA 72-8901 et seq.
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 et seq.
GAAF	Emergency Safety Interventions
JJ	Employment
* JBB	Entrance Age - KSA 72-1107
* JAA	Equal Educational Opportunity
IFCB	Excursions, Field Trips and
JDD	Expulsion - KSA 72-8901 et seq.
JH, JS	Fees, Fines and Charges - KSA 72-5389 to 72-5391; 72-130 to 72-134
IFCB	Field Trips and Excursions
* IHAA	Final Examinations
IKA	Financial Literacy
* JGFGA	First Aid
JQKA	Foreign Exchange
DK	Fund Raising
JHCAA	Gang Activity
JL	Gifts to School - KSA 72-8212
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JFC, IHF	Graduation
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JQL	Hearing Procedures for Exceptional Students
JQLA	Class-size/Caseload limits for Exceptional Students
JRD	Hearing Request
IHB	Homework
* IHD	Honor Rolls
JBC	Identity
JGCB (See JGC)	Inoculations
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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 et seq.
JHC	Organizations
JFA	Peer Grading
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JQI (See JQE)	Post-Secondary Vocational Ed.- KSA 72-4408 et seq.
JQE	Pregnant Students
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JDC (See JDB)	Probation

	JFB	Promotion and Retention
	JGD	Psychological Services - KSA 72-961 et seq.
*	JGDA	Psychological Testing - KSA 72-961 et seq.
	JHCA	Publications
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*	JBG	Readmissions
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*	IHAB	Report Cards
*	JC	Rights and Responsibilities - KSA 72-8901 et seq.
*	JGF	Safety - KSA 72-5207
*	IED	Schedules
	JCAB	Searches of Student Property
	JCABB	Searches of Students
	IDACB	Section 504 Accommodations for Students
	IDA	Sex Education
	JGEC	Sexual Harassment
	JCDAA	Smoking/Tobacco Use - KSA 21-4009 et seq.; 72-53,107
	JHC	Social Events
	IDACA	Special Education Services
	JCEC	Strikes - KSA 72-8901 et seq.
*	IDCG	Suicide Prevention and Awareness
	JDD	Suspension - KSA 72-8901 et seq.
	JBC	Transfers and Withdrawals
	ED, JGG	Transportation - KSA 72-8301 et seq.
	IFCB, KFB	Trips
	JBE	Truancy - KSA 72-1113
	JBC	Tuition (See JS); KSA 72-7204
	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
	JGCA	Wellness Policy
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*	IKH	Substitute Teaching
*	AEBA	Summer Sessions
*	IDCG	Suicide Awareness and Prevention
	CE	Superintendent of Schools
	CEA	Qualifications
	CEB	Duties
	CEC	Recruitment
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	CEG	Professional Development Opportunities
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		Supervision
	CG, GBH	Administrative Personnel - KSA 72-1111
	GBH (See GBE)	Certified Personnel
	JGFGB	Medication

JGFGBA	Self-Administration of Medicine
* GCH (See GCB)	Noncertified Personnel - KSA 72-1106
JGFB	Students - KSA 72-1111
	Supervisors (See "Administrative Personnel Positions")
* IFAB	Supplementary Materials Selection and Adoption
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	Suspension
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GCK	Noncertified Personnel
JDD	Students - KSA 72-8901 et seq.

T

* GCDA	Teacher Aides and Paraprofessionals- KSA 72-1106
IKI	Teacher Lesson Plans
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IKD	Teaching About Religion
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IF	Textbook Rental - KSA 72-5390
GAOC	Tobacco, use of
	Tornado Warnings (See "Warning Systems")
	Track System (See "Grouping for Instruction")
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* GBM, *CGL	Administrative Personnel
* GBD	Certified Personnel
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JBC	Students
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* BBBE	School Board Members - KSA 72-8207; 75-3223; 75-3203
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	Trimester Schedules (See "Scheduling for Instruction")
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JBE	Truancy - KSA 72-1113
* JBCBA	Tuition - 72-7202 et seq.
GBRGB	Tutoring for Pay

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
KB	Use of Students in Information Campaigns

V

	Vacations
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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
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* ML	Certified Visitors and Observers
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* JE	Vocational Guidance
	Vocational Program (See Basic Instructional Program")
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IFC, KFD	Adult Volunteers
JI	Student Volunteers
BCBG	Voting Method
BCBG	Abstaining Vote

W

* JGF	Walkers, Riders and Bicycle Use
EBB	Warning Systems - KSA 31-133
JCDBB	Weapons in School
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JGCA	Wellness Policy
JS	Withholding Student Records - KSA 72-5386
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GBR, *CGP	Administrative Personnel
GBR	Certified Personnel

* GCR	Noncertified Personnel
* EBAA, GAOE	Worker's Compensation
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AEB	Extended School Year
AEB	Summer Sessions
AF	School Day - KSA 72-1106
AF	Double Sessions
AF	Evening Sessions
AG	School Closings - KSA 72-8213; 72-8213a

A District Authority **A**

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

Home Rule

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

Approved: July 8, 2005

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

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

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

The superintendent shall develop necessary procedures to implement this policy.

Approved: July 8, 2005

AC School District Grade Levels **AC**

The district will be organized on a PK-2, 3-4, 5-6, 7-8, 9-12 plan.

Approved: July 8, 2005

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

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

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

Approved: July 8, 2005

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 and patrons residing in the district between the ages of 5 and 21;
- The number between the ages of 17 and 21.

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

Approved: July 8, 2005

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: November 24, 2008

AEA School Calendar **AEA**

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

Approved: July 8, 2005

Extended School Year

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

Extended Learning Opportunities for Students

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

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

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

Approved: July 8, 2005

AEB-R **Extended School Year** **AEB-R**

Students Academically At-Risk

In accordance with the district's philosophy (IA) that "the board will attempt to balance its (academic) program to provide the varied needs and interests of the students in its schools," USD 352 may extend the school day for students academically at risk. Students shall be considered academically at-risk if they fail to meet the Kansas State Standards at their grade level. Indicators shall include, but not be limited to the district's nationally normed test, the Kansas State Assessment, and/or local measures of student achievement as determined by the building principal.

Approved: July 8, 2005

AF **School Day** **AF**

The board shall establish the time of beginning and ending the school day and other time schedules and may be published each August in the official district newspaper and student handbooks.

Approved: July 8, 2005

AG Closing School Buildings (See AD) **AG**

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

Approved: July 8, 2005

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BG	State School Boards Association
BG	National School Boards Association
BK	Board Self-Evaluation

BA Goals and Objectives BA

Insert current board goals here if desired. Update annually or as necessary.

Approved: July 8, 2005

BBBB New Member Orientation BBBB

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

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

Approved: July 8, 2005

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: July 18, 2005

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 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: July 22, 2013

BBE **Attorney** **BBE**

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

Approved: July 8, 2005

BBG **Consultants** (See CJ) **BBG**

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

Approved: July 8, 2005

BCAC **Special Meetings** (See BCBF) **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 clear days in advance of the special meeting. No business other than that stated in the notice may be transacted at the special meeting.

Approved: July 8, 2005

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. 72-8205 as to the time, place and purpose of a special meeting of the Board of Education of Unified School District No. 352, State of Kansas, held on , 200_.

_____
Member, Board of Education

_____
Member, Board of Education

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Member, Board of Education

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Member, Board of Education

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Member, Board of Education

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Member, Board of Education

_____
Member, Board of Education

Attest:

_____
Clerk, Board of Education
Unified School District No. 352
Sherman County
State of Kansas

Approved:

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

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

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

The board president or vice-president shall preside at public hearings and shall request every participant to state name, residence and purpose for speaking. If both president and vice president are absent, the members present shall elect a president *pro tempore* who shall serve only for that meeting or for that part of the meeting in which the president and vice president are absent. After a hearing is called to order the board may delegate another individual to run the actual hearing.

Approved: July 8, 2005

The board shall adopt an agenda at the beginning of each meeting. The superintendent shall distribute background material concerning agenda items to all board members prior to each meeting, which then shall be referred to as the annotated agenda.

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

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

The agenda format may include:

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

Other items and reports may be added to the agenda.

Approved: July 8, 2005

BCBF **Rules of Order** (See BCBH) **BCBF**

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

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

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

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

The following motions shall be in order:

- To recess;
- To take action;

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

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

Approved: July 8, 2005

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 72-8205)

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

Approved: July 8, 2005

BCBH Minutes **BCBH**

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

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

Approved: July 8, 2005

BCBI **Public Participation at Board Meetings** **BCBI**

Open Forum

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

Patron-Requested Agenda Items

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

Handling Complaints (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: July 8, 2005

Sample Only: Decide on local time limits, retype and

file with the clerk after board approval.

Request to Add an Agenda Item

This form must be completed and returned to the clerk or the superintendent at least **5** days before the meeting at which you wish to speak. Your request will be reviewed, and one of two recommendations will be made:

1. Referral of your request to the appropriate administrator.
2. Decision by the Board of Education to add as agenda item.

- Presentations shall not exceed **5** minutes.
- Subjects, other than policy issues, will generally be referred to the administration.
- Comments shall be limited to issues and not refer to personalities.
- Presentations must be in good taste befitting the occasion and the dignity of the board meeting.
- Typed copy or an outline of your presentation {must/should} be included with this request form.

Permission to appear before the board at a regular meeting is subject to the above rules.

Name _____

Address _____Telephone _____

Individual or organization (if any) you represent _____

_____

Organization's address _____

Signature _____Date_____

District official's signature _____

Date received _____ Time received _____

Approved:

BCBJ **News Coverage** **BCBJ**

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

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

Approved: July 8, 2005

BCBK Executive Sessions **BCBK**

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

Sample Motion

I move that the board go into executive session for the purpose of discussing _(1-7)_ (a statutorily approved reason and justification) and that the board return to the open meeting at _____ o'clock in this room.

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

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

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

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

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

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

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

*Explanation of reason for executive session.

NO BINDING ACTION SHALL BE TAKEN DURING CLOSED OR EXECUTIVE SESSIONS

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

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

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

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

Approved: July 8, 2005

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

Drafting Policy

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

Attorney Involvement

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

Policy Dissemination

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

Historical Policy Files

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

Public Input on Policy

Individuals or groups may submit proposed changes in board policy.

Approved: July 22, 2013

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

The board shall keep records necessary to document board actions.

Approved: November 12, 2007

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: July 8, 2005

BK Board Self-Evaluation BK

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

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

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

The standards may include, but not be limited to:

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

2. Evaluation shall be at a scheduled time and place with at least 6 board members present.
3. The evaluation shall be a composite of the individual board members' opinions.
4. The evaluation shall discuss strengths as well as areas needing improvement.

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

Approved: July 8, 2005

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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 mobilize and coordinate all available resources to develop an educational program designed to maintain continuous academic improvement and full state accreditation in all schools.

Approved: July 8, 2005

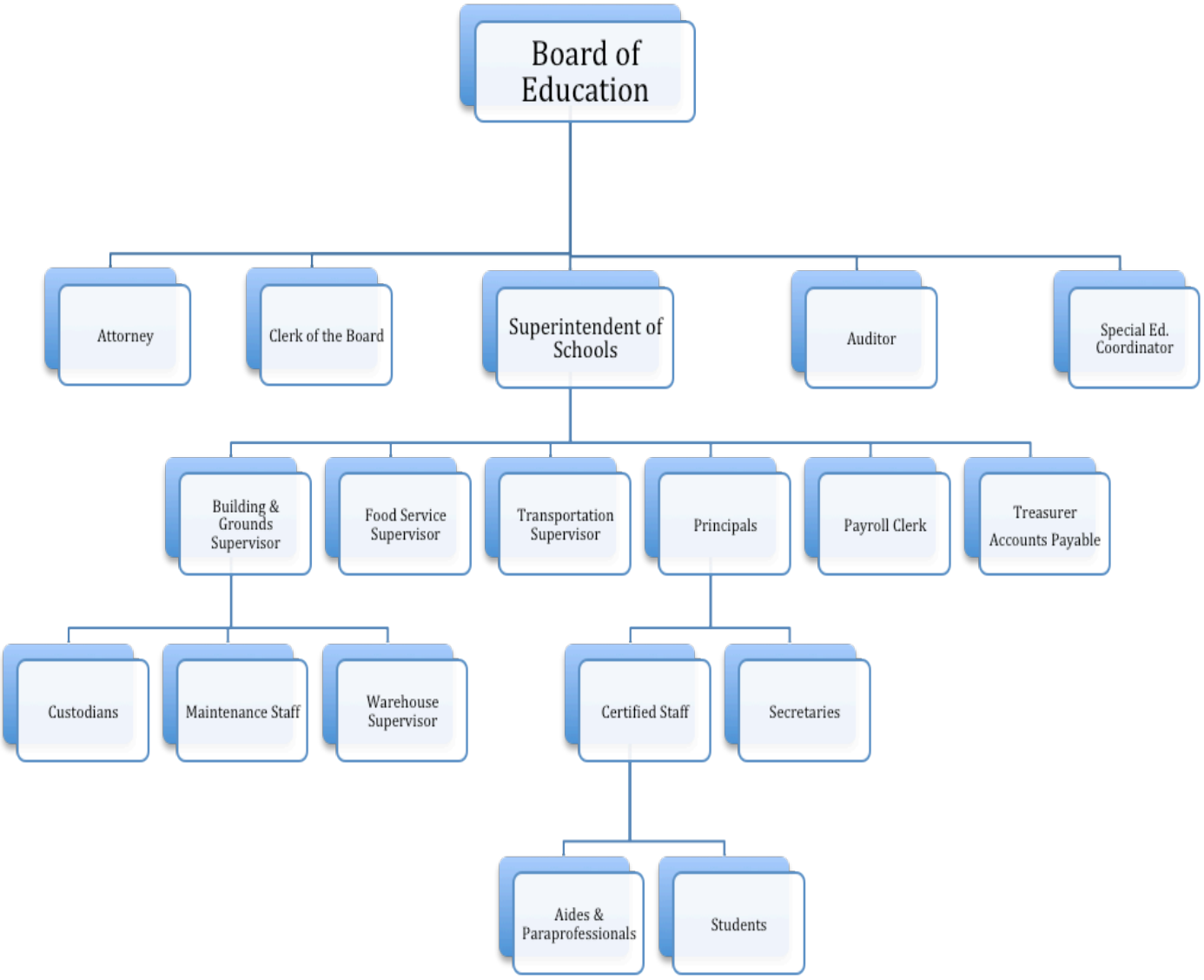
CB Administrator Ethics CB

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

The administrator:

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

Approved: July 8, 2005



Approved: July 22, 2013

CD **Administrative Line and Staff Relations** (See CC and GACB) **CD**

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

Approved: July 8, 2005

CE Superintendent of Schools CE

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

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

Approved: July 8, 2005

CEA Superintendent Qualifications CEA

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

Approved: July 8, 2005

CEB **Superintendent's Duties** **CEB**

The superintendent shall be responsible to:

serve as the district's chief administrator;

carry out all board policies and rules;

oversee safe and orderly schools;

ensure student achievement for all student groups;

build positive school/community relations;

lead the board in developing constructive board/superintendent relations;

oversee effective and efficient staff performance;

practice responsible fiscal, facility and resource management; and

model positive professional attributes.

Approved: July 8, 2005

CEC Superintendent Recruitment CEC

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

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

Approved: July 8, 2005

CEE Compensation and Benefits (See KB) CEE

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

Approved: July 8, 2005

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: July 27, 2015

CEG **Superintendent's Professional Development Opportunities** **CEG**

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

Approved: July 8, 2005

CEI Evaluating the Superintendent CEI

The board shall evaluate the superintendent, using the appraisal instrument, with written evaluations in January and oral evaluations in August. The board has the right to add additional written and/or oral evaluations as deemed necessary. The appraisal instrument may be used by the superintendent as a self-evaluation instrument prior to his evaluation by the board.

Each individual board member shall complete and submit appraisal forms to the president of the board. The president of the board shall formulate a summary of the individual responses and allow time for necessary discussion. The summary shall use the same format as the individual board member's appraisal form. The board authorizes the president of the board to sign the summary as the agent of the board and as the evaluator.

The board shall review the summary with the superintendent in an executive session. In case an interpretation of written comments may be needed, the president of the board or the superintendent may seek additional clarification from individual board member(s). After completion of the evaluation of the superintendent, the individual board member appraisal forms shall be destroyed; and the summary and any rebuttal thereto will be maintained in the superintendent's personnel file.

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 of the board.

Approved: July 8, 2005

Evaluation Procedures

The board shall schedule two special board meetings per year for the purpose of evaluating the superintendent's performance. These meeting will be in executive session with the board members and the superintendent as needed. There shall be only one evaluation form which reflects the board's opinion.

Additional executive sessions may be scheduled during the year to discuss the district's management and the superintendent's performance.

The superintendent shall make a mid-year and an end-of-year goals progress report and, if the board requests them, periodic reports on the district's operation.

The superintendent's performance evaluation shall be based on the following:

1. responsibilities defined in the superintendent's job description; and
2. board/superintendent developed performance goals and objectives.

At the special board meeting for the superintendent's evaluation, each member shall submit a completed evaluation form to the board president. The board president shall allow time for necessary discussions and then help the board develop a summary of the individual board member responses. The board president shall sign the summary. The board shall review the summary with the superintendent in an executive session.

After the evaluation is complete, all individual evaluation forms shall be destroyed. The summary document and any written response from the superintendent shall be maintained in the superintendent's personnel file.

Approved: July 8, 2005

CEJ Nonrenewing or Terminating the Superintendent's Contract CEJ

The board may nonrenew or terminate the superintendent's contract.

Approved: July 8, 2005

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

Approved: July 8, 2005

CF **Board-Superintendent Relations** **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; it will normally proceed in those areas only after receiving the superintendent's recommendations.

Approved: July 8, 2005

CG **Administrative Personnel** (Also see KB) **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: July 8, 2005

CGI **Administrator Evaluation** (See CEI, GBI) **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: August 18, 2014

CJ **Hiring Consultants** (See BBG) **CJ**

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

Approved: July 8, 2005

CK Professional Development Opportunities CK

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

Approved: July 8, 2005

CL Administrative Teams CL

The board advocates the team concept of school administration.

Method of Appointment

The superintendent shall select the members of each administrative team.

Organization

The superintendent shall determine the organization of each administrative team.

Resources

With board approval, the team may use outside consultants and district resources. (See BBG and CJ)

Financial

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

Approved: July 8, 2005

CM Policy Implementation CM

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

Approved: July 8, 2005

Administrative Rules and Regulations

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

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

Staff Involvement

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

Community Involvement

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

Student Involvement

The superintendent may consider students' opinions concerning rules which affect them. (Also BDA)

Rules Drafting

All proposed rules may be submitted to the legal counsel to determine their legality before they are submitted to the board.

Disseminating Rules

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

Reviewing Rules

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

Action Allowed When No Policy Exists

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

Approved: July 8, 2005

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

The board shall designate a Freedom of Information Officer with the authority to establish and maintain a system of records in accordance with the Kansas Open Records Act and other applicable laws and may assign 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 in the form prescribed by the local Freedom of Information Officer.

Types of Records

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

Central Office Records

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

Building Records

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

Public Access

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

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

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

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

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

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

Disposition

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

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

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

Retention of Documents in Certain Circumstances (See CNA)

Approved: November 12, 2007

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Recommended Only: Adapt for local use. Be prepared to accept other written records requests not on this form. You can require: name, address and a description of the record requested in writing. You cannot require this information in any particular form.

UNIFIED SCHOOL DISTRICT NO. _____
_____, KANSAS
PUBLIC REQUEST FOR
SCHOOL RECORDS

Person requesting records_____

Address of person requesting records_____

Specific records being requested:
_____
_____
_____

_____Approval to release records
_____Denial to release records
_____Delayed release of records

Reason for denial or reason for delay:

_____
_____
_____
_____

_____ _____
Custodian/
Freedom of Information Officer Date

For Office Use Only:

Date and time the request was made_____

Estimated cost of copies and applicable employee time: $_____
(To be paid in advance)

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

Destroying Documents

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

Approved: November 12, 2007

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

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

Types of Reports

Annual

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

Budget Reports

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

Disseminating Reports (See JR et seq.)

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

Approved: July 8, 2005

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	Resolution Form

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: July 8, 2005

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DB Budget Planning DB

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

Approved: July 8, 2005

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

The superintendent shall follow the adopted budget.

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

Budget Forms

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

Priorities

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

Deadlines and Schedules

Deadlines and time schedules shall be established by the board.

Encumbrances

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

Recommendations

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

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Preliminary Adoption Procedures

The superintendent will be responsible for developing the budget cover letter. It is recommended that the letter include a restatement of the goals and objectives of the district and a list of budget priorities. An explanation of line item expenditures will be included in the letter. Fund expenditures and line categories will also be explained in terms of how the budget meets the goals and objectives of the district and enhances completion of priority programs. A preliminary draft of the district's budget will be submitted by the superintendent to the board on or before the 2nd meeting in July each year.

Hearings and Reviews

The board shall conduct budget hearings according to state law.

