

# KANSAS ASSOCIATION OF SCHOOL BOARDS®

## Master Policy Index

Last revised: Aug. 2010

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

# KANSAS ASSOCIATION OF SCHOOL BOARDS®

## Master Policy Index

Last revised: Aug. 2010

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

# KANSAS ASSOCIATION OF SCHOOL BOARDS®

## Master Policy Index

Last revised: Aug. 2010

Sections	Policy Code	Title and Subtitles	Related Policies
Personnel	GAAD	<b>Child Abuse</b> SRS Access to Students on School Premises Cooperation Between School and Agencies Reporting Procedure	JCAC and JGEC
Student	JQLA	<b>Class Size/Caseload Limits for Exceptional Students</b>	
Business Management	EBE	<b>Cleaning and Maintenance Program</b> Sanitation	
District Organization	AG	<b>Closing School Buildings</b>	AD
Instructional Program	IDCE	<b>College Classes</b> Concurrent Enrollment	JBE and JQ
Relations/Agencies	MF	<b>Colleges and Universities</b> Contract Required Other Relationships	
Student	JGCC	<b>Communicable Diseases (Students)</b>	
Personnel	GAR	<b>Communicable Diseases (Employees)</b>	
Student	JI	<b>Community Activities</b>	
Instructional Program	IFC	<b>Community Resources</b>	KFD
General Administration	CEE	<b>Compensation and Benefits</b>	
Personnel	GCA	<b>Compensation and Work Assignments</b> Work Assignments Attendance Required Workweek Classification of Employees Overtime Compensation for Out-of-Town/Overnight Trips	GAN
Personnel	GAE	<b>Complaints</b>	
Personnel	GAAB	<b>Complaints of Discrimination</b>	JDDC, JGECA and KN
Student	KN	<b>Complaints</b> Complaints about Discrimination or Discriminatory Harassment Informal Procedures Formal Complaint Procedures Complaints About Policy Complaints About Curriculum Complaints About Instructional Materials Complaints About Facilities and Services Complaints About Personnel Form, Complaint of Discrimination	BCBI, GAACA, IF, IKD and JCE

# KANSAS ASSOCIATION OF SCHOOL BOARDS®

## Master Policy Index

Last revised: Aug. 2010

Sections	Policy Code	Title and Subtitles	Related Policies
Public Relations	JCE	<b>Complaints</b> Complaints about Discrimination Complaints about School Rules	JDDC and KN
Instructional Program	IIBG	<b>Computer Use</b> Use of District Computers/Privacy Rights Copyright Installation Hardware Audits E-mail Privacy Rights Ownership of Employee Computer Materials Staff and Student Handbook Information	ECH, JCDA and KBA
Personnel	GAG	<b>Conflict of Interest</b>	
Board Operations	BBG	<b>Consultants</b>	CJ, CL and ID
Personnel	GBRGA	<b>Consulting</b>	
Student	JM	<b>Contests for Students</b>	JH
Instructional Program	IKB	<b>Controversial Issues</b>	GBU, IA and IFBH
Student	JDA	<b>Corporal Punishment</b>	
Business Management	EBBF	<b>Crisis Planning</b>	EBBD
Public Relations	KGD	<b>Crowd Control at School Sponsored Activities</b> Criminal Possession of a Firearm	EBC and JCDBB
Business Management	EF	<b>Data Management</b> Data Dissemination To Education Agencies	
Student	JCEC	<b>Demonstrations</b>	JCAC
Student	JDB	<b>Detention</b>	
Board Operations	BDA	<b>Developing and Adopting Policy</b> Drafting Policy Attorney Involvement Policy Discrimination Historical Policy Files Public Input on Policy	CM, CMA, GAA and JA
Personnel	GBRIBA	<b>Disability Leave</b>	
Student	JRC	<b>Disposition of Records</b>	BCBK, CN, CNA, ECA, IDAE, JGGA, JR <u>et seq.</u> and KBA
District Organization	AD	<b>District Attendance Areas</b>	AG
District Organization	A	<b>District Authority</b> Home Rule Form, Home Rule Resolution	
District Organization	ABE	<b>District Goals and Objectives</b>	BK
General Administration	CNA	<b>Document Production, Including Electronic Information</b>	BCBK, BE, CN, IDAE, II, JGGA, JR <u>et seq.</u> and KBA

# KANSAS ASSOCIATION OF SCHOOL BOARDS®

## Master Policy Index

Last revised: Aug. 2010

Sections	Policy Code	Title and Subtitles	Related Policies
Student	JCDB	<b>Dress Code</b>	
Student	GAOB	<b>Drug Free Schools</b> Employee Conduct	JDDA and LDD
Student	JDDA	<b>Drug Free Schools</b> Student Conduct Insert Local Sanctions Here	GAOB and LDD
Personnel	GAOA	<b>Drug Free Workplace</b> Alternative I Alternative II	LDD
Student	JFCA	<b>Early Graduation</b>	IHF
Instructional Program	IC	<b>Educational Program</b> Curriculum Handbooks Educational Goals and Objectives Additional Educational Programs	ID, IDAA, IDAB, IDAC and IJ
Business Management	EBBE	<b>Emergency Drills</b>	
Personnel	GAD	<b>Employee Development Opportunities</b>	
Student	JJ	<b>Employment of Students</b> In-School Employment Outside Employment Vocational or Other Work Experience	IDAA
Student	JBC	<b>Enrollment</b> Resident Students Non-Resident Student Enrollment Procedures Part-time Students Identification of Students Enrollment Information Assignment to a School Building, Grade Level or Classes Transferring Credit Transfers from Non-Accredited Schools	JBCA and JQKA
Personnel	GAAA	<b>Equal Employment Opportunity and Non-discrimination</b>	
Business Management	EC	<b>Equipment and Supplies Management</b> Receiving	
Fiscal Management	DFM	<b>Equipment and Supplies Sales</b>	KK
Personnel	GBU	<b>Ethics</b>	IA and IKB
Business Management	EBBD	<b>Evacuations and Emergencies</b> School-Closing Announcements Bomb Threat Planning for Emergencies	EBBF and JBH
General Administration	CEI	<b>Evaluating the Superintendent</b>	CGI and GAK
Personnel	GCIA	<b>Evaluation of Coaches and Sponsors</b>	
Instructional Program	IJ	<b>Evaluation of Instructional Program</b>	IC, ICAA, ID, II and MK

# KANSAS ASSOCIATION OF SCHOOL BOARDS®

## Master Policy Index

Last revised: Aug. 2010

Sections	Policy Code	Title and Subtitles	Related Policies
Personnel	GBI	<b>Evaluation</b>	GAK
Instructional Program	IDAC	<b>Exceptional Programs</b>	IC
Student	JQ	<b>Exceptional Students</b> Concurrent Enrollment	DCE and JBE
Board Operations	BCBK	<b>Executive Session</b> Sample Motion	BE, BBBB, CN, CNA, ECA, IDAE, II, JRB and KBA
General Administration	CEF	<b>Expense Reimbursement and Credit Cards</b>	CG, GAN and KB
District Organization	AEB	<b>Extended School Year</b> Extended School Year Extended Learning Opportunities for Students	JBD, JBE, JCDA and JDD
Personnel	GARI	<b>Family and Medical Leave</b> Sample: Family and Medical Leave Plan	
Relations/Organizations	LED	<b>Family Night</b>	
Relations/Organizations	LDD	<b>Federal Government-Drug Free Schools</b>	GAOA, GAOB, IDAB and JDDA
Fiscal Management	DFG	<b>Fees, Payments and Rentals</b>	KG
Relations/Organizations	LDDA	<b>Fiscal Management of Federal Grants</b>	
Business Management	EE	<b>Food Services Management</b> Sanitation Inspections Records Meal Prices	
Student	JHCAA	<b>Gang Activity</b>	JCAC, JCDA, JCDBB and JDD
Fiscal Management	DFK	<b>Gifts and Bequests</b>	
Public Relations	KH	<b>Gifts to Schools</b>	JL
Student	JL	<b>Gifts</b> Student Gifts to Staff Members Faculty Gifts to Students Student Organization Gifts to the School	DK and KH
Fiscal Management	DA	<b>Goals and Objectives</b>	
Business Management	EA	<b>Goals and Objectives</b>	
Facility Program	FA	<b>Goals and Objectives</b>	
Negotiations	HAB	<b>Goals and Objectives</b>	
Relations/Organizations	LA	<b>Goals and Objectives</b>	
Relations/Agencies	MA	<b>Goals and Objectives</b>	
Personnel	GAA	<b>Goals and Objectives</b>	BDA, CM, CMA and JA
Student	JA	<b>Goals and Objectives</b>	BDA, CM, CMA, GAA and JCDA
Public Relations	KA	<b>Goals and Objectives</b>	IB
General Administration	CA	<b>Goals and Objectives of School Administration</b>	
Instructional Program	IHA	<b>Grading System</b>	

# KANSAS ASSOCIATION OF SCHOOL BOARDS®

## Master Policy Index

Last revised: Aug. 2010

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

# KANSAS ASSOCIATION OF SCHOOL BOARDS®

## Master Policy Index

Last revised: Aug. 2010

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



# KANSAS ASSOCIATION OF SCHOOL BOARDS®

## Master Policy Index

Last revised: Aug. 2010

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

# KANSAS ASSOCIATION OF SCHOOL BOARDS®

## Master Policy Index

Last revised: Aug. 2010

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

# KANSAS ASSOCIATION OF SCHOOL BOARDS®

## Master Policy Index

Last revised: Aug. 2010

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

# KANSAS ASSOCIATION OF SCHOOL BOARDS®

## Master Policy Index

Last revised: Aug. 2010

Sections	Policy Code	Title and Subtitles	Related Policies
Personnel	GAOF	<b>Salary Deductions</b>	GAL
Personnel	GAL	<b>Salary Deductions (FLSA)</b>	GAOF
Public Relations	KK	<b>Sale of District Property</b>	DFM
Board Operations	BE	<b>School Board Records</b>	BCBK, CN, CNA, ECA, II and KBA
District Organization	AEA	<b>School Calendar</b>	IKD
District Organization	ADA	<b>School Census</b>	
District Organization	AF	<b>School Day</b>	
District Organization	AC	<b>School District Grade Levels</b>	
Student	JGH	<b>School Food Service Programs</b> Free or Reduced Price Meals Contracts with Other Agencies	
Business Management	EDAA	<b>School Vehicles</b> <b>(District-Owned Buses)</b> Liability Safety Speed Limits Safety Inspection Scheduling and Routing Records Licensing of Drivers Housing of School Vehicles	ED, JBCA and JGG
Public Relations	KFD	<b>School Volunteers</b>	IFC
District Organization	AE	<b>School Year</b> Virtual Schools	
Relations/Organizations	LB	<b>School-Community Cooperation</b>	
Relations/Organizations	LC	<b>School-Community Programs</b>	
Negotiations	HAC	<b>Scope of Negotiations</b>	
Student	JCAB	<b>Searches of Property</b> Search of Lockers Searches of Property	JCABB
Student	JCABB	<b>Searches of Students</b> Form, Search Report	JCAB and JCAC
Business Management	EBC	<b>Security and Safety</b> Reporting Crimes at School to Law Enforcement Reporting Certain Students to Administrators and Staff Annual Reports Staff Immunity Sample Form, Report to Local Law Enforcement Sample Form, Report to Staff Member	JCAC, JCDBB, JDD, JDDB, JDDC and KGD
Student	JGEC	<b>Sexual Harassment</b>	GAAC, GAAD, GAF, JDDC and KN

# KANSAS ASSOCIATION OF SCHOOL BOARDS®

## Master Policy Index

Last revised: Aug. 2010

Sections	Policy Code	Title and Subtitles	Related Policies
Personnel	GAAC	<b>Sexual Harassment</b>	GAF AND JGEC
Personnel	GAI	<b>Solicitations</b>	KDC
Student	JK	<b>Solicitations</b>	KI
Personnel	KDC	<b>Solicitations</b>	GAI
Board Operations	BCAC	<b>Special Meetings</b> Waiver of Notice	
Instructional Program	IDAA	<b>Special Programs</b> Partnerships/Work-Study Program	IC and JJ
Personnel	GBRD	<b>Staff Meetings</b>	
Personnel	GAF	<b>Staff-Student Relations</b>	GAAC, GAACA, JGEC, JGECA and KN
Relations/Agencies	MI	<b>State Education Agency Relations: Quality Assurances</b>	
Student	JH	<b>Student Activities</b> Eligibility for Activities Adding or Eliminating Activities Activity Fund Management Form, Request to Add/Eliminate an Activity	DK, JGFB, JM and KG
Fiscal Management	DK	<b>Student Activity Fund Management</b> Activity Fund Management Inactive Activity Funds Resolution to Establish Activity Fund	JGHB, JH and JL
Student	JCDA	<b>Student Conduct</b>	AEB, IIBG, JA, JHCAA and JHBAA
Student	JFAB	<b>Student Conferences</b>	
Student	JS	<b>Student Fees and Charges</b> Credit Card Payments Fee Schedules Debt Collection Forwarding Pupil Records	
Student	JGA	<b>Student Insurance Program</b>	
Student	JHC	<b>Student Organizations</b> Student Clubs Non-School Sponsored Student Clubs Student Government	
Student	JGD	<b>Student Psychological Services</b>	JR, <u>et seq.</u>
Student	JHCA	<b>Student Publications</b> School-Sponsored Student Publications Non-School Sponsored Student Publications Advertisements	KI
Student	JR	<b>Student Records</b>	BCBK, CN, CNA, ECA, IDAE, JGGA, JR <u>et seq.</u>

# KANSAS ASSOCIATION OF SCHOOL BOARDS®

## Master Policy Index

Last revised: Aug. 2010

Sections	Policy Code	Title and Subtitles	Related Policies
Student	JGFGBA	<b>Student Self-Administration of Medications</b> Student Eligibility Authorization Required Employee Immunity Waiver of Liability Additional Requirements Form, Permission for Self-Administration of Medication	JGFGB
Business Management	ED	<b>Student Transportation Management</b>	EDDA and JGG
Personnel	GBRJ	<b>Substitute Teaching</b>	
General Administration	CE	<b>Superintendent of Schools</b>	
General Administration	CEA	<b>Superintendent Qualifications</b>	
General Administration	CEC	<b>Superintendent Recruitment</b>	
General Administration	CEB	<b>Superintendent's Duties</b>	
General Administration	CEG	<b>Superintendent's Professional Development Opportunities</b>	
Negotiations	HAF	<b>Superintendent's Role</b>	
General Administration	GBH	<b>Supervision</b>	
Student	JGFGBA	<b>Supervision of Medications</b> Form, Permission for Medication Form, Medications Given at School	JGFGBA
Student	JGFB	<b>Supervision of Students</b>	GAO, GBR and JH
Instructional Program	IDAB	<b>Support Programs</b> Drug Education Student Mental Health Dropout Prevention At-Risk Students Guidance Homebound Instruction	IC and LDD
Personnel	GBK	<b>Suspension</b>	
Personnel	GCK	<b>Suspension</b>	
Student	JDD	<b>Suspension and Expulsion Procedures</b> Reasons for Suspension or Expulsion Short-term Suspension Long-term Suspension or Expulsion Rules Which Apply in all Cases When a Student may be Suspended or Expelled Student Rights During a Long-Term Suspension/Expulsion Hearing Appeal to the Board	AEB, EBC, IHEA, JBD, JCDA, JCDBB, JDC, JDDB, JDDC and JHCAA
Instructional Program	ICAA	<b>Teaching Methods</b>	ICA, IDAE and IJ

# KANSAS ASSOCIATION OF SCHOOL BOARDS®

## Master Policy Index

Last revised: Aug. 2010

Sections	Policy Code	Title and Subtitles	Related Policies
Instructional Program	IF	<b>Textbooks, Instructional Materials &amp; Media Centers</b> Selection Criteria: Textbooks and Instructional Materials Selection Criteria: Media Center Materials Collection Development Challenges of Materials Review Committee Removing Challenged Materials Form, Request for Review of Textbook, etc	IKD and KN
Instructional Program	IDAD	<b>Title I Programs</b> Annual Parent Meeting Regulation, Title I Programs Parental Involvement Encouraged Activities to Enable Parental Participation Scheduling for Parents' Convenience Annual Evaluation Form, Title I Parent Involvement: Policy	
Student	JCDAA	<b>Tobacco Use</b>	GAOC
Student	JGG	<b>Transportation</b>	ED and EDDA
Personnel	GAN	<b>Travel Expenses</b>	BBBF, CEF, CG, GBRC and GCA
Student	JBE	<b>Truancy</b> Waiver of Compulsory Attendance Requirements Involvement of Law Enforcement Reporting to Parents Dual Enrollment Students Form, Parent Consent and Waiver From Compulsory Attendance Chart, Lifetime Earnings Information for High School Principals	AEB, IDCE, JBD, and JQ
Personnel	GBRGB	<b>Tutoring for Pay</b>	
Student	JRA	<b>Types of Records</b> Permanent Student Records Administrative Records Supplementary Records Tentative Records	BCBK, CN, CNA, ECA, IDAE, JGGA, JR et seq. and KBA
Public Relations	KGA	<b>Use of District Personal Property and Equipment</b> Personal Use Sample Form, Personal Property and Equipment Use Permit	
Negotiations	HAHBB	<b>Use of School Equipment</b>	
Negotiations	HAHBA	<b>Use of School Facilities</b>	

# KANSAS ASSOCIATION OF SCHOOL BOARDS®

## Master Policy Index

Last revised: Aug. 2010

Sections	Policy Code	Title and Subtitles	Related Policies
Personnel	GAOC	<b>Use of Tobacco Products in School Buildings</b>	JCDAA
Student	JGFF	<b>Use of Vehicles</b>	
Student	JGGA	<b>Use of Video Cameras</b>	CN and JR et seq.
Personnel	GCRH	<b>Vacations</b>	
Business Management	EBCA	<b>Vandalism</b> Vandalism Protection Restitution for Damages Return of School Property Offering a Reward	
Student	JGHB	<b>Vending Machines and Other Automated Play Machines</b>	DK
Public Relations	KM	<b>Visitors to the School</b>	
Board Operations	BCBG	<b>Voting Method</b>	
Student	JCDBB	<b>Weapons</b> Weapons and Destructive Devices Penalties for Possession	EBC, JDC, JDD, JHCAA and KGD
Personnel	GAOE	<b>Workers' Compensation and Disability Benefits</b> Choice of Physican	KFD
Personnel	GBR	<b>Working Schedule</b> Work Schedules Attendance Required	JGFB



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## **KASB POLICY SERVICE DISCLAIMER**

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

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

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

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

12/95; 4/07

## **PREFACE**

The following policies of Unified School District (USD) 432 are the result of a combined effort of the staff at the Kansas Association of School Boards, the Board of Education and district staff.

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

### **Understanding the Policy System**

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

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

A binder contains these 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 (Licensed and Non-Licensed)**

**H -- NEGOTIATIONS**

**I -- INSTRUCTIONAL PROGRAM**

**J -- STUDENTS**

**K -- GENERAL PUBLIC RELATIONS**

**L -- INTERORGANIZATIONAL RELATIONS**

**M -- RELATIONS WITH OTHER EDUCATION AGENCIES**

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

### **The Index**

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

### **When Using This Manual**

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

### **State Law and Negotiated Contracts**

Policies do not contain any statutory language or citations, unless necessary or negotiated contract language. They exist in separate documents which should be consulted as needed. If there is doubt about the subject being

considered, guidance should be sought from the superintendent or another administrative staff member.