Budget Transparency

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

Management of District Assets/Accounts

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

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Fraud Prevention and Investigation

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

Reporting Fraud

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

Whistleblowers

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

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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: July 27, 2015

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

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

Posting Securities

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

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

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

Distribution of monies for investment shall be as follows:

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

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

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

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

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

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

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

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

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

Approved: October 23, 2006

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

Proceeds from fees for building or equipment use or rental will be credited to a fund specified by the board.

Approved: July 8, 2005

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

Approved: July 8, 2005

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DFM **Equipment and Supplies Sales** **DFM**

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

Approved: July 8, 2005

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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 is required for the treasurer, clerk, deputy clerk and superintendent. A position bond may be purchased by the board for district employees as follows:

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

Approved: July 8, 2005

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DIC Inventories **DIC**

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

Approved: July 8, 2005

DIC-R Inventories **DIC-R**

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

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

Approved: July 8, 2005

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DJB **Petty Cash Accounts** **DJB**

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

Approved: July 8, 2005

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[RESOLUTION TO ESTABLISH PETTY CASH FUND]

RESOLUTION

WHEREAS, the Board of Education of Unified School District No. 352, Sherman 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. 352, Sherman 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. 72-8202(d) and the provisions of K.S.A. 12-105(b) shall not apply.

ADOPTED by the Board of Education of Unified School District No. 352, Sherman County, Kansas, the _____ day of _____, 20 ___.

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

* Not to Exceed $1500.00

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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.

Purchasing Authority

The board shall appoint a purchasing agent for the district.

Approved: July 8, 2005

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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.

Cost Control

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

Approved: July 8, 2005

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Bids and Quotations Requirements

DJED

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

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

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Procedure

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

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

Responsible Bidder

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

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

Withdrawal of Bids

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

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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: July 8, 2005

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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: July 8, 2005

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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.

Approved: July 8, 2005

DJEF-R **Requisitions** **DJEF-R**

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

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

Approved: July 8, 2005

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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: July 8, 2005

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.

Approved: July 8, 2005

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Payment Procedures

DJEJ

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

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

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

Approved: July 8, 2005

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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: October 23, 2006

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

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

Approved: July 8, 2005

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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.

Activity Fund Deposits

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

Inactive Activity Funds (See JH)

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

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

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

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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: July 8, 2005

[RESOLUTION TO ESTABLISH ACTIVITY FUND]

RESOLUTION

WHEREAS, the Board of Education of Unified School District No. 352, Sherman 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. 352 , Sherman 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. 72-8202(d) and the provisions of K.S.A. 12-105(b) shall not apply.

ADOPTED by the Board of Education of Unified School District No. 352, Sherman County, Kansas, the ____ day of _____, 20___.

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

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EF Data Management - KSA 75-4707; 72-8227; 72-7527; 72-7528; 45-215 et seq.

SN For policies of a general nature on the generation and control of statistical and other information as desired by the district and/or required by state and federal regulations. See also "Records" and "Report" in Index.

EF Data Dissemination

EF To Education Agencies (See MI)

.

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: July 8, 2005

.

EB Buildings and Grounds Management EB

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

Approved: July 8, 2005

EB-R Buildings and Grounds Management EB-R

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

Approved: July 8, 2005

.

EBA Insurance Program **EBA**

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

Liability Other Than For Vehicles

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

Approved: July 8, 2005

EBA-R Insurance Program **EBA-R**

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: July 8, 2005

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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.

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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 $1,000 will be reported to the board. Any defects not immediately removed, repaired, or otherwise eliminated shall be blocked off with fences or other restraining devices.

Heating and Lighting

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

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: August 18, 2014

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EBBA Hazardous Waste Inspection and Disposal EBBA

Inspection

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

Disposal

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

Approved: July 8, 2005

EBBA-R Hazardous Waste Inspection and Disposal EBBA-R

Inspection and Disposal

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

Approved: July 8, 2005

.

EBBD Evacuations and Emergencies EBBD

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

Approved: July 8, 2005

EBBD-R Evacuations and Emergencies EBBD-R

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

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

School-Closing Announcements

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

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Bomb Threats

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

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

Planning for Emergencies

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

Approved: July 8, 2005

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EBBE Emergency Drills **EBBE**

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

Approved: July 8, 2005

EBBE-R Emergency Drills **EBBE-R**

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

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

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

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

Approved: July 8, 2005

.

EBBF Crisis Planning (See EBBD) EBBF

The superintendent, in cooperation with each building principal and staff, 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: July 8, 2005

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: July 8, 2005

.

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

Reporting Crimes at School to Law Enforcement

Any district employee who knows or has reason to believe any of the following has occurred at school, on school property or at a school-sponsored activity shall immediately report this information to local law enforcement: an act which constitutes the commission of a felony or a misdemeanor; or an act which involves the possession, use or disposal of explosives, firearms or other weapons as defined in current law.

The building administrator shall also be notified.

Reporting Certain Students to Administrators and Staff

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

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

Annual Reports

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

Staff Immunity

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

Approved: July 8, 2005

– 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 352

Pursuant to K.S.A. 72-89b03, 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. 72-6214 to protect the privacy rights of students under the age of 18.

Signed:_____
Administrator or other school employee.

cc: Superintendent of Schools, USD 352 Student/s file

.

– Sample Form –

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

Report to Staff Member USD 352

Pursuant to K.S.A. 72-89b03, 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. 72-6214 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 352 employees and officials. Violation of these privacy rights could include sanctions up to and including termination.

*Signed:*_____
School employee who receives the report

*Signed:*_____
Administrator or school employee making report

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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 and/or building administrator 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.

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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 superintendent may take action allowed by law.

Offering a Reward

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

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

> The board of education, as authorized by K.S.A. 12-1672a, hereby offers a $_____(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 USD 352, Goodland, KS 67735, telephone 785.890.2397. The board reserves the right to determine the deserving recipients of the reward in the event of corroborating and supplementary information.

Approved: July 8, 2005

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EBE Cleaning and Maintenance Programs EBE

The superintendent or designated representative shall develop building and grounds cleaning and maintenance programs for board approval. After approval the plans shall be shared with the appropriate administrators and classified staff.

Sanitation

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

Approved: July 8, 2005

EBE-R Cleaning and Maintenance Programs EBE-R

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

Approved: July 8, 2005

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EBI **Long-Range Maintenance Program** **EBI**

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

Approved: July 8, 2005

EBI-R **Long-Range Maintenance Program** **EBI-R**

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

Approved: July 8, 2005

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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: July 8, 2005

EC Equipment and Supplies Management EC

The superintendent or person responsible 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: July 8, 2005

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:

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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 may provide notice to staff and students as required by law.

Approved: July 8, 2005

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Printing and Duplicating Services

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: July 8, 2005

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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

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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.

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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

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ED Student Transportation Management (See JGG) ED

Use of buses by the district shall conform to current state law. At times it may be expedient to pay mileage to parents who transport their child to a specified point to meet the bus, or to provide private transportation in lieu of providing bus service. Mileage payments to parents may be made only with board approval.

Except as may be permitted elsewhere in policy, district buses shall not be available for use by outside groups. (See EDDA)

Approved: July 8, 2005

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EDAA School Vehicles (District-Owned Buses) EDAA

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

Liability

All school vehicles will be adequately insured.

Safety

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

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

Speed Limits

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

Safety Inspection

The director of transportation 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.

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Scheduling and Routing

Scheduling and routing shall be the responsibility of the superintendent and director of transportation.

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

Records

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

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

Licensing of Drivers

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

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School bus drivers shall receive a copy of this policy annually on registering their driving certification with the superintendent or director of transportation.

Housing of School Vehicles

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

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

Approved: July 8, 2005

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EDDA **Special Use of School Buses** **EDDA**

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

Special uses will not be approved without insurance coverage.

Approved: July 8, 2005

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

- Parents and/or other adults when traveling to or from school-related functions or activities;
- Students traveling to or from functions or activities sponsored by organizations, the membership of which is principally composed of children of school age;
- Persons engaged in field trips related to an adult education program maintained by the district;
- Governing bodies of townships, city or county who transport individuals, groups or organizations;
- Nonpublic school students when traveling to or from interschool or intraschool functions or activities;
- Community college students enrolled in the community college to or from attendance at class at the community college or to and from functions or activities of the community college.
- A four-year college or university, area vocational school, or area vocational-technical school for transportation of students to or from attendance at class at the four-year college or university, area vocational school or area vocational-technical school, or for transportation of students, alumni and other members of the public to or from functions or activities of these organizations;
- Public recreation commissions, if travel is to or from an activity related to the operation of the commission;
- Another school district if there is a cooperative and shared-cost arrangement with that district.

Approved: KASB Recommendation–7/96; 9/97

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EE Food Services Management **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.

Approved: July 8, 2005

EE-R Food Service Management **EE-R**

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.

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

Approved: July 8, 2005

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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: July 8, 2005

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TABLE OF CONTENTS

(F--FACILITY EXPANSION PROGRAM)

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

FA	Goals and Objectives
FB	Building Committees
	SN Applicable where such committees function by law.
FC	Memorials and Naming of District Facilities
FD (See FA)	Capital Outlay Long Range Planning (See FA)
FDB	Long-Range Needs Determination

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: July 8, 2005

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: July 8, 2005

FC Memorials and Naming of District Facilities FC

Memorials

As places designed primarily to support learning, school sites should not serve as the main venue for permanent 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.

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: July 22, 2013

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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: July 8, 2005

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: July 8, 2005

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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.

Approved: July 8, 2005

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G--PERSONNEL

GA	General Section
	SN Policies applicable to all school employees.
GAA	Goals and Objectives - KSA 72-8205
GAAA	Non-discrimination and Equal Opportunity
GAAB	Complaints of Discrimination
GAAC	Sexual Harassment
GAACA	Racial Harassment
GAAD	Child Abuse (See JCAC)
GAAE	Bullying by Staff (See EBC, GAAB, JDD, JDDC and KGC)
GAAF	Emergency Safety Interventions (See JRB, JQ, JQA and KN)
GACA	Positions
GACB	Qualifications and Duties
GACC	Recruitment and Hiring
GACCA	Conflicts of Interest (See GBU) - KSA 75-4301 et seq.
GACCA	Nepotism
GACD	Employment Eligibility Verification
GACE	Assignment & Transfer
GAD (See GAC)	Development Opportunities
GAE	Complaints/Grievances - KSA 72-5424
GAF	Staff-Student Relations
GAG	Conflict of Interest
GAH	Participation in Community Activities
GAHB	Political Activities
GAI	Solicitations
GAI	Solicitations by Staff Members
GAI	Solicitations of Staff Members
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GAJ	Gifts by Staff Members
GAJ	Gifts to Staff Members (See KH, JL)
GAK	Records (See JR et seq.) - KSA 72-7801 et seq.
GAK	Types (See JR et seq.)
GAK	Public Use (See JR et seq.)
GAK	Disposition (See JR et seq.)
GAL	Salary Deductions - KSA 72-8601; 72-8603
GAM	Personal Appearance
GAN	Travel Expenses - KSA 75-3201 et seq.; 72-3202 to 72-3204
GANA	Expense Reimbursement and Credit Cards (See GAN)
GAO	Staff Protection
GAOA	Drug Free Workplace
GAOB	Drug Free Schools
GAOC	Tobacco Products in Schools Prohibited
GAOD	Drug and Alcohol Testing of Bus Drivers
GAOE	Worker's Compensation
GAOF	Salary Deductions
GAR	Communicable Diseases
GARA	Bloodborne Pathogen Exposure Control Plan

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GARI	Family Medical Leave
GARID	Military Leave
GAT	Staff Use of Communication Devices
GBH (See GBE)	Supervision
GBI	Evaluation - KSA 72-9001 et seq.
GBK	Suspension
GBN	Nonrenewal and Termination - KSA 72-5435 et seq.
GBO	Resignation
	Liquidated Damages
	Release From Contract
GBQA	Reduction in Staff
GBR	Working Conditions - KSA 72-1106
GBR	Work Load
GBR	Time Schedules
GBRC	Professional Development
GBRD	Staff Meetings
GBRE (See GBRD)	Additional Duty - KSA 72-5412a
GBRG	Non-School Employment
GBRGA (See GBRG)	Consulting
GBRGB	Tutoring for Pay
GBRH	Certified Leaves and Absences
GBRH	Sabbaticals
GBRH	Conference and Visitations
GBRH	Exchange Teaching
GBRIBA	Disability
GBRJ	Arrangement for Substitutes
GBU	Ethics (See GAG)
	SN An information category since ethics are usually determined by a profession and not not imposed upon it.
GCA	Compensation Guides and Contracts
GCI	Evaluation
GCIF	Classified Employee Evaluation Form
GCK (See GCH)	Suspension
GCRF (See GCRE)	Non-School Employment
GCRG	Leaves and Absences
GCRG	Emergency and Legal
GCRG	Illness (Sick Leave)
GCRG	Disability (See GBRIBA)
GCRG	Military
GCRG	Jury Duty
GCRG	Religious
GCRG	Bereavement
GCRH	Vacation Days - KSA 72-1106
GCRI	Paid Holidays - KSA 72-1106; 35-107

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GA Personnel Policy Organization GA

These policies are arranged in the following manner:

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

Approved: July 8, 2005

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

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

Approved: July 8, 2005

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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, religion, sex, age, disability or national origin.

Inquiries regarding compliance may be directed to high school principal, 1209 Cherry, Goodland, KS 67735, phone number 785.890.5656 or to:

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

or

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

or

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

Approved: October 23, 2006

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GAAB Complaints of Discrimination (See JDDC, JGECA and KN) GAAB

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

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. High school principal, 1209 Cherry, Goodland, KS 67735, phone number, 785.890.5656 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990.

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

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

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The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.

Approved: July 27, 2015

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GAAC Sexual Harassment (See GAF and JGEC) GAAC

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

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

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

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Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

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

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

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

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

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

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

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

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

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

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

Approved: July 27, 2015

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(See GAF, JGECA, and KN)

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

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. Disability harassment is unlawful discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. All forms of racial and disability harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial or disability harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

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

Violations of this policy by any employee shall result in disciplinary action, up to and including termination.

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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

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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 harassment may result in corrective or disciplinary action against the complainant.

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

Approved: July 27, 2015

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GAAD Child Abuse (See JCAC and JGEC) GAAD

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 of 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 of 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 interest 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 obliget 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

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officers investigating complaints of suspected child abuse or neglect on school property shall not be in uniform.

Reporting Procedure

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

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

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

Any personal interview or physical inspection of the child by any school employee shall be conducted in an appropriate manner with an adult witness present.

State law provides that anyone making a report in good faith and without malice shall be immune from any civil liability that might otherwise be incurred or imposed.

Approved: July 22, 2013

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GAAE **Bullying by Staff** **GAAE**

(See EBC, GAAB, JDD, JDDC, and KGC)

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

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

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

Approved: July 22, 2013

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GAAF **Emergency Safety Interventions** **GAAF**
(See GAO, JRB, JQ and KN)

The board of education is committed to limiting the use of Emergency Safety Interventions ("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.

Definitions (See K.A.R. 91-42-1)

"Emergency Safety Intervention" is the use of seclusion or physical restraint.

"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.

"Chemical Restraint" means the use of medication to control a student's violent physical behavior or restrict a student's freedom of movement.

"Mechanical Restraint" means any device or object used to limit a student's movement.

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"Parent" means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-1046(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; or (6) a student who has reached the age of majority or is an emancipated minor.

"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.

"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.

"Time-out" means a behavioral intervention in which a student is temporarily removed from a learning activity without being confined.

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 by a licensed healthcare professional for treatment of a medical or psychiatric condition; and
- Use of mechanical restraint, ***except***:

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- Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional;
- Any device used by law enforcement officers to carry out law enforcement duties; or
- Seatbelts and other safety equipment 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.

- Seclusion Restrictions

- A student shall not be subjected to seclusion if the student is known to have a medical condition that could put the student in mental or physical danger as a result of seclusion. 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.

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 and shall be 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 the use of emergency safety interventions. 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 documentation regarding the training that was provided and a list of participants.

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Notification and Documentation

The principal or designee shall notify the parent, or if a parent cannot be notified then shall notify an emergency contact person for such student, the same day the ESI was used. Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day on which the ESI was used. The parent shall be provided the following information after the first and each subsequent incident in which an ESI is used 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, once it has been developed, 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 involving the use of emergency safety interventions, the foregoing information shall be provided in printed form and upon the occurrence of a second or subsequent incident shall be provided through a full website address containing such information.

In addition, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

- Date and time of the intervention,
- Type of intervention,
- Length of time the intervention was used, and
- School personnel who participated in or supervised the intervention.

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All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent 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.

Three (3) Incidents of ESI for Same Student

If a student with an IEP or a Section 504 plan has three incidents of ESI in a school year, then such student's IEP team or Section 504 team shall meet within ten (10) days following the third incident to 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, unless the IEP team or Section 504 team has agreed on a different process.

If a student without an IEP or Section 504 plan has three incidents of ESI in a school year, then the school staff and the parent shall meet within ten (10) days following the third incident to 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

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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 after a third ESI incident shall be invited to attend the meeting. 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 who has not had three ESI incidents in a school year.

Local Dispute Resolution Process

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. 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 ESI.

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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 and recommended action 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. Once such a procedure has been developed, a parent may file a complaint under the state board of education complaint process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

Approved: July 27, 2015

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GACA Positions GACA

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

Approved: July 8, 2005

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GACB Job Descriptions GACB

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

Approved: July 8, 2005

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GACC Recruitment and Hiring GACC

Recruitment

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

Hiring

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

Hiring sequence

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

Approved: August 18, 2014

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REMOVE FROM POLICY AND FILE WITH THE CLERK

APPLICANT JOB APPLICATION ACKNOWLEDGMENTS

The following statements should be included on all job applications:

1. I certify that all the information provided by me in this application is true and complete. I understand that any misstatement, falsification, or omission of information is grounds for refusal to hire or, if I am hired and the same is discovered thereafter, termination.

2. I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability for any damages that may result from furnishing such information to you. I authorize any background checks by any third party.

3. I authorize you to request, receive, and verify all information given on this application and I release you from all damages that may result from your doing so.

4. I authorize you to conduct a criminal background investigation using any and all methods necessary to successfully complete such investigation, and I release you from all liability for any damages that may result from your doing so.

_____ _____

Signature of Applicant Date

Source: KASB Employment Law Handbook

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GACCA **Nepotism** **GACCA**

It is the policy of USD 352 to minimize the potential conflicts of interest, which may arise from the employment of family members of district administrators, building principals, or Board of Education members. The Superintendent will inform the Board of Education of any family relationship that may presently exist and when such a relationship will be created by a new hire.

Supervision Limitations

No employee shall directly supervise or be responsible for any portion of the evaluation of his or her father, mother, brother, sister, spouse, son, daughter, step-son, step-daughter, son-in-law, or daughter-in-law.

Approved: August 26, 2013

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GACD **Employment Eligibility Verification (Form I-9)** **GACD**
(See GAK)

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

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

For additional information see:

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

Approved: November 24, 2008

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GACE **Assignment and Transfer** **GACE**

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

Approved: July 8, 2005

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GAD **Employee Development Opportunities** **GAD**

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 superintendent or board.

Approved: July 8, 2005

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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, 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: July 8, 2005

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GAF **Staff-Student Relations** **GAF**
(See GAAC, GAACA JGEC, JGECA and KN)

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

Approved: November 12, 2007

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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: July 8, 2005

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GAH Participation in Community Activities GAH

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

Approved: July 8, 2005

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Holding Public Office

Staff members elected or appointed to a public office which restricts the employee's ability to complete contractual obligations may be required to take unpaid leave for a period of time determined by the board or may be terminated.

Staff members holding a public office, which in the judgment of the board is less than full-time, shall request unpaid leave from the superintendent at least one week in advance.

An employee who must be absent from school to carry out the duties of a public office must take a leave of absence without pay for the duration of the public office.

Political Activity in the Schools

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

Approved: July 27, 2015

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GAI Solicitations (See KDC) GAI

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

Approved: July 8, 2005

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GAJ **Gifts** **(See JL, KH)** **GAJ**

The giving of gifts between students and staff members is discouraged. Unless approved by the principal, staff members shall not give gifts to any student or class of students when the gifts arise out of a school situation, class or school-sponsored activity.

Gifts to Staff Members

Staff members are prohibited from receiving gifts from vendors, salesmen or other such representatives. Premiums resulting from sales projects sponsored by the school shall become the property of the school

Approved: July 8, 2005

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GAK Personnel Records (See GACD, GBI, CEI, CGI and GCI) GAK

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

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

Requests for References

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

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

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

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Immunity Provided

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

Approved: July 8, 2005

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Request to Release Personnel Records

(re: USD 352 Policy GAK)

To: _____: (Superintendent/records custodian: USD 352)

From: _____ (Employee or former employee)

I hereby request that my personnel records be copied and released to:

_____
_____
(Name of Organization/Official to whom records are to be sent)

Signed: _____

Date: _____

By requesting this release of my personnel records, I understand the administration may release the following information:

- my employment date(s);
- my job description and duties while in the district's employ;
- my last salary or wage;
- my wage history;
- whether I was voluntarily or involuntarily released from service and the reasons for the separation;
- written employee evaluations, which were conducted prior to my separation from USD352

c/USD files

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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 his or her direct supervisor, or 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: July 8, 2005

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GAM Personal Appearance GAM

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

Approved: July 8, 2005

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GAN **Travel Expenses (See BBBF and GBRC)** **GAN**

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

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

Approved: July 8, 2005

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GANA **Expense Reimbursement and Credit Cards** (See 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 $1,000 in one month 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: July 27, 2015

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Each employee is responsible for maintaining proper control in the school. An employee may use reasonable force necessary to ward off an attack, to protect a student or another person, or to quell a disturbance which threatens physical injury to others.

Approved: July 8, 2005

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

Alternative I

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

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

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

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

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

Approved: July 22, 2013

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

The unlawful possession, use, sale or distribution of controlled substances and the possession, use, sale or distribution of alcohol by school employees at school, on or while utilizing school property, or at school sponsored activities or events is prohibited.

Employee Conduct

As a condition of continued employment in the district, all employees shall abide by the terms of this policy. Employees shall not manufacture, distribute, dispense, possess or use illicit drugs, controlled substances, or alcoholic beverages at school, on or while utilizing school property, or at school sponsored activities or events. Compliance with the terms of this policy is mandatory. Employees who are found violating the terms of this policy will be reported to the appropriate law enforcement officers. Additionally, an employee who violates the terms of this policy may be subject to any or all of the following sanctions:

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

Prior to applying sanctions under this policy, employees will be afforded due process rights to which they are entitled under their contracts, if any, or the provisions of Kansas law. Nothing in this policy is intended to diminish the right of the district to take any other disciplinary action. This

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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: November 24, 2008

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GAOC **Use of Tobacco Products in School Buildings** **GAOC**

The use of tobacco products in any form and/or electronic cigarettes is prohibited in any school building owned or operated by the district and in school vehicles. used for pupil attendance purposes. (See JCDAA)

Approved: July 22, 2013

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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 district regulations.

Each new employee shall be informed that compliance with the required elements of the testing program is a condition of employment as a driver in the district. All employees shall be informed of this policy on an annual basis.

Approved: July 8, 2005

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GAOE Workers Compensation (See KFD) GAOE

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.

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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.

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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: July 27, 2015

GAOF Salary Deductions (Also 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: July 22, 2013

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

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

The employee shall be allowed to return to duty upon recovery from the illness, or when the employee is no longer contagious as authorized by the employee's physician.

The board reserves the right to require a written statement from the employee's physician indicating that the employee is free from all symptoms of the communicable disease.

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

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

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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 to comply with state or federal law.

Additional Certifications of Health

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

Approved: July 22, 2013

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GARA **Bloodborne Pathogen Exposure Control Plan** **GARA**

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

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

Approved: July 8, 2005

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GARI **Family and Medical Leave** **GARI**

District employees shall be provided family and medical leave as provided by a plan approved by the board. The plan for providing leave under this policy shall be filed with the clerk of the board and made available to all staff at the beginning of each school year.

Approved: November 24, 2008

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UNIFIED SCHOOL DISTRICT 352
FAMILY AND MEDICAL LEAVE PLAN

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; (5) a qualifying emergency arising because the spouse, son, daughter or parent of the employee is on active duty (or has been notified of an impending call or order to achieve active duty in the Armed Forces; (6) a spouse, son, daughter, parent or next of kin of a covered service member if they need care from the eligible family member. Eligible employees are, in this case, entitled to a combined total of 26 workweeks of leave during a 12-month period. (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 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 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.

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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.

Approved: November 24, 2008

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GARID **Military Leave** **GARID**

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

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

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

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

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

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

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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.

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TIME SPENT ON MILITARY DUTY	RETURN TO WORK OR APPLICATION FOR 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 days 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: July 22, 2013

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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

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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;

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- 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

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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 members electing to use district communication devices for personal reasons will be subject to income tax liability for such benefit.

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: August 18, 2014

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GBH Supervision GBH

The superintendent and other administrators designated by the superintendent have the right to supervise certified staff. The responsibility for the immediate supervision of certified staff rests with each building principal.

Approved: July 8, 2005

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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: July 8, 2005

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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 any reason, including, but not limited to, one or more of the following: alleged violation of board policy, rule or regulation; refusal or failure to follow a reasonable directive of an administrator; the filing of a complaint against the employee with any civil or criminal authority; the alleged commission of an offense involving moral turpitude; or other good cause.

A suspension without pay may be made only after official Board action.

Approved: July 22, 2013

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GBN **Nonrenewal and Termination** **GBN**

Nonrenewal or termination shall be in accordance with Kansas law.

Approved: July 8, 2005

GBO Resignation GBO

The board shall consider any certified employee's resignation which is submitted to the board in writing. The board may accept resignations from employees under contract when the resignation will be in the best interests of the district. (See negotiated agreement.)

Approved: July 8, 2005

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. Insofar as possible reduction of staff shall be accomplished by attrition due to resignations and retirement.

Approved: July 8, 2005

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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.

Attendance Required

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

Approved: July 8, 2005

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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: July 8, 2005

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GBRD **Staff Meetings** **GBRD**

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

Approved: July 8, 2005

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The board may establish other educational assignments that may extend beyond the school day or time class is in session.

Approved: July 8, 2005

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

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

Approved: July 8, 2005

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GBRGA **Consulting** **GBRGA**

Certified employees may request to be excused from regular duty by the board to serve as paid or unpaid consultants to other districts, government agencies or private industry. If the employee takes paid leave to perform consulting services, any fee and/or honorarium paid to the employee may be returned to the district.

Approved: July 8, 2005

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GBRGB **Tutoring for Pay** **GBRGB**

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

Approved: July 8, 2005

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Personal Leaves and Absences

GBRH

See the negotiated agreement.

Approved: July 8, 2005

GBRIBA **Disability Leave** **GBRIBA**

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

Approved: July 8, 2005

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GBRJ Substitute Teaching GBRJ

Qualified substitute teachers shall be secured for the district.

The superintendent may meet with potential substitutes before the start of each school year.

The superintendent and principals shall compile a list of available substitute teachers, and each principal shall have a current copy.

Principals (or other designated employees) shall be responsible for obtaining substitute teachers from the list and employing them as needed.

The superintendent shall be responsible for developing a substitute's handbook.

The board shall establish the rate of pay for substitute teachers each July.

Approved: July 8, 2005

GBRJ-R Substitute Teaching GBRJ-R

Each building principal shall make suitable arrangements for securing necessary substitutes in the building.

Whenever a teacher is to be absent from teaching duties, such teacher shall notify the principal as early as possible of the teacher's inability to report to work. the length of the teacher's absence shall be predetermined, if possible. In any event, upon returning to duty, the teacher shall notify the principal in time to discontinue the service of the substitute.

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Pay for substitutes with an emergency certificate and for substitutes with a regular certificate or substitute teaching certificate will be set by the Board of Education a regular meeting. After 30 continuous workdays in the same assignment, a regular certified substitute teacher will be paid at the daily rate of the first step of the column which the substitute qualifies for on the teacher salary schedule.

Substitute teachers will be paid for a minimum of one-half day for each day assigned. Any other arrangement of substitute teacher pay shall be determined by the board.

Approved: July 8, 2005

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Ethics

GBU

An educator in the performance of assigned duties shall:

- actively support and pursue the district's educational mission. (see IA);
- recognize the basic dignity of all individuals;
- maintain professional integrity;
- avoid accepting anything of substantial value offered by another which is known to be or which may appear to influence judgment or the performance of duties;
- accurately represent professional qualifications; and
- be responsible to present any subject matter in a fair and accurate manner (IAA and IKB).

Approved: July 8, 2005

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

Work Assignments

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

Attendance Required

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

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

Classification of Employees

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

Overtime

No non-exempt employee shall work more than 40 hours per week without the prior permission of the appropriate supervisor. Principals and

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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 Goodland 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: July 8, 2005

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GCI Noncertified Employee Evaluation GCI

All noncertified employees may be evaluated twice during their first year of employment and at least once a year during subsequent years. Evaluation documents will be on file with the clerk of the board.

Approved: July 8, 2005

GCI-R Noncertified Employee Evaluation GCI-R

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

Approved: July 8, 2005

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SAMPLE 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. Add criteria from employee's job description here.				
2.				
3.				
4.				
5.				
***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				

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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.

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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: November 24, 2008

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GCRF **Non-School Employment** **GCRF**

Noncertified employees shall not be excused during their regularly assigned time schedule to perform outside employment. Noncertified employees shall not engage in outside employment which interferes with their duties.

Approved: July 8, 2005

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Paid Leave

See Negotiated Agreement or Classified Handbook as applicable.

Unpaid Leave

The board may grant a period of unpaid leave as determined by the board. The period of leave and reason for unpaid leave shall be determined by the board. The board shall not be required to pay any salary or benefits during periods of unpaid leave except as may be required by law.

Approved: July 22, 2013

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GCRH **Vacations** **GCRH**

Full-time noncertified employees may be granted a paid vacation each year. See Classified Handbook.

Paid Holiays

Paid holiday leave may be granted to noncertified employees. See Classifed Handbook.

Approved: July 8, 2005

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GCRI **Paid Holidays** **GCRI**

Paid holiday leave may be granted to noncertified employees.

Approved: July 8, 2005

GCRI-R **Paid Holidays** **GCRI-R**

The following holidays are recognized by the board of education for payment to eligible employees:

Christmas

New Year's Day

Good Friday

Memorial Day

Independence Day

Labor Day

Thanksgiving Day and the Friday following Thanksgiving

Should the holiday fall on a weekend, the previous Friday or following Monday will be observed.

Approved: July 8, 2005

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H--NEGOTIATIONS

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HAB	Goals and Objectives - KSA 72-5413 et seq.
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HAJ	Preliminary Agreement Disposition
HAK (See HAJ)	Ratification Procedures
HAL	Announcement of Agreement
HAN	Slowdowns

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

Approved: July 8, 2005

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

Approved: July 8, 2005

HAC **Scope of Negotiations** **(See HAI)** **HAC**

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

Approved: July 8, 2005

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HAE Board Negotiating Agents **HAE**

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

Approved: July 8, 2005

HAE-R Board Negotiating Agents **HAE-R**

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

Approved: July 8, 2005

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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: July 8, 2005

HAHBA **Use of School Facilities** **HAHBA**

School facilities shall be made available for negotiating sessions.

Approved: July 8, 2005

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: July 8, 2005

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HAHBB **Use of School Equipment** **HAHBB**

The board may make school equipment available for negotiating sessions.

Approved: July 8, 2005

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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: July 8, 2005

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Minutes and Records

One member of the board's team shall be designated to keep reasonably detailed minutes and records or recordings, of all negotiating sessions. Following each session, a person may 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 may 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 the vice-president 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: July 8, 2005

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HAJ **Preliminary Agreement Disposition** **HAJ**

All tentative agreements shall be reported to the board.

Approved: July 8, 2005

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: July 8, 2005

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: July 8, 2005

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HAL **Announcement of Agreement** **HAL**

The board may announce its ratification of the agreement.

Approved: July 8, 2005

HAN **Slowdowns** **HAN**

The board opposes work slowdowns by its teachers.

Approved: July 8, 2005

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: July 8, 2005

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DISTRICT MISSION STATEMENT

USD 352 will provide a safe and positive environment in which high standards of learning are established. We will motivate and challenge each student to engage in high levels of achievement through effective and innovative teaching practices designed to serve a unique and diverse student population. We are committed to prepare each student to become a productive member of society and will work collaboratively to achieve this shared purpose.

MOTTO

Engage, Enrich, Empower, Every Student, Every Day

Approved: December 10, 2007

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: July 8, 2005

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IB School Site Councils IB

A site council shall be established in each district building. Each council shall be responsible for providing advice and counsel for evaluating state, school district, and school site performance goals and objectives and in recommending methods that may be employed at the school site to meet these goals and objectives. Discussions may include allocations of the school budget and administrative and management functions.

The membership of each council shall include, at a minimum, the building principal, and representatives of: teachers and other school personnel, parents of pupils attending the school, the business community, and community leaders.

Each principal shall submit, for the board's consideration, names of individuals to be considered for appointment to the site council. The board shall appoint site council members.

Each site council shall establish meeting schedules that shall be subject to board approval. Each council shall report to the board at least once a year.

Approved: August 18, 2014

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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.

Curriculum Handbooks

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

Educational Goals and Objectives

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

Additional Educational Programs

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

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

Approved: July 22, 2013

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Pilot Projects (See IEAE)

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: August 18, 2014

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ICAA **Teaching Methods** **(GRBC, ICA, IDEA, II, and IJ)** **ICAA**

The teaching staff is required to keep abreast of current and innovative teaching methods. Use of current research findings to improve instruction is required as a part of the district's school improvement efforts. Staff development programs will be designed to help teachers learn research-based instructional skills and to apply them in daily instruction.

Approved: July 22, 2013

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ID Instructional Program (See BBG, CJ, CL, IC and IJ) ID

All certified staff shall cooperatively develop an integrated, comprehensive, performance-oriented preK-12 Instructional Program, which will be composed of the specific courses and programs offered that allow students to meet the goals and objectives set forth in the educational program. The instructional program is to include district instructional goals and learning objectives and be based on valid educational research and current State Board of Education requirements. After board of education approval, district instructional goals and learning objectives shall be used by the staff as the basis for developing and implementing specific curricula. The superintendent may develop a schedule for periodic curriculum reviews.

Modification

Additions, deletions, or alterations to the Instructional Program shall be approved by the board.

Personnel

Outside resources and district personnel may be used in curriculum development.

Financial Resources

The board encourages the superintendent to secure federal, state and private grants, or other alternative funding sources for use in curriculum development. The certified staff is encouraged to use available commercial, public domain and community resources to assist in developing the instructional program and extending it beyond the traditional classroom setting.

Evaluation (See IJ)

Approved: July 22, 2013

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IDA Educational Program (See IC) IDA

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.

District Curriculum

District educational goals and curriculum standards (benchmarks and indicators) to be mastered, and an outline of each basic course, when approved by the board, shall become a part of these policies and rules by reference, and shall be accessible on the district's website (http://www.usd352.k12.ks.us)

Approved: July 8, 2005

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IDAA Special Programs IDAA

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

Partnerships

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

Work-Study Programs

The certified staff and administration shall cooperate to develop objectives for a work-study program when requested by a student and a member of the business community.

Approved: July 8, 2005

IDAA-R Special Programs IDAA-R

Partnerships

When a partnership is created, a committee shall be formed with the minimum membership composed of the building principal, one teaching staff member, and a representative of the business and/or the educational institution. The committee shall be responsible for developing the partnership's goals and objectives, scheduling meeting times, deciding appropriate

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activities, and identifying available resources to help meet the partnership's goals and objectives subject to board approval.

An annual review of the partnership's goals and objectives shall be conducted by the committee and submitted in writing to the board.

Partnerships shall not exceed one year. However, continuation on a year-to-year basis may be granted by the board if requested by the committee in their annual report.

Work-Study Programs

Student participation in a work-study program shall be on an individual basis and shall be the responsibility of the principal. The superintendent shall develop guidelines for use when considering work-study applications from students or the business community for participation in a work-study program.

Approved: July 8, 2005

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

Drug Education

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

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

A student who voluntarily seeks assistance, advice or counseling from school personnel regarding drugs or drug abuse shall not be disciplined by school authorities solely on the basis of seeking assistance.

Student Mental Health

Appropriate mental health awareness and suicide prevention programs shall be initiated and continued in the district.

The superintendent shall develop and implement a student mental health awareness program. If professionals necessary to carry out this program are not available within the school system, the superintendent shall identify community or area mental health agencies able to provide the necessary assistance and seek to establish a continuing cooperative relationship with the appropriate agencies.

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Dropout Prevention

The programs to prevent students from dropping out of school, or to encourage dropouts to return to school shall be: (fill in district program(s) here).

The staff shall incorporate the philosophy and goals of this policy into the schools' programs.

At-Risk Students

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

Guidance

The guidance program shall be organized to meet the needs, interests and abilities of all students.

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

Homebound Instruction

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

The parent makes the request for homebound instruction; and

The family physician recommends homebound instruction in writing.

The principal shall be responsible for obtaining a teacher for the student. When appropriate, the director of special education is responsible for filing the necessary papers with the Division of Special Education, State Board of Education.

Approved: July 8, 2005

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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. 72-962) who is a resident of this district or attends a private or parochial school located in this district. Special education services are provided for such children, including individual educational programs offered in the least restrictive environment.

Child Find, Identification, and Eligibility

The district shall coordinate and maintain a system which schedules and structures available services for pupils who are referred to determine eligibility for special education services in accordance with procedural processes established in Federal and state law.

Actions and Due Process for Students

Parental involvement and cooperation is important to the success of these educational programs. In order to encourage the involvement and cooperation of parents in special education services and to safeguard the rights of exceptional children to a free appropriate public education, the board utilizes and refers parents to the "Procedural Safeguards in Parent Rights in Special Education" published by the Kansas State Department of Education.

In the provision of special education and related services, the district will implement all Federal and Kansas statutes, rules, and regulations.

Approved: August 18, 2014

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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: August 18, 2014

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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 as needed.

Approved: July 8, 2005

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

Annual Parent Meeting

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

Note: The reader is encouraged to review policies and regulations for related information.

Approved: July 8, 2005

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IDAD-Regulation-Title I Programs

NOTE: This document MUST be approved by board action to become policy. File with clerk, distribute to principals and duplicate as necessary in district newsletters and other documents.

Regulation – Title I

Parental Involvement Encouraged

Parents shall receive information about the Title I program, the curriculum, academic assessments, and required proficiency levels, and their right to request additional meetings. All parents of Title I students shall be invited to the meetings.

The board shall strongly encourage parental involvement in the district's Title I program. Included in these efforts shall be: activities that will educate parents regarding the intellectual and developmental needs of their children at all age levels including:

- Assistance in understanding.
  - State academic content and achievement standards;
  - How to monitor their child's progress; and
  - Title I regulations.
- Activities that include promoting cooperation between the district and other agencies or school/community groups (such as parent-teacher groups, Head Start, Parents as Teachers, etc.) to furnish learning opportunities and disseminate information regarding parenting skills and child/adolescent development.
- Implementing strategies to involve parents in the educational process, including: Joint development of a school-parent compact

that outlines the shared responsibilities of the school and the parent for high student achievement by:

- Keeping families informed of opportunities for involvement and encouraging participation in various programs.
- Providing access to educational resources for parents/families to use together with their children.
- Keeping families informed of the objectives of district educational programs as well as of their child's participation and progress within these programs.
- Allowing parents reasonable access to staff who work with their children.
- Providing professional development opportunities for teachers and staff to enhance their understanding of effective parent involvement strategies.
- Promoting activities, which emphasize the importance of parent-school communication.

Activities to Enable Parental Participation

The district shall enable families to participate in the education of their children through a variety of roles. For example, family members shall be given opportunities to:

- Provide input into district policies that affect Title I programs and their children.
- Understand and participate in school improvement efforts.
- Volunteer time within classrooms and school programs.
- Perform regular evaluations of parent involvement at each school and at the district level.
- Provide access, upon request, to any instructional material used as part of the educational curriculum.
- Provide information in a language understandable to parents, if practical.

Scheduling for Parents' Convenience

The district shall, to the extent possible, schedule activities for parent involvement at times and places accessible to parents of Title I students and provide information in a format and language the parents understand.

Annual Evaluation

The district shall conduct, with involvement of parents, an annual evaluation of the contents and effectiveness of the parental involvement policy IDAD. The district shall use the findings of the evaluation to design strategies for more effective parental involvement and to revise, if necessary, the policy IDAD.

Approved: July 8, 2005

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Title I Parent Involvement: Policy Development Meetings

USD 352, Sherman County KS

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

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

Name	Address	Phone	Child's Name

Major Topics Discussed:

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: July 8, 2005

(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 or maintained in 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 or maintained in a statewide longitudinal data system only be disclosed as follows.

Student data may be disclosed to:

- The authorized personnel of an educational agency or the state board of regents who require disclosures to perform assigned duties; and
- The student and the parent or legal guardian of the student, provided the data pertains solely to the student.

Student data may be disclosed to authorized personnel of any state agency, or to a service provider of a state agency, educational agency, or school

performing instruction, assessment, or longitudinal reporting, provided a data-sharing agreement between the educational agency and other state agency or service provider provides the following:

- purpose, scope and duration of the data-sharing agreement;
- recipient of student data use such information solely for the purposes specified in agreement;
- recipient shall comply with data access, use, and security restrictions specifically described in agreement; and
- student data shall be destroyed when no longer necessary for purposes of the data-sharing agreement or upon expiration of the agreement, whichever occurs first.

*A service provider engaged to perform a function of instruction may be allowed to retain student transcripts as required by applicable laws and rules and regulations. Destruction shall comply with the NISTSP800-88 standards of data destruction.

Unless an adult student or parent or guardian of a minor student provides written consent to disclose personally identifiable student data, student data may only be disclosed to a governmental entity not specified above or any public or private audit and evaluation or research organization if the data is aggregate data. "Aggregate data" means data collected or reported at the group, cohort, or institutional level and which contains no personally identifiable student data.