### **Definitions**

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

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

**TABLE OF CONTENTS**

**A--SCHOOL DISTRICT ORGANIZATION**

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

Home Rule

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

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

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

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

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

Virtual Schools

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

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

Extended School Year

Extended Learning Opportunities for Students

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

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

**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: KASB Recommendation – 1/01; 7/03; 4/07

**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: KASB Recommendation – 1/01; 4/07



**AC School District Grade Levels**

**AC**

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

Approved: KASB Recommendation 1/01; 4/07

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

**AD**

The board shall review school attendance areas annually 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: KASB Recommendation 1/01; 4/07

**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: KASB Recommendation 1/01; 4/07

**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: KASB Recommendation 1/01; 6/05; 4/07; 6/08

**AEA School Calendar (See IKD)**

**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: KASB Recommendation 1/01; 4/07

Extended School Year

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

Extended Learning Opportunities for Students

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

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

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

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

**AF School Day**

**AF**

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

Approved: KASB Recommendation – 1/01; 4/07

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

**AG**

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

Approved: KASB Recommendation – 1/01; 4/07



## TABLE OF CONTENTS (TC)

### B--SCHOOL BOARD OPERATIONS

**BBBB** ..... New Member Orientation (See BCBK)

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

**BBC** ..... Board Committees (See CF)

#### Advisory Committees

**BBE** ..... Attorney

**BBG** ..... Consultants (See CJ, CL and ID)

**BCAC** ..... Special Meetings

**BCAE** ..... Public Hearings (See BCBI and KN)

**BCBD** ..... Agenda

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

**BCBG** ..... Voting Method

**BCBH** ..... Minutes (See BCBF)

**BCBI** ..... Public Participation (See BCAE and KN)

#### Open Forum

#### Patron-Requested Agenda Items

#### Handling Complaints

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

#### Cameras/Recording Devices at Board Meetings

**BCBK**.....Executive Session (See BBBB, BE, CN, CNA, ECA, IDAE, II, JRB and KBA)

Sample Motion

No Binding Action, Executive Sessions

**BDA** .....Developing and Adopting Policy (See CM, CMA, GAA and JA)

Drafting Policy

Attorney Involvement

Policy Dissemination

Historical Policy Files

Public Input on Policy

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

**BG**.....Memberships

**BBBB New Member Orientation (See BCBK)**

**BBBB**

Newly elected and newly appointed board members shall be encouraged to attend workshops for new board members.

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

Approved: KASB Recommendation – 1/01; 4/07

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

**BBBF**

No board member shall be reimbursed for expenses incurred for any travel unless the travel has been approved by the board.

Approved: KASB Recommendation –1/01; 7/03; 4/07

**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 two 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 orally or in writing to the superintendent and/or the board.

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

Approved: KASB Recommendation – 1/01; 4/07

**BBE** Attorney

**BBE**

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

Approved: KASB Recommendation – 1/01; 4/07

**BBG Consultants (See CJ, CL and ID)**

**BBG**

The board may use consultants to advise the board. No board member is authorized to engage a consultant for pay without prior board approval.

Approved: KASB Recommendation –1/01; 4/07



**BCAC Special Meetings**

**BCAC**

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

Approved: KASB Recommendation -1/01; 4/07

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

**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. After a hearing is called to order the board may delegate another individual to run the actual hearing.

Approved: KASB Recommendation – 1/01; 4/07

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

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

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

The agenda format may include:

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

Other items and reports may be added to the agenda.

Approved: KASB Recommendation– 1/01; 4/07

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: KASB Recommendation – 1/01; 4/07

**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: KASB Recommendation – 1/01; 4/07

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. The board shall review minutes of each meeting, shall make any corrections or changes required to make the minutes accurately reflect board actions taken, and then approve the minutes as presented or changed.

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

Approved: KASB Recommendation – 1/01; 4/07

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

**Open Forum**

The president or presiding officer may ask patrons attending if they would like to speak during the open forum. Rules for the public forum will be available from the clerk prior to the board meeting and at the meeting itself.

To foster continued harmony between the Board of Education and patrons of the district, public participation at local board meetings will be granted under the following guidelines:

1. Patrons wishing to address the Board will need to sign the Request for Addressing the Board form in advance of the board meeting. The request form containing signatures will be given to the board president before the board meeting. The board president will allow the patrons to speak by naming them in consecutive order, beginning with the first signature.
2. A maximum of 15 minutes will be allowed each meeting for the public to express their concerns. No one individual may speak longer than three (3) minutes and will only be allowed to address the board one time per meeting.
3. If a group of patrons are coming with a common concern, please designate a spokesperson.
4. Patron's comments shall be limited to issue and may not be referred to personnel. Personnel issues can only be addressed in executive session. A request for an executive session may be made seven (7) days in advance of the meeting and only after discussing the situations with the superintendent.
5. The intent of the Board to allow patrons to speak at board meeting is to listen to the patron's concerns. No immediate decision(s) or comment(s) from board members should be expected.

The board president may impose time restraints other than specified above at onset of open forum time. Except to ask clarifying questions, board members shall not interact with speakers at the open forum.



### Patron-Requested Agenda Items

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

### Handling Complaints

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

Approved: KASB Recommendation – 1/01; 4/07

**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.

Approved: KASB Recommendation – 1/01; 4/07

**BCBK Executive Session**  
**(See BBBB, BE, CN, CNA, ECA, IDAE, II, JRB and KBA)**

**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 after a designated amount of time.

- 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.

Approved: KASB Recommendation – 6/99; 6/00; 1/01; 4/07

**BDA Developing and Adopting Policy (See CM, CMA, GAA and JA) BDA**

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

Drafting Policy

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

Attorney Involvement

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

Policy Dissemination

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

Public Input on Policy

Individuals or groups may submit proposed changes in board policy.

Approved: KASB Recommendation 1/01; 4/07; 6/10

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

**BE**

The board shall keep records necessary to document board actions.

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

**BG** Memberships

**BG**

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

Approved: KASB Recommendation –1/01; 4/07



# TABLE OF CONTENTS

## C—GENERAL SCHOOL ADMINISTRATION

CA.....Goals and Objectives of School Administration

CB.....Administrator Ethics

### The Administrator

CD.....Administrative Line and Staff Relations (See GACA and GACB)

CE.....Superintendent of Schools

CEA.....Superintendent Qualifications

CEB.....Superintendent's Duties

CEC.....Superintendent Recruitment

CEE.....Compensation and Benefits

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

CEG.....Superintendent's Professional Development Opportunities

CEI.....Evaluating the Superintendent (See CGI and GAK)

CEJ.....Nonrenewing or Terminating the Superintendent's Contract

CEK.....Resignation

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

CG.....Administrative Personnel (See CEF, GAN and KB)

### Compensation Guides and Contracts

### Qualifications and Duties

Recruitment

Assignment

Orientation

Supervision

Administrative Intern Program

Travel Expense and Reimbursement

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

**CJ**.....Hiring Consultants (See BBG, CL and ID)

**CK** .....Professional Development Opportunities

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

Method of Appointment

Organization

Resources

Financial

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

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

Staff Involvement

Community Involvement

Student Involvement

Rules Drafting

Disseminating Rules

Reviewing Rules

Action Allowed When No Policy Exists

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

Types of Records

Central Office Records

Building Records

Public Access

Disposition

Retention of Documents in Certain Circumstances

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

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

Destroying Documents

CO .....Reports (See BCBK)

Types of Reports

Annual

Budget Reports

Disseminating Reports

**CA Goals and Objectives of School Administration**

**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: KASB Recommendation – 01/02; 4/07

**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: KASB Recommendation – 01/02; 4/07

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

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

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

**CE Superintendent of Schools**

**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: KASB Recommendation – 1/02; 4/07

**CEA Superintendent Qualifications**

**CEA**

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

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



**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: KASB Recommendation – 01/02; 4/07

**CEC Superintendent Recruitment**

**CEC**

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

The board may select a professional committee who shall screen all applications and recommend finalists to the board for interviews. The board shall interview selected candidates.

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

**CEE Compensation and Benefits**

**CEE**

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

Approved: KASB Recommendation – 01/02; 7/03; 4/07

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

The superintendent's use of a district motor vehicle and a district credit card shall be confined to necessary school business. The board shall annually prescribe limits and restrictions on the use of credit cards and shall monitor monthly receipts and reimbursement expenses. Expenses for district travel in personal vehicles or extended travel incurred in the performance of official duties shall be reimbursed in accordance with the provisions of GAN.

Approved: KASB Recommendation – 6/01; 7/02; 4/07

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

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

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

**CEI Evaluating the Superintendent (See CGI and GAK)**

**CEI**

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

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

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

Approved: KASB Recommendation – 6/00; 1/02 6/04; 4/07

**CEJ    Nonrenewing or Terminating the Superintendent's Contract    CEJ**

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

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

**CEK Resignation**

**CEK**

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

Approved: KASB Recommendation – 1/02; 4/07



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

**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: KASB Recommendation – 01/02; 4/07

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: KASB Recommendation – 01/02; 7/03; 4/07

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

**CGI**

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

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

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

**CJ Hiring Consultants (See BBG, CL and ID)**

**CJ**

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

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

**CK Professional Development Opportunities**

**CK**

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

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

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

**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.

Financial

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

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

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

**CM**

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

Approved: KASB Recommendation – 6/00; 01/02; 4/07



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

**CMA**

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

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

**Staff Involvement**

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

**Community Involvement**

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

**Student Involvement**

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

**Rules Drafting**

All proposed rules 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: KASB Recommendation – 01/02; 4/07

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

Types of Records

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

Central Office Records

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

Building Records

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

Public Access

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

establish 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 may 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: KASB Recommendation – 6/00; 01/02; 4/07; 6/07

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

Destroying Documents

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

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

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

## **CO Reports**

**CO**

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

### Types of Reports

#### Annual

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

#### Budget Reports

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

#### Disseminating Reports

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

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

**TABLE OF CONTENTS**  
**D--FISCAL MANAGEMENT**

**DA**.....Goals and Objectives

**DB**.....Budget Planning

**DC**.....Annual Operating Budget

Budget Forms

Priorities

Deadlines and Schedules

Encumbrances

Recommendations

Preliminary Adoption Procedures

Hearings and Reviews

Management of District Assets/Accounts

Fraud Prevention and Investigation

Reporting Fraud

Whistleblowers

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

**DFE** .....Investment of Funds

Posting Securities

Distribution of Monies for Investment shall be as follows:

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



- DFK**..... Gifts and Bequests
- DFM**..... Equipment and Supplies Sales (See KK)
- DH** ..... Bonded Employees
- DIC**..... Inventories
- DJB** ..... Petty Cash Accounts
- DJE**..... Purchasing
  - Purchasing Authority
- DJEB** ..... Quality Control
  - Specifications
  - Standardization
  - Quantity Purchasing
  - Cost Control
- DJED** ..... Bids and Quotations Requirements
  - Bid Specifications
  - Procedure
  - Responsible Bidder
  - Withdrawal of Bids
  - Rejection of Bids
  - Multi-State Purchasing Pools
- DJEE**..... Local Purchasing
- DJEF** ..... Requisitions
- DJEG** ..... Purchase Orders and Contracts (See DJEJ and DJFAB)

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

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

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

**DK**..... Student Activity Fund Management (See JGHB, JH and JL)

Activity Fund Management

Activity Fund Deposits

Inactive Activity Funds

Resolution to Establish Activity Fund

**DA Goals and Objectives**

**DA**

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

Approved: 4/07

**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: 4/07

## **DC Annual Operating Budget**

**DC**

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

The superintendent shall follow the adopted budget.

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

### **Budget Forms**

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

### **Priorities**

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

### **Deadlines and Schedules**

Deadlines and time schedules shall be established by the board.

### **Encumbrances**

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

### **Recommendations**

Recommendations of the superintendent and professional staff concerning the district's educational program and related budget figures will be presented to the board prior to submission of the tentative draft budget.

### **Hearings and Reviews**

The board shall conduct budget hearings according to state law.

**Management of District Assets/Accounts**

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

**Fraud Prevention and Investigation**

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

**Reporting Fraud**

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

**Whistleblowers**

The district encourages complaints, reports or inquiries about illegal practices or violations of district policies, including illegal or improper conduct by the district, its leadership or by others on its behalf. Reports could

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

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

Approved: KASB Recommendation – 7/03; 4/07; 6/07; 6/09

**DFAA Grants and other Outside Financial Resources**

**DFAA**

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

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



**DFE Investment of Funds**

**DFE**

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

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

**Posting Securities**

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

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

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

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

The treasurer or other person designated by the board shall inform each eligible bank and savings and loan association of the total amount of money to be invested on a specified date and the maturity date of the investment.

Each bank or savings and loan association bidding shall submit a single bid of the rate of interest it would pay on all or part of the funds to be invested.

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

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

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

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

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

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

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

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

Approved: KASB recommendation 6/06; 4/07

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

**DFG**

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

Approved: 4/07

**DFK Gifts and Bequests**

**DFK**

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

Approved: 4/07

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

**DFM**

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

Approved: 4/07

**DH Bonded Employees**

**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 \$50,000 is required for the treasurer, clerk and superintendent. A position bond may be purchased by the board for district employees as follows:

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

Principal & Executive:

PE Bond \$50,000 (Includes positions, Superintendent (\$15,000); Grade School Principal (\$15,000); High School Principal (\$15,000); Activities Fund Clerk (\$5,000)

Treasury Bond—Troy Shippers (\$15,000)  
Secretary Bonds—Melissa Schmidt (\$15,000); Tammy Dreiling (\$50,000);  
Michelle Geist (\$50,000)

Notary Bond—Melissa Schmidt (\$7,500)

Blanket E&O Bond—(\$10,000)

Approved: KASB Recommendation – 9/04; 4/07

**DIC Inventories**

**DIC**

An accounting will be made annually for all district-owned property, real and personal. (\$25.00)

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

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

Approved: 4/07



**DJB**    **Petty Cash Accounts**

**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.

Approved: 4/07

**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: 4/07

**DJEB**    Quality Control

**DJEB**

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

Specifications

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

Standardization

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

Quantity Purchasing

Quantity purchasing is encouraged.

Cost Control

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

Approved: 4/07

**DJED Bids and Quotations Requirements**

**DJED**

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

Any supplier may be included in the bid list upon request.

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

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

**Bid Specifications**

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

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

**Procedure**

All bids must be submitted to the clerk plainly marked on the envelope. All bids shall be opened publicly on the stated day and time. All bidders and other interested persons may be present when the bids are opened.

Bids may be opened by the purchasing agent or other person designated by the board and such opening shall be witnessed by one other district employee.

The bids shall then be arranged in order from low to high before they are presented to the board for action.

Responsible Bidder

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

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

Withdrawal of Bids

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

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

Rejection of Bids

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

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

Multi-State Purchasing Pools

The board may participate in multi-state purchasing pools.

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

**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: 4/07

**DJEF**    **Requisitions**

**DJEF**

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

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

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

Approved: 4/07



All requests shall be initialed by the principal or the superintendent.

All purchase orders shall be signed by the superintendent.

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

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

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

Approved: 4/07

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

**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: 4/07

**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: KASB Recommendation - 6/01; 6/06; 4/07

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

**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: 4/07

**DK Student Activity Fund Management (See JGHB, JH and JL)**

**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.

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

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

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

Activity Fund Deposits

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

Inactive Activity Funds (See JH)

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

Each student activity fund shall have an employee in charge of the fund. The employee shall be responsible for making reports to the principal.

**DK Student Activity Fund Management**

**DK-2**

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

Approved: 4/07

**TABLE OF CONTENTS**  
**E--BUSINESS MANAGEMENT**

**EA** .....Goals and Objectives

**EB** .....Buildings and Grounds Management

**EBA**.....Insurance Program

Liability Other Than For Vehicles

**EBB** .....Safety (See JBH)

Safety Rules

Safety Unit

Warning System

Safety Inspections

Heating and Lighting

**EBBA**.....Hazardous Waste Inspection and Disposal

Inspection

Disposal

Rules

**EBBD**.....Evacuations and Emergencies (See EBBF and JBH)

School-Closing Announcements

Bomb Threats

Planning for Emergencies

**EBBE**.....Emergency Drills

**EBBF**.....Crisis Planning (See EBBD)

**EBC**.....Security and Safety (JCAC, JCDBB, JDD, JDDB, JDDC and KGD)

Reporting Crimes at School to Law Enforcement

Reporting Certain Students to Administrators and Staff

Annual Reports

Staff Immunity

**EBCA**.....Vandalism

Vandalism Protection

Restitution for Damages

Return of School Property

Offering a Reward

**EBE**.....Cleaning and Maintenance Program

Sanitation

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

**EBJ**.....Records

**EC**.....Equipment and Supplies Management

Receiving

**ECA**.....HIPAA Policy (See BCBK, BE, CN, CNA, IDAE and JR et seq.)

Staff Training Required

Compliance Required

**ECH**.....Printing and Duplicating Services (See IIBG and KBA)



**ED** ..... Student Transportation Management (See EDDA and JGG)

**EDAA** ..... School Vehicles (District-Owned Buses) (See ED, JBCA and JGG)

Liability

Safety

Speed Limits

Safety Inspection

Scheduling and Routing

Records

Licensing of Drivers

Housing of School Vehicles

**EE** ..... Food Services Management

Sanitation Inspections

Records

Meal Prices

**EF** ..... Data Management

Data Dissemination

To Education Agencies

**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: 04/07

**EB Buildings and Grounds Management**

**EB**

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

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

Approved: 04/07

**EBA Insurance Program**

**EBA**

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

**Liability Other Than For Vehicles**

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

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

Approved: 04/07

**EBB** Safety (See JBH)

**EBB**

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

Safety Rules

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

Safety Unit

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

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

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

Warning System

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

Safety Inspections

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

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

**Heating and Lighting**

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

Approved: KASB Recommendation-7/96; 04/07

**EBBA Hazardous Waste Inspection and Disposal**

**EBBA**

Inspection

Regular inspection of district facilities for hazardous waste shall be conducted. 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.

District administrators shall be informed that hazardous waste has been discovered. Hazardous waste shall be disposed of properly.

Approved: 04/07

**EBBD** Evacuations and Emergencies (See EBBF and JBH)

**EBBD**

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

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

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

School-Closing Announcements

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

Bomb Threats

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



Planning for Emergencies

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

Approved: KASB Recommendation-7/96; 4/07

**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.

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.

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

Approved: KASB Recommendation-7/96; 4/07

**EBBF**    **Crisis Planning** (See **EBBD**)

**EBBF**

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

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

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

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

Approved: KASB Recommendation-7/96; 4/07

(See JCAC, JCDBB, JDD, JDDB, JDDC and KGD)

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

**Reporting Crimes at School to Law Enforcement**

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

It is recommended the building administrator also be notified.

**Reporting Certain Students to Administrators and Staff**

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

or likely to be directly involved in teaching or providing related services to pupil:

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

#### Annual Reports

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

#### Staff Immunity

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

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

Vandalism Protection

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

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

Restitution for Damages

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

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

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

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

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

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 P.O. Box 139, Victoria, KS 67671-0139, telephone 785-735-9212. The board reserves the right to determine the deserving recipients of the reward in the event of corroborating and supplementary information.

Approved: KASB Recommendation – 12/00; 4/07

**EBE Cleaning and Maintenance Programs**

**EBE**

Sanitation

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

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

Approved: 4/07



**EBI    Long-Range Maintenance Program**

**EBI**

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

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

Approved: 4/07

**EBJ Records**

**EBJ**

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

Approved: 4/07

**EC Equipment and Supplies Management**

**EC**

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

Receiving

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

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

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

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

Approved: 4/07

**ECA HIPAA Policy**  
**(See BCBK, BE, CN, CNA, IDEA and JR et seq.)**

**ECA**

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

**Staff Training Required**

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

**Compliance Required**

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

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

**ECH Printing and Duplicating Services (See IIBG and KBA)**

**ECH**

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

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

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

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

**ED Student Transportation Management (See EDDA and JGG)**

**ED**

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

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

Parents may ride on team buses at the discretion of the administrator.

Approved: KASB Recommendation—7/96; 4/07; 6/10

**EDAA School Vehicles (District-Owned Buses)**  
(See ED, JBCA, and JGG)

**EDAA**

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

Liability

All school vehicles will be adequately insured.

Safety

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

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

Speed Limits

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

Safety Inspection

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

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

Scheduling and Routing

Scheduling and routing shall be the responsibility of the superintendent.

Bus and transportation schedules and routing maps will be updated annually prior to the opening of school. \*NOTE: Victoria does not run bus routes.

### Records

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

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

### Licensing of Drivers

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

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



Housing of School Vehicles

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

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

Approved: KASB Recommendation – 7/03; 4/07; 6/10

**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.

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

Meal Prices

Meal prices shall be determined by the board.

Approved: 4/07

**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: 4/07

**TABLE OF CONTENTS**

**F--FACILITY EXPANSION PROGRAM**

**FA** .....Goals and Objectives

**FB** .....Building Committees

**FD** .....Capital Outlay Long Range Planning

**FDB**.....Long-Range Needs Determination

**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: 4/07

**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: 4/07

**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.

The superintendent shall report recommendations concerning the district's capital outlay needs to the board.

Approved: KASB Recommendation-7/96; 4/07

**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: 4/07



**TABLE OF CONTENTS**

**G--PERSONNEL**

**GA** ..... Personnel Policy Organization

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

**GAAA**..... Equal Opportunity and Non-Discrimination

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

**GAAC**..... Sexual Harassment (See GAF and JGEC)

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

**GAAD**..... Child Abuse (See JCAC, and JGEC)

SRS Access to Students on School Premises

Cooperation Between School and Agencies

Reporting Procedure

**GAAE**..... Bullying by Adults (See EBC, GAAB, JDD and JDDC)

Cyber Bullying

**GACA**..... Positions (See CD and GACB)

**GACB**..... Job Descriptions (See CD and GACA)

**GACC**..... Recruitment and Hiring

Recruitment

Hiring

Hiring Sequence

**GACCA**..... Nepotism

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

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

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

**GAE**.....Complaints

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

**GAG** .....Conflict of Interest

**GAH** .....Participation in Community Activities

**GAHB**.....Political Activities (See GBRK and GCRK)

**GAI**.....Solicitations (See KDC)

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

Requests for References

Immunity Provided

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

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

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

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

**GAOA** .....Drug Free Workplace (See LDD)

Alternative I

Alternative II

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

Employee Conduct

**GAOC** .....Use of Tobacco Products in School Buildings (See JCDA)

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

**GAOE**.....Workers Compensation and Disability Benefits

Choice of Physician

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

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

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

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

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

**GBH**.....Supervision

**GBI** .....Evaluation (See GAK)

Availability of Evaluation Documents

Evaluation Criteria

**GBK**.....Suspension

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

**GBO**.....Resignation

Exit Interviews

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

**GBR**.....Working Schedule (See JGFB)

Work Schedules

Attendance Required

**GBRC** .....Professional Development (See GAN and GBRH)

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

**GBRE** .....Additional Duty

**GBRG**.....Non-School Employment

**GBRGA**.....Consulting

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

**GBRH**..... Leaves and Absences (See GBRC)

Paid Leave

Unpaid Leave

Jury Leave

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

**GBRJ**.....Substitute Teaching

**GBRK**.....Political Activities (See GAHB)

**GBU**.....Ethics (See IA and IKB)

**GCA**.....Compensation and Work Assignments (See GAN)

Work Assignments

Attendance Required

Workweek

Classification of Employees

Overtime

Compensation for Out-of-Town/Overnight Trips

**GCI**.....Classified Employee Evaluation (See GAK)

**GCIA**.....Evaluation of Coaches and Sponsors

**GCK**.....Suspension

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

**GCRG** .....Leaves and Absences

Paid Leave

Unpaid Leave

Jury Leave

**GCRH** .....Vacations

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

**GCRK** .....Political Activities (See GAHB)

**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 licensed staff covered by the negotiated agreement.
- GC policies apply to classified/non-licensed staff.

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

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

**GAA**

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.

Approved: KASB Recommendation - 2/98; 4/07

**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 the superintendent P.O. Box 139, Victoria, KS 67671-0139, (785) 735-9212 of the district compliance coordinator or to:

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

or

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

or

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

Approved: KASB Recommendation - 2/98; 8/98; 6/06; 4/07



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

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

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. The superintendent PO Box 139, Victoria, KS 67671-0139, (785) 735-9212 of the district compliance coordinator has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990.

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

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

Approved: KASB Recommendation - 2/98; 8/98; 4/07; 6/09

**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.

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. (See KN)

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable conduct may or

may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may also result in employee discipline.

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

Initiation of a complaint of sexual harassment in good faith will not adversely affect the job security or status of an employee, nor will it affect his or her compensation. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including termination of employment. To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

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

**GAAC Sexual Harassment**

**GAAC-4**

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.

Approved: KASB Recommendation - 2/98; 8/98; 7/03; 6/04; 4/07

**GAACA Racial Harassment: Employees (See GAF, JGECA and KN)GAACA**

The board of education is committed to providing a positive and productive working and learning environment, free from discrimination, including harassment, on the basis of race, color or national origin. Racial harassment will not be tolerated in the school district. Racial 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. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial 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 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.

Racial Harassment is racially motivated conduct which:

1. Affords an employee different treatment, solely on the basis of race, color or national origin, 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;

2. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile working environment;
3. 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 harassment may result from verbal or physical conduct or written or graphic material.

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

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

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

Any employee who witnesses an act of racial harassment or receives a complaint of harassment or receives a complaint of harassment from another

employee or a student shall report the complaint to the building principal. Employees who fail to report complaints or incidents of racial 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 harassment may also face disciplinary action.

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

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be 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.

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.

Approved: KASB Recommendation - 8/98; 7/03; 4/07



**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 Social Rehabilitation Services (SRS) office or to the local law enforcement agency if the SRS office is not open. Employees may file a report of suspected abuse anonymously to either the Department of Social and Rehabilitation Services (SRS) by phoning 1-800-922-5330 or to local law enforcement officials. The Code for Care of Children also provides civil immunity from prosecution if the report is made in good faith.

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

**SRS Access to Students on School Premises**

The building principal shall allow a student to be interviewed by SRS or law enforcement representatives on school premises and shall act as appropriate to protect the student's interests during the interview.

**Cooperation Between School and Agencies**

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

**Reporting Procedure**

The employee shall promptly report to the local SRS office or law enforcement if SRS 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 SRS 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 accordance with state law and without malice shall be immune from any civil liability that might otherwise be incurred or imposed.

Approved: KASB Recommendation - 2/98; 4/07; 6/07; 11/10

**GAAE Bullying by Staff (See EBC, GAAB, JDD, and JDDC)**

**GAAE**

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

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

Approved: KASB Recommendation – 06/08

**GACA Positions (See CD and GACB)**

**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.

Approved: KASB Recommendation - 2/98; 4/07

**GACB Job Descriptions (See CD and GACA)**

**GACB**

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

Approved: KASB Recommendation - 2/98; 4/07

Recruitment

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

Hiring

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

Hiring sequence

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

Approved: KASB Recommendation – 2/98; 6/00; 6/01; 4/07

**GACCA Nepotism**

**GACCA**

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

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

Approved: KASB Recommendation - 2/98; 6/07

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

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

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

For additional information see:

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

Approved: KASB Recommendation - 2/98; 4/07; 6/08



**GACE Assignment and Transfer**

**GACE**

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

Approved: KASB Recommendation - 2/98; 4/07

**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.

Approved: KASB Recommendation - 2/98; 4/07

**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: KASB Recommendation - 2/98; 4/07

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

**GAF**

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

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

**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: KASB Recommendation - 2/98; 4/07

**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: KASB Recommendation - 2/98; 4/07

**GAHB Political Activities (See GBRK and GCRK)**

**GAHB**

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

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

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

Approved: KASB Recommendation - 2/98; 4/07

**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: KASB Recommendation - 2/98; 4/07



**GAK Personnel Records (See CEI, CGI, GACD, GBI, 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.

Immunity Provided

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

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

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

**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 Board Clerk.

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

Approved: KASB Recommendation – 11/04; 4/07

**GAM Personal Appearance**

**GAM**

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

Approved: KASB Recommendation - 2/98; 4/07

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

**GAN**

The board shall provide reimbursement for expenses incurred in travel related to the duties of the district's employees when approved in advance by the superintendent. Mode of travel will be based on, but not limited to, the availability of transportation, distance and number of persons traveling together.

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

Approved: KASB Recommendation - 2/98; 7/03; 4/07

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

**GAO**

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

Approved: KASB Recommendation - 2/98; 4/07

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

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.

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: KASB Recommendation - 9/97; 2/98; 4/07; 6/12



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

Employee Conduct

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

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

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

policy is not intended to change any right, duty, or responsibilities in the current negotiated agreement.

If it is agreed that an employee shall enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the employee.

Employees are responsible for contacting the directors of the programs to determine the cost and length of the program, and for enrolling in the programs. If participation in such a program is required as a condition of continued employment, copies of any documentation related to enrollment in and attendance in such program shall be made available to the board and/or administration upon request.

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

Approved: KASB Recommendation - 9/97; 2/98; 4/07; 6/08; 6/12

**GAOC Use of Tobacco Products in School Buildings (See JCDA) GAOC**

The use of tobacco products in any form is prohibited in any school building, owned, leased or rented by the district used for pupil attendance purposes.

Approved: KASB Recommendation - 2/98; 4/07

**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: KASB Recommendation - 7/96; 2/98; 4/07

**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 sick leave, or other available leave, shall not exceed one full day's pay.

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

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

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

Whenever an employee is absent from work and is receiving workers compensation benefits due to a work-related injury or is receiving district paid disability insurance, the employee may use available paid sick leave to supplement the workers compensation or district paid disability insurance payments. Workers compensation benefits and FMLA benefits provided in a board approved plan shall run concurrently if both are applicable.

In no event shall the employee be entitled to a combination of workers compensation benefits, district paid disability insurance, and salary in excess of his/her full salary. Available paid sick leave may be used for this purpose until 1) available paid sick leave benefits are exhausted; 2) the employee returns to work; or 3) employment is terminated. Sick leave shall be deducted on a prorata amount equal to the percentage of salary paid by the district.

Choice of Physician

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

Approved: KASB Recommendation—7/96; 2/98; 7/02; 4/07; 6/09

**GAOF Salary Deductions** (See GAL)

**GAOF**

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

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

Approved: KASB Recommendation - 2/98; 11/04; 4/07

**GAR Communicable Diseases**

**GAR**

Whenever an employee has been diagnosed by a physician as having a communicable disease as defined in current regulation, the employee shall report the diagnosis and nature of the disease to the superintendent 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 district 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 district employee has been diagnosed as having a communicable disease and the superintendent has been notified by the employee, as provided in policy, the superintendent 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 based upon consideration of the physical condition of the employee and the following factors:



**GAR Communicable Diseases**

**GAR-2**

- 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 district personnel without the employee's consent except to comply with state or federal statutes.

Approved: KASB Recommendation – 2/98; 6/01; 4/07

**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: KASB Recommendation - 9/974/07

**GARI Family and Medical Leave**

**GARI**

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

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

**GARID**    **Military Leave**

**GARID**

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

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

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

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

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

The employee may be absent for up to five (5) years for military duty and retain reemployment rights. There are, however, exceptions which can exceed the five (5) year limit. Reemployment protection does not depend on the timing, frequency, duration or nature of an individual’s service. The

law enhances protections for disabled veterans including a requirement to provide reasonable accommodations and up to two (2) years to return to work if convalescing from injuries received during service or training.

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

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

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

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

TIME SPENT ON 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: KASB Recommendation 9/97; 4/07; 6/08; 6/09; 6/10

**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: KASB Recommendation – 2/98; 4/07



**GBI**    **Evaluation** (See GAK)

**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.

**Evaluation Criteria**

Evaluation criteria shall be established by the board.

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

**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.

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

Approved: KASB Recommendation – 2/98; 4/07; 6/08

**GBN Nonrenewal and Termination**

**GBN**

Nonrenewal or termination shall be in accordance with Kansas law.

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

**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. Also see the negotiated agreement

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

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

Exit Interviews

Exit interviews may be conducted after an employee resigns.

Also, see the Negotiated Agreement.

Approved: KASB Recommendation – 2/98; 6/06; 4/07

**GBQA Reduction of Teaching Staff**

**GBQA**

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

The following steps will be utilized by the district's administrative staff to reduce the teaching staff:

The number of teaching positions to be reduced shall be in accordance with the educational goals established by the board. The number of teachers needed to implement the district's educational program will then be determined by the administrative staff based on those educational goals in determining which teachers will be nonrenewed due to reduction in force.

The educational goals and needs of the district, individual certifications, qualifications, training, skills, evaluations and interests shall be considered.

If two or more teachers have similar certifications, qualifications, training, skills, evaluations and interests in a teaching area, those teachers who have tenure will be retained over those who are nontenured. If all of the teachers have similar certifications, qualifications, training, skills, evaluations and interests and all are tenured, the teacher(s) who best meets the needs of the district, considering the factors outlined above and any other relevant factors, will be retained.

Any certified employee who has not been reemployed as a result of reduction of the teaching staff shall be considered for reemployment if a vacancy exists for which the teacher would qualify. Certified employees who may be eligible for reemployment are required to notify the district of their current address. The superintendent will recommend to the board reinstatement

**GBQA      Reduction of Teaching Staff**

**GBQA-2**

of any teacher he/she deems qualified and able to serve the best interests of the district. The board shall not be required to consider reinstatement of any teacher after a period of one year from the date of nonrenewal.

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

**GBR Work Schedule (See JGFB)**

**GBR**

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

Work Schedules

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

Attendance Required

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

Also, see the Negotiated Agreement.

Approved: KASB Recommendation – 2/98; 9/00; 11/04; 4/07

**GBRC Professional Development (See GAN and GBRH)**

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



**GBRD** Staff Meetings

**GBRD**

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

Also, see the Negotiated Agreement.

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

**GBRE** **Additional Duty**

**GBRE**

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

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

**GBRG Non-School Employment**

**GBRG**

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

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

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

**GBRGA Consulting**

**GBRGA**

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

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

**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: KASB Recommendation – 2/98; 4/07

**GBRH Leaves and Absences (See GBRC)**

**GBRH**

See the Negotiated Agreement.

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

**GBRIBA**     **Disability Leave**

**GBRIBA**

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

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

**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 board shall establish the rate of pay for substitute teachers.

Candidates will receive necessary tax forms and other records to be completed.

Substitutes are encouraged to prepare, in advance, for the subjects in which they are most likely to substitute in case lesson plans are not available.

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

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

Approved: KASB Recommendation - 9/97; 2/98; 4/07



**GBRK Political Activities (See GAHB)**

**GBRK**

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

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

**GBU Ethics (See IA and IKB)**

**GBU**

An educator in the performance of assigned duties shall:

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

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

**GCA Compensation and Work Assignments (See GAN)**

**GCA**

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

**Work Assignments**

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

**Attendance Required**

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

**Workweek**

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

**Classification of Employees**

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

**Overtime**

No non-exempt employee shall work more than 40 hours per week without the prior written permission of the appropriate supervisor. Principals and supervisors shall monitor employees' work to ensure that the overtime

**GCA Compensation and Work Assignments**

**GCA-2**

provisions of this policy and the Fair Labor Standards Act are followed. All employees shall be compensated for overtime worked, at a rate of one and a half times their normal rate of pay for any hours worked over 40 in a workweek.

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

**Compensation for Out-of-Town/Overnight Trips**

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

Regular or overtime pay (or compensatory time) as appropriate for time away from Victoria MINUS:

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

Approved: KASB Recommendation – 2/98; 9/00; 11/04; 4/07

**GCI Classified Employee Evaluation (See GAK)**

**GCI**

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

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

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

**GCIA Evaluation of Coaches and Sponsors**

**GCIA**

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

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

Approved: KASB recommendation 6/09

**GCK Suspension**

**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: KASB Recommendation – 2/98; 4/07; 6/08

**GCRF Non-School Employment**

**GCRF**

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

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



Paid Leave

Full-time employees will be credited with 12 days of paid leave on the first day of the fiscal year. Unused leave will be accumulated to a maximum of 60 days. The annual credit of 12 days will be first applied to employee absences. The maximum number of days available in any fiscal year is 70 days. The paid leave may be used as sick leave, bereavement leave or personal leave.

Sick leave is available for the personal illness of the employee or the illness of the employee's spouse, child, grandchild, parent or the parent or child of the employee's spouse. The superintendent shall have the right to receive verification of any illness or disability.

Bereavement leave is paid leave in the event of the death of a member of the family covered by sick leave. Bereavement leave is limited to three days per occurrence. Bereavement leave will be deducted from available paid leave.

Personal leave is for the purpose of conducting personal activities that may not be completed outside the workday. Personal leave is not limited but will be deducted from paid leave allowed. Requests for personal leave must be given to the employee's supervisor at least one week in advance of the period of leave.

If the employee leaves the employment of the district for any reason, no payment will be made for unused sick leave.

Certified Teaching Staff – See Negotiated Agreement

Non-Certified Staff

Paid Leave

Full time employees will be credited with 12 days of paid leave on the first day of the fiscal year. (First year employees may use ½ of their leave in

**GCRG Leaves and Absences**

**GCRG-2**

the first six months and the other ½ in the second six months.) Unused leave will be accumulated on the following schedule:

Secretaries	70 days
Custodians	70 days
Cooks	50 days
Paraprofessionals	50 days

All leave is discretionary. Administration may request three days advanced notice for non-sick leave.

If the employee leaves the employment of the district the following payment schedule will be used to pay for unused sick leave.

1-10 years service in the district	= \$13.50 per day
11-15 years service in the district	= \$18.75 per day
16-20 years service in the district	= \$24.00 per day
21-25 years service in the district	= \$29.25 per day
26-30 years service in the district	= \$34.50 per day
31-up years service in the district	= \$38.00 per day

**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.

**Jury Leave**

Any employee called to jury duty will be granted paid leave and such leave will not be deducted from the employee's credited paid leave.

Approved: 4/07

**GCRH Vacations**

**GCRH**

Full-time classified employees may be granted a paid vacation each year according to the following schedule.

1-9 years	2 weeks
10-19 years	3 weeks
20+ years	4 weeks

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

**GCRI Paid Holidays**

**GCRI**

Paid holiday leave may be granted to classified employees. These days are generated by the district office each year by September 1.

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

**GCRK Political Activities (See GAHB)**

**GCRK**

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

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

**TABLE OF CONTENTS**

**H--NEGOTIATIONS**

**HAA** ..... Legal Status

**HAB** ..... Goals and Objectives

**HAC** ..... Scope of Negotiations

**HAE**..... Board Negotiating Agents

**HAF**..... Superintendent's Role

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

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

**HAI** ..... Negotiations Procedures (See CN)

Distribution of Information

Research Assistance

Minutes and Records

Reporting to Staff and Board

Reporting to the Media and Public

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

**HAK** ..... Ratification Procedures

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

**HAA Legal Status**

**HAA**

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

Approved: 4/07

**HAB Goals and Objectives**

**HAB**

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

Approved: 4/07



**HAC Scope of Negotiations**

**HAC**

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

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

**HAE Board Negotiating Agents**

**HAE**

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

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

Approved: 4/07

**HAF Superintendent's Role**

**HAF**

The superintendent may be the chief negotiator for the board, requested by the board.

Approved: 4/07

**HAHBA Use of School Facilities**

**HAHBA**

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

Approved: 4/07

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

**HAHBB**

The board may make school equipment available for negotiating sessions.

Approved: 4/07

**HAI Negotiations Procedures (See CN)**

**HAI**

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

Distribution of Information

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

Research Assistance

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

Minutes and Records

One member of the board's team shall be designated to keep reasonably detailed minutes and records of all negotiating sessions.

Reporting to the Staff and Board

The board shall, through the superintendent, be fully advised as to the status of the negotiating sessions. The board shall, through the superintendent, report to the staff information as the board deems advisable.

Reporting to the Media and Public

The board reserves the right to release to the media and public information regarding negotiations. Before any school board news release or statement on negotiations to the press and public is made, the release shall be prepared by the chief negotiator and the superintendent and approved by the president of the board. If the president of the board is unavailable, the vice-president of the board shall make the determination, and if he is also unavailable, the superintendent shall make the determination. No other person

**HAI      Negotiations Procedures**

**HAI-2**

is authorized to release to the public or press, on behalf of the board, any information in regard to negotiations.

Approved: 4/07

**HAI Preliminary Agreement Disposition**

**HAI**

All tentative agreements shall be reported to the board.