The district may disclose:

- Student directory information when necessary and the student's parent or legal guardian has consented in writing;
- directory information to an enhancement vendor providing photography services, class ring services, yearbook publishing services, memorabilia services, or similar services;
- any information requiring disclosure pursuant to state statutes;
- student data pursuant to any lawful subpoena or court order directing such disclosure; and
- student data to a public or private postsecondary educational institution for purposes of application or admission of a student to such postsecondary educational institution with the student's written consent.

Student Data Security Breach

If there is a security breach or unauthorized disclosure of student data or personally identifiable information of any student submitted to or maintained on a statewide student longitudinal data system, each affected student or the parent or legal guardian of the student, if a minor, shall be immediately notified, and an investigation into the causes and consequences of the breach or unauthorized disclosure will be conducted.

Biometric Data

The district shall not collect biometric data from a student or use any device or mechanism to assess a student's physiological or emotional state, unless the adult student or the parent or legal guardian of the minor student consents in writing. "Biometric data" includes measurable biological or behavioral characteristics that can be used for automated recognition of an

individual, such as fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting.

Nothing in this policy shall prohibit the collection of audio voice recordings, facial expression information, and student handwriting for:

- provision of counseling or psychological services,
- conducting student threat assessments,
- completing student disciplinary investigations or hearings, or
- conducting child abuse investigations.

Select Student Surveys

No test, questionnaire, survey, or examination containing any questions about a student's or the student's parents' or guardians' personal beliefs or practices on issues such as sex, family life, morality, or religion shall be administered to any student unless:

- the parent or guardian is notified in writing; and
- the parent or guardian of the student gives written permission for the student to participate.

Nothing shall prohibit school counselors from providing counseling services, including the administration of tests and forms as part of student counseling services. Any information obtained through such tests or counseling services shall not be stored on any personal mobile electronic device which is not owned by the school district. Storage of such information on personal laptops, tablets, phones, flash drives, external hard drives, or virtual servers not owned by the district is prohibited.

Students may be questioned:

- in the provision of psychological services,
- conducting of student threat assessments,
- completing student disciplinary investigations or hearings, or
- conducting child abuse investigations.

Collection of such information in these limited circumstances is permitted without prior written consent of the parent, guardian, or adult student.

Approved: August 18, 2014

USD 352 ~ Goodland
PO Box 509 ~ 1312 Main
Goodland KS 67735
785-890-2397
FAX 785-890-8504

Annual Notice of Authorized Student Data Disclosures

In accordance with the Student Data Privacy Act student data submitted to or maintained in a statewide longitudinal data system may only be disclosed as follows. Such data may be disclosed to:

- The authorized personnel of an educational agency or the state board of regents who require disclosures to perform assigned duties; and
- The student and the parent or legal guardian of the student, provided the data pertains solely to the student.

Student data may be disclosed to authorized personnel of any state agency, or to a service provider of a state agency, educational agency, or school performing instruction, assessment, or longitudinal reporting, provided a data-sharing agreement between the educational agency and other state agency or service provider provides the following:

- Purpose, scope and duration of the data-sharing agreement;
- Recipient shall comply with data access, use, and security restrictions specifically described in agreement; and
- Student data shall be destroyed when no longer necessary for purposes of the data-sharing agreement or upon expiration of the agreement, whichever occurs first.

*A service provider engaged to perform a function of instruction may be allowed to retain student transcripts as required by applicable laws and rules and regulations.

Unless an adult student or parent or guardian of a minor student provides written consent to disclose personally identifiable student data, student data may only be disclosed to a governmental entity not specified above or any public or private audit and evaluation or research organization if the data is aggregate data. "Aggregate data" means data collected or reported at the group, cohort, or institutional level and which contains no personally identifiable student data.

The district may disclose:

- Student directory information when necessary and the student's parent or legal guardian has consented in writing;
- Directory information to an enhancement vendor providing photography services; class ring services, yearbook publishing services, memorabilia services, or similar services;
- Any information requiring disclosure pursuant to state statutes;
- Student data pursuant to any lawful subpoena or court order directing such disclosure; and
- Student data to a public or private postsecondary educational institution for purposes of application or admission of a student to such postsecondary educational institution with the student's written consent.

As the parent or legal guardian of _____, I acknowledge that I have been provided with notice of authorized student data disclosures under the Student Data Privacy Act.

_____ _____

Parent Signature **Date**

Approved: August 18, 2014

Protection of Pupil Rights Amendment: Regulation

USD 352

NOTE: This document MUST be approved by board action to become policy. File with clerk, distribute to principals and duplicate as necessary in district newsletters and other documents.

Surveys: Parental Inspection Rights

Parents shall have the right to inspect any survey created by a third party before it is administered or distributed to students in the school. Prior to distribution, parents shall have the right to inspect any survey that seeks information about: political affiliations or beliefs of the student or the student's parent; mental or psychological problems of the student or the student's family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; religious practices, affiliations, or beliefs of the student or student's parent; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Written Permission Required

If such survey is funded in whole or in part by federal funds, a survey that seeks this information shall not be administered without the express written consent of the parent. If the survey is not federally funded, parents must be given direct notification of the survey, through U.S. mail or e-mail, and provided with an opportunity to opt their child out of the survey. If the survey is part of the curriculum, parents shall have the right to inspect any instructional materials used in conjunction with the survey.

Physical Examinations

Prior to the administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school, scheduled by the school in advance and not necessary to protect the immediate health and safety of the student, the school shall provide parents with notice of the activity and provide parents with an opportunity to opt their child out of the activity. This requirement does not apply to routine dental, hearing and vision screenings required under Kansas law.

Parental Rights: Marketing Information

If the school collects, discloses or uses personal information from students for the purposed of marketing or selling that information, parents shall have a right to inspect any instrument used for the collection of such information before it is administered or distributed to students in school. Parents shall be provided with notice of such activities and provided with an opportunity to opt their child out of the activity. The requirements concerning activities involving the collection and disclosure of personal information from students for marketing purposes do not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for or to students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools
4. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Release of Information – FERPA Rights

Unless the information collected from students is designated as directory information, no information gathered about students shall be released to third parties without the express written consent of the parent or eligible student. (See JRB)

Approved: July 8, 2005

To save time in case of an audit, file a copy of the minutes with critical policies required by law.

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

With parental permission, eligible students who can complete graduation requirements as prescribed by the board are eligible to be released from school during the regular school day to attend classes at a Regent's university, community college, technical college, vocational educational school or Washburn University.

Concurrent Enrollment

A student enrolled in grades 10, 11 or 12, or a gifted child in grades 9 through 12 who has demonstrated the ability to benefit from participation in the regular curricula of eligible postsecondary education institutions, may apply to the principal for permission to enroll at an eligible postsecondary education institution.

The district may enter into an agreement with the college for the purpose of allowing these students to receive dual credit.

Approved: July 22, 2013

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

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

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

Approved: July 8, 2005

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: July 8, 2005

The board may consider a petition for the creation of a charter school if the petition meets all requirements of current law and regulations.

Approved: July 8, 2005

IF Textbooks, Instructional Materials and Media Centers IF

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

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

Textbook selection criteria shall be established by the board.

Challenges to textbooks, instructional materials or media center materials shall be considered in a manner prescribed by board policy.

Approved: July 8, 2005

IF-R Textbooks, Instructional Materials and Media Centers IF-R

Selection Criteria: Textbooks and Instructional Materials

Textbooks and instructional materials shall provide:

An effective education for all students;

Factual knowledge, literary appreciation, aesthetic values and ethical standards;

Practice for students to develop abilities in critical thinking, communication, mathematics and science skills.

Information which helps students develop an appreciation of American cultural, ethnic and racial diversity and balanced views concerning international, national, state and local issues and problems; and

Sufficient flexibility for meeting the special needs of individuals and groups.

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

Selection Criteria: Media Center Materials

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

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

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

Collection Development

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

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

Challenges of Materials (See IKD , KN)

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

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

Review Committee

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

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

The committee's charge shall be:

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

To direct a written report to the board; and

To send the complainant a copy of the report.

The Review Committee Shall:

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

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

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

Removing Challenged Materials

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

Approved: July 8, 2005

(Retype and file with clerk.)

USD 352
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: _____

IFBH Guest Speakers (See IKB) IFBH

With administrative approval, guest 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: July 8, 2005

IFBH-R Guest Speakers IFBH-R

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

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

Language cannot be used that calls for students to be disruptive.

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

With prior board or superintendent approval an honorarium may be paid to guest speakers.

Approved: July 8, 2005

IFC **Community Resources** **IFC**

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

School Volunteers (See KFD)

Approved: July 8, 2005

IFC-R **Community Resources** **IFC-R**

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

Approved: July 8, 2005

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: July 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

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: July 8, 2005

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: July 8, 2005

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. The time limits shall be included in the staff and student handbooks each year.

Approved: July 8, 2005

IHF Graduation Requirements 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 beginning with the class of 2012.

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 fifth-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: July 27, 2015

IHF-R Graduation Requirements IHF-R

The current Goodland High School Handbook, as approved by the Board of Education annually, has an update of the current credits needed in order to graduate.

Units of credit for graduation may be earned in the following manner:

- Course offered by the district high school
- Equivalent credit from Northwest Kansas Technical College with credit granted on the basis of one unit for each period in class daily
- College credit offered by institutions approved by the Kansas State Department of Education; and
- Correspondence courses from institutions approved by KSDE – units of credit to be granted by the institution
- All course work taken outside of the district's high school fore credit must have prior approval of the principal

Approved: September 28, 2015

II Educational Testing Program (See JR et seq.) II

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

Test Integrity

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

Reporting Test Results

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

Approved: October 23, 2006

IIA 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 adequately cover course objectives.

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

Credit for such classes shall be awarded only on a pass/fail basis. Students will be allowed only one opportunity to "test out" of any particular class. It will not be the responsibility of the school or the instructor to provide instructional and/or review time for the student. However, the outcomes, as noted in the district curriculum guide, and class syllabus will be made available.

Approved: July 8, 2005

IIBF **Acceptable Use Guidelines** (See IIBG, IIBGA, IIBGC) **IIBF**

Purpose

The district provides computer network and internet access for its students and employees. This service allows employees and students to share information, learn new concepts, research diverse subjects, and create and maintain school-based websites. The district has adopted the following Acceptable Use Guidelines to govern the conduct of those who elect to access the computer network or district Internet.

Acceptable Use Guidelines

Users shall adhere to the following guidelines of acceptable use:

- All use of the Internet will be in support of educational activities.
- Users will report misuse and breaches of network security.
- Users shall not access, delete, copy, modify, nor forge other users' e-mails, files, or data.
- Users shall not use other users' passwords nor disclose their password to others.
- Users shall not pursue unauthorized access, disruptive activities, nor other actions commonly referred to as "hacking," internally or externally to the district.
- Users shall not disclose confidential information about themselves or others.
- User shall not utilize unlicensed software.
- Users shall not access or permit access to pornography, obscene depictions, or other materials harmful to minors.

- Students shall not disable or attempt to disable Internet filtering software.

Prohibitions

Although the district reserves the right to determine what use of the district network is appropriate, the following actions are specifically prohibited:

- Transferring copyrighted materials to or from any district network without the express consent of the owner of the copyright.
- Use of the network for creation, dissemination, or viewing of defamatory, factually inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, or other material prohibited by law or district policy.
- Dissemination of personnel or student information via the network when such information is protected by law, including the Family and Educational Rights Act or Student Data Privacy Act.
- Utilization of the network to disseminate non-work-related material.
- Utilization of the network as a means for advertising or solicitation.

Monitoring

The school district reserves the right to monitor, without prior notice, any and all usage of the computer network and district Internet access, including, but not by way of limitation, e-mail transmissions and receptions. Any information gathered during monitoring may be copied, reviewed, and stored. All such information files shall be and remain the property of the school district, and no user shall have any expectation of privacy regarding his/her use of the computer network or the district Internet.

Internet Safety

In compliance with the Children's Internet Protection Act (CIPA) and the Kansas Children's Internet Protection Act, the school district will implement filtering and or blocking software to restrict access to Internet sites containing child pornography, obscene depictions, or other materials harmful to minors. The school district, however, cannot and does not guarantee the effectiveness of filtering software. Any student who connects to such a site must immediately disconnect from the site and notify a teacher. An employee who accidentally connects to such a site must immediately disconnect from the site and notify a supervisor. If a user sees another user is accessing inappropriate sites, he or she should notify a teacher or supervisor immediately. The school district administration reserves the right to prohibit access to any network or Internet it deems inappropriate or harmful. The school district shall instruct students regarding appropriate online behavior including cyberbullying.

Penalties for Improper Use

Access to the network and Internet is a privilege, not a right, and inappropriate use will result in the restriction or cancellation of the access. The school district has the right to make the determination of what constitutes inappropriate use and use as an educational tool. Inappropriate use may lead to any disciplinary and/or legal action, up to and including suspension and/or expulsion of district students and suspension and/or termination of employees. Law enforcement shall be notified of inappropriate use which may constitute a violation of Federal or state law, and such use may result in criminal prosecution.

Approved: August 18, 2014

IIBG Computer and Device Use (See ECH, JCDA and KBA) IIBG

Use of District Computers and Devices/Privacy Rights

District issued computer systems and electronic devices (including, but not limited to, Smartboards, iPads, iTouches, iPhones, eReaders, and eBooks) are for educational and professional use only. All information created by staff or stored thereon shall be considered district property and shall be subject to unannounced monitoring by district administrators. The district retains the right to discipline any student, up to and including expulsion, and any employee, up to and including termination, for violation of this policy.

Copyright

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

Installation

No software, including freeware and shareware, or other applications may be installed on any district computer or electronic device until cleared by the network administrator. The administrator will verify the compatibility of the software or application with existing software, hardware, and applications and prescribe installation and de-installation procedures. Program files must have the superintendent's approval to be installed on any district server or computer.

Hardware

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

Audits

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

E-mail Privacy Rights

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

Ownership of Employee Computer and Device Materials

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

Lost, Stolen, or Damaged Computers and/or Equipment

Students and staff members shall be responsible for reimbursing the district for replacement of or repair to district issued computers or electronic devices which are lost, stolen, or damaged while in the students' or staff members' possession.

Approved: July 22, 2013

Staff Handbook

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

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

Student Handbook

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

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

Approved: November 24, 2008

The district shall implement the Children's Internet Protection Act (CIPA). The superintendent shall develop a plan to implement the Children's Internet Protection Act. This plan shall be on file with the board clerk and in each school office with Internet access, and copies shall be available. The superintendent shall ensure compliance with CIPA by completing Federal Communication Commission forms as required.

Children's Internet Protection Act (CIPA) PLAN

The USD 352 plan shall, at a minimum:

- provide reasonable public notice including at least one public hearing;
- install blocks or Internet filters to limit access by both minors and adults to child pornography or materials that are obscene, inappropriate or harmful;
- monitor the on-line activities of minors;
- address issues related to the safety of minors when using e-mail, chat rooms, and other electronic communication;
- as part of its Internet safety policy educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response;
- hinder unauthorized access (hacking) and other unlawful on-line activities by minors; and
- prevent unauthorized disclosure of personal information regarding minors.

Approved: November 9, 2009

USD 352 Internet Use Agreement

Internet access is now available to students and staff at USD 352. We are very pleased to bring this access to USD 352 and believe the Internet offers vast, diverse, and unique resources to both students and staff. Our goal in providing service is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication. The Internet, a network of networks, allows people to interact with hundreds of thousands of networks and computers. It is a general policy that all computers used through the Internet are to be used in a responsible, efficient, ethical and legal manner. We at USD 352 firmly believe that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the school.

THE USE OF THE INTERNET IS A PRIVILEGE, NOT A RIGHT, AND INAPPROPRIATE USE WILL RESULT IN SUSPENSION OR CANCELLATION OF THOSE PRIVILEGES

A responsible user may:

- Use the Internet for educational and research purposes.

A responsible user will:

- Report any security problems to the system administrator.

A responsible user may NOT:

- Use the Internet for commercial or for-profit purposes.
- Use the Internet extensively for personal business.
- Use the Internet for product advertisement or political lobbying.
- Disrupt or modify any network, software or hardware.
- Harass other uses or infiltrate a computer or computing system.
- Access or process pornographic or inappropriate material.
- See information on, obtain copies of, modify files, other data, or passwords of other users or misrepresent them.
- Harass, make discriminatory remarks, or practice any antisocial behavior.
- **Upload or download any copyrighted works without permission; including music, movies, software, and videogames.**

USD 352:

- Will determine if specific uses of the network are consistent with this agreement.
- Denies any responsibility for the accuracy or quality of information obtained.
- Has the right to deny or suspend access to any user because of security, vandalism, copyright violations or inappropriate use.

USD 352 Internet Use Agreement

Check one
- ☐ Goodland High School
- ☐ Grant Junior High
- ☐ North Elementary
- ☐ Central Elementary
- ☐ West Elementary

I understand and will abide by the Internet Use Agreement. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action.

Check one
- ☐ Parent
- ☐ Student
- ☐ Community member
- ☐ Staff

Participant's Name (please print): _____
Participant's Signature: _____
Date: _____

Parent or Guardian

I have read the USD 352 Internet Use Agreement. I understand that the Internet is a worldwide group of hundreds of thousands of computer networks. I know that USD 352 does not control the content of these Internet networks. When using the Internet, I realize that students may read material that I might consider controversial or offensive. However, I agree that the valuable information and interaction available on the network far outweighs any negative problem that might occur.

USD 352 has my permission to allow Internet access to my child. _____Yes _____No

Parent or Guardian's Name (please print): _____

Parent/Guardian Signature: _____

Date: _____

In addition

- I give permission for my child's first name to be placed on his/her classroom (USD 352) web pages.

  _____ Yes _____ No Parent/Guardian initials _____

- I give permission for my child's picture to be placed on his/her classroom (USD 352) web pages.

  _____ Yes _____ No Parent/Guardian initials _____

- I have permission for my child's school/art work to be placed on his/her classroom (USD 352) web pages.

  _____ Yes _____ No Parent/Guardian initials _____

IIBGB **On-Line Learning Opportunities** **IIBGB**

Application

Students may apply for permission to enroll in an on-line course for credit. Applications for the next academic year shall be submitted to the principal. The student and the student's parents shall be informed of the administrator's decision in writing within 2 weeks of submitted application.

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

Guidelines

The following guidelines shall be used by the administration:

1. Only approved courses shall be posted on student transcripts.
2. Approval of any course shall be based upon the course content and rigor, its length and scope, its method of assessing knowledge acquired by the student, the qualifications of the instructor and other appropriate factors.
3. Enrollment in an on-line course will be allowed only if an appropriately certified staff member is available and willing to supervise the student's participation in the course.
4. Suspended or expelled students may also apply for permission to enroll in on-line course work.

Other Regulations or Guidelines

Approval by the administration of online coursework shall be based on Kansas State Department of Education regulations and/or guidelines in effect at the time the student request is made.

Approved: July 22, 2013

IIBGC Staff Online Activities **IIBGC**

(See GAF, GBU, IIBG, IIBGA, KGA)

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. Teachers, coaches, and sponsors, should create their own social media site for school activities. Staff should not use their own personal account for school 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 (electronic communication or written) from the Principal.

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. Principal 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. Every attempt should be made to inform parents of school-sponsored activities.
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 reminded that appropriate adult to student communication should be focused on school related functions. 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: August 26, 3013

IJ **Evaluation of Instructional Program** (See IC, ICAA, ID, II & MK) **IJ**

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

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

Approved: July 22, 2013

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.

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: July 27, 2015

IKB Controversial Issues (See IAA) IKB

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

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

Approved: July 8, 2005

IKCA Human Sexuality and AIDS Education IKCA

Opt-Out Procedure and Form

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

Opt-Out Form

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

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

Annual Request Required

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

Notice of Availability

Public notice of the availability of the Human Sexuality and AIDS curriculum goals and objectives shall be made by means of an informational letter.

Approved: October 23, 2006

NOTE: Remove from book and file with the clerk/principals.

HUMAN SECUALITY

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: July 8, 2005

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:

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: July 8, 2005

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 principal's office. Parents desiring to opt-out their children from activities due to religious reasons must return the completed and signed form to the principal. The form must be submitted within a reasonable amount of time prior to the scheduled activity in order to allow time for the principal to consider the request. The completed form shall be kept on file with the principal 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: July 8, 2005

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: July 8, 2005

IKE-R Assemblies **IKE-R**

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

Approved: July 8, 2005

IKI Lesson Plans IKI

Each teacher shall develop, maintain and follow lesson plans which conform to the approved curriculum, the district's educational goals and the expected student learning outcomes. Principals shall establish methods to regularly review teacher lesson plans.

Approved: July 8, 2005

ING **Animals and Plants in the School** **ING**

With the prior approval of the principal, animals or plants may be brought to school for instructional purposes.

If someone is injured by an animal or comes into contact with a toxic plant, the incident shall be immediately reported to the administration by the supervising teacher. The principal shall notify the appropriate persons.

Service Animals in the Schools

Service animals may be permitted in the schools and on school property in accordance with board-approved guidelines and may be used by employees, patrons, and students. In order for the district to accommodate the health and safety of our students and staff while maintaining our educational services, programs, and activities, employees and students are encouraged to notify their building administrator prior to bringing a service animal to school for the first time. Patrons or individuals attending functions or having short term business on school property are not required to provide advance notice to school staff in order to be accompanied by a service animal on school property.