Approved: 4/07



**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.

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

Approved: 4/07

**HAL Announcement of Agreement**

**HAL**

The board may announce its ratification of the agreement.

Approved: 4/07

**TABLE OF CONTENTS**

**I--INSTRUCTIONAL PROGRAM**

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

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

**IC** .....Educational Program (See IDAA, IDAB, IDAC and IJ)

Curriculum Handbooks

Educational Goals and Objectives

Additional Educational Programs

**ICA**.....Pilot Projects (See IDAE,)

Pilot Project Evaluation

Student Surveys

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

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

Modification

Personnel

Financial Resources

Evaluation

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

Partnerships/Work-Study Program

**IDAB** .....Support Programs (See IC and LDD)

Drug Education

Student Mental Health

Dropout Prevention

At-Risk Students

Guidance

Homebound Instruction

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

**IDAD** .....Title I Programs

Annual Parent Meeting

Regulation, Title I Programs

Parental Involvement Encourage

Activities to Enable Parental Participation

Scheduling for Parents' Convenience

Annual Evaluation

**IDAE**.....Student Privacy Policy (See BCBK, ICA, ICAA, II and JR et seq.)

Regulation, Protection of Pupil Rights Amendment

Surveys: Parental Inspection Rights

Written Permission Required

Physical Examinations

Parental Rights: Marketing Information

Release of Information – FERPA Rights

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

Concurrent Enrollment

**IDFA**.....Athletics

**IE** .....Instructional Arrangements

Class Size

Scheduling for Instruction

Pre-enrollment

**IEB** .....Charter Schools

**IF**.....Textbooks, Instructional Materials & Media Centers (See IKD and KN)

Selection Criteria: Textbooks and Instructional Materials

Selection Criteria: Media Center Materials

Collection Development

Challenges of Materials

Review Committee

The Review Committee Shall:

Removing Challenged Materials

**IFBH**.....Outside Speakers (See IKB)

**IFC** .....Community Resources (See KFD)

**IFCB** .....Field Trips

USD Approved Field Trips

Non-Sanctioned Field Trips

**IHA** .....Grading System

**IHB** .....Homework

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

**IHF** ..... Graduation Requirements (See JFCA)

**II** ..... Educational Testing Programs (See BCBK, BE, CN, CNA, IDAE, IJ and KBA)

Test Integrity

Reporting Test Results

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

**IIBG** ..... Computer Use (See ECH, JCDA and KBA)

Use of District Computers/Privacy Rights

Copyright

Installation

Hardware

Audits

E-mail Privacy Rights

Ownership of Employee Computer Materials

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

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

Application

Guideline

Other Regulations or Guidelines

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

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

**IKCA** ..... Human Sexuality and AIDS Education

Opt-Out Procedure and Form

Annual Request Required

Notice of Availability

**IKD**.....Religion in Curricular or School Sponsored Activities

(See AEA, IF, IKDA and KN)

Teaching About Religion

Religion in the Curriculum and School Activities

Religious Symbols in the Classroom

Religious Holidays

Graduation and Other Ceremonies

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

**IKE** .....Assemblies

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

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

**IA Philosophy (See GBU and IKB)**

**IA**

Mission Statement

The mission of the Victoria Unified School District No. 432 is to ensure a secure environment where all students will acquire knowledge, grow in wisdom, develop confidence, and value life-long learning.

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

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

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



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

**IB**

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

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

Each site council shall establish meeting schedules that shall be subject to board approval. Each council shall report to the board at least four times a year. As required, the superintendent shall submit reports to the State Board of Education evaluating the effectiveness of each school site council. Reports shall be reviewed by the board of education before submission to the state.

Approved: KASB Recommendation-7/96; 6/04; 4/07

**IC      Educational Program (See ID, IDAA, IDAB, IDAC and IJ)      IC**

The academic program shall assist students to grow intellectually, to master the curriculum objectives, and to prepare for further education or 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: KASB Recommendation – 6/04; 04/07; 6/10

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

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

**Pilot Project Evaluation**

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

**Student Surveys**

Any instrument designed to survey students, either by district staff or by an outside agency or individual, shall be made available for inspection by parents or guardians.

Approved: KASB Recommendation – 7/03; 6/04; 4/07

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

**ICAA**

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

Approved: KASB Recommendation – 6/04; 4/07; 6/10

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

**ID**

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

Modification

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

Personnel

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

Financial Resources

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

Evaluation (See IJ)

Approved: KASB Recommendation – 6/04; 4/07; 6/10; 6/12

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

**IDAA**

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

**Partnerships/Work-Study Program**

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

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

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

**IDAB Support Programs (See IC and LDD)**

**IDAB**

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

Drug Education

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

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

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

Student Mental Health

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

Dropout Prevention

The programs to prevent students from dropping out of school, or to encourage dropouts to return to school shall be: Referral to The Learning Center.

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

At-Risk Students

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

Guidance

The guidance program shall be organized to serve of all students.

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

Homebound Instruction

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

The parent makes the request for homebound instruction; and

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

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

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



**IDAC Exceptional Programs (See IC)**

**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.

Advanced Placement

SPARK—Gifted Education

Approved: 4/07

**IDAD**    **Title I Programs**

**IDAD**

The board shall ensure the district's Title I programs operate in accordance with federal laws and conditions. The superintendent is responsible for administering the district's Title I program; assessing the educational needs of all students, particularly the needs of educationally disadvantaged children; developing appropriate communication channels between all parties; developing in-service training for parents and staff; and developing appropriate evaluation procedures.

**Annual Parent Meeting**

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

Approved: KASB Recommendation – 6/00; 7/03; 6/04; 4/07

**IDAE**    **Student Privacy Policy**  
**(See BCBK, ICA, ICAA, II and JR et seq.)**

**IDAE**

The superintendent, the board and staff shall protect the right of privacy of students and their families in connection with any surveys or physical examinations conducted, assisted or authorized by the board or administration. The district shall annually provide parents notice of their rights under the Protection of Pupil Rights Amendment, at the beginning of each school year, and at any other time the school district policies in the area are substantially changed.

Approved: KASB Recommendation – 7/03; 6/04; 4/07

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

**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: KASB Recommendation – 6/04; 6/05; 6/06; 4/07; 6/08

**IDFA Athletics**

**IDFA**

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

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

Approved: KASB Recommendation – 8/98; 7/02; 6/04; 4/07

**IE Instructional Arrangements**

**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: KASB Recommendation – 6/04; 4/07

**IEB**    **Charter Schools**

**IEB**

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

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

**IF Textbooks, Instructional Materials and Media Centers**  
**(See IKD and KN)**

**IF**

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

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

Selection Criteria: Textbooks and Instructional Materials

Textbooks and instructional materials shall provide:

An effective education for all students;

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

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

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

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

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



**Selection Criteria: Media Center Materials**

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

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

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

**Collection Development**

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

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

**Challenges of Materials**

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

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

Review Committee

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

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

The committee's charge shall be:

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

To direct a written report to the board; and

To send the complainant a copy of the report.

The Review Committee Shall:

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

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

If the complainant is dissatisfied with the committee's recommendation, an appeal of the decision may be made to the board for a hearing and final decision. If an appeal is requested by the complainant, the superintendent shall

request that the board schedule an appeal and shall prepare in advance of the appeal all appropriate documentation for the board's study.

**Removing Challenged Materials**

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

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

**IFBH**    **Outside Speakers** (See IKB)

**IFBH**

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

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

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

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

An honorarium may be paid to outside speakers.

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

**IFC    Community Resources (See KFD)**

**IFC**

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

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

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

**USD Approved Field Trips**

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

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

**Non-Sanctioned Field Trips**

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

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

**Non-sanctioned Field Trips(continued)**

If recruitment of students is sought through the schools(s), the request for recruitment shall be made in accordance with those of private

citizens. Recruitment efforts may not occur during class time or the employee's work day.

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

**IHA Grading System**

**IHA**

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

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



**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: KASB Recommendation – 6/04; 4/07

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

**IHEA**

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

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

**IHF Graduation Requirements (See JFCA)**

**IHF**

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

Approved: KASB Recommendation 9/97; 6/04; 4/07

**II    Educational Testing Program**  
**(See BCBK, BE, CN, CNA, IDAE, IJ, JF and KBA)**

**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: KASB Recommendation – 6/04; 10/04; 6/06; 4/07

## **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 cover all course objectives.

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

Credit for such classes shall be awarded only on a pass/fail basis. Students will be allowed only one opportunity to “test out” of any particular class. It will not be the responsibility of the school or the instructor to provide instructional and/or review time for the student. However, the

**IIA Performance-Based Credits**

**IIA-2**

outcomes, as noted in the district curriculum guide, and class syllabus will be made available.

Approved: KASB Recommendation – 7/02; 6/04; 4/07

Use of District Computers and Devices/Privacy Rights

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

Copyright

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

Installation

The administrator will verify the compatibility of the software or application with existing software, hardware, and applications and prescribe installation and de-installation procedures. Program files must have the superintendent's approval to be installed on any district server or computer.

Hardware

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

Audits

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

E-mail Privacy Rights

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

Ownership of Employee Computer and Device Materials

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

Lost, Stolen, or Damaged Computers and/or Equipment

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

Approved: KASB recommendation – 9/97; 9/00; 7/02; 7/03; 6/04; 4/07; 6/08;  
6/12



## **Computer and Device Acceptable Use: Staff Handbook**

Employees shall have no expectation of privacy when using district e-mail, other official communication systems, computers, or electronic devices. E-mail messages shall be used only to conduct approved and official school 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 and the board.

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

## **Computer and Device Acceptable Use: Student Handbook**

Students shall have no expectation of privacy when using district e-mail, computer systems, or electronic devices. E-mail messages shall be used only 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 stored in district computers, computer systems, or electronic devices is subject to monitoring by the staff and/or administration. The district retains the right to duplicate any information created by students in a computer system, on any individual computer, or on any electronic device. Students who violate these rules or any other classroom rules relating to computer or electronic

device use are subject to disciplinary action up to and including suspension or expulsion from school.

Approved: KASB Recommendation – 1/04; 6/12

## **OPTIONAL Camera Use in School Handbook Policies**

### Option 1:

School staff will discourage digital and other photos or video being taken in school by students or staff, due to privacy concerns. Students and staff should not photograph, film, or participate in being photographed or filmed at school unless the photographs are for official or authorized school publications or broadcasts. Students and staff who choose to ignore this guidance could face legal or disciplinary consequences.

### Option 2:

Cameras may be used at school, on school property or at school activities or functions only if they are not disruptive, as determined by the school staff. Cameras shall not be used in the classroom unless the photographs or videos taken are for an official or authorized school publication or broadcast. Cameras shall not be used in such a fashion as to inappropriately invade the privacy of others. No camera shall be used in any restroom, dressing area, or locker room. Cameras shall not be used to record confidential material, such as classroom material, tests, or grade book entries.

For the purposes of this section, “camera” shall be defined to include film cameras, movie cameras, digital cameras, video cameras, cellular telephone cameras (capable of recording either still images and/or video), videophones, web cameras, and any other device capable of taking, storing, transmitting, or viewing pictures or video.

Approved: KASB Approved – 6/12

The district shall implement and enforce an internet safety plan meeting the requirements of the Children's Internet Protection Act (CIPA). The superintendent shall develop a plan to implement the Children's Internet Protection Act.

Such plan shall include measures to address the following issues:

- (1) Access by minors to inappropriate matter on the Internet and World Wide Web,
- (2) The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications,
- (3) Unauthorized access, including so-called "hacking," and other unlawful activities by minors online;
- (4) Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- (5) Measures designed to restrict minors' access to materials that may be harmful to them.

For the purposes of this policy, "minor" shall be defined to mean any student who is 18 years of age or under. The board charges the superintendent to develop the CIPA implementing plan so that all of the protections provided by this policy and the corresponding plan may be afforded to all district students.

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

Approved: KASB Recommendation – 7/01; 6/04; 4/07; 6/09; 6/12

## **Children's Internet Protection Act (CIPA) Safety Plan**

**[Revise and edit as necessary to fit USD goals and include in Handbook]**

### **Goals:**

It is the policy of USD 432 to take the following measures in order to better protect our district students from harmful online and electronically transmitted content:

- install blocks or Internet filters to the district network in order to limit access by both minors and adults to child pornography or visual materials that are obscene, inappropriate, or harmful to minors and/or the transmission thereof;
- monitor the online activities of students while at school, at school sponsored activities, or while utilizing the district's network, computer system, computers, e-mail system, or electronic devices having access to the Internet;
- address issues related to the safety of students when using e-mail, chat rooms, and other electronic communication;
- educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms as well as on cyberbullying awareness and response;
- hinder unauthorized access (hacking) and other unlawful on-line activities by students; and
- prevent unauthorized disclosure, use, or dissemination of personal information regarding minors, which shall include, but may not be limited to, personally identifiable information contained in student records; and
- comply with the Children's Internet Protection Act.

### **Access to Inappropriate Material**

To the extent practicable, technology protection measures or Internet filters shall be used to block or filter the Internet or other forms of electronic devices from accessing child pornography as well as obscene, inappropriate, or harmful material given the age and maturity levels of district students.

Subject to administrative approval, technology protection measures may be minimized only for bonafide research or other lawful purposes that are closely monitored by district staff.

## **Inappropriate Network Usage**

To the extent practicable, steps shall be taken to promote the safety and security of users of the district's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, in accordance with CIPA, measures to prevent inappropriate network usage shall include frequent monitoring of the District's network, computer systems, and equipment to detect any unauthorized access to prohibited materials as described earlier in this plan, hacking, and other unlawful activities by students or staff members. Such monitoring shall also strive to detect unauthorized disclosure, use, and dissemination of personally identifiable information regarding students.

## **Education, Supervision and Monitoring**

It shall be the responsibility of all members of the District's staff to educate, supervise, and monitor appropriate usage of online computer network access to the internet in accordance with this policy and CIPA. If, during the course of such monitoring, a student or staff member discovers a violation of this policy, the student or staff member shall make a report as follows:

- 1) Students shall report suspected violation of this policy to any classroom teacher.
- 1) Staff members shall report suspected violations of this policy to their immediate supervisor when possible.

## **Disciplinary Measures**

The district retains the right to discipline any student, up to and including expulsion, and any employee, up to and including termination, for violation of this policy.

**Adoption**

This Children's Internet Protection Act Safety Plan was adopted by the Board of USD 432 at a public meeting, following normal public notice and a hearing, on (Month Day, Year).

Approved: KASB Recommendation – 6/12



**If requesting discounts for internal connections and basic maintenance for internal connections, the following items need addressed as part of a technology plan. This plan should be approved by the board and filed in the district office. There would be no need to publish it in handbooks.**

***{THE CHILDREN'S INTERNET PROTECTION ACT TECHNOLOGY  
PLAN}***

*The district's technology plan must be designed with input from district staff who have an understanding of the district's technology level and available resources. The elements of such plan shall include the following:*

- 1) Clear Statement of Goals and a Realistic Strategy for Using Telecommunications and Information Technology to Improve Educational or Library Services;*
- 1) Professional Development Strategy to Ensure Staff Understands How to Use These New Technologies to Improve Education or Library Services;*
- 2) Assessment of the Telecommunication Services, Hardware, Software, and other Services that will be Needed to Improve Education or Library Services; and*
- 3) Evaluation Process that Enables the School or Library to Monitor Progress Toward the Specified Goals and Make Mid-Course Corrections in Response to New Developments and Opportunities as They Arise.*

*\*\*\*This Children's Internet Protection Act Technology Plan must be adopted by the Board of USD 432 at a public meeting, following normal public notice and a hearing. Documentation of such adoption including the date thereof (Month Day, Year) must be included in the plan language.*

Approved: KASB Recommendation – 6/12

**FOR USD REFERENCE ONLY...**

## **FCC Releases Provisions for Complying with “Protecting Children in the 21<sup>st</sup> Century” CIPA Rules**

In mid-August, the Federal Communications Commission (FCC) released its long-awaited Order to implement the Children's Internet Protection Act (CIPA) Amendments passed by Congress in 2008. The 2008 law, entitled "Protecting Children in the 21st Century Act", contained a provision requiring schools' Internet Safety Policies to include "... educating minors about appropriate online behavior, *including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response.*" Essentially this means that schools are required to teach online safety to students as a prerequisite to receiving E-rate funding for Internet access or Priority 2 funding.

Below is an FAQ that contains details on the new FCC rules. The full Order is available at:

[http://hraunfoss.fcc.gov/edocs\\_public/attachmatch/FCC-11-125A1.pdf](http://hraunfoss.fcc.gov/edocs_public/attachmatch/FCC-11-125A1.pdf)

1) When do the requirements become effective?

-- The new requirement becomes effective for E-rate Funding Year 2012 which begins July 1, 2012. This means you should have your Internet Safety Policy updated before this date and be prepared to implement your online behavior/cyber-bullying curriculum for the beginning of the 2012 school year.

2) Are schools required to hold a new public hearing to amend their Internet Safety Policy?

-- No. Applicants that have existing and properly adopted (ie. Board approved) Internet Safety Policies will not be required to hold a new public hearing to amend their policies to comply with the new rules. Applicants that are new to the E-rate program and have never held a public hearing or adopted their Internet Safety Policy remain bound by the public notice and public hearing requirements.

3) What must be included in the Internet Safety Policy?

-- Schools' Internet Safety Policies must include monitoring the online activities of minors and must provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. Although the ISP must provide for the development and use

of educational materials related to appropriate online behavior/cyberbullying, the policy itself does not have to include the actual materials. If the curriculum and materials are not included, they must be documented elsewhere.

4) What must be included in the online behavior/cyberbullying curriculum and with what frequency must the material be taught?

-- The FCC decided it is entirely up to the local school board to decide how to implement the new online behavior/cyberbullying curriculum. Further, the Commission did not offer any formal definition of cyberbullying or social networking. *In an effort to clear-up a common misconception, the FCC specifically noted that Facebook or MySpace are not required to be blocked under FCC rules.*

5) How long must schools keep a copy of their Internet Safety Policy?

-- Schools must retain their Internet Safety Policy documentation for at least five years after the last date of service for a particular funding year. For example, if a school held a public hearing and adopted its Internet Safety Policy in 2001 and relied on that same policy to make its Form 486 CIPA certification in FY 2011, the school must retain its Internet safety policy documentation (from 2001) for five years after the last day of service for FY 2011, which would be until June 30, 2016. If you don't have this documentation, you should issue a new public notice, hold a new public hearing, and adopt your current Internet Safety Policy to become compliant.

6) Are schools required to send Universal Service Administrative Company (USAC) or the FCC a copy of their Internet Safety Policy?

-- No. But schools must provide the FCC or USAC with a copy of their Policy upon request.

7) Did the FCC clarify the filtering rules pertaining to portable devices?

-- The FCC stated they intend to request public comment in a future proceeding to consider whether CIPA/filtering applies to portable devices owned by students/staff/library patron-owned (such as laptops and cellular phones) when those devices are used in a school or library to obtain E-rate-funded Internet access.

8) Do the new online behavior/cyber-bullying requirements pertain to libraries?

-- No. The new rules are only applicable to schools.

**Application**

Students may apply for permission to enroll in an online course for credit. Applications for the next academic year shall be submitted to the principal no later than {April 20}. The student and the student's parents shall be informed of the {board's/administrator's} decision in writing no later than {June 1}.

Students {may/ 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 {board/administration}:

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

**Other Regulations or Guidelines**

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

Approved: KASB Recommendation – 7/02; 6/04; 4/07; 6/12

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

**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: KASB Recommendation – 6/04; 4/07; 6/12

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

**IKB**

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

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

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

Opt-Out Procedure and Form

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

Opt-Out Form

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

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

Annual Request Required

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



**IKCA Human Sexuality and AIDS Education**

**IKCA-2**

Notice of Availability

Public notice of the availability of the Human Sexuality and AIDS curriculum goals and objectives shall be made upon request. (Examples: newsletters, distribution at enrollment, etc.)

Approved: KASB Recommendation – 6/04; 6/06; 4/07

**IKD Religion in Curricular or School Sponsored Activities**  
**(See AEA, IF, IKDA and KN)**

**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 educational issues of overriding concern which prevent it.

**Teaching About Religion**

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

**Religion in the Curriculum and School Activities**

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

**Religious Symbols in the Classroom**

Temporary display of religious symbols is permitted as part of the curriculum. The temporary use of religious symbols such as a cross, menorah, crescent, Star of David, creche, symbols of native American religions or other

**IKD Religion in Curricular or School Sponsored Activities**

**IKD-2**

symbols that are a part of a religious holiday are permitted as a teaching aid if they are displayed as an example of a holiday's cultural and religious heritage.

Religious Holidays

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

Graduation and Other Ceremonies

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

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

**IKDA Religious Objections to Activities (See IKD)**

**IKDA**

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

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

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

The principal shall review the request and determine whether the request should be granted or denied. The principal shall notify the parents of the decision within a reasonable amount of time after the request is submitted. If the parents are dissatisfied with the principal's decision, they may appeal in writing to the superintendent.

**IKDA Religious Objections to Activities**

**IKDA-2**

If the opt-out request is granted, students who opt-out of activities for religious reasons may still be required to view the activity, to learn the subject matter of the activity, or to discuss the activity. The student may be reassigned during the activity or given alternative class assignments.

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

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

**IKE Assemblies**

**IKE**

Each building principal may schedule assemblies as needed.

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

**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: 4/07

**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.

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



# **TABLE OF CONTENTS**

## **J--STUDENTS**

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

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

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

Resident Students

Non-Resident Students

Enrollment Procedures

Part-time Students

Identification of Students

Enrollment Information

Assignment to a School Building, Grade Level or Classes

Transferring Credit

Transfers from Non-Accredited Schools

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

Coordinator

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

Excused/Unexcused Absences

Significant Part of a School Day

Make-Up Work

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

Waiver of Compulsory Attendance Requirements

Involvement of Law Enforcement

Reporting to Parents

Dual Enrollment Students

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

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

Search of Lockers

Searches of Property

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

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

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

Coordination with Law Enforcement

Investigations Initiated by School Administrators and Conducted by Law  
Enforcement Officers

Investigations Initiated and Conducted by Law Enforcement  
Officers

Violations of Criminal Law

Taking Students Into Custody

Disturbance of School Environment

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

**JCDAA** .....Tobacco Use (See GAOC)

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

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

Weapons and Destructive Devices

Penalties for Possession

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

Complaints about Discrimination

Complaints about School Rules

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

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

**JDB**.....Detention

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

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

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

Reasons for Suspension or Expulsion

Short-term Suspension

Long-term Suspension or Expulsion

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

Student Rights During a Long-Term Suspension/Expulsion Hearing

Appeal to the Board

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

Student Conduct

Insert Local Sanctions Here

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

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

Cyber Bullying

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

Reporting

Report Cards

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

Option I – Peer Grading Prohibited

Option II – Limited Peer Grading Allowed

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

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

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

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

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

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

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

**JGCA**.....Local Wellness Policy

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

**JGCBA**.....Automated External Defibrillators

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

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

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

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

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

**JGFF** ..... Use of Vehicles

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

Records

**JGFGB** ..... Supervision of Medications (See JGFGBA)

**JGFGBA** ..... Student Self-Administration of Medications (See JGFGB)

Student Eligibility

Authorization Required

Employee Immunity

Waiver of Liability

Additional Requirements

**JGG** ..... Transportation (See ED and EDDA)

**JGGA** ..... Use of Video Cameras (See CN and JR et seq.)

**JGH** ..... School Food Service Programs

Free or Reduced Price Meals

Contracts with Other Agencies

**JGHB** ..... Vending Machines and Other Automated Play Machines (See DK)

**JH** ..... Student Activities (See DK, JGFB, JM and KG)

Eligibility for Activities

Adding or Eliminating Activities

Activity Fund Management

**JHC** ..... Student Organizations

Student Clubs

Non-School Sponsored Student Clubs

Student Government

**JHCA**.....Student Publications (See KI)

School-Sponsored Student Publications

Non-School Sponsored Student Publications

Advertisements

**JHCA**.....Gang Activity (See JCAC, JCDA, JCDBB and JDD)

**JI**.....Community Activities

**JJ** .....Employment of Students (See IDAA)

In-School Employment

Outside Employment

Vocational or Other Work Experience

**JK** .....Solicitations (See KI)

**JL**.....Gifts (See DK, GAJ and KH)

Student Gifts to Staff Members

Faculty Gifts to Students

Student Organization Gifts to the School

**JM**.....Contests for Students (See JH)

**JN** .....Awards

**JQ** .....Exceptional Students (See IDCE and JBE)

Concurrent Enrollment

**JQA** .....Physically Disabled Students

**JQE**.....Alternative Arrangements for Nontraditional Students

**JQI** .....Adult Students

**JQKA** .....Foreign Exchange Students (See JBC)

**JQL**.....Hearing Procedures for Exceptional Students

**JQLA**.....Class-size/Caseload Limits for Exceptional Students

**JR**.....Student Records  
(See BCBK, CN, CNA, ECA, IDAE, JGGA, JR et seq. and KBA)

**JRA**.....Types of Records  
(See BCBK, CN, CNA, ECA, IDAE, JGGA, JR et seq. and KBA)

Permanent Student Records

Administrative records

Supplementary records

Tentative records

**JRB** .....Release of Student Records  
(See BCBK, CN, CNA, ECA, IDAE, JGGA, JR et seq. and KAB)

Directory Information

Forwarding Pupil Records

**JRC**.....Disposition of Records  
(See BCBK, CN, CNA, ECA, IDAE, JGGA, JR et seq. and KAB)

**JRD**.....Hearing Request  
(See BCBK, CN, CNA, ECA, IDAE, JGGA, JR et seq. and KAB)

**JS** .....Student Fees and Charges

Credit Card Payments

Fee Schedules

Debt Collection

Forwarding Pupil Records



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

Approved: KASB Recommendation-7/96; 4/07

**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: KASB Recommendation-7/96; 4/07

**Resident Students**

A resident student is any child who has attained the age of eligibility for school attendance and lives with a parent or a person acting as a parent who is a resident of the district. Children who are homeless as defined by Kansas law and who are located in the district will be admitted as resident students. For purposes of this policy, parent means the natural parents, adoptive parents, step-parents and foster parents. For purposes of this policy, person acting as a parent means a guardian or conservator, a person liable by law to care for or support the child, a person who has actual care and control of the child and provides a major portion of support or a person who has actual care and control of the child with written consent of a person who has legal custody of the child.

**Non-resident Students**

Non-resident students are those who do not meet the definition of a resident student. Non-resident students may be admitted only to the extent that staff, facilities, equipment and supplies are available.

A non-resident student who has been suspended or expelled from another district will not be admitted to the district unless approved by the board.

**Enrollment Procedures**

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

**Part-Time Students**

Part-time students may enroll with the board's permission if they complete all paperwork in a timely fashion and are in attendance no later than

September 20. Part-time students may be admitted only to the extent that staff, facilities, equipment and supplies are available.}

Identification of Students

All students enrolling in the district for the first time shall provide required proof of identity. Students enrolling in kindergarten or first grade shall provide a certified copy of their birth certificate or other documentation which the board determines to be satisfactory. Students enrolling in grades 2-12 shall provide a certified transcript or similar pupil records.

Enrollment Information

The enrollment documentation shall include a student's permanent record card with a student's legal name as it appears on the birth certificate, or as changed by a court order and the name, address, telephone number of the lawful custodian. The records shall also provide the identity of the student as evidenced by a certified birth certificate, copy of a court order placing the student in the custody of Kansas Social and Rehabilitation Services, a certified transcript of the student, a baptismal certificate or other documentation the board considers satisfactory. If proper proof of identity is not provided within 30 days of enrolling, the superintendent shall notify local law enforcement officials as required by law and shall not notify any person claiming custody of the child.

Assignment to a School Building, Grade Level or Classes

The superintendent shall assign students to the appropriate building. Any student desiring to attend a school outside the attendance area in which the student resides may do so only with the prior written permission of the

superintendent. Assignment to a particular grade level or particular classes shall be determined by the building principal based on the educational abilities of the student. If the parents disagree, the principal's decision may be appealed to the superintendent. If the parents are still dissatisfied with the assignment, they may appeal in writing to the board.

Transferring Credit

In the junior high school and in the senior high school, full faith and credit shall be given to units earned in other accredited schools, unless the principal determines there is valid reason for not doing so.

Transfers from Non-Accredited Schools

Students transferring from non-accredited schools will be placed by the principal. Initial placement will be made by the principal after consultation with parents or guardians and guidance personnel. Final placement shall be made by the principal based on the student's documented past educational experiences and performance on tests administered to determine grade level placement.

Approved: KASB Recommendation – 6/01; 4/07

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

**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: KASB Recommendation – 7/03; 4/07

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

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

**JBD**

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

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

**Excused/Unexcused Absences**

Called in excused; not called in unexcused.

**Significant Part of a School Day**

For the purposes of this section, an absence for a significant part of a school day shall be defined to include any student absence of 2 or more hours during a given 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: KASB Recommendation-7/96; 9/97; 4/07

(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. 432 encourages (Name of Student) to remain in school or to pursue an education alternative.

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

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

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

*(List any programs that may be available. Contact information for accredited private schools, virtual schools, and virtual programs can be found at <http://www.ksde.org/Default.aspx?tabid=4606>. The statutory language suggests an "alternative learning plan" could also include extended learning opportunities such as independent study, private instruction, performing groups, internships, community service, apprenticeships, and online coursework.)*





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 S.R.S. (if the student is under 13) or the county or district attorney (if the student is 13 or more years of age but less than 18 years of age), a letter shall be sent to the student's parent(s) or guardian notifying them that the student's failure to attend school without a valid excuse shall result in the student being reported truant.

**Waiver of Compulsory Attendance Requirements**

Students 16 or 17 years of age may be exempt from compulsory attendance regulations if the parent(s) or person acting as parent attend(s) the counseling session required by law and signs the appropriate consent and waiver form; if the student earns a GED; or if the student is exempt from compulsory attendance requirements pursuant to a court order.

Involvement of Law Enforcement

Law enforcement officers may return truant children to the school where the child is enrolled, to the child's parent or guardian or to another location designated by the board to address truancy issues.

Reporting to Parents

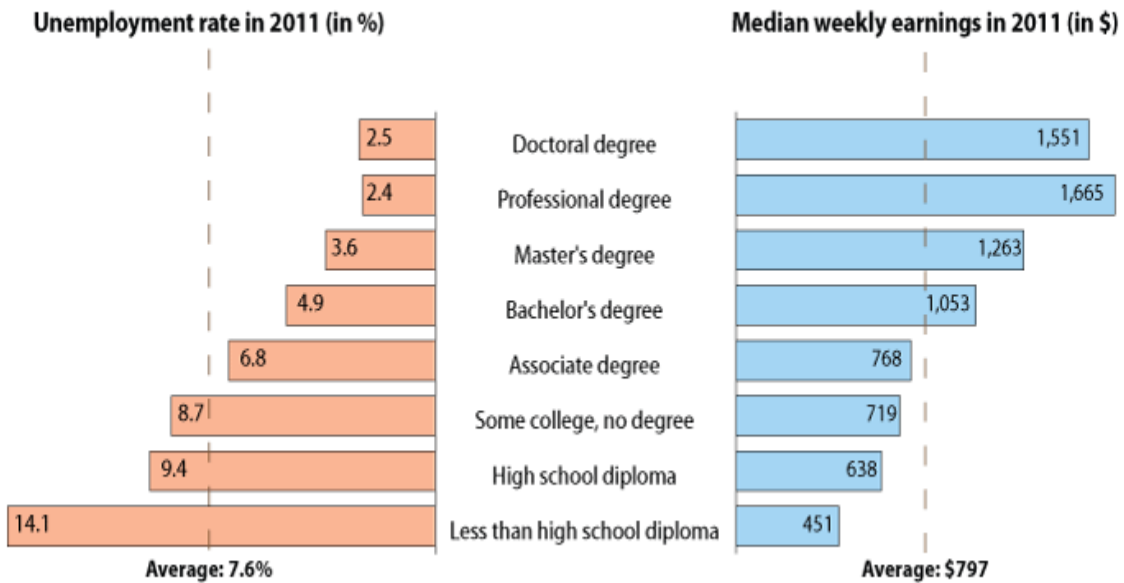
If a truant child is returned to school by a law enforcement official, the principal shall notify the parent or guardian.

Dual Enrollment Students

Eligible students who are enrolled in a board-approved dual enrollment program shall not be considered truant for the hours during the school day they attend classes at a Regent's university, community college, technical college, vocational educational school or Washburn University.

Approved: KASB Recommendation – 7/96; 9/97; 8/98; 7/02; 6/04; 6/06; 4/07;  
6/10; 6/12

## Education Pays



Source: Bureau of Labor Statistics, Current Population Survey

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

Building principals shall not release a student during the school day except upon a written or verbal request from the student's lawful parent or person acting as a parent.

Before releasing a student during the school day, the building principal shall be responsible for verifying the identity of the person seeking release of the student.

If the principal is not satisfied with the identification provided by the person seeking release of a student, the student's release may be refused.

Students shall not be allowed to run personal errands for school employees off school premises during the school day.

Approved: KASB Recommendation-7/96; 4/07

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

**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.

Search of Lockers

Lockers in the district schools shall be under supervision of the principal. Students shall have no expectation of privacy in any school locker.

The combinations and/or keys to all locker locks shall be in the possession of the principal and stored in a place designed to guard against unauthorized access or use. The principal may search any locker at any time without notice. Students shall not place locks, other than those approved by the school, on any locker.

Searches of Property

Any person other than the principal who wishes to search a student's locker or property shall report to the principal before proceeding. In no event shall any person be permitted to search a student's locker or property without the principal's consent unless the person has a valid search warrant authorizing a search.

If a law enforcement officer desiring to search a student's locker or property has a search warrant, the principal shall permit the search which shall be made in the presence of the principal.

Prohibited items found during the search shall remain in the custody of either the building principal or the law enforcement officer. If any items are

turned over to law enforcement officials the principal shall receive a receipt for the items. (Whenever the principal is mentioned in this policy, it shall be construed so as to include the superintendent “or designated representative.”)

Approved: KASB Recommendation–7/96; 8/98; 4/07

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

**JCABB**

Principals are authorized to search students if there is reasonable suspicion that district policies, rules or directives are being violated. Strip searches shall not be conducted by school authorities. All searches by the principal shall be carried out in the presence of another adult witness.

The student shall be told why a search is being conducted. The student shall be requested to empty items such as, but not limited to, pockets, purses, shoulder bags, book bags and briefcases. The principal shall attempt to call the student's parent/s and may call law enforcement. Items which the principal believes may be connected with illegal activity shall remain in the custody of the principal unless the items are turned over to law enforcement officials. If the student refuses to cooperate, the principal may take disciplinary action and/or seek assistance from law enforcement.

If law enforcement assistance is present, further search of the student shall be with cooperation and assistance of law enforcement officials. The principal shall remain with the student and be present during any search of the student made by law enforcement officials on school property. The principal shall receive and file a receipt for items turned over to law enforcement officials.

If the principal believes a student is in possession of an object which can jeopardize the health, welfare or safety of the student or others, the student shall be removed to a safe location. This determination may be based on any information received by the principal or any member of the faculty or staff.

A written report of each search shall be made by the principal and submitted to the superintendent. The superintendent shall keep a copy of the



written report on file. (Whenever the principal is mentioned in this policy, it shall be construed so as to include the superintendent “or designated representative.”)

Approved: KASB Recommendation—7/96; 8/98; 4/07

**JCAC Interrogation and Investigations**  
**(See EBC, GAAD, JCABB, JCEC and JHCAA)**

**JCAC**

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 shall notify the appropriate law enforcement agency and may request further investigation of the alleged violation.

**Coordination with Law Enforcement**

School administrators may meet periodically with local law enforcement officials to discuss the district's policies and rules regarding law enforcement contacts with the district.

**Investigations Initiated by School Administrators and  
Conducted by Law Enforcement Officers**

When law enforcement officers conduct an investigation and/or question a student(s) during school hours, 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 questioning of a student, the principal may be present.

**Investigations Initiated and Conducted by Law Enforcement Officers**

The administration shall cooperate with law enforcement officers who are conducting investigations of suspected child abuse. (See GAAD) Law enforcement officers may be permitted to conduct investigations during school hours. 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 the 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 SRS. Reasonable effort shall be made to notify the student's parents, guardian or representative when students are removed from school for any reason by law enforcement authorities.

If a student is taken into custody by a campus police officer, school administrators shall also make a good-faith effort to contact parents. Notification efforts shall be documented. Parents shall not be notified by school officials when their child is taken into custody by SRS and/or law enforcement as a result of allegations of abuse or neglect.

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.

Disturbance of School Environment

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

Approved: KASB Recommendation-7/96; 6/04; 4/07; 6/07

**JCDA   Student Conduct (See AEB, IIBG, JA, JDD and JHCAA)   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. The rules of conduct shall be published in student handbooks.

Violation of any provision of the behavior code may result in disciplinary action up to and including suspension and/or expulsion.

Approved: KASB Recommendation-7/96; 6/05; 4/07

**JCDAA**    **Tobacco Use** (See GAOC)

**JCDAA**

Smoking by students and/or the possession and use of any other tobacco product is prohibited in any attendance center, at school-sponsored events or on school property.

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

Approved: KASB Recommendation 7/96; 9/97; 4/07

**JCDB Dress Code**

**JCDB**

Neatness, decency and good taste are guidelines of the district dress code. Dress codes shall be published in the appropriate student handbooks.

Approved: KASB Recommendation-7/96; 4/07

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

Weapons and Destructive Devices

As used in this policy, the term “weapon” and/or destructive device shall include, but shall not be limited to:

- any item being used as a weapon or destructive device;
- any facsimile of a weapon
- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- the frame or receiver of any weapon described in the preceding example;
- any firearm muffler or firearm silencer;
- Any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine or similar device;
- any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
- any bludgeon, sand club, metal knuckles or throwing star;
- any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any



knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement.

- any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

Penalties for Possession

Possession of a firearm or other weapon shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis. Possession of a facsimile of a weapon may result in suspension or expulsion. Expulsion hearings for possession of a weapon shall be conducted by the superintendent or the superintendent's designee.

Students violating this policy shall be reported to the appropriate law enforcement agency(ies) and if a juvenile, to SRS or the Commissioner of Juvenile Justice.

Approved: KASB Recommendation—9/97; 6/99; 6/00; 6/01; 6/04; 4/07

**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. The superintendent PO Box 139, Victoria, KS 67671-0139, (785) 735-9212 of compliance coordinator 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. If the superintendent is accused of harassment, the complaint will be filed with the BOE president.

Complaints About School Rules

Any student may file a complaint with the principal concerning a school rule or regulation as it applies to the student. The complaint shall be in writing, filed within 20 days following the application of the rule or regulation, and must specify the basis for the complaint. The principal shall investigate the complaint and inform the student of the resolution within 10 days after the complaint is filed.

Approved: KASB Recommendation - 7/96; 8/98; 4/07

**JCEC Demonstrations (See JCAC)**

**JCEC**

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

Approved: KASB Recommendation-7/96; 4/07

**JDA** **Corporal Punishment**

**JDA**

Corporal punishment shall not be permitted in the school district.

Approved: KASB Recommendation-7/96; 4/07

**JDB** **Detention**

**JDB**

Detention periods may be established by building principals and administered according to rules approved by the board.

Approved: KASB Recommendation-7/96; 4/07

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

**JDC**

Any punishment, suspension or expulsion, may be deferred by the principal. The student involved may be placed on probation for a set period of time. The punishment, suspension or expulsion, shall remain deferred so long as the student meets the conditions of the probation. If a student is placed on probation, written notification shall be sent to the student's parent or guardian. Any decisions on probation for students found to be in violation shall be handled by the superintendent.

A student placed on probation shall be given a written list of the terms and conditions of the probation. The student shall sign a statement that: the terms and conditions have been explained, the student understands the conditions, the student agrees to abide by the conditions and failure to abide by the conditions may be reason to reinstate the original punishment.