Access to school buildings will not be denied to a service animal as long as the animal is individually trained and required to do work or perform tasks for the benefit of an individual with a disability. Such work or tasks must be directly related to the individual's disability. District staff shall not be responsible to provide care or control of a service animal, and any service animal which is out of control or is not housebroken may be excluded by district staff.

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

Approved: July 22, 2013

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JA Goals and Objectives JA

The goal set forth in this policy and rule section is to create the best possible educational climate. These student policies are designed to prevent misunderstanding by students about their responsibilities and privileges. The ideas and recommendations of students shall be considered when adopting policies, rules and regulations governing the conduct of students and their rights and responsibilities.

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

Approved: July 8, 2005

JB Attendance Records 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 be kept in the principal's office.

The superintendent shall include attendance data in the annual report to the board. Attendance problems shall be reported to the board as necessary.

Approved: July 8, 2005

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 non-resident application. Such criteria may include student grades, attendance and disciplinary records, and other factors as determined by the board.

Enrollment Restriction

Unless approved in advance by the board, no student, regardless of residency, who has been suspended or expelled from another school district will be admitted to the district until the period of such suspension or expulsion has expired.

Enrollment Procedures

The superintendent shall establish orderly procedures for enrolling all students, including pre-enrollment, changes in enrollment, normal enrollment times, and communication to parents and to the public.

Part-Time Students

Part-time students may enroll with the (board's/administration's) permission if they complete all paperwork in a timely fashion and are in attendance no later than _____. (Insert date) Part-time students may be admitted only to the extent that staff, facilities, equipment, and supplies are available and the students follow the district's student conduct policies 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.

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

The superintendent shall assign students to the appropriate building. Any student desiring to attend a school outside the attendance area in which the student resides may do so only with the prior written permission of the superintendent. Assignment to a particular grade level or particular classes shall be determined by the building principal based on the educational abilities of the student. If the parents disagree, the principal's decision may be appealed to the superintendent. If the parents are still dissatisfied with the assignment, they may appeal in writing to the board.

Transferring Credit

In {middle/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: July 27, 2015

JBCA **Homeless Students** **JBCA**

The district, in accordance with state and federal law and the Kansas state plan, will ensure that homeless children in the school district have access to a free and appropriate public education. Homeless students are individuals who lack a fixed, regular and adequate nighttime residence.

Coordinator

The board shall designate a homeless coordinator for the district.

Approved: July 8, 2005

Homeless Student Regulations

Required by Federal and State Law

NOTE: This document MUST be approved by board action to become policy. File with clerk, distribute to principals and duplicate as necessary in district newsletters and other documents.

Homeless students shall, by definition, include the following:

1. Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
2. Children and youth who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
3. Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
4. Migratory children who meet one of the above-described circumstances.

Enrollment/Placement (See JBC)

The administration shall consider the best interest of the child, with parental involvement, in determining whether the child should be enrolled in the school of origin or the school that nonhomeless students who live in the attendance area in which the homeless child or youth is actually living are eligible to attend. To the extent feasible, and in accordance with the child or youth's best interest, the child or youth should continue his or her education in the school of origin, except when contrary to the wishes of the parent or guardian. If the youth is unaccompanied by a parent or guardian, the homeless coordinator will consider the views of the youth in deciding where the youth will be educated. The choice regarding placement shall be made regardless of whether the child or youth lives with the homeless parents or has been temporarily placed elsewhere.

The school selected shall immediately enroll the homeless child or youth, even if the child or youth is unable to produce records normally required for enrollment, such as previous academic records, immunization records, proof of residency or other documentation. However, the district may require a parent or guardian of a homeless child or youth to submit contact information.

The district must provide a written explanation, including a statement regarding the right to appeal, to the homeless child or youth's parent or guardian, or to the homeless youth if unaccompanied, if the district sends the child or youth to a school other than the school of origin or other than a school requested by the parent or guardian.

If a dispute arises over school selection or enrollment in a school, the child or youth shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute. The child, youth, parent or guardian shall be referred to the district homeless coordinator, who will carry out the dispute resolution process as expeditiously as possible.

For the purposes of this policy, "school of origin" is defined as the school that the student attended when permanently housed or the school in which the student was last enrolled.

A complaint regarding the placement or education of a homeless child or youth shall first be presented orally and informally to the district's homeless coordinator. If the complaint is not promptly resolved, the complainant may present a formal written complaint (grievance) to the homeless coordinator. The written complaint must include the following information: date of filing, description of concerns, the name of the person or persons involved and a recapitulation of the action taken during the informal charge stage. Within five (5) working days after receiving the complaint, the coordinator shall state a decision in writing to the complainant, with supporting evidence and reasons. In

addition, the coordinator will inform the superintendent of the formal complaint and the disposition.

Services

Each homeless child or youth shall be provided services comparable to services offered to other students in the district including, but not limited to, transportation services; educational services for which the child meets the eligibility criteria, such as educational programs for disadvantaged students, students with disabilities and gifted and talented students; vocational programs and technical education; school meals programs; preschool programs; before- and after-school care programs; and programs for students with limited English proficiency. Homeless students will not be segregated in a separate school or in a separate program within a school based on the students' status as homeless.

Transportation (See EDAA, JBC and JGG)

If it is in the best interest of the homeless child or youth to attend the school of origin, transportation to and from that school will be provided at the request of the parent or guardian or, in the case of an unaccompanied youth, the homeless coordinator. If the student's temporary housing is outside the attendance area of the school of origin, then the district will work with the school of origin to agree on a method to apportion the responsibility and costs for transporting the child. If an agreement cannot be reached, the costs will be shared equally.

Records (See JR and JGCB

Any records ordinarily kept by the school, including immunization records, academic records, birth certificates, guardianship records and evaluations for special services or programs of each homeless child or youth shall be maintained so that appropriate services may be given the student, so that necessary referrals can be made and so that records may be transferred in a

timely fashion when a homeless child or youth enters a new school district. Copies of records shall be made available upon request to students or parents in accordance with the Family Educational Rights and Privacy Act.

Coordinator

The Board designates the following individual to act as the district's homeless coordinator: Superintendent of Schools, USD 352, 1312 Main, PO Box 509, Goodland, KS 67735; phone 785 890-2397. The district shall inform school personnel, service providers and advocates working with homeless families of the duties of the district homeless coordinator. The homeless coordinator will ensure that:

1. Homeless children and youths are identified by school personnel and through coordination activities with other entities and agencies.
2. Homeless children and youths enroll in, and have a full and equal opportunity to succeed in, schools in the district.
3. Homeless families, children and youths receive educational services for which such families, children and youths are eligible, including Head Start, Even Start and preschool programs administered by the district and referrals to health care services, dental services, mental health services and other appropriate services.
4. The parents or guardians of homeless children and youths are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
5. Public notice of the educational rights of homeless children and youths is disseminated where such children and youths receive services, such as schools, family shelters and soup kitchens.
6. Enrollment disputes are mediated in accordance with law.
7. The parent or guardian of a homeless child or youth, and any unaccompanied youth, is fully informed of all transportation services, including transportation to the school of origin and is assisted in accessing transportation to the school selected.
8. Unaccompanied youths will be assisted in placement or enrollment decisions, their views will be considered and they will be provided notice of the right to appeal.
9. Children or youths who need to obtain immunizations, or immunization or medical records, will receive assistance.

Approved: July 8, 2005

Complaint Form

PROGRAMS FOR HOMELESS STUDENTS
(Assignment to a School Other than School of Origin/School Requested by the Parent)

After reviewing the situation, it would be in the best interest of your child or youth to be educated at ____.

Explanation of decision: _____
_____
_____
_____

If you so choose, you may appeal this decision in the following manner:

You may verbally and informally state your complaint to the district's homeless coordinator. If the complaint is not promptly resolved, you may complain in writing to the homeless coordinator. You must include the following information: date of filing, description of the complaint, the name of the person or persons involved and an explanation of the action taken during the informal charge stage. Within five (5) working days after receiving the complaint, the coordinator will provide you a written decision, with supporting evidence and reasons. In addition, the coordinator will inform the superintendent of the formal complaint and the result.

Approved: July 8, 2005

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

When a student is absent from school, an attempt shall be made to contact the parent or guardian to determine the reason for the absence. The principal has been designated to determine the acceptability and validity of excuses presented by the parent(s) or the student.

Procedures for notifying parents on the day of a student's absence shall be published in the student handbook.

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: July 27, 2015

Procedures for notifying parents on the day of a student's absence shall be published in the student handbook.

Documenting Attendance

Attendance is taken daily for each class period in grades seven through twelve. Attendance is taken twice daily, (both a.m. and p.m.) in grades kindergarten through six. Partial days are counted towards daily attendance.

Significant Part of a School Day

A significant part of a school day is defined as more than two hours (120 minutes) during a given day.

Excused Absences

An excused absence is defined as any absence that results from a school sponsored event, a documented appointment with a professional, an illness, or funeral attendance. The principal or designee may approve a parent request in advance to excuse a student absence. The principal or designee may determine that an extenuating circumstance or excuse warrants an excused absence.

Unexcused Absences

An unexcused absence is any absence that is not covered by the definition of an excused absence.

Tardies

A tardy is defined as a student arriving to class during the first ten minutes of a period following the tardy bell in grades seven through twelve. If a student arrives after the ten-minute tardy period, the student is recorded as absent for that period. Absences of this type must be excessive or must have caused the student's grades to reach a point of failing or near failure before there may be cause for suspension.

In grades kindergarten through six, a tardy is defined as a student arriving to class following the tardy bell during the first ten minutes of the a.m. or p.m. attendance period. If a student is more than two hours tardy, (a significant part of the day) the student is recorded as absent for that attendance period. Absences of this type must be excessive or must have caused the student's grades to reach a point of failing or near failure before there may be cause for suspension.

Absences, either excused or unexcused, caused by tardies, will not be counted toward the three of five absences based in the statute; these absences will be evaluated separately and action will be based on the effect the tardies are having on the student's grade(s) in the class(es) where the tardies occur. KSA 72-1113

Skipping

Skipping is defined as any class period (or significant part of a school day) that a student has missed after the student has arrived at

school and/or willingly does not attend class. Any student found to be skipping will be inexcusably absent unless excused by the principal or designee.

Perfect Attendance

All absences including excused and unexcused count against perfect attendance when a student has missed a significant part of the school day (more than two hours, 120 minutes) during a given day. School caused absences is the only exception.

Make-Up Work

It is the student's responsibility to make-up missed assignments. It is the responsibility of the student to obtain the necessary information from his teachers with respect to making up the schoolwork assignments missed following an excused or unexcused absence.

All class work missed due to any absence, except unexcused as defined below, will be made up by a student within one (1) day for each day of absence, plus one (1) day. If the work is not made up, the student shall receive a "0" or "F" grade for that day. If the absence is unexcused, the teacher may, but is not required to, allow the work missed to be made up.

School caused absences are excused but the student is required to make up the work missed as with any excused absence.

Action

If a student's absences, either excused or unexcused, cause, in the opinion of the principal or his designee, the student's grade(s) in any class(es) to drop to failing or near failing, the student will be subject to

an informal or formal hearing to determine a plan: 1) for improving his/her attendance; 2) for improving his/her grade(s) or; 3) for suspension as the situation may warrant.

The days a student is suspended or expelled shall not be counted as unexcused absences in allowing make-up work since the loss of those days have already served as the basis for a penalty for the behavior causing the suspension or expulsion.

Approved: January 8, 2007

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

The building principal shall report students who are inexcusably absent from school to the appropriate authority.

Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first. School year means the period from July 1 to June 30. Students who are absent without a valid excuse for a significant part of any school day shall be considered truant.

Prior to reporting to either the Department for Children and Families (if the student is under 13) or the county or district attorney (if the student is 13 or more years of age but less than 18 years of age), a letter shall be sent to the student's parent(s) or guardian notifying them that the student's failure to attend school without a valid excuse shall result in the student being reported truant.

Waiver of Compulsory Attendance Requirements

Students 16 or 17 years of age may be exempt from compulsory attendance regulations if the parent(s) or person acting as parent attend(s) the counseling session required by law and signs the appropriate consent and waiver form; if the student earns a GED; or if the student is exempt from compulsory attendance requirements pursuant to a court order.

Involvement of Law Enforcement

Law enforcement officers may return truant children to the school where the child is enrolled, to the child's parent or guardian or to another location designated by the board to address truancy issues.

Reporting to Parents

If a truant child is returned to school by a law enforcement official, the principal shall notify the parent or guardian.

Dual Enrollment Students

Eligible students who are enrolled in a board-approved dual enrollment program shall not be considered truant, for the hours during the school day they attend classes at a Regent's university, community college, technical college, vocational educational school or Washburn University.

Approved: July 22, 2013

(From KASB Forms Book)

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

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

Pursuant to K.S.A. 72-1111, as amended, Unified School District No. ____ encourages (Name of Student) to remain in school or to pursue an education alternative.

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

_____

_____

_____

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

Name of Student) is encouraged to attend one of the following alternative education programs:

_____

_____

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

_____	_____
Signature of Student	Signature of Parent(s) or Person Acting as Parent
_____	_____
Date	Date

LIFETIME EARNINGS INFORMATION

FOR HIGH SCHOOL PRINCIPALS

Education Level	Total Lifetime Earnings
Less than high school diploma	$1,052,647
High school diploma	$1,418,890
Some college—no degree	$1,702,780
Associate Degree	$1,769,090
Bachelor's Degree	$2,498,260
Master's Degree	$2,865,460
Doctorate Degree	$3,897,650
Professional Degree	$5,137,355
Bachelor's Degree or higher	$2,834,510

Source:
Day and Newburger 2002; calculations at http://www.census.gov/prod/2002pubs/page23-210.pdf

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: July 8, 2005

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: July 8, 2005

JCAB Searches of Property JCAB

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

Approved: July 8, 2005

JCAB-R Searches of Property JCAB-R

Search of Lockers

Lockers in the district schools shall be under supervision of the principal. Students shall have no expectation of privacy in any school locker.

The combinations and/or keys to all locker locks shall be in the possession of the principal and stored in a place designed to guard against unauthorized access or use. The principal may search any locker at any time without notice. Students shall not place locks, other than those approved by the school, on any locker.

Searches of Property

Any person other than the principal who wishes to search a student's locker or property shall report to the principal before proceeding. In no event shall any person be permitted to search a student's locker or property

without the principal's consent unless the person has a valid search warrant authorizing a search.

If a law enforcement officer desiring to search a student's locker or property has a search warrant, the principal shall permit the search which shall be made in the presence of the principal.

Prohibited items found during the search shall remain in the custody of either the building principal or the law enforcement officer. If any items are turned over to law enforcement officials the principal shall receive a receipt for the items.

Whenever the principal is mentioned in this rule, it shall be construed so as to include the superintendent "or designated representative."

Approved: July 8, 2005

JCABB **Searches of Students** **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.

Approved: July 8, 2005

JCABB-R **Searches of Students** **JCABB-R**

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. (See JDD and JCAC)

If law enforcement assistance is present, further search of the student shall be with cooperation and assistance of law enforcement officials. The principal shall remain with the student and be present during any search of the student made by law enforcement officials on school property. The principal shall receive and file a receipt for items turned over to law enforcement officials.

If the principal believes a student is in possession of an object which can jeopardize the health, welfare or safety of the student or others, the student shall be removed to a safe location. This determination may be based on any information received by the principal or any member of the faculty or staff.

A written report of each search shall be made by the principal and submitted to the superintendent. The superintendent shall keep a copy of the written report on file.

Whenever the principal is mentioned in this rule, it shall be construed so as to include the superintendent "or designated representative."

Approved: July 8, 2005

Retype, customize for local use, remove from policy book and file with the clerk/principals.

Search Report Form

Name of the student _____

Parents contacted _____yes _____no

Time of search_____ Date_____

Place of search_____

Reason or reasons for the search _____
_____
_____

Law enforcement officials were called by _____

Name of the person who conducted the actual search _____

Names of the persons present while the student was being searched:
_____
_____

Result of the search
_____
_____

Object/s confiscated
1. _____
2. _____
3. _____

Notifications Parent/Guardian_____
Name Time Results
Law enforcement_____
Name Time Results
Other_____
Name Time Results

cc: Student's file
cc: Superintendent

Interrogation and Investigations

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

Building administrators and others designated by the superintendent may conduct investigations and question students about infractions of school rules or the student conduct code.

If there is reason to believe a violation of a criminal law has been committed, the principal or school security officer (SRO) with authorization of the principal shall notify the appropriate law enforcement agency as necessary and may request further investigation of the alleged violation.

Coordination with Law Enforcement

School administrators or the SRO may meet periodically with local law enforcement officials to discuss the district's policies and rules regarding law enforcement contacts with the district.

Investigations Conducted by Law Enforcement Officers

When law enforcement officers question a student on a topic unrelated to a report of child abuse during school hours or the SRO questions a student concerning an alleged violation of criminal law, the building principal shall make a reasonable attempt to contact a parent, guardian or representative of the student(s) prior to questioning. Notification or attempted notification of parents, guardian or representative shall be documented by the administrator involved. If a student's parents, guardian or representative is not present during such questioning of a student, the principal may be present.

Child Abuse Investigations Conducted by Law Enforcement Officers

The administration shall cooperate with law enforcement officers who are conducting investigations of suspected child abuse. For any investigations

concerning known or suspected child abuse, school staff shall follow the procedures outlined in board policy GAAD instead of the requirements of this policy.

Law Enforcement Initiated Investigations at School

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

Violations of Criminal Law

Information on criminal conduct shall be turned over to law enforcement officials.

Taking Students Into Custody

Students shall not be voluntarily released by school officials to law enforcement authorities unless the student has been placed under arrest or taken into custody by law enforcement or Department for Children and Families ("DCF") authorities pursuant to a child abuse investigation. Except as otherwise specified in this policy, reasonable effort shall be made to notify the student's parents, guardian or representative when students are removed from school for

school for any reason. Parents shall not be notified by school officials when their child is taken into custody by DCF and/or law enforcement as a result of allegations of abuse or neglect. Notification efforts shall be documented.

When a student has been taken into custody or arrested on school premises without prior notification to the building principal, the school staff present shall ask the law enforcement officer to notify the principal of the circumstances as quickly as possible and shall themselves contact the principal with any information they have regarding the child being taken into custody.

Disturbance of School Environment

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

Approved: July 22, 2013

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: July 8, 2005

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: July 8, 2005

JCDAA **Tobacco and Electronic Cigarettes** (See GAOC) **JCDAA**

Smoking by students and/or the possession and use of any other tobacco product or electronic cigarette is prohibited in any district facility, in school vehicles; at school-sponsored, activities, programs, or events, and on school owned or operated property.

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

Approved: July 22, 2013

JCDB **Dress Code** **JCDB**

Neatness, decency and good taste are guidelines of the district dress code. Dress codes shall be published in the appropriate student handbooks.

Approved: July 8, 2005

JCDBB **Weapons** (see EBC, JDC, JDD, JHCAA, and KGD) **JCDBB**

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

Weapons and Destructive Devices

As used in this policy, the term "weapon" and/or destructive device shall include, but shall not be limited to:

- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- the frame or receiver of any weapon described in the preceding example;
- any firearm muffler or firearm silencer;
- any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine or similar device;
- any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter;
- any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
- any bludgeon, sand club, metal knuckles or throwing star;
- any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement;
- any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

Penalties for Weapon Violations

Possession of a firearm or other weapon listed under the "Weapons and Destructive Devices" heading above shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis.

Possession of, 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 of DCF or the Secretary of KDOC as appropriate.

Approved: July 27, 2015

Complaints About Discrimination

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

Any incident of discrimination including acts of harassment shall promptly be reported for investigation and corrective action by the building principal or district compliance coordinator. Any student or employee who engages in discriminatory conduct shall be subject to disciplinary action, up to and including termination from employment or expulsion from school.

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the district's programs and activities is prohibited. High school principal, 1209 Cherry, Goodland, KS 67735, phone number, 785.890.5656 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990.

Any student who believes that he or she has been discriminated against may file a complaint with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building

principal is the alleged harasser, the report shall be made to the district compliance coordinator. Any student complaint of discrimination shall be resolved under the district's discrimination complaint procedures in policy KN.

The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.

Complaints About School Rules

Any student may file a complaint with the principal concerning a school rule or regulation as it applies to the student. The complaint shall be in writing, filed within 20 days following the application of the rule or regulation, and must specify the basis for the complaint. The principal shall investigate the complaint and inform the student of the resolution within 10 days after the complaint is filed.

Approved: July 27, 2015

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)

Approved: July 8, 2005

Corporal Punishment

JDA

Corporal punishment shall not be permitted in the school district.

Approved: July 8, 2005

JDB Detention JDB

Detention periods may be established by building principals and administered according to rules approved by the board.

Approved: July 8, 2005

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

Any punishment, suspension or expulsion, may be deferred by the 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.