Approved: KASB Recommendation-7/96; 4/07

## **JDD Suspension and Expulsion Procedures**

**JDD**

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

Except as limited by Section 504 or IDEA, a student may be suspended or expelled, for reasons set forth in Kansas law. Any student who is suspended for a period of more than 10 days or expelled shall receive a copy of the current suspension and expulsion law and this policy. Suspension/expulsion hearings shall be conducted by the superintendent/designee or other certificated employee, or committee of certificated employees of the school in which the pupil is enrolled, or by any other hearing officer appointed by the board.

### **Reasons for Suspension or Expulsion**

Students may be suspended or expelled for one or more of the following reasons:

- Willful violation of any published, adopted student conduct regulation;
- Conduct which substantially disrupts, impedes, or interferes with school operation;
- Conduct which endangers the safety or substantially impinges on or invades the rights of others;
- Conduct which constitutes the commission of a felony;
- Conduct 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 receiving the results of the hearing.
- The board shall schedule an appeal with the board or a hearing officer appointed by the board within 20 calendar days.
- The student and the student's parent shall be notified in writing of the time and place of the appeal at least 5 calendar days before the hearing.
- The hearing shall be conducted as a formal hearing using rules similar to those noted earlier for expulsion hearings.
- The board shall record the hearing.
- The board shall render a final decision no later than the next regularly scheduled board meeting after the conclusion of the appeal hearing.

Approved: KASB Recommendation-7/96; 8/98; 6/99; 6/00; 4/04; 6/06; 4/07

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:

The student shall be subject to disciplinary action that could include suspension or expulsion.

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 area drug and alcohol counseling and rehabilitation programs along with names and addresses of contact persons for the programs is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.

A copy of this policy will be provided to all students and the parents of all students. Parents of all students will be notified that compliance with this policy is mandatory.

Approved: KASB Recommendation – 7/96; 9/97; 7/02; 4/07; 6/08; 6/12

**JDDB Reporting to Law Enforcement (See EBC and JDD)**

**JDDB**

Whenever a student engages in conduct which constitutes the commission of any misdemeanor or felony, at school, on school property, or at a school supervised activity and/or has been found:

- in possession of a weapon,
- in possession of controlled substance or illegal drug; or
- to have engaged in behavior at school which has resulted in, or was substantially likely to have resulted in, serious bodily injury to others, the {principal/superintendent} shall report such act to the appropriate law enforcement agency if any of the behaviors noted above occur.

Approved: KASB Recommendation – 6/99; 6/01; 4/07; 6/07; 9/07; 6/08

**JDDC Bullying (See EBC, GAAB, GAAE, JCE, JDD, JGEC and JGECA)JDDC**

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

The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the board. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

Approved: KASB Recommendation – 06/07; 6/08; 6/09

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

**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

Periodic reports on each student's mastery of the approved learning objectives shall be issued to the parents.

Report Cards

Report cards shall be issued to each student at the end of each specific grading period for each subject taken. Reasons for deficiencies and/or failures shall be given. The superintendent shall develop standard reporting forms for each grade level.

Approved: KASB Recommendation—7/96; 4/07



**Peer Grading Prohibited**

No student shall be allowed to grade another student's work. Teachers who assign work to students are expected to grade each assignment and to enter the grade or mark in the appropriate grade book.

\* KASB recommendation. This is the easiest way to avoid privacy and legal issues, which may arise if students are allowed access to each other's work and/or grades.

**NOTE:** If adopted, language on this topic should also be used in board-approved faculty and student handbooks.

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

**JFAB**    **Student Conferences**

**JFAB**

Teachers shall be available for student conferences at mutually convenient times.

Approved: KASB Recommendation-7/96; 4/07

**JFAC Parent Conferences**

**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: KASB Recommendation-7/96; 4/07

**JFB**    **Promotion and Retention**

**JFB**

Students may be promoted when they have demonstrated mastery of the board-approved learning objectives.

The final decision to promote or retain a student shall rest with the principal after receiving information from parents/guardians, teachers and other appropriate school personnel.

Approved: KASB Recommendation-7/96; 4/07

**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: KASB Recommendation-7/96; 4/07

**JFCA Early Graduation (See IHF)**

**JFCA**

Students who complete all state and local graduation requirements may request permission to graduate early.

A student who wishes to graduate from high school early may request permission to do so. The student and parents shall consult with high school administrative and/or guidance personnel in order to develop a graduation plan. The board shall approve or deny each request based on the circumstances of the individual student. The student's request shall be in writing, addressed to the superintendent, shall state the reasons supporting the request, include a copy of the graduation plan and a letter of support from the student's parents. The letters of request shall be sent to the superintendent who shall forward them to the board.

Approved: KASB Recommendation-7/96; 4/07

**JGA Student Insurance Program**

**JGA**

Parents or guardians shall be notified annually in writing of student insurance provided by the district, and that medical expenses not covered by such policies are the responsibility of the parents.

The Clerk shall keep a record of the students who enroll in the group insurance program.

Approved: KASB Recommendation-7/96; 4/07

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

**JGC**

All students up to the age of nine shall submit evidence they have undergone a health assessment prior to entering kindergarten or before enrolling in the district for the first time.

All students engaged in activities covered by appropriate KSHSAA rules shall provide the building principal with proof of a physical examination.

Principals shall work cooperatively with local, county and state health agencies to disseminate materials related to the availability of health assessments and inoculations.

Approved: KASB recommendation - 7/96; 4/07



The board shall promote and monitor a local wellness program. The program shall:

- Include goals for 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; the objectives of the guidelines shall be to promote student health and to reduce childhood obesity;
- Assure that guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture, as those regulations and guidance apply to schools;
- 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; and
- Involve parents, students, representatives of the school food authority, the school board, administrators and the public in the development of the school wellness policy.

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

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. 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 unless the inoculations are not given for religious reasons.

Approved: KASB Recommendation—7/96; 9/97; 4/07; 6/08

**JGCBA    Automated External Defibrillators**

**JGCBA**

If the board approves their use in district schools and other facilities, automated external defibrillators shall be used only by qualified persons as required by law.

To be qualified, a district employee shall have completed all training, and have demonstrated proficiency in the use of the AED as required by current law.

Approved: KASB Recommendation—6/04; 4/07; 6/08; 6/09

Any student noted by a physician or the school nurse as having a communicable disease may be required to withdraw from school for the duration of the illness. The student will be readmitted to regular classes upon termination of the illness, as authorized by the student's physician or as authorized by a health assessment team.

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

If a student is absent from regular classes for more than three consecutive days or the principal has been notified that a student has a communicable disease, the principal shall determine whether a release shall be obtained from the student's physician before the student reenters school.

Decisions regarding the type of education and the setting for provision of educational services for a student with a severe communicable disease of long duration shall be based on the child's medical condition, the child's behavior and neurological development, and the expected type of interaction with others in the educational setting. These decisions will be made after receiving input from the student's physician, public health personnel, the student's parent or guardian, and personnel associated with the proposed care or educational setting.

Approved: KASB Recommendation-7/96; 6/01; 4/07

**JGD Student Psychological Services (See JR et seq)**

**JGD**

Various psychological services are available to students through the district, cooperative special education programs, the county and the state. Results of any such psychological service, testing program or consultation services will be kept in strict confidence by school authorities and shall be governed by JR through JRD.

Approved: KASB Recommendation-7/96; 4/07

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

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

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

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

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when: (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education;

(2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

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

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

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal or district compliance coordinator shall discuss the complaint with the student to



determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure.

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

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

When a complaint contains evidence of criminal activity or child abuse, the building coordinator or district coordinator shall report such conduct to the appropriate law enforcement or SRS 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 against

any person who has filed a complaint or testified, assisted, or participated in an investigation of a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

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

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

Approved: KASB Recommendation—7/96; 8/98; 7/03; 4/07

**JGECA     Racial Harassment**  
**(See GAACA, GAAB, GAF, JDDC and KN)**

**JGECA**

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color or national origin. Discrimination or harassment on the basis of race, color or national origin (“racial harassment”) shall not be tolerated in the school district. Racial harassment of employees or students of the district by board members, administrators, certificated and support personnel, student, 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. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial 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 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.

Racial Harassment is racially motivated conduct which:

1. Affords a student different treatment, solely on the basis of race, color or national origin, 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;
2. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or
3. 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 harassment may result from verbal or physical conduct or written graphic material.

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

Any student who believes he or she has been subject to racial harassment or has witnessed an act of alleged racial 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 harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial 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 motivated.

An employee who witnesses an act of racial harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of racial 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 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 SRS 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 harassment shall not reflect upon the student's status or grades. Any act of retaliation

**JGECA Racial Harassment**

**JGECA-4**

against any person who has filed a complaint or testified, assisted, or participated in an investigation of a racial 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 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.

Approved: KASB Recommendation—8/98; 7/03; 4/07; 6/09

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 schedule of teachers, aides, paraprofessionals and administrators for supervising students at specific times and in designated areas.

Approved: KASB Recommendation-7/96; 4/07

**JGFF**    **Use of Vehicles**

**JGFF**

The superintendent shall develop procedures regulating the driving, parking and use of vehicles during the school day. Failure to observe district regulations may result in disciplinary action.

Rules and regulations concerning use of motorized vehicles on school property shall be approved by the board and included in the student handbook.

Approved: KASB Recommendation-7/96; 4/07



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.

When appropriate, the student's parent(s) shall be notified of the injury as soon as possible to determine appropriate action. If the student needs medical attention and the parents cannot be reached, the principal shall seek emergency medical treatment.

#### Records

Appropriate records documenting student accidents shall be kept on file in the principal's office.

Approved: 4/07

**JGFGB    Supervision of Medications (See JGFGBA)**

**JGFGB**

The supervision of medications shall be in strict compliance with the rules and regulations of the board as carried out by district personnel. Diagnosis and treatment of illness and the prescribing of drugs, and medicines are not the responsibility of the public schools and are not to be practiced by any school personnel, including school nurses, unless authorized.

In certain circumstances when medication is necessary in order that the student remain in school, the school may cooperate with parents in the supervision of medication that the student will use. However, the medical person authorized to prescribe medication or the parent if it is a non-prescription medication must send a written order to the building administrator who may supervise the administration of the medication or treatment. The parents must submit a written request to the building administrator requesting the school's cooperation in such supervision and releasing the school district and personnel from liability.

School personnel shall not be required to be custodians of any medication except as required by a written order of a licensed medical person or in the case of nonprescription medication when requested in writing by the parents.

The medication shall be examined by the school employee administering the medication to determine that it appears to be in the original container, to be properly labeled and to be properly authorized by the written order of licensed medical person. Two containers, one for home and one for school should be requested from the pharmacist.

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.

**JGFG B    Supervision of Medications (See JGFGBA)**

**JGFG B-3**

In the administration of medication, the school employee shall not be deemed to have assumed any legal responsibility other than acting as a duly authorized employee of the school district.

Approved: KASB Recommendation—9/96; 6/04; 4/07

The self-administration of medication is allowed for eligible students in grades K–12. As used in this policy medication means a medicine for the treatment of anaphylaxis or asthma including, but not limited to, any medicine defined in current federal regulation as an inhaled bronchodilator or auto-injectible epinephrine. Self-administration is the student’s discretionary use of an approved medication for which the student has a prescription or written direction from a health care provider.

As used in this policy health care provider means a physician licensed to practice medicine and surgery; an advanced registered nurse practitioner, or a licensed physician assistant who has authority to prescribe drugs under the supervision of a responsible physician.

**Student Eligibility**

An eligible student shall meet all the following requirements:

1. A written statement from the student’s health care provider stating the name and purpose of the medication/s;
2. The prescribed dosage;
3. The time the medication is to be regularly administered;
4. Any additional special circumstances under which the medication is to be administered;
5. The length of time for which the medication is prescribed;
6. The student shall also demonstrate to the health care provider or the provider’s designee and the school nurse or the nurse’s designee the skill level necessary to use the medication and any device that is necessary to administer the medication as prescribed. In the absence of a school nurse, the school shall designate a person who is trained to witness the demonstration.

Authorization Required

The health care provider shall prepare a written treatment plan for managing the student's asthma or anaphylaxis episodes and for medication use by the student during school hours. The student's parent or guardian shall **annually** complete and submit to the school any written documentation required by the school, including the treatment plan prepared by the student's health care provider. Permission forms shall be updated during enrollment.

Employee Immunity

All teachers responsible for the student's supervision shall be notified that permission to carry medications and self-administer has been granted. The school district shall provide written notification to the parent or guardian of a student that the school district and its officers, employees and agents are not liable for damage, injury or death resulting directly or indirectly from the self-administration of medication.

Waiver of Liability

The student's parent or guardian shall sign a statement acknowledging that the school districts and its officers, employees or agents incur no liability for damage, injury or death resulting directly or indirectly from the self-administration of medication and agreeing to release, indemnify and hold the schools and its officers, employees and agents, harmless from and against any claims relating to the self administration of medication allowed by this policy.

The parent or guardian of the student shall sign a statement acknowledging that the school incurs no liability for any injury resulting from

the self-administration of medication and agreeing to indemnify and hold the school, and its employees and agents, harmless against any claims relating to the self-administration of such medication.

Additional Requirements

- The school district shall require that any back-up medication provided by the student's parent or guardian be kept at the student's school in a location to which the student has immediate access if there is an asthma or anaphylaxis emergency;
- The school district shall require that all necessary and pertinent information be kept on file at the student's school in a location easily accessible if there is an asthma or anaphylaxis emergency;
- Eligible students shall be allowed to possess and use approved medications at any place where the student is subject to the jurisdiction or supervision of the school district, its officers, employees or agents;
- The board may adopt policy or handbook language which imposes additional requirements relating to the self-administration of medication allowed for in this policy and may establish a procedure for, and the conditions under which, the authorization for student self-administration of medication may be revoked.

Approved: KASB Recommendation – 6/04; 6/05; 4/07

**JGG Transportation (See ED and EDDA)**

**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.

Students who use school-provided transportation shall be under the jurisdiction of the vehicle driver while in the vehicle. Students shall be subject to the district's student behavior code and other regulations developed by the superintendent and approved by the board.

Bus drivers shall report violations of the rules to the building principal who may discipline students. The principal may suspend or revoke the transportation privilege of a student who violates any rule or regulation.

When the district provides transportation to an activity, participating students are prohibited from driving personal automobiles to and from district-sponsored activities held during or after the school day.

All rules shall be published in the student handbook.

Approved: KASB Recommendation-7/96; 4/07



**JGGA** Use of Video Cameras (See CN and JR et seq)

**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: KASB Recommendation-7/96; 4/07

**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: KASB Recommendation-7/96; 7/03; 4/07

**JGHB Vending Machines and Other Automated Play Machines**  
**(See DK)**

**JGHB**

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

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

Approved: KASB Recommendation-7/96; 4/07

**JH Student Activities (See DK, JGFB, JM and KG)**

**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**

Approved: KASB Recommendation – 6/00; 4/07

## **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) may/shall attend the meetings as a supervisor but may/shall not participate in the group's activities.

### **Student Government**

Student councils under the direct control of the building principal or designated faculty representative may be established. Student councils may

exercise only the authority expressly delegated to them by the building principal.

Approved: KASB Recommendation-7/96; 4/07

School-Sponsored Student Publications

School-sponsored student publications shall be under the supervision of the building principal or designated faculty representative.

Students who have facts and opinions should be allowed to express them in print as well as through oral communications. However, student editors and writers must observe the same legal responsibilities as those imposed upon conventional newspapers and communication media. No student shall distribute any school publication which:

Is obscene according to current legal definitions;

Is libelous according to current legal definitions; or

Creates a material or substantial interference with normal school activity or appropriate discipline in the operation of the school.

Student publications which are not libelous, disruptive or obscene may be distributed on school property during school hours at times and in areas designated by the building principal.

If a decision to disapprove distribution of a publication is made, the principal shall state reasons for the decision to the student(s).

If the student is dissatisfied with the principal's decision, the student may appeal the decision to the superintendent.

Non-School Sponsored Student Publications

Non-school sponsored student publications may be distributed on school property at times and in areas designated by the building principal.

Distribution of any non-school-sponsored publication may be halted if the material is obscene or libelous, or creates a material or substantial disruption of normal school activity or interferes with the operation of the

school. Distribution in violation of this policy may result in suspension, expulsion or other discipline of the students involved.

Advertisements

Ads concerning illegal drugs, any controlled substances, or any illegal activity are prohibited in school sponsored publications.

Approved: KASB Recommendation-7/96; 4/07



**JHCAA    Gang Activity (See JCAC, JCDA, JCDBB and JDD)**

**JHCAA**

Gang activities which threaten the safety or well-being of persons or property on school grounds or at school activities, or which disrupt the school environment, are prohibited.

The superintendent shall establish procedures and regulations for disciplinary action to be taken against any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in gang-related activities. District staff may be provided in-service training in gang behavior and characteristics to facilitate identification of students involved in gang activities.

Approved: KASB Recommendation-7/96; 4/07

**JI Community Activities**

**JI**

Students shall not participate in any community activities during school hours without the prior permission of the principal.

Approved: KASB Recommendation-7/96; 4/07

**JJ Employment of Students (See IDAA)**

**JJ**

In-School Employment

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

Outside Employment

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

Vocational or Other Work Experience

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

Approved: KASB Recommendation-7/96; 4/07

**JK Solicitations (See KI)**

**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.

Approved: KASB Recommendation-7/96; 4/07

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

**JL**

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

Student Gifts to Staff Members

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

Faculty Gifts to Students

A gift by a faculty member to an individual student or to classes of students during school hours or on school property shall require prior approval of the principal.

Student Organization Gifts to the School

Student organizations, with prior approval of the organization sponsor and building principal, may donate a portion of the organization's funds to the district. These donations shall require prior board approval.

A gift is defined as any donation, present or endowment in the form of cash, merchandise or personal favor.

Any student organization gift to the district shall become district property when accepted by the board.

Approved: KASB Recommendation-7/96; 4/07

**JM Contests for Students (See JH)**

**JM**

No student shall enter any contest as a school representative unless the contest is approved by the KSHSAA or by the administration.

Approved: KASB Recommendation-7/96; 4/07

**JN Awards**

**JN**

Awards for participation in interscholastic activities shall be limited to those approved by the KSHSAA.

Approved: KASB Recommendation-7/96; 4/07

**JQ Exceptional Students (See IDCE and JBE)**

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

Approved: KASB Recommendation-7/96; 6/06; 4/07



**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.

Students with injuries which prohibit participation in physical education or other classes shall present to the building principal a physician's statement prohibiting such activity.

Teachers shall follow medical instructions relating to limitations on the student's participation, and shall either provide alternative methods for the student to earn a credit/grade in the class during the period of the disability or contact the district 504 coordinator for consideration of appropriate accommodation for the student.

Approved: KASB Recommendation-7/96; 4/07

**JQE Alternative Arrangements for Nontraditional Students**

**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: KASB Recommendation-7/96; 4/07

**JQI    Adult Students**

**JQI**

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

Approved: KASB Recommendation-7/96; 4/07

**JQKA Foreign Exchange Students (See JBC)**

**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.

Approved: KASB Recommendation—7/96; 9/97; 4/07

**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: KASB Recommendation-7/96; 4/07

**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: KASB Recommendation – 12/00; 4/07

**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.

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.

**JR     Student Records**

**JR-2**

When a student attains 18 years of age, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student.

The parents/guardians of students, or the students if they are 18 years of age or older shall be informed annually by the superintendent of the rights accorded them by this section and by the Family Educational Rights and Privacy Act. In addition, the public shall be informed annually by the superintendent of the categories of information the institution has determined to be directory information.

Approved: KASB Recommendation-7/96; 4/07



**JRA**    **Types of Records**    **JRA**  
(See BCBK, CN, CNA, ECA, IDAE, JGGA, JR et seq. and KBA)

Permanent Student Records: Each school shall permanently retain records relating to each student's academic performance, attendance and activities. Information about students collected and stored by any school personnel shall be separated into one of the following classifications:

Administrative records: official administrative records that constitute the minimum personal information necessary for operating the educational system. It shall include birth date, sex, race, names, telephone numbers, addresses and places of employment of parents, academic work completed, grades, attendance records, withdrawal and reentry records, honors and activities, date of graduation and follow-up records of a student.

Supplementary records: verified information important in operating the educational system but is of a more sensitive nature and of less historical importance. It includes: test data, such as scores on standardized achievement, aptitude and intelligence tests; observational data such as systematically gathered teacher or counselor evaluations and observations of social and personal assets; clinical findings and verified reports of serious or recurrent deviant behavior patterns; general data such as health data, family background information and educational and vocational plans.

Tentative records: useful information that has not been verified or is not clearly needed beyond the immediate present. It includes unevaluated reports of teachers or counselors that may be needed in ongoing counseling or disciplinary actions.

Approved: KASB Recommendation—7/96; 6/00; 4/07

**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. The custodian of student records shall disclose the student's educational records only as provided for in policy.

**Directory Information**

Annual notice shall be given to parents and eligible students concerning the student's records. In addition, the custodian of the educational records shall give annual public notice of the class of records the institution has designated as directory information, and of the right of the parent or eligible student to object to the release of directory information without prior written consent. The appropriate forms for providing notice shall be on file in the office of the custodian of the educational records.

After giving notice, the custodian of records may make directory information available without parental or eligible student's consent. The custodian of records shall make student recruiting information (name, address, and telephone listing) available to military recruiters and postsecondary institutions unless parents or eligible students request the information not be released without written consent.

For the purposes of this policy, school official means teacher, administrator, other certified employee or board of education. The district may disclose, without the parents or eligible students' consent, personally identifiable information to school officials with a legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support-staff member (including health or medical staff and law enforcement unit personnel); the school board (in executive session); a person or company with whom the school has contracted to perform a special

**JRB Release of Student Records**

**JRB-2**

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;
- 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; 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.

**JRB Release of Student Records**

**JRB-3**

No personally identifiable information contained in personal school records shall be furnished to any person other than those, 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, parents, 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.

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

**JRB Release of Student Records**

**JRB-4**

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: KASB Recommendation – 7/96; 6/00; 7/02; 7/03; 4/07

**JRC**    **Disposition of Records**

**JRC**

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

All student records will be maintained and screened periodically.

Administrative records shall be permanent records and maintained by the school for an indefinite period of time. When the student graduates, supplementary records shall be destroyed or shall be transferred to the administrative records if they have permanent usefulness. Tentative records shall be destroyed when the use for which they were collected is ended. However, tentative records may be placed in the supplementary classification if the continuing usefulness of the information is demonstrated and its validity verified.

The official custodian shall review a student's records when the student moves from elementary to a middle school or junior high, from a middle school or junior high to high school and upon high school graduation. During each review obsolete or unnecessary information shall be removed and destroyed.

Following a reasonable amount of time after a student has graduated or ceases to attend school in the district, the records of the student that are determined to be appropriate for retention may be retained in a format designated by the {administration/board.}

Approved: KASB Recommendation-7/96; 4/07; 6/10

**JRD Hearing Request**

**JRD**

**(See BCBK, CN, CNA, ECA, IDAE, JGGA, JR et seq. and KBA)**

When a hearing has been requested by a parent, guardian or an eligible student to challenge the content of the student's education record, the procedure to be followed in the hearing shall be:

The hearing shall be conducted and the decision rendered by a person who does not have a direct interest in the hearing outcome.

The parent, guardian or eligible student shall be given notice of the date, place and time of the hearing within a reasonable time in advance of the hearing.

The parent, guardian or the eligible student may be assisted or represented by individuals of their choice at their own expense, including an attorney. Parents, guardian or the eligible student shall be afforded a full and fair opportunity to present relevant evidence.

A written decision shall be rendered within a reasonable time after the hearing concludes. The decision of the hearing official shall be based solely upon the evidence presented at the hearing and include a summary of the evidence and the reasons for the decision.

Approved: KASB Recommendation-7/96; 4/07

**JS Student Fees and Charges**

**JS**

Building principals shall be authorized to collect fees approved by the board or to seek restitution for any school property lost, damaged or destroyed by a student.

Fee Schedules

The superintendent shall distribute a schedule of enrollment fees and other fees approved in advance by the board to all building principals. The fee schedule shall include:

- A list of all items for which a charge is to be collected;
- The amount of each charge;
- The date due;
- Classifications of students exempt from the fee or charge;
- A system for accounting for and disposing of fees; and
- An appeal procedure to be used by students or parents to claim exemption from paying the fees or charges.

Debt Collection

Building principals shall attempt to collect the justifiable value owed by a student of school property lost, damaged or destroyed by a student. If, after the attempt to collect, the amount remains unpaid, the principal shall report the matter to the superintendent who shall consult with the school board's attorney, and they shall jointly recommend a course of action to the board.

Forwarding Pupil Records

Administrators shall forward student's school records upon request and may not withhold them for any reason.

Approved: KASB Recommendation—7/96; 6/99; 6/00; 6/01; 4/07



## **TABLE OF CONTENTS**

### **K--GENERAL PUBLIC RELATIONS**

<b>KA</b> .....	Goals and Objectives (See IB)
<b>KB</b> .....	Public Information Programs (See CEE, CEF, CG and KBA)
	Newsletters and other Media
<b>KBA</b> .....	District or School Web Sites (See ECH, II, IIBG, JR <u>et seq.</u> and KB)
	Web Site Rules
<b>KBC</b> .....	Media Relations
	Broadcasting and Taping
	News Releases
	Conferences and Interviews
<b>KDC</b> .....	Solicitations (See GAI)
<b>KFD</b> .....	School Volunteers (See EBAA and IFC)
<b>KG</b> .....	Use of School Facilities by Community Groups (See DFG and JH)
	Fees and Rental Charges
	Lease Arrangements
	Supervision of Non-School Groups
	Insurance and/or Bonds
<b>KGA</b> .....	Use of District Personal Property and Equipment
	Personal Use
<b>KGD</b> .....	Crowd Control at School Sponsored Activities (See EBC and JCDBB)

Criminal Possession of a Firearm

**KH**.....Gifts to Schools (See GAJ and JL)

**KI** .....Distributing Materials in Schools (See JHCA, JK and JR et seq.)

Materials Produced by Outside Groups – Including Religious Materials

Political Campaign Materials

Advertising in the Schools

Mailing Lists

**KK**.....Sale of District Property (See DFM)

**KM**.....Visitors to the School

**KN**.....Complaints (See BCBI, GAACA, IF, IKD and JCE))

Complaints About Discrimination or Discriminatory Harassment

Informal Procedures

Formal Complaint Procedures

Complaints About Policy

Complaints About Curriculum

Complaints About Instructional Materials

Complaints About Facilities and Services

Complaints About Personnel

**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: KASB Recommendation – 3/00; 4/07

**KB Public Information Programs (See CEE, CEF, CG and KBA)**

**KB**

The board shall keep the public informed about the school system's functions and operations.

Newsletters and other Media

The board shall issue a patron newsletter. The superintendent shall be responsible for the content of the district newsletter and other district-sponsored media or publications.

The superintendent shall direct the dissemination of district information and report to the board as requested.

When approved by the principal, attendance center announcements or school-related information may be sent home with students.

Approved: KASB Recommendation – 3/00; 7/03; 4/07; 6/07

**KBA** **District or School Web Sites**  
(See ECH, II, IIBG, JR et seq. and KB)

**KBA**

The board may establish a district web site and may allow creation of web sites for individual schools. A district web site shall be under the control of Technology Director and school web sites shall be supervised by the principal.

Web Site Rules

Detailed rules relating to web sites are found in appropriate handbooks or in documents approved by the board and filed with the clerk and/or principals.

School rules shall include the following areas:

- data privacy and FERPA regulations;
- copyright rules, relating to access and use of materials and the property rights of the district, students or employees who create material;
- board and administration shall determine web site content and monitor use by employees and students.

District and school web sites are maintained to support the public relations and educational programs of the district and/or the schools. Web sites may be modified or terminated at any time by board action.

Approved: KASB Recommendation – 6/00; 7/03; 4/07

## **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: KASB Recommendation – 3/00; 4/07

**KDC Solicitations (See GAI)**

**KDC**

The board shall discourage all solicitations of and by staff members during regular school hours and at school-sponsored activities.

Agents, solicitors and salesmen shall not be permitted to take time of teachers or students from educational activities. The students and faculty of the district shall not promote commercial or private financial interests, either through direct sales or through promotion of competitive goods or services.

This rule applies to those activities, promotions and sales originating outside the school. Exception to this rule may be made as outlined below.

Materials and projects submitted for consideration under this rule must be made in writing to the superintendent. Requests will be considered in light of the proposal's direct contribution to the educational values in the school. Consideration shall be on the basis of unreasonably added work for staff members.

Any individuals or organizations violating the policy on solicitations shall be reported to the board by the superintendent. Violators may be denied further access to school premises by board action.

Approved: 4/07

**KFD** School Volunteers (See GAOE and IFC)

**KFD**

School volunteers work under the school staff's direction with the principal's approval.

School volunteers are bound by the policies, rules and regulations of the district, serve without financial compensation and are not covered by workers' compensation.

Approved: KASB Recommendation – 3/00; 4/07



**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.

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.

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 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: KASB Recommendation – 3/00; 4/07

**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 the principal 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; the building principal.

Approved: KASB Recommendation – 3/00; 4/07; 6/12

**SCHOOL PERSONAL PROPERTY AND EQUIPMENT USE PERMIT [Sample Only]**

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This permit authorizes use of the school equipment as listed. The person to whom this permit is issued (hereafter "Permittee") agrees to accept responsibility for care of the equipment and compliance with school board policy KGA as well as IIBG if Permittee is a student or employee of the district.

As a condition of use, Permittee agrees to pay the district fair market value for any equipment that has been lost, stolen, or has suffered irreparable damage while in Permittee's possession. If school equipment is returned damaged beyond normal wear and tear of acceptable use, Permittee agrees to reimburse the district for the cost to repair such equipment. No district reimbursement shall be assessed to Permittee for normal wear and tear of the equipment commensurate with acceptable use under policy KGA and policy IIBG if Permittee is a district student or employee.

Permittee Name: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Group or Organization Represented, if any: \_\_\_\_\_

Equipment Needed: \_\_\_\_\_

\_\_\_\_\_

Date(s) of Use: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Insurance and Other Special District Requirements for Use: \_\_\_\_\_

\_\_\_\_\_

Deposit Date and Amount Paid, if any: \_\_\_\_\_

Principal's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

This form must be signed by the permittee 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 School Personal Property and Equipment Use Permit above and relevant policies thereto, and I agree that I will be responsible to see that there is full compliance with them.

1st copy: Permittee's copy

2nd copy: Building Principal

3rd copy: District office

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

Approved User (Permittee)

**KGD Crowd Control at School Sponsored Activities  
(See EBC and JCDBB)**

**KGD**

Disorder and disruption of school activities will not be tolerated, and persons attempting to endanger the safety of students, school personnel or other adults; to damage school property; to interfere with school activities or the educational process; will be asked to leave the premises.

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

**Criminal Possession of a Firearm**

It shall be illegal for any person, other than a law enforcement officer, to possess a firearm in or on any school property, school grounds, or any district building or structure used for student instruction, or attendance or extracurricular activities of pupils, or at any regularly scheduled school sponsored activity or event. This prohibition includes concealed weapons even if the person has a legal permit. Appropriate signs shall be posted as directed by the board.

Refusal to surrender or immediately remove from school property or grounds, or any regularly scheduled school sponsored activity or event, any firearm in the possession of any person, when so requested or directed by an authorized school employee or any law enforcement officer shall be reported to law enforcement.

Approved: KASB Recommendation – 6/99; 7/03; 6/06; 4/07

**KH Gifts to Schools (See GAJ and JL)**

**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: KASB Recommendation – 3/00; 4/07

**KI Distributing Materials in Schools (See JHCA, JK and JR et seq.) 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.



**KI Distributing Materials in Schools**

**KI-2**

Mailing Lists

No mailing lists of students shall be given to individuals, organizations or vendors for the purpose of distributing materials.

Approved: KASB Recommendation – 3/00; 4/07

**KK Sale of District Property (See DFM)**

**KK**

The board may dispose of property in a manner the board deems to be in the district's best interest. Whenever excess district property is to be sold at auction, all sales shall be to the highest bidder. No credit shall be extended.

Approved: KASB Recommendation – 3/00; 4/07

**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: KASB Recommendation – 3/00; 4/07

**KN Complaints (See BCBI, GAACA, GAAB, 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. Superintendent, P.O. Box 139, Victoria, KS 67671-0139, telephone 785-735-9212 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.

**Formal Complaint Procedures**

- A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. If an individual does not wish to file a written complaint and the matter has not been adequately resolved, the building principal may initiate the complaint. Forms for filing written complaints are available in each building office and the central office.
- A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.
- If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board shall appoint an investigating officer. In other instances, the investigation shall be conducted by the building principal, the compliance coordinator or another individual appointed by the board. The investigation shall be informal but thorough. All interested persons, including the complainant and the person against whom the complaint is lodged, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.
- A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and a copy forwarded to the complainant no later than 30 days after the filing of the complaint.
  - ◊ If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.
  - ◊ If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy, the negotiated agreement or state law will be followed.
- Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the district compliance coordinator.

- The complainant may appeal the determination of the complaint. Appeals shall be heard by the district compliance coordinator, a hearing officer appointed by the board, or by the board itself as determined by the board. The request to appeal the resolution shall be made within 20 days after the date of the written resolution of the complaint at the lower level. The appeal officer shall review the evidence gathered by the investigator and the investigator's report, and shall afford the complainant and the person against whom the complaint is filed an opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is filed. The appeal officer will issue a written determination of the complaint's validity and a description of its resolution within 30 days after the appeal is filed.
- Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies including the right to file a complaint with the Office for Civil Rights of the U.S. Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.

Complaints About Policy

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

Complaints About Curriculum (See IF)

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

Complaints About Instructional Materials

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

Complaints About Facilities and Services

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

**Complaints About Personnel**

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

Approved: KASB Recommendation—9/97; 8/98; 3/00; 4/07



**TABLE OF CONTENTS**  
**L--INTERORGANIZATIONAL RELATIONS**

**LA** .....Goals and Objectives

**LB** .....School-Community Cooperation

**LC** .....School-Community Programs

**LDD** .....Federal Government-Drug Free Schools (See GAOA, GAOB, IDAB and JDDA)

**LDDA** .....Fiscal Management of Federal Grants

**LED** .....Family Night

**LA Goals and Objectives**

**LA**

The board shall seek to establish a satisfactory working relationship with governmental agencies and private organizations having an interest in the schools.

Approved: KASB Recommendation – 3/00; 4/07

**LB School-Community Cooperation**

**LB**

The board shall seek to foster cooperation between the schools and community groups and organizations.

Approved: KASB Recommendation – 3/00; 4/07

**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: KASB Recommendation – 3/00; 4/07

**LDD Federal Government-Drug Free Schools  
(See GAOA, GAOB, IDAB and JDDA)**

**LDD**

The unlawful possession, use, sale or distribution of illicit drugs and alcohol by students or school employees on school premises or as a part of any school activity is prohibited. This policy, and any curriculum used in conjunction with it, shall be evaluated at least every-other year using criteria developed by the superintendent and approved by the board. The board shall receive a report after each of these reviews is conducted.

Approved: KASB Recommendation – 9/97; 4/99, 3/00; 4/07; 6/08

**(See GAOA, GAOB, IDAB and JDDA)**

The unlawful possession, use, sale or distribution of illicit drugs and the possession, use, sale, or distribution of alcohol by students or school employees at school, on or in school property, or at school sponsored activities or events is prohibited. This policy, and any curriculum used in conjunction with it, shall be evaluated periodically using criteria developed by the superintendent and approved by the board. The board shall receive a report after each of these reviews is conducted.

Approved: KASB Recommendation – 9/97; 4/99, 3/00; 4/07; 6/08; 6/12

**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: KASB Recommendation – 1/07; 6/07; 9/07

**LED Family Night**

**LED**

No school activity is to take place on Wednesday night or on Sunday without written permission of the superintendent. These times are set aside for family activities. If the superintendent permits any exceptions to this policy, notice shall be given to the board at their next regular or special meeting.

Approved: 4/07



**TABLE OF CONTENTS**

**M--RELATIONS WITH OTHER EDUCATION AGENCIES**

**MA**.....Goals and Objectives

**MD** .....Interdistrict Relations

**MF** .....Colleges and Universities

Contract Required

Other Relationships

**MI** .....State Education Agency Relations: Quality Assurances

**MA Goals and Objectives**

**MA**

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

Approved: KASB Recommendation – 3/00; 4/07; 6/09

**MD Interdistrict Relations**

**MD**

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

Approved: KASB Recommendation – 3/00; 4/07

**MF Colleges and Universities**

**MF**

The board may consider use of student teachers in district classes.

Contract Required

A written student teaching contract with appropriate colleges and universities shall be prepared and presented to the board for their consideration and approval.

Other Relationships

Other relationships between the district and institutions of higher education may be considered upon recommendation of the administration.

Approved: KASB Recommendation – 3/00; 4/07

**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: KASB Recommendation – 6/05; 4/07

# TABLE OF CONTENTS

## POLICY EXTRAS

(Forms, Handbook Language, Regulations etc.)

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

Home Rule Resolution Form

**BCAC**.....Special Meetings

Waiver of Notice

**BCBI**.....Public Participation

Request to add an Agenda Item

**CN**.....Public Records

Request for Records Form

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

Resolution to Establish Petty Cash Fund

**DK**.....Student Activity Fund Management

Resolution to Establish Activity Fund

**EBC** .....Security and Safety

Report to Local Law Enforcement Form

Report to Staff Member Form

**ECH**.....Printing and Duplicating Services

Copyright Regulations and “fair use” rules for educators

**GAAE** .....Bullying by Adults

Report to Local Law Enforcement

**GACC** ..... Recruitment and Hiring

Applicant Job Application Acknowledgements Form

**GAK** ..... Personnel Records

Request to Release Personal Records Form

**GARI** ..... Family and Medical Leave Plan

Sample Family and Medical Leave Plan

**IDAD** ..... Title I Programs

Title I Programs Regulations

Title I Parent Involvement: Policy Development Meetings

**IF** ..... Textbooks, Instructional Materials & Media Centers

Request for Review of Textbook, etc Form

**IIBG** ..... Computer Use

Computer Use Handbook Language

**IKCA** ..... Human Sexuality and AIDS Education

Opt-Out Procedure and Form

Opt-Out Form

Parent/Guardian Opt Out Form

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

Homeless Student Regulations

Enrollment/Placement

Services

Transportation

Records

Coordinator

Complaint Form

**JBE** .....Truancy

Lifetime Earnings Information

Parent Consent and Waiver Form

**JCABB** .....Searches of Students

Search Report Form

**JDDB** .....Reporting Crimes to Law Enforcement

Report to Local Law Enforcement Form

**JDDC** .....Bullying by Students

Report Law Enforcement Form

**JGFGB** .....Supervision of Medications

Medication Given at School Form

Permission for Medication Form

**JGFGBA** .....Student Self-Administration of Medications

Permission for Self-Administration of Medication

**JH** .....Student Activities

Request to Add/Eliminate an Activity Form

**KGA** .....Use of District Personal Property and Equipment



School Personal Property and Equipment Use

**KN**.....Complaints

Complaints Form

RESOLUTION TO ESTABLISH HOME RULE BY BOARD OF EDUCATION

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

RESOLUTION

WHEREAS, the Board of Education of Unified School District No. 432, Ellis County, Kansas, has determined that the exercise of powers granted by the legislature is of benefit to the board and local patrons; and

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

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

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

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

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

NOW THEREFORE, BE IT RESOLVED, by the Board of Education of Unified School District No. 432, Ellis County, Kansas, that the board shall exercise the power granted by law and by this resolution.

ADOPTED by the Board of Education of Unified School District 432, Ellis County, Kansas, the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**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. 432, State of Kansas, held on , 20\_\_.