Approved: July 8, 2005

JDC-R Probation **JDC-R**

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: July 8, 2005

JDD Suspension and Expulsion Procedures (See IHEA, JBD, JCDBB) **JDD**

Except as limited by Section 504 or IDEA, a student may be suspended or expelled, for reasons set forth in Kansas law. Any student who is suspended for a period of more than 10 days or expelled shall receive a copy of the current suspension and expulsion law and this policy. Suspension/expulsion hearings shall be conducted by the superintendent/designee or other certificated employee, or committee of certificated employees of the school in which the pupil is enrolled, or by any other hearing officer appointed by the board.

Approved: July 8, 2005

JDD-R Suspension and Expulsion Procedures **JDD-R**

Reasons for Suspension or Expulsion

Students may be suspended or expelled for one or more of the following reasons:

- Willful violation of any published, adopted student conduct regulation;
- Conduct which substantially disrupts, impedes, or interferes with school operation;
- Conduct which endangers the safety or substantially impinges on or invades the rights of others;
- Conduct which constitutes the commission of a felony;
- Conduct which constitutes the commission of a misdemeanor;
- Disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operation; and
- Possession of a weapon at school, on school property or at a school-sponsored event.

Short-term Suspension

Except in an emergency, a short-term suspension (not exceeding ten school days) must be preceded by oral or written notice of the charges to the student and an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than 72 hours after imposition of a short-term suspension.

Written notice of any short-term suspension shall be delivered to the student's parent or guardian within 24 hours after the suspension has been imposed. Short-term suspension hearings may be conducted by any person designated in policy as having the authority to suspend.

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

Long-Term Suspension or Expulsion

Before a student is subject to long-term suspension (not to exceed 90 school days) or expulsion (not to exceed 186 school days), a hearing shall be conducted by a hearing officer who has authority to suspend or expel. The superintendent/principal shall designate a hearing officer authorized by the board. Formal hearings shall be conducted according to procedures outlined in current Kansas law and:

- The student and parents or guardians shall be given written notice of the time, date and place of the hearing.
- The notice shall include copies of the suspension/expulsion law, and appropriate board policies, regulations and handbooks.
- The hearing may be conducted by either a certified employee or committee of certified employees authorized by the board, the chief administrative officer, or other certified employee of the district in which the student is enrolled, or by an officer appointed by board.
- Expulsion hearings for weapons violations shall be conducted in compliance with Kansas law by persons appointed by the board.
- Findings required by law shall be prepared by the person or committee conducting the hearing.
- A record of the hearing shall be available to students and parents or guardians according to Kansas law.
- Written notice of the result of the hearing shall be given to the pupil and to parents and guardians within 24 hours after determination of such result.

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

- Refusal or failure of the student and/or the student's parents to attend the hearing shall result in a waiver of the student's opportunity for the hearing.
- A student suspended for more than 10 school days or expelled from school shall be provided with information concerning services or programs offered by public and private agencies which provide services to improve the student's attitude and behavior.
- A student who has been suspended or expelled shall be notified of the day the student can return to school.
- If the suspension or expulsion is not related to a weapons violation, the principal may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation. (See JDC)
- If the expulsion is related to a weapons violation the superintendent may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation if the student is allowed to return. (See EBC, JCDBB and JDC)
- The days a student is suspended or expelled are not subject to the compulsory attendance law.
- During the time a student is suspended or expelled from school, the student may not:
    - Be on school property or in any school building without the permission of the principal.
    - Attend any school activity as a spectator, participant or observer.

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

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

Student Rights During a Long-Term Suspension/Expulsion Hearing

The student shall have the right:

- to counsel of his/her own choice;

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

Appeal to the Board

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

- Written notice of the appeal shall be filed with the clerk within 10 calendar days of the hearing.
- The board shall schedule an appeal with the board or a hearing officer appointed by the board within 20 calendar days.
- The student and the student's parent shall be notified in writing of the time and place of the appeal at least 5 calendar days before the hearing.
- The hearing shall be conducted as a formal hearing using rules similar to those noted earlier for expulsion hearings.
- The board shall record the hearing.
- The board shall render a final decision within 5 calendar days after the conclusion of the appeal hearing.

Approved: July 8, 2005

Maintaining drug-free schools is important in establishing an appropriate learning environment for the district's students. The possession, use, sale or distribution of illicit drugs and alcohol by students at school, on or in school property, or at school sponsored activities or events is prohibited.

Student Conduct

As a condition of continued enrollment in the district, students shall abide by the terms of this policy.

Students shall not manufacture, sell, distribute, dispense, possess or use illicit drugs, controlled substances or alcoholic beverages at school, on or in school district property, or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to:

Controlled Substances:

1. First Offense. A first time violator shall be subject to the following sanctions:
    a. A punishment up to and including short-term suspension;
    b. Suspension from all student activities for a period of not less than one month, beginning with the date of discovery, unless
    c. The student confesses or self reports the violation within 7 school days, and agrees to and successfully completes an acceptable drug/alcohol counseling; the penalty is reduced to one week and one performance.
2. Second Offense. A second time violator shall be subject to the following sanctions:

a. A punishment up to and including long-term suspension:

b. Suspension from all student activities for a period of not less than four months of that current school year.

c. A student placed on long-term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program. (Name(s) of acceptable programs are on file with the board clerk.)

d. A student may be readmitted and reinstated in activities after a one-month suspension provided the student completes an acceptable drug and alcohol awareness program.

3. Third and Subsequent Offenses. A student who violates the terms of this policy for the third time, and any subsequent violations shall be subject to the following sanctions:

a. A punishment up to and including expulsion from school for the remainder of the school year.

b. Suspension from participation and attendance at all school activities for the remainder of the school year.

c. A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student has completed an acceptable drug and alcohol education and rehabilitation program. (Name(s) of acceptable programs are on file with the board clerk.)

Illicit Drugs

1. First Offense for Illicit Drugs. A first time violator shall be subject to the following sanctions:
   a. A punishment up to and including long-term suspension.
   b. Suspension from all student activities for a period of not less than four months of that current school year.
   c. A student placed on long-term suspension under this policy may be readmitted on a probationary status only if the student has completed an acceptable drug and alcohol education and rehabilitation program (Name(s) of acceptable programs are on file with the board clerk.)
2. Second and Subsequent Offenses. A student who violates the terms of this policy for the second time, and any subsequent violations, shall be subject to the following sanctions:
   a. A punishment up to and including long-term suspension.
   b. Suspension from all student activities for a period of not less than four months of that current school year.
   c. Suspension from all student activities for a period of not less than four months of that current school year.
   d. A student placed on long-term suspension under this policy may be readmitted on a probationary status only if the student has completed an acceptable drug and alcohol education and rehabilitation program (Name(s) of acceptable programs are on file with the board clerk.)

Students shall not manufacture, distribute, dispense, possess or use tobacco products on school district property, or at any school activity. Any students violating this policy will be reported to the appropriate law enforcement officials, and will be subject to any one or more of the following sanctions:

Tobacco

1. First Offense. A first time violator shall be subject to the following sanctions:
    a. Short-term suspension of not more than one week.
    b. Suspension from all student activities for a period of not less than one week, beginning from the date of discovery.
2. Second Offense. A second time violator shall be subject to the following sanctions:
    a. A punishment up to and including long-term suspension.
    b. Suspension from all student activities for a period of four weeks, unless
    c. The student confesses the violation within 7 school days, and agrees to and successfully completes and acceptable drug/alcohol counseling; the penalty is reduced to one week and one performance.
3. Third and Subsequent Offenses. A student who violates the terms of this policy for the third time, and any subsequent violations, shall be subject to the following sanctions:
    a. A punishment up to and including expulsion from school for the remainder of the school year.

b. Suspension from participation and attendance at all student activities for the school year;

c. A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student has completed an acceptable tobacco education and rehabilitation program (Name(s) of acceptable programs are on file with the board clerk.)

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-8901, *et seq*. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. If a student agrees to enter and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents.

A list of available programs along with names and addresses of contact persons for each program 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: July 22, 2013

JDDB **Reporting to Law Enforcement** **JDDB**
(See EBC and JDD)

Whenever a student engages in conduct which constitutes the commission of any misdemeanor or felony, at school, on school property, or at a school supervised activity and/or has been found:

- in possession of a weapon,
- in possession of controlled substance or illegal drug; or
- to have engaged in behavior at school which has resulted in, or was substantially likely to have resulted in, serious bodily injury to others, the {principal/superintendent} shall report such act to the appropriate law enforcement agency if any of the behaviors noted above occur.

Approved: November 24, 2008

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 352

Pursuant to K.S.A. 72-89b03, 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. 72-6214 to protect the privacy rights of students under the age of 18.

Signed:_____
Administrator or other school employee.

cc: Superintendent of Schools, USD 352 Student/s file

JDDC **Bullying** **JDDC**

(See EBC, GAAE, JCE, JDD, JGEC, JGECA and KGC)

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

The administration shall propose, and the board shall review and approve a plan to address bullying as prohibited herein. The plan shall include provisions for the training and education of staff members 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: July 22, 2013

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 superintendent shall develop standard reporting forms for each grade level.

Approved: July 8, 2005

JFA **Peer Grading of Assignments** **JFA**

Limited Peer Grading Allowed:

Peer grading shall be allowed when the teacher believes peer grading will be a valuable learning experience for the class. During a peer grading activity, the teacher shall use the activity to help students review class concepts or objectives. If peer grading is allowed, students shall not be asked to publicly reveal either their own grade or the grade of another student.

Approved: July 8, 2005

JFAB **Student Conferences** **JFAB**

Teachers shall be available for student conferences at mutually convenient times.

Approved: July 8, 2005

JFAC **Parent Conferences** **JFAC**

Teachers shall be available for parent conferences at mutually convenient times. The principal may schedule individual or building-wide parent- teacher conferences as necessary.

Approved: July 8, 2005

JFB Promotion and Retention JFB

Students may be promoted when they have demonstrated mastery of the board-approved learning objectives.

Approved: July 8, 2005

JFB-R Promotion and Retention JFB-R

The final decision to promote or retain a student shall rest with the principal after receiving information from parents/guardians, teachers and other appropriate school personnel.

Approved: July 8, 2005

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.

Approved: July 8, 2005

JFCA **Early Graduation (See IHF)** **JFCA**

Students who complete all state and local graduation requirements may request permission to graduate early.

Approved: July 8, 2005

JFCA-R **Early Graduation** (See IHF) **JFCA-R**

A student who wishes to graduate from high school early may request permission to do so. The student and parents shall consult with high school administrative and/or guidance personnel in order to develop a graduation plan. The board shall approve or deny each request based on the circumstances of the individual student. The student's request shall be in writing, addressed to the superintendent, shall state the reasons supporting the request, include a copy of the graduation plan and a letter of support from the student's parents. The letters of request shall be sent to the superintendent who shall forward them to the board.

Approved: July 8, 2005

Student Insurance Program

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: July 8, 2005

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

All students up to the age of nine shall submit evidence they have undergone a health assessment prior to entering kindergarten or before enrolling in the district for the first time.

All students engaged in activities covered by appropriate KSHSAA rules shall provide the building principal with proof of a physical examination.

Approved: July 8, 2005

JGC-R **Health Assessments and Physicals** **JGC-R**

Principals shall work cooperatively with local, county and state health agencies to disseminate materials related to the availability of health assessments and inoculations.

Approved: July 8, 2005

Local Wellness Policy

The board is committed to providing a school environment that promotes student wellness as part of the total learning experience for its students. To this this end, the board shall promote and monitor a local wellness program. The program shall:

- Include goals for providing proper student nutrition at school, nutrition education, physical activity, and other school-based activities designed to promote student wellness in a manner that the board determines is appropriate;
- Include nutrition guidelines for all foods available in each school during the school day, with the objectives of the guidelines to be promoting student health and reducing childhood obesity; Ensure foods and beverages sold at breakfast and lunch meet the nutrition guidelines for the School Breakfast Program and National School Lunch Program;
- Provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students;
- Provide opportunities, support, and encouragement for students in grades K-12 to be physically active on a regular basis;
- Assure that guidelines for reimbursable school meals shall not be less restrictive than Federal and state statutes, regulations, and guidance issued by the Secretary of Agriculture, as they apply to schools;
- Involve parents, students, representatives of the school food authority, district physical education teachers, school health professionals, the school board, administrators, and the public in the development, implementation, and periodic review of the school wellness policy; and

- Establish a plan for measuring implementation of the local wellness policy, including designation of one or more district employees who shall be charged with operational responsibility for ensuring the wellness policy is effectively enforced, is periodically measured, and that assessments of the implementation of the local school wellness policy available to the public. Such assessments shall measure the extent to which schools in the district are in compliance with this policy, shall compare the district's wellness policy with other model local school wellness policies, and shall describe the progress made in attaining the goals of this policy.

Approved: August 18, 2014

All students enrolling in any district school shall provide the building principal with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. Booster shots required by the Secretary of the Department of Health and Environment are also required.

A copy of this policy and the applicable state law shall be distributed to students, prospective students or their parents on or before May 15th of each school year. The superintendent shall issue a news release each August explaining the required inoculations and booster shots. Parents may delegate in writing their authority to consent to immunizations. If the parent is not reasonably available, and the authority to consent has not been denied as provided in law, individuals other than the parent may consent to the immunizations as provided for in current law.

At the beginning of a school year, school boards shall provide information on immunizations applicable to school age children to parents and guardians of students in grades six through 12. The information on immunizations shall include:

(1) A list of sources for additional information; and

(2) related standards issued by the national centers for disease control and prevention.

Students who fail to provide the documentation required by law may be excluded from school by the superintendent until statutory requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law. Students who are not immunized against a particular disease(es) may be excluded from school during any outbreak.

Each principal shall forward evidence of compliance with the inoculation law to other schools or school districts when requested by the school or by the student's parents/guardians.

Approved: November 24, 2008

If the board approves their use in district schools and other facilities, automated external defibrillators shall be used only by qualified persons as required by law.

To be qualified, a district employee shall have completed all training, and have demonstrated proficiency in the use of the AED as required by current law.

Approved: November 24, 2008

Communicable Diseases

Any student noted by a physician or the school nurse as having a communicable disease may be required to withdraw from school for the duration of the illness. The student will be readmitted to regular classes upon termination of the illness, as authorized by the student's physician or as authorized by a health assessment team.

The board reserves the right to require a written statement from the student's physician indicating that the student is free from all symptoms of the disease.

If a student is absent from regular classes for more than three consecutive days or the principal has been notified that a student has a communicable disease, the principal shall determine whether a release shall be obtained from the student's physician before the student reenters school.

Decisions regarding the type of education and the setting for provision of educational services for a student with a severe communicable disease of long duration shall be based on the child's medical condition, the child's behavior and neurological development, and the expected type of interaction with others in the educational setting. These decisions will be made after receiving input from the student's physician, public health personnel, the student's parent or guardian, and personnel associated with the proposed care or educational setting.

Approved: July 8, 2005

JGD **Student Psychological Services** **JGD**

Various psychological services are available to students through the district, cooperative special education programs, the county and the state. Results of any such psychological service, testing program or consultation services will be kept in strict confidence by school authorities and shall be governed by JR through JRD.

Approved: July 8, 2005

JGEC **Sexual Harassment (See GAF)** **JGEC**

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

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

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

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when: (1) submission to such conduct is made,

explicitly or implicitly, a term or condition of the individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

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

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

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall

be reported to the district compliance coordinator. The building principal or district compliance coordinator shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure in policy KN.

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

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

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

When a complaint contains evidence of criminal activity or child abuse, the building coordinator or district coordinator shall report such conduct to the appropriate law enforcement or DCF authorities.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be

balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

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

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

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

Approved: July 27, 2015

JGECA **Racial and Disability Harassment** **JGECA**
(See GAACA, GAAB, GAF, JDDC and KN)

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color, national origin, or disability. Discrimination or harassment on the basis of race, color, or national origin ("racial harassment") or on the basis of disability ("disability harassment") shall not be tolerated in the school district. Racial or disability harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. Disability harassment is unlawful discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. All forms of racial or disability harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial or disability harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

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

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 an investigation, proceeding, or hearing involving a racial or disability harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

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

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

Approved: July 27, 2015

JGFB **Supervision of Students** **JGFB**

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

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

Each building principal shall make a school day duty roster of teachers, aides, paraprofessionals and administrators for supervising students at specific times and in designated areas. (See GAO)

Approved: July 8, 2005

JGFF **Student Transportation Regulation** (See JGG) **JGFF**

Use of Vehicles and Bicycles

The superintendent shall develop procedures regulating the driving, parking and use of vehicles and the use and parking of bicycles during the school day. Failure to observe district regulations may result in disciplinary action.

Rules and regulations concerning use of vehicles and bicycles on school property shall be approved by the board and may be included in the student handbook.

Walkers

Students who walk to and from school are urged to become familiar with traffic safety laws governing such activities, to be alert to their surroundings, and to exercise caution while crossing streets in high traffic areas.

Notice

At the beginning of each school year, district staff will provide students with appropriate notice of the rules and regulations pertinent to this policy.

Approved: July 22, 2013

JGFG Student Accidents JGFG

When a staff member sees a student who has been involved in an accident at school, on school property or at a school-sponsored event, the staff member shall follow the rules for the care of an injured student and report the accident to the building principal. If a student has an accident which appears to require medical treatment, no action shall be taken by an employee except to send for medical help, and to make the student as comfortable as possible while waiting for medical assistance to arrive. If an employee is qualified to administer first aid, that aid may be given. Qualified employees, for the purpose of this policy, are those employees who have successfully completed an approved Red Cross first aid program or the school nurse.

Appropriate records shall be kept in case a student accident occurs.

Approved: July 8, 2005

JGFG-R Student Accidents JGFG-R

When appropriate, the student's parent(s) shall be notified of the injury as soon as possible to determine appropriate action. If the student needs medical attention and the parents cannot be reached, the principal shall seek emergency medical treatment.

Records

Appropriate records documenting student accidents shall be kept on file in the principal's office.

Approved: July 8, 2005

Re-Type and Remove From Policy Book

SAMPLE STUDENT INFORMATION FORM

Student Name _____

Parent/Guardian Name _____

Mailing Address _____

Street Address _____

Home Phone _____

Business Phone _____

Name(s) and phone number(s) of some other person(s) to be called in the event of an accident if the parent(s) cannot be contacted:

1. _____

2. _____

Name and office phone number of family physician: _____

_____

Physical conditions staff members should be alerted to:

_____

_____

SAMPLE CONSENT FOR EMERGENCY MEDICAL TREATMENT

I, the undersigned, being the natural parent (or legal guardian) of _____, a minor, do hereby consent to the securing of emergency medical treatment, including the necessary transportation to receive such treatment, for said _____by _____, the superintendent of schools USD _____, _____County, or designee.

Dated this ____day of _____, 19__, and valid for the remainder of 19__-__ school year or until specifically revoked.

_____

Parent

_____

Witnessed By:

_____

JGFGB Supervision of Medications JGFGB

The supervision of oral medications shall be in strict compliance with the rules and regulations of the board as carried out by district personnel.

Approved: July 8, 2005

JGFGB-R Supervision of Medications JGFGB-R

Diagnosis and treatment of illness and the prescribing of drugs, and medicines are not the responsibility of the public schools and are not to be practiced by any school personnel, including school nurses, unless authorized.

In certain circumstances when medication is necessary in order that the student remain in school, the school may cooperate with parents in the supervision of medication that the student will use. However, the medical person authorized to prescribe medication or the parent if it is a non-prescription medication must send a written order to the building administrator who may supervise the administration of the medication or treatment. The parents must submit a written request to the building administrator requesting the school's cooperation in such supervision and releasing the school district and personnel from liability.

School personnel shall not be required to be custodians of any medication except as required by a written order of a licensed medical person or in the case of nonprescription medication when requested in writing by the parents.

The medication shall be examined by the school employee administering the medication to determine that it appears to be in the original container, to be properly labeled and to be properly authorized by the written order of licensed medical person. Two containers, one for home and one for school, should be requested from the pharmacist. Only oral medications should be administered except in emergency situations.

Any changes in type of drugs, dosage and/or time of administration should be accompanied by new physician and parent permission signatures and a newly labeled pharmacy container.

All medication maintained in the school setting should be kept in a locked container. This includes medication requiring refrigeration.

Medications should be inventoried every semester. Out-of-date stock should be returned to parent or destroyed.

Over-the-counter medications should not be maintained on any school premises, including athletic areas, unless written parent permission to administer is obtained.

The building administrator may choose to discontinue the administration of medication provided that the parents or medical person are notified in advance of the date and the reasons for the discontinuance.

After medication is administered, students should be observed for possible reactions to the medication. This observation may occur at the site of administration or in the classroom as a part of the normal routine.

This policy shall be shared with all local physicians and dentists where practicable. Forms should also be made available to the health care providers in the community.

An individual record should be kept of each medication administered. The record should include student identification, date prescribed, name
of medication, time and date(s) administered, signature of person administering and section for comments.

In the administration of medication, the school employee shall not be deemed to have assumed any legal responsibility other than acting as a duly authorized employee of the school district.

Approved: July 8, 2005

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 _____

_____

Date	Time	Dosage	Administered By (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 **during enrollment.**

Employee Immunity

All teachers responsible for the student's supervision shall be notified that permission to carry medications and self-administer has been granted. The school district shall provide written notification to the parent or guardian of a student that the school district and its officers, employees and agents are not liable for damage, injury or death resulting directly or indirectly from the self-administration of medication.

Waiver of Liability

The student's parent or guardian shall sign a statement acknowledging that the school districts and its officers, employees or agents incur no liability for damage, injury or death resulting directly or indirectly from the self-administration of medication and agreeing to release, indemnify and hold the schools and its officers, employees and agents, harmless from and against

any claims relating to the self administration of medication allowed by this policy.

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

Additional Requirements

- The school district shall require that any back-up medication provided by the student's parent or guardian be kept at the student's school in a location to which the student has immediate access if there is an asthma or anaphylaxis emergency;
- The school district shall require that all necessary and pertinent information be kept on file at the student's school in a location easily accessible if there is an asthma or anaphylaxis emergency;
- Eligible students shall be allowed to possess and use approved medications at any place where the student is subject to the jurisdiction or supervision or the school district, its officers, employees or agents;
- The board may adopt policy or handbook language which imposes additional requirements relating to the self-administration of medication allowed for in this policy and may establish a procedure for, and the conditions under which, the authorization for student self-administration of medication may be revoked.

Approved: July 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 mediation 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: July 8, 2005

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: August 18, 2014

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.

Approved: July 8, 2005

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 and/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 without prior permission from building principal or athletic director held during or after the school day.

Approved: July 8, 2005

JGGA **Use of Video Cameras** (See JR and JRB) **JGGA**

The district may use video cameras to monitor student activity.

Video cameras may be used to monitor students riding in district vehicles and to monitor student behavior in or around any district facility.

Video tapes that are records of student behavior shall be secured in a locked file until the tapes are either reused or erased. The video tape shall be considered a student record and shall be subject to current law for the release of student record information.

Approved: July 8, 2005

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 principals shall develop individual building rules.

Free or Reduced Price Meals

Free or reduced price meals shall be provided for students who qualify under state and federal rules and regulations.

The eligibility forms, rules and regulations governing this program shall be provided by the administration to students or their parents.

Contracts With Other Agencies

The board may enter into contracts with the governing authority of any nonpublic school or any child-care institution to provide meals for children who attend these institutions. The board may also contract for meal service with any municipality, any state university or any corporation whose operations are substantially controlled by a state university. Contracts shall provide for payment of the costs incurred by the district to provide the service. Income received by the district under any contract to provide this service shall be deposited in the district food service fund and may be expended whether budgeted or not.

Approved: July 8, 2005

JGHB Vending Machines and Other Automated Play Machines JGHB

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

Approved: July 8, 2005

JGHB-R Vending Machines and Other Automated Play Machines JGHB-R

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

Approved: July 8, 2005

JH **Student Activities** (See DK and JGFB) **JH**

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 may be considered by the board. Individual patrons or groups of patrons may request the addition or elimination of activities using rules approved by the board and filed with the clerk.

Activity Fund Management

The building principals shall maintain an accurate record of all student activity funds in the respective attendance centers. Each building principal shall make a monthly report to the board of the revenue and expenditures of the activity fund. No funds shall be expended from these accounts except in the support of the student activity program.

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

Approved: July 22, 2013

Sample Only: Adapt for local use

Public Input Form: Request to Add/Eliminate an Activity

1. Name:
2. Address:

3. Represents: Self Group:

4. Name of Group:

5. Activity to eliminate: Explain rationale

6. Activity to add:

7. Proposed start-up budget: $_____

    - Prepare a detailed budget sheet for board consideration.
    - Where would you get the money?
        - If no new money is available, what existing program would you propose reducing or eliminating to fund the proposed budget?

8. On-going budget: $_____

    Prepare a reasonably detailed on-going budget which describes the on-going expenses necessary to maintain the program.

9. Indicate need to add program:

10. OTHER:

Use additional paper as necessary.

Signed:_____

Date submitted to administration:_____, 200_

JHC Student Organizations JHC

Students may form clubs and other groups organized to promote or pursue specialized activities outside the regular classroom. Membership in student organizations, whether school sponsored or non-school sponsored, must be open to all interested and eligible students. The building principal and the board shall approve school sponsored student organizations, and a staff member shall attend the meetings or activities to supervise use of the facilities by all student organizations as an advisor or supervisor.

Student Clubs

The administrator shall establish regulations for the operation of school sponsored clubs, and for the use of school facilities by non-school- sponsored clubs.

School sponsored clubs shall be under the direct control of school personnel. Every school sponsored club shall have a constitution which has been approved by the building principal and filed in the school office. If non-curriculum related school sponsored clubs are allowed to meet on school facilities then, during non-instructional time, non-school sponsored student clubs may also meet in school facilities.

Non-School Sponsored Student Clubs

Non-school sponsored clubs shall submit a request for use of school facilities prior to using the facilities. A faculty member (or other adult approved in advance) shall attend the meetings as a supervisor but may not participate in the group's activities.

Student 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: July 8, 2005

School-Sponsored Student Publications

School-sponsored student publications shall be under the supervision of the building principal or designated faculty representative.

Students who have facts and opinions should be allowed to express them in print as well as through oral communications. However, student editors and writers must observe the same legal responsibilities as those imposed upon conventional newspapers and communication media. No student shall distribute any school publication which:

Is obscene according to current legal definitions;

Is libelous according to current legal definitions; or

Creates a material or substantial interference with normal school activity or appropriate discipline in the operation of the school.

Student publications which are not libelous, disruptive or obscene may be distributed on school property during school hours at times and in areas designated by the building principal.

If a decision to disapprove distribution of a publication is made, the principal shall state reasons for the decision to the student(s).

If the student is dissatisfied with the principal's decision, the student may appeal the decision to the superintendent.

Non-School Sponsored Student Publications

Non-school sponsored student publications may be distributed on school property at times and in areas designated by the building principal.

(See KI) Distribution of any nonschool-sponsored publication may be halted if

the material is obscene or libelous, or creates a material or substantial disruption of normal school activity or interferes with the operation of the school. Distribution in violation of this policy may result in suspension, expulsion or other discipline of the students involved.

Advertisements

Ads concerning illegal drugs, any controlled substances, or any illegal activity are prohibited in school-sponsored publications.

Approved: July 8, 2005

JHCAA **Gang Activity** **JHCAA**

Gang activities which threaten the safety or well-being of persons or property on school grounds or at school activities, or which disrupt the school environment, are prohibited.

The superintendent shall establish procedures and regulations for disciplinary action to be taken against any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in gang-related activities. (See JCAC, JCDA, JCDBB and JDD)

District staff may be provided in-service training in gang behavior and characteristics to facilitate identification of students involved in gang activities.

Approved: July 8, 2005

JI Community Activities JI

Students shall not participate in any community activities during school hours without the prior permission of the principal.

Approved: July 8, 2005

JJ Employment of Students **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 (See IDAA)

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

Approved: July 8, 2005

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: July 8, 2005

JL **Gifts** (See GAJ, KH) **JL**

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

Approved: July 8, 2005

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: July 8, 2005

JM Contests for Students JM

No student shall enter any contest as a school representative unless the contest is approved by the KSHSAA or by the administration. (See JH)

Approved: July 8, 2005

JN Awards **JN**

Awards for participation in interscholastic activities shall be limited to those approved by the KSHSAA.

Approved: July 8, 2005

JQ **Exceptional Students** (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: July 22, 2013

JQA Physically Disabled Students JQA

Physically disabled students, including those temporarily disabled by illness, operation or accident authenticated by a physician's order, may be eligible for alternative educational services or accommodations in their regular program which allow for meaningful participation in the program.

Approved: July 8, 2005

JQA-R Physically Disabled Students JQA-R

Students with injuries which prohibit participation in physical education or other classes shall present to the building principal a physician's statement prohibiting such activity.

Teachers shall follow medical instructions relating to limitations on the student's participation, and shall either provide alternative methods for the student to earn a credit/grade in the class during the period of the disability or contact the district 504 coordinator for consideration of appropriate accommodation for the student.

Approved: July 8, 2005

JQE **Alternative Arrangements** **JQE**

Married students, pregnant students and students who are parents shall have access to the same educational opportunities, special services and extracurricular activity considerations provided to other students.

A pregnant student may be required to provide a physician's release statement to be allowed to participate in school activities.

If there is a delay in obtaining a physician's release statement, in the student's best interest, the administration may deny activity participation until the permission slip is made available.

Approved: July 8, 2005

JQI **Adult Students** **JQI**

Adult students who have not graduated from high school are encouraged to attend high school classes at an alternative learning center or as deemed appropriate by the superintendent.

Approved: July 8, 2005

JQKA **Foreign Exchange Students** **JQKA**

Foreign exchange students from organizations approved each year by the KSHSAA shall be admitted to the district on a tuition-free basis. Other foreign exchange students who meet residency requirements may be allowed to enroll in the district under rules established by the board. Students who enter the country on an F-1 visa shall pre-pay tuition equal to the current cost per pupil as calculated by the State Department of Education. (See JBC)

Approved: July 8, 2005

APPLICATION FORM

Foreign Exchange Student/Host Family
(To Be Completed by Host Family and School Administrator)

Host Family Information

Name _____

Address _____ City _____ State _____

Zip Code _____ Phone No. _____

Names, ages, and class of host family children attending the schools of the district:

Name	Age	Class or Grade Level
1) _____		
2) _____		
3) _____		
4) _____		

Foreign Exchange Student

Name _____Nationality _____ Age _____

Address _____City _____

Country _____Phone No. _____

Sponsoring Agency _____

School diploma received from home country? _____ Yes _____ No

Check courses that student has completed. (verified from official transcript)

_____ English	Number of verified units_____
_____ Science	Number of verified units_____
_____ Social Studies	Number of verified units_____
_____ Physical Education	Number of verified units_____
_____ Native language class	Number of verified units_____

We, acting as host family, assume full responsibility for (student's name) while he/she is residing with us. We are not sponsoring this student for personal profit and will ensure that all of the policies, rules, and regulations of the board are followed.

_____

Date Signature of head of host family

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. A hearing shall be held for the purpose of ascertaining whether a staffing/placement committee's recommendations for assignment, reassignment, exclusion, transfer or withdrawal of a student are warranted.

Approved: July 8, 2005

JQLA **Class-size/Caseload Limits for Exceptional Students** **JQLA**

The superintendent shall develop and review annually class-size/caseload limits for students with exceptionalities.

Approved: July 8, 2005

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: August 18, 2014

Permanent Student Records: Each school shall permanently retain records relating to each student's academic performance, attendance and activities. Information about students collected and stored by any school personnel shall be separated into one of the following classifications:

Administrative records: Official administrative records that constitute the minimum personal information necessary for operating the educational system. It shall include birth date, sex, race, names, telephone numbers, addresses and places of employment of parents, academic work completed, grades, attendance records, withdrawal and reentry records, honors and activities, date of graduation and follow-up records of a student.

Supplementary records: verified information important in operating the educational system but is of a more sensitive nature and of less historical importance. It includes: test data, such as scores on standardized achievement, aptitude and intelligence tests; observational data such as systematically gathered teacher or counselor evaluations and observations of social and personal assets; clinical findings and verified reports of serious or recurrent deviant behavior patterns; general data such as health data, family background information and educational and vocational plans.

Tentative records: useful information that has not been verified or is not clearly needed beyond the immediate present. It includes unevaluated re-ports of teachers or counselors that may be needed in ongoing counseling or disciplinary actions.

Approved: July 8, 2005

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 the student's records. In addition, the custodian of the educational records shall give annual public notice of the class of records the institution has designated as directory information, and of the right of the parent or eligible student to object to the release of directory information without prior written consent. The appropriate forms for providing notice shall be on file in the office of the custodian of the educational records.

After giving notice, the custodian of records may make directory information available without parental or eligible student's consent. The custodian of records shall make student recruiting information (name, address, and telephone listing) available to military recruiters and postsecondary institutions unless parents or eligible students request the information not be released without written consent.

For the purposes of this policy, school official means teacher, administrator, other certified employee or board of education. The district may disclose, without the parents or eligible students' consent, personally identifiable information to school officials with a legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support-staff member (including health

or medical staff and law enforcement unit personnel); the school board (in executive session); a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The custodian may disclose students' education records to the following persons without the prior consent of the parents:

- Other school officials, including teachers within the district who have legitimate educational interests;
- Officials of other schools or school systems in which the student intends to enroll. The school district will forward student records to such institutions without further notice to the parents or eligible student when the disclosure is initiated by a parent or eligible student or an annual notice provided to parents and eligible students by the district informs them that such records will be automatically disclosed to these institutions for the purposes of enrollment or transfer of the student;
- Authorized persons to whom a student has applied for or from whom a student has received financial aid;
- State and local officials or authorities to whom such information is specifically required to be reported or disclosed pursuant to state statutes;
- Organizations conducting studies for educational agencies for the purpose of developing, validating or administering student tests or programs;
- Accrediting organizations;
- Parents of a student 18 years of age if parents claim the student as a dependent for income tax purposes;
- Appropriate persons if knowledge of any information is necessary to protect the health or safety of the student or other persons in an emergency;

- An agency caseworker or representative of a state or local child welfare agency or tribal organization who has the right to access a student's case plan when such agency or organization is legally responsible for the care and protection of the student and when any further disclosure of such information thereby will be limited in accordance with law; and

- In compliance with a lawfully issued subpoena or judicial order.

Access will be granted to any third party upon written authorization of the eligible student, parent or guardian.

No personally identifiable information contained in personal school records shall be furnished to any person other than those named herein. When there is written instruction from the student's parents, guardian or the eligible student specifying the records, the reasons and the person(s) to whom the release is to be made, a copy of the records to be released shall be made available to the student, parents or guardian upon request. When information is requested in compliance with a judicial order or pursuant to any lawfully issued subpoena, parent(s)/guardian and the student shall be notified of the orders or subpoenas in advance of compliance with the order or subpoena unless:

- the order or subpoena specifically forbids such disclosure; or
- the order is issued in the context of a court proceeding where a parent is a party and the proceeding involves child abuse and neglect or dependency matters.

Nothing contained in this policy shall preclude authorized representatives of the Comptroller General of the United States, the Secretary and an administrative head of an educational agency or state authorities from having access to student or other records which may be necessary in connection with the audit and evaluation of federally supported education programs or the enforcement of the federal legal requirements which relate to these programs.

The data collection by such official with respect to individual students shall not include information (including social security numbers) which would permit the personal identification of students or their parents or guardian on the data collected and provided.

All persons, agencies or organizations desiring access to the records of a student shall be required to sign a form, which shall be kept permanently with the student's file, but only for inspection by the parents/guardian, the student or a school official responsible for record maintenance. The form signed shall indicate the specific educational or other interest of each person, agency or organization has in seeking this information.

Personal information shall be transferred to a third party only on the condition that such party shall not permit any other party to have access to such information without the written consent of the student's parents or the eligible student. The board and staff shall protect the rights of privacy of students and their families in connection with any surveys or data-gathering activities conducted, assisted or authorized by the board or administration. Regulations established under this policy shall include provisions controlling the use, dissemination and protection of such data.

Forwarding Pupil Records

Administrators shall forward student's school records upon request and may not withhold them for any reason.

Approved: August 18, 2014

JRC **Disposition of Records** (See JRA and JRB) **JRC**

All student records will be maintained and screened periodically.

Administrative records shall be permanent records and maintained by the school for an indefinite period of time. When the student graduates, supplementary records shall be destroyed or shall be transferred to the administrative records if they have permanent usefulness. Tentative records shall be destroyed when the use for which they were collected is ended. However, tentative records may be placed in the supplementary classification if the continuing usefulness of the information is demonstrated and its validity verified.

The official custodian shall review a student's records when the student moves from elementary to a middle school or junior high, from a middle school or junior high to high school and upon high school graduation. During each review obsolete or unnecessary information shall be removed and destroyed.

Following a reasonable amount of time after a student has graduated or ceases to attend school in the district, the records of the student that are determined to be appropriate for retention may be stored electronically.

Approved: October 23, 2006

JRD Hearing Request JRD

When a hearing has been requested by a parent, guardian or an eligible student to challenge the content of the student's education record, the procedure to be followed in the hearing shall be:

The hearing shall be conducted and the decision rendered by a person who does not have a direct interest in the hearing outcome.

The parent, guardian or eligible student shall be given notice of the date, place and time of the hearing within a reasonable time in advance of the hearing.

The parent, guardian or the eligible student may be assisted or represented by individuals of their choice at their own expense, including an attorney. Parents, guardian or the eligible student shall be afforded a full and fair opportunity to present relevant evidence.

A written decision shall be rendered within a reasonable time after the hearing concludes. The decision of the hearing official shall be based solely upon the evidence presented at the hearing and include a summary of the evidence and the reasons for the decision.

Approved: July 8, 2005

JS Student Fees and Charges JS

Building principals shall be authorized to collect fees approved by the board or to seek restitution for any school property lost, damaged or destroyed by a student.

Fee Schedules

The superintendent shall distribute a schedule of enrollment fees and other fees approved in advance by the board to all building principals. The fee schedule shall include:

- A list of all items for which a charge is to be collected;
- The amount of each charge;
- The date due;
- Classifications of students exempt from the fee or charge;
- A system for accounting for and disposing of fees; and
- An appeal procedure to be used by students or parents to claim exemption from paying the fees or charges.

Debt Collection

Building principals shall attempt to collect the justifiable value owed by a student of school property lost, damaged or destroyed by a student. If, after the attempt to collect, the amount remains unpaid, the principal shall report the matter to the superintendent who shall consult with the school board's attorney, and they shall jointly recommend a course of action to the board.

Forwarding Pupil Records

Administrators shall forward student's school records upon request and may not withhold them for any reason.

Approved: July 8, 2005

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KA **Goals and Objectives** (See IB) **KA**

The goal of educational public relations is to facilitate a process of communication between the district and its internal and external publics. The public relations program is intended to develop better public understanding of the district's goals, objectives, accomplishments, and needs.

The community shall be informed about school functions and activities, the accreditation status of each school, and the progress of school improvement efforts. Patron involvement is encouraged.

Approved: July 8, 2005

Public Information Programs

(See CEE, CEF, CG 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 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: November 12, 2007

KBA **District or School Web Sites** **KBA**

(See DC, ECH, II, IIBG, JR et seq., and KB)

The board may establish a district web site and may allow creation of websites for individual schools. A district website shall be under the control of the technology director and school websites shall be supervised by the principal or technology director.

Web Site 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 or 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;
- board and administration shall determine website content and monitor use by employees and students.

District and school websites are maintained to support the public relations and educational programs of the district and/or the schools. Websites may be modified or terminated at any time by board action.

Approved: July 27, 2015

SAMPLE HANDBOOK LANGUAGE / FORMS FOR DISTRICT USE AFTER BOARD APPROVAL

General Information

Student Privacy Rights (See JRB)

Identifiable student images shall not be posted on district or school websites without prior written permission from the student and, if under 18, the student's parent or guardian. The mailing address, telephone number or other personally identifiable information about any student shall not be posted on district or school web sites. All applicable requirements of the Family Educational Rights and Privacy Act (FERPA) shall be followed.

Copyrighted Material Posted On Websites (See KBA)

Any original materials created by students are owned by those students. Original materials will not be posted on district or school web sites without prior written permission of the student who created the work. _____ (Webmaster/Principal, etc.) shall be in charge of monitoring permission to post copyrighted materials.

Software Copyright (See ECH)

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

Downloading Copyrighted Materials (ECH)

Students and staff shall not download copyrighted materials without prior, written permission being obtained from the author or creator of the material in question. See ECH for “fair use exceptions” which may allow for limited use of copyrighted materials.

KBC Media Relations KBC

Upon presentation of proper credentials, media members on assignment will be admitted free of charge to all school extra curricular activities. To the extent possible, space will be provided at sporting and special events for members of the working media to cover extra curricular activities.

Broadcasting and Taping

The superintendent is authorized to establish rules and regulations for broadcasting and taping district activities.

The appropriate building principal shall be responsible for determining eligibility and issuing passes to press members on assignment to cover school events. Members of the broadcast media shall notify the superintendent prior to the event they wish to cover so arrangements may be made for their equipment.

News Releases

News and information concerning building events and programs may be released to the media with the approval of the principal. District news releases prepared for public distribution by district employees or students shall have the superintendent's approval prior to release. The superintendent shall, upon request, prepare official district news releases for the board.

Conferences and Interviews

News conferences and interviews shall be scheduled so they do not disrupt regular educational activities. Representatives of the news media seeking to interview a student during school hours must first have the principal's approval and permission from the student's parent or guardian.

Approved: July 8, 2005

KCA Protection of Privacy Rights KCA

The superintendent, the board of education, and district staff shall protect the right of privacy of students and their families in connection with any surveys or physical examinations conducted, assisted, or authorized by the board or administration. The district shall provide parents notice of their rights under the Protection of Pupil Rights Amendment and the Student Data Privacy Act as required by law.

Approved: August 18, 2014

KCB Custodial and Non-Custodial Parent Rights KCB

The district recognizes that divorced parents continue to share caregiving and custody of their children and that each parent, if not otherwise prohibited by court order, should have equal access to information regarding his/her child's school progress and activities. The district recognizes the value of providing information to both parents regarding school progress and activities pertaining to their child(ren).

Upon request to a child's principal, either parent may obtain copies of school information such as report cards and progress reports.

Approved: August 18, 2014

KDC Solicitations **KDC**

The board shall discourage all solicitations of and by staff members during regular school hours and at school-sponsored activities.

Approved: July 8, 2005

KDC-R Solicitations **KDC-R**

Agents, solicitors and salesmen shall not be permitted to take time of teachers or students from educational activities. The students and faculty of the district shall not promote commercial or private financial interests, either through direct sales or through promotion of competitive goods or services.

This rule applies to those activities, promotions and sales originating outside the school. Exception to this rule may be made as outlined below.

Materials and projects submitted for consideration under this rule must be made in writing to the superintendent. Requests will be considered in light of the proposal's direct contribution to the educational values in the school. Consideration shall be on the basis of unreasonably added work for staff members.

Any individuals or organizations violating the policy on solicitations shall be reported to the board by the superintendent. Violators may be denied further access to school premises by board action.

Approved: July 8, 2005

KFD **School Volunteers** (See GAOE and IFC) **KFD**

School volunteers work under the school staff's direction with the principal's approval.

School volunteers are bound by the policies, rules and regulations of the district, serve without financial compensation and are not covered by workers' compensation.

Approved: July 8, 2005

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.

Approved: August 18, 2014

Facility Use Rules

Use of school facilities or school grounds by community groups may be allowed by the board on a temporary basis. The following fees are for use of the facilities equipped as is. Additional fees will be charged for pianos, chairs, projectors, public address systems, etc., not in the facility. No alteration to any facility shall be made by the renter or their personnel without the written permission of the superintendent or his designee.

The individual or group using the facility agrees to assume responsibility for care of the facility, clean up of used area, and agrees to pay for any damages to the facility, beyond normal wear, related to its use of the facility. Children accompanying participants and/or spectators are to be supervised. In addition, the individual or group agrees to assume responsibility to ensure the use of tobacco, unprescribed controlled substances or alcoholic beverages is not allowed in the facility, either by the individual, the group or other participants.

Payment for the use of a facility may be made in advance. Additional charges may be assessed after the fact if the individual or group fails to abide by the agreement.

This policy shall be administered by the superintendent, or the superintendent's authorized designee, and the superintendent's decisions are subject to review by the board upon timely filing of a written protest with the clerk of the board.

Procedure for Figuring Charges

The USD 352 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. USD 352 Board of Education or designee reserves the right to waive or reduce the fees for any group or activity.

USD 352 Facilities Usage and Group Classifications for Facility Fee Assessment /Custodial Service

Custodial Service fees are assessed for all events charging admission (gate) or collecting money for merchandise sold ~ examples: products, concessions etc.

Group 1. Commercial, public or private organizations/businesses that profit from use of facilities – **100% of the facility fee + custodial services apply.**

Group 2. Civic, political, religious or social group or charitable event where there is no charge for admission and/or no collection of money for merchandise sold – **50% of the facility fee + custodial services may apply.**

Group 3. Organizations or groups listed in Group 2 when there is an admission charge and/or a collection of money for merchandise sold – **100% of the facility fee + custodial services apply.**

Group 4. Organizations or individuals with school affiliation when there is no charge and/or is deemed an extension of the school program – **No facility fee** ~ examples: parent/sponsers for school/student purposes, alumni association etc.

Group 5. Organizations or individuals categorized in Group 4 that host an event when there is an admission charge and/or a collection of money for merchandise sold – **100% of the facility fee + custodial services** ~ exception: USD 352 coaches/sponsers may be exempt.

Group 6. County Recreation Commission (GAC) and Northwest Tech (NWKTC) – **No facility fee + custodial services may apply.**

USD 352
SCHEDULE OF RATES FOR FACILITY USE AND CUSTODIAL SERVICE

Building/Area	**Rate of Charge**

High School:

Fieldhouse No admission is charged 1 gym	$ 100.00
Fieldhouse No admission is charged 2 gyms	125.00
Fieldhouse admission is charged 1 gym	200.00
Fieldhouse admission is charged 2 gyms	250.00
HS Gym No admission is charged	30.00
HS Gym admission is charged	60.00
Auditorium No admission is charged	50.00
Auditorium admission is charged	100.00
Cafeteria without kitchen equipment	10.00
Cafeteria with kitchen equipment*	50.00
Concessions with equipment	50.00

Junior High School:

Grant gym/multi-purpose No admission is charged	10.00
Grant gym/multi-purpose admission is charged	20.00
Kitchen with equipment*	40.00

Elementary:

Multi-purpose No admission is charged	10.00
Multi-purpose admission is charged	20.00
Kitchen with equipment*	40.00

Use of Any Classroom (per classroom)

No admission is charged	10.00
Admission is charged	15.00

Custodial Services

Custodial Services	100.00

All charges are based on a per day charge. Use of facilities for four (4) hours or less will be charged one-half (1/2) of the daily rate. Custodial Service fees are assessed for all events charging admission (gate) and/or collecting money for merchandise sold. Large events may require additional custodial services as deemed necessary by administration and assessed based on the same rate.

*When kitchen equipment is used, a school cook must be consulted and may be present.

USD 352 Goodland, Kansas

SCHOOL FACILITY USE PERMIT

This permit when complete authorizes the use of the school facilities as listed. The person to whom this permit is issued agrees to accept responsibility for the care of the facility and the compliance with school board policy covering facility use by nonschool groups. (Policy KG) **Refer to Schedule Rates (Form a) and Equipment/Services (Form b).**

Person Requesting Facility Use: ____

Address: ____ Telephone No. __________________

Email: ____

Group or Organization Represented: ____

Purpose: ____

Building/Facility/Room(s)Requested: ____

____

Date(s) of Use: ____

Starting and Ending Time Each Day: ____

Equipment/Services Requested (Form b): ____

____

SUBMIT REQUEST TO ADMINISTRATION, BUILDING PRINCIPAL OR ACTIVITY DIRECTOR

- -

(Portion To Be Completed By USD 352 Administration)

Use Charges for Facilities/Equipment (Forms a & b): ____

Custodial Services Assessed: ____ (TBD by Administration)

Insurance Requirements: ____(TBD by Administration)

Total Assessed Charges: ____

Date and Amount Paid: ____

Principal's Approval: ____Date: ________________

Superintendent's Approval: ____Date: ________________

- -

I have read the Facility Use Rules and agree to be responsible for full compliance. I accept responsibility for assessed charges. (Make all payments to USD 352 Goodland.)

Person Requesting Facility Use: ______________________________________ Date: ________________

WHITE COPY: PERSONAL YELLOW COPY: CUSTODIAN PINK COPY: BUILDING GOLD COPY: ADMIN

(Rev. Aug. 2010)

USD 352
EQUIPMENT USE AND SERVICES

CHAIRS (100)	**NO CHARGE**
TABLES (10)	**NO CHARGE**
PIANO (HS AUDITORIUM ONLY	**NO CHARGE**
BLEACHERS	**NO CHARGE**
SOUND SYSTEM	**NO CHARGE**
SCORE BOARD	**NO CHARGE**
STAGE FLATS (4)	**$5 PER/FLAT OVER 4**
CHORAL RISERS	**$10**
EXTRA CHAIRS & TABLES	**$15**
OTHER	**TBD**

ITEM REQUEST	HOW MANY	COST

(Form b)

KGA Use of District Personal Property and Equipment KGA

Requests for use of district equipment by individuals or outside organizations shall be submitted to the superintendent. Any request shall be granted or denied pursuant to guidelines for using equipment developed by the administrator and approved by the board. The superintendent may establish a deposit or requirement for the purchase of insurance for use of school equipment before it is removed from the school grounds or other district property. The deposit will be paid to administration and will be refunded when the equipment is returned in working order.

Lost, Stolen, or Damaged Property or Equipment

No request for use of school equipment shall be granted until the requestor executes a use agreement specifying such person will agree to pay the district fair market value for any equipment that has been lost, stolen, or has suffered irreparable damage while in the requestor's possession. For the purposes of this policy, "irreparable damage" shall include any damage severe enough that the cost to repair such equipment would be more than the fair market value of the equipment. If school equipment is returned damaged beyond normal wear and tear of acceptable use, the requestor shall be responsible for the cost to repair such equipment. The district may also require the purchase of insurance.

Personal Use

No district equipment shall be used by staff for personal reasons at school or away from its designated station without the prior approval of the superintendent.

Approved: July 22, 2013

USD 352, Goodland, Kansas

SCHOOL PERSONAL PROPERTY AND EQUIPMENT USE PERMIT
[Sample Only]

This permit authorizes use of the school equipment as listed. The person to whom this permit is issued agrees to accept responsibility for care of the equipment and compliance with school board policy KGA.

Person to Whom Issued: _____

Address:_____ Telephone No. _____

Group or Organization Represented: _____

Equipment Needed:_____

_____

Date(s) of Use:_____

Start Time: _____ End Time: _____

Insurance and Other Special District Requirements for Use:_____

_____

Date and Amount Paid:_____

Principal's Approval:_____Date: _____

Superintendent's Approval:_____Date: _____

This form must be signed by the person to whom it is issued and presented to the person responsible for the equipment on the date(s) shown. Please read all the provisions and guidelines related to this agreement. I have read the Equipment Use Agreement and Guidelines and I agree that I will be responsible to see that there is full compliance with them.

1st copy: Requester's copy
2nd copy: Building Principal
3rd copy: District office

Signature: _____ Date:_____

Approved Borrower

KGC **Bullying by Parents** (See EBC, GAAE, JDDC, and KGD) **KGC**

The Board of education, in its commitment to provide a positive and productive learning and working environment for its students and staff in accordance with state law, prohibits bullying in any form either by any student, staff member, or parent towards a student or by a student, staff member, or parent towards a staff member on or while using school property, in a school vehicle, or at a school-sponsored activity or event. For the purposes of this policy, the term "bullying" shall have the meaning ascribed to it in Kansas law.

The administration shall propose, and the board shall review and approve a plan to address bullying as prohibited herein.

Parents participating in prohibited bullying conduct aimed at district students and/or staff members may jeopardize their access to district facilities; district property; school sponsored activities, programs, and events; and/or district students and/or staff members through the district's communication systems. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors.

This policy and the district bullying plan may be posted on the district's website and copies of such documents shall be made available to parents of current students upon requests.

Approved: July 22, 2013

KGD **Disruptive Acts at School or School Activities** **KGD**
(See EBC, GAAE, JCDBB, JDDC, and KGC)

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; 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 or 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 lock vehicle on school property so long as such weapon is maintained out of plain sight.

Appropriate signs shall be conspicuously posted as directed by the board and required by law.

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

Approved: July 27, 2015

The superintendent or the superintendent's designee may deny access to the school buildings, facilities, and/or grounds of the district to persons who have no lawful business to pursue at the school, persons who are acting in a manner disruptive or disturbing to the normal educational functions of the school, or persons who are on school property in violation of Board and/or building policy. Administrative personnel may demand identification and evidence of qualification for access of anyone desiring to use or come upon the premises of the particular school or facility.

Persons, including parents or persons acting as parents, who have legitimate reasons for being on school property must nevertheless abide by policies adopted by the board and building policies specifically applicable to each school. Such building policies shall be published annually in the school handbook and shall be posted at the school in a conspicuous place visible to all who enter the premises. {Visitors must secure and wear a visitor's pass to enter school buildings during the school day.}

Anyone who refuses or fails to leave district buildings, facilities, and/or grounds after being requested to do so by an authorized district employee shall be considered to be trespassing in violation of Kansas law. In such case, the police will be contacted, and arrest and criminal charges may result.

The administration will determine if the individual who has been asked to leave a district building, facility, or grounds is allowed to return in the future. If the individual is not to return in the future, the appropriate "Trespass Notification" is to be sent to the individual.

Approved: August 18, 2014

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.

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

Approved: July 8, 2005

KI Distributing Materials in Schools (See JHCA) **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.

Materials Produced by Outside Groups–Including Religious Materials

The principal may establish rules and regulations which control the time, place and manner in which non-school/educational materials are displayed and disseminated in the building or on school property. No student shall be forced to participate in the distribution or receipt of any non-school materials in the schools.

Political Campaign Materials

The board encourages responsible use of political materials as part of the board-approved curriculum. No student shall be forced to participate in the distribution or receipt of any political materials.

Advertising in the Schools

No advertising for commercial purposes shall be permitted in the school buildings or on the grounds of the district without prior board approval. Advertising in student publications shall be regulated by rules and regulations developed by the superintendent. Advertising in the student publications may promote products by brand name. Ads promoting the sale of any controlled substance, drug paraphernalia or any other illegal material or activity are prohibited.

Mailing Lists

No mailing lists of students shall be given to individuals, organizations or vendors for the purpose of distributing materials.

Approved: July 8, 2005

SAMPLE ONLY

Distribution Rules: Non-School Materials USD 352

The following item/s may be distributed:

Time: On September 13th and 14th only between the hours of 3:15 and 3:30 p.m.

Place: In the commons area at a table set up for the purpose of distribution of approved materials.

Manner: The person distributing may stand next to the table on which materials are stacked. If a child walking by asks for one, the person may hand them a copy. No attempt shall be made to engage the child in dialogue concerning whether they accept or reject the material.

Signed: _____
Administrator

Signed: _____
Representative of group or individual who produced the material

Approved: July 8, 2005

KK Sale of District Property KK

The board may dispose of property in a manner the board deems to be in the district's best interest. Whenever excess district property is to be sold at auction, all sales shall be to the highest bidder. No credit shall be extended.

Approved: July 8, 2005

KM Visitors to the School KM

The board encourages patrons and parents to visit district facilities. Patron visits shall be scheduled with the teacher and the building principal.

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

Any person who visits a building and/or grounds of the district will be under the jurisdiction of the building principal who shall be responsible for developing rules and regulations governing the presence of visitors in the buildings.

The principal has authority to request assistance from law enforcement if any visitor to the district's buildings or grounds refuses to leave or creates a disturbance. Violation of this rule may lead to removal from the building or grounds and denial of further access to the building or grounds. Violators of this board policy may be subject to the state trespass law.

Approved: July 8, 2005

KN **Complaints** (See BCBI, GAACA, GAAB, GAAF, IF, IKD and JCE) **KN**

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

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. Harassment of an individual on any of these grounds is also prohibited. High school principal, 1209 Cherry, Goodland, KS 67735, phone number, 785.890.5656 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the compliance coordinator.

Complaints About Discrimination or Discriminatory Harassment

Complaints of discrimination or discriminatory harassment by an employee should be addressed to the employee's supervisor, the building principal, or the district compliance coordinator. Complaints by a student should be addressed to the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint and

any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. Complaints by any other person alleging discrimination should be addressed to the building principal or the district compliance coordinator. Complaints about discrimination, including complaints of harassment, will be resolved through the following complaint procedures:

Informal Procedures

The building principal shall attempt to resolve complaints of discrimination or harassment in an informal manner at the building level. Any school employee who receives a complaint of discrimination harassment from a student, another employee or any other individual shall inform the individual of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. The building principal shall discuss the complaint with the individual to determine if it can be resolved. If the matter is resolved to the satisfaction of the individual, the building principal shall document the nature of the complaint and the proposed resolution of the complaint, and forward this record to the district compliance coordinator. Within 20 days after the complaint is resolved in this manner, the principal shall contact the complainant to determine if the resolution of the matter remains acceptable. If the matter is not resolved to the satisfaction of the individual in the meeting with the principal, or if the individual does not believe the resolution remains acceptable, the individual may initiate a formal complaint.

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

Formal Complaint Procedures

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

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

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

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

    ◊ If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.

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

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

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

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

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

Complaints About Policy

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

Complaints About Curriculum (See IF)

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

Complaints About Instructional Materials

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

Complaints About Facilities and Services

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

Complaints About Personnel

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

Complaints About Emergency Safety Intervention Use

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

Approved: July 27, 2015

U.S.D. 352
Complaint of Discrimination Form

The policies of Board of Education of U.S.D. 352 prohibit discrimination on the basis of race, color, national origin, disability, religion and sex in all programs and activities of the district. Additionally, discrimination on the basis of age is prohibited in employment. Harassment of individuals on any of these grounds is strictly prohibited. Individuals who believe they have been discriminated against on any of these grounds may file a complaint with the following discrimination coordinators:

District Discrimination Coordinator: Name: _____ Address: _____ Phone: _____

Building Discrimination Coordinators: Name: _____ Address: _____ Phone: _____

Name: _____ Address: _____ Phone: _____

Name of Complainant: Address: Telephone Number:	_____ _____ _____
Nature of the Complaint:	I believe that I have been subjected to discrimination on the basis of: ☐ Race ☐ Color ☐ National Origin ☐Racial Harassment ☐ Sex ☐ Sexual Harassment ☐ Disability ☐Religion ☐ Age ☐ Harassment on the basis of _____
Please describe the incident or act complained of: Please include information about: • Who was the person engaging in the conduct? • What was the nature of the conduct? • When did it occur? • Where did it occur? • What effect did the incident have on you?	_____ _____ _____ _____ _____ _____ _____ _____ _____ Attach additional sheets if necessary.
Were there any witnesses to this incident?	☐ Yes ☐ No If yes, please indicate who the witnesses were: _____ _____ _____
What action do you believe the school should take with regard to this incident?	_____ _____ _____

If this matter proceeds to a formal or informal hearing, will you appear and testify as to your knowledge of the matter? ☐ Yes ☐ No

TABLE OF CONTENTS (TC)

L--INTERORGANIZATIONAL RELATIONS

SN Excludes education agencies.

LA	Goals and Objectives
LB (See LA)	School-Community Cooperation
LC (See LA)	School-Community Programs
	School-General Government Relations
LDD	Federal Government/Drug-free Schools
LDDA	Fiscal Management of Federal Grants
	School-Community Organizations Relations
LED	Scheduling School Activities

The board shall seek to establish a satisfactory working relationship with governmental agencies and private organizations having an interest in the schools.

Approved: July 8, 2005

LB School-Community Cooperation LB

The board shall seek to foster cooperation between the schools and community groups and organizations.

Approved: July 8, 2005

LC School-Community Programs **LC**

The board shall consider establishing programs sponsored jointly by the district and community groups or organizations whenever, in the board's judgment, these programs cannot or should not be wholly under the board's control.

Approved: July 8, 2005

LDD **Federal Government-Drug Free Schools** **LDD**
(See GAOA, GAOB, IDAB and JDDA)

The unlawful possession, use, sale or distribution of illicit drugs and the possession, use, sale or distribution of alcohol by students or school employees at school, on or in school property, or at school sponsored activities or is prohibited. This policy, and any curriculum used in conjunction with it, shall be evaluated periodically using criteria developed by the superintendent and approved by the board. The board shall receive a report after each of these reviews is conducted.

Approved: July 22, 2013

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 may be the document: Federal Education Grants Management: What Administrators Need to Know, Office of Management and Budget circulars, or other pertinent documents developed by the U.S. Department of Education.

Approved: November 12, 2007

LED Scheduling of School Activities LED

In the Goodland community Wednesday evenings and Sundays are set aside for many family and church activities. Except for special circumstances, school activities, events, and practices will not be scheduled at these times. Events over which the board has limited jurisdiction (e.g., KSHSAA activities) or events of community-wide interest (e.g., high school graduation) may be approved for scheduling. All events scheduled at these times will have the prior approval of the superintendent of schools.

Approved: July 8, 2005

TABLE OF CONTENTS (TC)

M--RELATIONS WITH OTHER EDUCATION AGENCIES

MA	Goals and Objectives
	Private Schools Relations - KSA 72-1103
MD (See MA)	Interdistrict Relations - KSA 72-933 et seq.; 72-4408 et seq.
MF (See MA)	Colleges and Universities - KSA 72-116
MI	State Education Agency Relations: Quality Assurances
MK (See MA)	Educational Accreditation Agency Relations (See IJ) KSA 72-1114 to 72-1116

Goals and Objectives

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

Approved: November 9, 2009

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

Approved: July 8, 2005

The board may consider use of student teachers in district classes.

Contract Required

A written student teaching contract with appropriate colleges and universities shall be prepared and presented to the board for their consideration and approval.

Other Relationships

Other relationships between the district and institutions of higher education may be considered upon recommendation of the administration.

Approved: July 8, 2005

MI State Education Agency Relations: Quality Assurances MI

The board is committed to school improvement for all schools, academic achievement for all students, and results-based professional development for all district staff members. The board maintains the goal of full accreditation for all district schools. Good faith efforts shall be made by all staff to implement district school improvement plans. The board shall monitor compliance. The superintendent shall regularly report to the board on the district's progress in meeting the eleven required QPA quality assurances.

The board shall fully inform the public in languages commonly used in the community about school improvement plans, the progress of school improvement efforts, the accreditation status of each district school, and other pertinent information as the board may direct.

Approved: July 22, 2013

MK **Educational Accreditation Agency Relations** (See IJ) **MK**

The district shall remain a member of the North Central Association of Colleges and Secondary Schools.

Approved: July 8, 2005