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Member, Board of Education

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Member, Board of Education

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Member, Board of Education

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Member, Board of Education

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Member, Board of Education

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Member, Board of Education

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Member, Board of Education

Attest:

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Clerk, Board of Education  
Unified School District No. 432  
Ellis County  
State of Kansas

Approved:

**Sample Only: Decide on local time limits, retype and  
file with the clerk after board approval.**

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**Request to Add an Agenda Item**

1. Patrons wishing to address the Board will need to sign the Request for Addressing the Board form in advance of the board meeting. The request form containing signatures will be given to the board president before the board meeting. The board president will allow the patrons to speak by naming them in consecutive order, beginning with the first signature.
2. A maximum of 15 minutes will be allowed each meeting for the public to express their concerns. No one individual may speak longer than three (3) minutes and will only be allowed to address the board one time per meeting.
3. If a group of patrons are coming with a common concern, please designate a spokesperson.
4. Patron's comments shall be limited to issue and may not be referred to personnel. Personnel issues can only be addressed in executive session. A request for an executive session may be made seven (7) days in advance of the meeting and only after discussing the situations with the superintendent.
5. The intent of the Board to allow patrons to speak at board meeting is to listen to the patron's concerns. No immediate decision(s) or comment(s) from board members should be expected.

**Patrons are asked to comply with these guidelines.**

**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. 432

ELLIS COUNTY, 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:

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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)

[RESOLUTION TO ESTABLISH PETTY CASH FUND]

RESOLUTION

WHEREAS, the Board of Education of Unified School District No. 432, Ellis 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. 432, Ellis 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 432, Ellis County, Kansas, the  
\_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

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

\* Not to Exceed \$1500.00



[RESOLUTION TO ESTABLISH ACTIVITY FUND]

RESOLUTION

WHEREAS, the Board of Education of Unified School District No. 432, Ellis 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. 432, Ellis 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 432, Ellis County, Kansas, the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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

**- Sample Form -**

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

<b>Report to Local Law Enforcement</b> <b>USD 432</b>
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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, misdemeanors and weapons }

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

School Districts are required by Federal Law and K.S.A. 72-6214 to protect the privacy rights of students under the age of 18.
--

Signed: \_\_\_\_\_  
Administrator or other school employee.

cc: Superintendent of Schools, USD 432 Student/s file

**Adapt regulation for local use, remove from policy book  
and distribute as necessary.**

## **NOTICE OF PRIVACY PRACTICES**

**432 District Victoria, HEALTH INSURANCE PLAN**

**(referred to as the “Group Health Plan”, “We” “Our” or “Us” in this document)**

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**This notice describes how Protected Health Information (PHI) about you may be used and how You can get access to the information.**

**PLEASE READ IT CAREFULLY.**

PHI is individually identifiable information about You. All of the following are examples of PHI:

- demographic information: Your name, address, social security number and date of birth; or
- medical information: relating to Your past, present or future physical or mental health that is collected/created/received from You, a health care provider, a health plan, employer or health care clearinghouse; or
- the providing of health care; or
- the past, present or future payment for providing health care to You.

### **OUR LEGAL DUTY**

We are required by applicable federal and state laws to maintain the privacy of Your PHI. We are also required to give You this notice about Our privacy practices, Our legal duties, and Your rights concerning Your PHI. We must follow the privacy practices that are described in this notice while it is in effect. This notice takes effect on April 14, 2004 or the date coverage became effective for You, whichever is later, and will remain in effect until We replace it.

We reserve the right to change Our privacy practices and the terms of this notice at any time, provided such changes are permitted by applicable law. We reserve the right to make the changes in Our privacy practices and the new terms of Our notice effective for all PHI that We maintain, including

PHI We created or received before We made the changes. Before We make a significant change in Our privacy practices, We will change this notice and send the new notice to Our health plan subscribers at the time of the change.

You may request a copy of Our notice at any time. For more information about Our privacy practices, or for additional copies of this notice, please contact Us using the information listed at the end of this notice.

## **USES AND DISCLOSURES OF YOUR PHI**

We use and disclose PHI about You for treatment, payment and health care operations. For example:

- **Treatment:** We may disclose Your PHI to a doctor, hospital or other health care provider on request when necessary to assist in Your treatment. For example, We might disclose Your PHI to assist in case managements or precertification activities.
- **Payment:** We may use and disclose Your PHI to pay claims from doctors, hospitals and other providers for services delivered to You that are covered by Your health plan. For example, We might disclose Your PHI to determine Your eligibility for benefits, to coordinate benefits, to examine medical necessity and to issue explanations of benefits to the person who subscribes to the health plan in which You participate. We may disclose Your PHI to a health care provider or entity subject to the federal Privacy Rules so they can obtain payment or engage in these payment activities.
- **Health Care Operations:** We may use and disclose Your PHI in connection with Our health care operations. Health care operations include:
  - Rating Our risk and determining contributions for Your health plan;
  - Quality assessment and improvement activities;
  - Reviewing the competence or qualifications of health care professionals, evaluating practitioner and provider performance, conducting training programs, accreditation, certification, licensing or credentialing activities
  - Medical review, legal services and auditing, including fraud and abuse detection and compliance;
  - Business planning and development; and
  - Business management and general administrative activities, including management activities relating to privacy, customer service, resolution of internal grievances, and creating de-identified PHI or a limited data set.

We may disclose Your PHI to another entity which has a relationship with You and is subject to the federal Privacy Rules, for their health care operations relating to quality assessment and improvement activities, reviewing the competence or qualifications of health care professionals, or detecting or preventing health care fraud and abuse.

**ON YOUR AUTHORIZATION:** You may give a written authorization to use Your PHI to disclose it to anyone for any purpose. If you give us an authorization, You may revoke it in writing at any time. Your revocation will not affect any use or disclosure permitted by Your authorization while it was in effect. Unless You give Us a written authorization, We cannot use or disclose Your PHI for any reason except those described in this notice.

**TO YOUR FAMILY AND FRIENDS:** We may disclose Your PHI to a family member, friend or other person to the extent necessary to help with your health care or with payment for your health care. We may use or disclose your name, location and general condition or death to notify or assist in the notification of (including identifying or locating) a person involved in your care. Before we disclose Your PHI to a person involved in Your health care or payment for Your health care, We will provide You with an opportunity to object to such uses or disclosures. If You are not present, or in the event of Your incapacity or an emergency, We will disclose Your PHI based on Our professional judgment of whether the disclosure would be in Your best interest.

**UNDERWRITING:** We may receive Your PHI for underwriting, premium rating or other activities relating to the creation, renewal or replacement of a contract of health insurance or health benefits. We will not use or further disclose this PHI for any other purpose, except as required by law, unless the contract of health insurance or health benefits is placed with Us. In that case, Our use and Disclosure of Your PHI will only be as described in this notice.

**DISASTER RELIEF:** We may use or disclose Your PHI to a public or private entity authorized by law or by its charter to assist in disaster relief efforts.

**PUBLIC BENEFIT:** We may use or disclose Your PHI as authorized by law for the following purposes deemed to be in the public interest or benefit:

- As required by law;
- For public health activities, including disease and vital statistics reporting, child abuse reporting, FDA oversight, and to employers regarding work-related illness or injury;

- To report adult abuse, neglect or domestic violence;
- To health oversight agencies;
- In response to court and administrative orders and other lawful processes;
- To law enforcement officials pursuant to subpoenas and other lawful processes, concerning crime victims, suspicious deaths, crimes on Our premises, reporting crimes in emergencies and for purposes of identifying or locating a suspect or other person;
- To coroners, medical examiners and funeral directors;
- To organ procurement organizations;
- To avert a serious threat to health or safety;
- In connection with certain research activities;
- To the military and to federal officials for lawful intelligence, counterintelligence and national security activities;
- To correctional institutions regarding inmates; and
- As authorized by state workers compensation laws.

**HEALTH RELATED SERVICES:** We may use Your PHI to contact You with information about health-related benefits and services or about treatment alternatives that may be of interest to You. We may disclose Your PHI to a business associate to assist Us in these activities. We may use or disclose Your PHI to encourage You to purchase or use a product or service by face-to-face communication or to provide You with promotional gifts.

## **INDIVIDUAL RIGHTS**

- **Access:** You have the right to look at or get copies of Your PHI, with limited exceptions. You may request that We provide copies in a format other than photocopies. We will use the format You request unless We cannot practicably do so. You must make a request in writing to obtain access to Your PHI when You make the request as an exercise of Your HIPAA Privacy rights. Many records are available without making the request as an exercise of HIPAA Privacy rights. You may obtain a form to request access by using the contact information listed at the end of this notice. If You request copies, We will charge You a fee for the costs of copying, other supplies and postage if You want the copies mailed to You and staff time associated with Your request. For information maintained off-site in archival warehouses or that is not reasonably identifiable and accessible, We will charge the actual cost of the time and other resources required to make the information available. If You request an alternative format, We will charge a cost-based fee for providing Your PHI in that format. If You prefer, We will prepare a summary or an explanation of Your PHI for a fee. Contact Us using the information listed at the end of this notice for a full explanation of Our fee structure.
- **Disclosure Accounting:** You have the right to receive a list of instances in which We or Our business associates disclosed Your PHI for purposes other than for treatment, payment, health care operations, as authorized by You, and for certain other activities since April 14, 2004 or the date coverage became effective for You, whichever is later. For example, We would account for Your PHI or demographic information We disclose during an audit by a government oversight agency or pursuant to a court order. You must make Your request in writing. We will provide You with the date on which We made a disclosure, the name of the person or entity to whom

We disclosed Your PHI, a description of the PHI We disclosed, the reason for the disclosure and certain other information. If You request this accounting more than once in a 12-month period, We may charge You a reasonable, Cost-based, fee for responding to these additional requests. Contact Us using the information listed at the end of this notice for a full explanation of Our fee structure and how to make Your request.

- **Restriction:** You have the right to request that We place additional restrictions on Our use or disclosure of Your PHI. You must make a request in writing if You wish to request additional restrictions. You may obtain a form to request additional restriction by using the contact information listed at the end of this notice. We are not required to agree to these additional restrictions, but if We do, We will abide by Our agreement (except in an emergency). Both Your request and any agreement to additional restrictions must be in writing signed by the person making the request and (for Our agreement) by a person authorized to make such an agreement on Our behalf. We will not be bound unless Our agreement is so stated in writing.
- **Confidential Communications:** You have the right to request that We communicate with You about Your PHI by alternative means or to an alternative location. You must make Your request in writing, and You must state that the information could endanger You if it is not communicated in confidence as You request. We must accommodate Your request if it is reasonable, specifies that alternative means or location and continues to permit Us to collect premiums and pay claims under Your health plan, including issuance of explanations of benefits to the subscriber of the health plan in which You participate. An explanation of benefits issued to the subscriber for health care that You received for which You did not request confidential communications or about the subscriber or others covered by the health plan in which You participate may contain sufficient information to reveal that You obtained health care, even though You requested that We communicate with You about that health care in confidence. Other transactions under the membership may also detract from the level of confidentiality You might obtain from an alternate communication or address.
- **Amendment:** You have the right to request that We amend Your PHI. Your request must be in writing, and it must explain why the information should be amended. If You need information about making a request or amendment, contact Us using the contact information listed at the end of this notice. We may deny Your request if We did not create the information You want amended and the originator remains available or for certain other reasons. If We deny Your request, We will provide You a written explanation. You may respond with a statement of disagreement to be appended to the information You wanted amended. If We accept Your request to amend the information, We will make reasonable efforts to inform others, including giving people Your name, of the amendment and to include the changes in any future disclosures of that information.
- **Electronic Notice:** If You receive this notice on Our web site or by electronic mail (e-mail), You are entitled to receive this notice in written form. Please contact Us using the information listed at the end of this notice to obtain this notice in written form.

## **QUESTIONS AND COMPLAINTS**

If You want more information about Our privacy practices or have questions or concerns, please contact Us using the information listed below. If You are concerned that We may have violated Your privacy rights, or You disagree with a decision We made about access to Your PHI or in response to a request You made to amend or restrict the use or disclosure of Your PHI or to have Us communicate

with You by alternative means or at an alternative location, You may complain to Us using the contact information listed below. You also may submit a written complaint to the U.S. Department of Health and Human Services. We will provide You with the address to file Your complaint with the U.S. Department of Health and Human Services upon request. We support Your right to the privacy of Your PHI. We will not retaliate in any way if You choose to file a complaint with Us or with the U.S. Department of Health and Human Services.



## **Copyright Regulations and “fair use” rules for educators.**

### ***Suggested Handbook Language***

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

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

#### The Purpose and Character of the Use

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

#### The Nature of the Copyrighted Work

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

#### The Amount and Substantiality of the Portion Used

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

#### The Effect of the Use Upon the Potential Market for or

#### Value of the Copyrighted Work

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

### Prohibited Practice

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

### Permitted Practice

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

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

### Guidelines for Off-Air Recording of Broadcast

#### Programming for Education Purposes

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

Off-air recordings may be used once by individual teachers in the course of relevant teaching activities and repeated once, only when instructional reinforcement is necessary, in classrooms and

similar places devoted to instruction within a single building, cluster or campus, as well as in the homes of students receiving formalized home instruction, during the first 10 consecutive school days in the 45 calendar day retention period. "School days" are school session days--not counting weekends, holidays, vacations, examination periods or other scheduled interruptions--within the 45 calendar day retention period.

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

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

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

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

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

#### Computer Software

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

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

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

Approved by Board of Education: \_\_\_\_\_ Date

**- Sample Form -**

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

<b>Report to Local Law Enforcement</b> <b>USD USD 432</b>
--

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

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

<b>Date</b>	<b>School/Location</b>	<b>Person/s Involved</b>	<b>Brief Description of bullying incident/s.</b>
1.			
2.			

School Districts are required by Federal Law and K.S.A. 72-6214 to protect the privacy rights of students under the age of 18.
--

Signed: \_\_\_\_\_  
Administrator or other school employee

c/superintendent, USD 432; c/employee's file

## **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

# Request to Release Personnel Records

(re: USD 432 Policy GAK)

To: \_\_\_\_\_: (Superintendent/records custodian: USD 432)

From: \_\_\_\_\_ (Employee or former employee)

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

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

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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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 USD432

c/USD files



(Remove this page from the policy book)

### **SAMPLE: FAMILY AND MEDICAL LEAVE PLAN**

Family and medical leave as required by federal law shall be granted for a period of up to 12 weeks during a 12-month period. For purposes of this policy, a 12-month period shall be defined as a fiscal year beginning on July 1 and ending the following June 30. Spouses employed by the district may only take an aggregate of 12 weeks of leave for the birth or adoption of a child within a 12-month period.

Leave is available for the following:

- (1) the birth of a son or daughter of the employee and to care for the newborn child;
- (2) the placement of a son or daughter with the employee for adoption or foster care and to care for the newly placed child;
- (3) to allow the employee to care for the employee's spouse, son, daughter, or parent with a serious health condition;
- (4) a serious health condition of the employee that makes the employee unable to perform the functions of his or her job;
- (5) any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to achieve active duty) in support of a contingency operation; and
- (6) the need to care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member. Eligible employees are, for reason (6) only, entitled to a combined total of 26 workweeks of leave during a 12-month period.

(Leave for reason 1 or 2 must be taken within 12 months of the date of birth or placement of the child.)

This leave shall normally be unpaid leave. However, if the employee has any paid vacation, personal, or sick leave that is available for use because of the reason for the leave, the paid leave shall be used 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 if he or she has been employed by the district for at least 12 months and has worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the FMLA leave.

During the period of any unpaid family and medical leave, the board shall continue to pay the employer's share of the cost of group health benefits in the same manner as paid immediately prior to the leave. Any employee portion of the cost shall be paid by the employee to the clerk of the board on the payroll date or other time as the employee and superintendent may agree prior to the commencement of the leave. The board may terminate group health coverage if

the employee's portion of the payment is not received within 30 days of the due date, so long as written notice of the delinquency in payment and the notice of intent to terminate coverage are sent at least 15 days prior to the termination.

When leave is foreseeable, the employee shall give written notice 30 days in advance. If leave is not foreseeable, notice will be given as soon as is practicable.

Upon the employee providing notice of need for leave, the employer will notify the employee of the following within 5 business days, absent extenuating circumstances:

- a. whether or not the employee is eligible for FMLA leave;  
the reasons that leave will or will not count as family and medical leave,
- b. any requirements for medical certification,
- c. employer requirement of substituting paid leave,
- d. requirements for premium payments for health benefits and employee responsibility for repayment if employer pays employee share,
- e. right to be restored to same or equivalent job, and
- f. any employer required fitness-for-duty certifications.

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 or for a qualifying exigency as described in section (5) above, the superintendent may require an instructional employee to continue leave until the end of a semester, if:

1. the leave begins in the last five (5) weeks of a semester, will last more than two (2) weeks and the return to work would occur in the last two (2) weeks of a semester, or
2. the leave begins in the last three (3) weeks of a semester, and lasts more than five (5) days.

# **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: KASB Recommended Regulation – 7/03; 1/04

# Title I Parent Involvement: Policy Development Meetings

## USD 432, Ellis 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 policy IDAD

Administrators and other school employees present:

Name	Title/Position	Building




Copies to: Clerk of the Board; Superintendent of Schools; School Principal

Approved by Board of Education as Policy/Regulation: \_\_\_\_\_date

(Retype and file with clerk.)

USD 432

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.)

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3. What do you feel might be the result of using this material? \_\_\_\_\_

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4. Did you read or view all this material? \_\_\_\_ If no, how were the parts selected for reading or viewing?

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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?

\_\_\_\_\_

8. Additional comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Administrator

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Signature of complainant

Date received: \_\_\_\_\_

## **Staff Handbook**

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

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

## **Student Handbook**

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

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

Approved: KASB Recommendation – 1/04; 6/08

# **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, P.O. Box 139, Victoria, KS 67671-0139, 785-735-9212. 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: KASB Recommended Regulation – 7/03; 4/07

# 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: KASB Recommended Regulation – 7/03; 4/07

(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. USD 432 encourages (Name of Student) to remain in school or to pursue an education alternative.

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

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

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

*(List any programs that may be available. Contact information for accredited private schools, virtual schools, and virtual programs can be found at <http://www.ksde.org/Default.aspx?tabid=4606> . The statutory language suggests an "alternative learning plan" could also include extended learning opportunities such as independent study, private instruction, performing groups, internships, community*



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. \_\_\_\_\_

<b>Notifications</b>	Parent/Guardian_____			
		Name	Time	Results
	Law enforcement_____			
		Name	Time	Results
	Other_____			
		Name	Time	Results

cc: Student's file  
cc: Superintendent

**- Sample Form - (Use to Report All Crimes)**

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

<b>Report to Local Law Enforcement</b> <b>USD 432</b>
--

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

Briefly describe each incident and the person/s involved in a misdemeanor or felony; possession of a weapon at school, on school property, or at a school activity; or possession, use, sale or distribution of an illegal drug or controlled substance at school, on school property or at a school activity; or behavior at school, on school property, or at a school activity, which resulted in, or is likely to result in, serious bodily injury to others.

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

School Districts are required by Federal Law and K.S.A. 72-6214 to protect the privacy rights of students under the age of 18.
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Signed: \_\_\_\_\_  
Administrator or other school employee

c/superintendent, USD 432; c/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.

<b>Report to Local Law Enforcement</b> <b>USD 432</b>
--

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

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

<b>Date</b>	<b>School/Location</b>	<b>Student/s or Person/s Involved</b>	<b>Brief Description of bullying incident/s.</b>
1.			
2.			

School Districts are required by Federal Law and K.S.A. 72-6214 to protect the privacy rights of students under the age of 18.
--

Signed: \_\_\_\_\_  
Administrator or other school employee

c/superintendent, USD 432; c/student's file

**SAMPLE FORM**

USD 432

School \_\_\_\_\_

Medications Given at School

Name of Student \_\_\_\_\_

Parent/Guardian \_\_\_\_\_

Physician's Name \_\_\_\_\_ Phone \_\_\_\_\_

Medication \_\_\_\_\_ Prescribed by \_\_\_\_\_

Dosage \_\_\_\_\_ Time to be Given \_\_\_\_\_

Duration of Orders \_\_\_\_\_

\_\_\_\_\_

Administered By	Date	Time	Dosage	(signature)	Comments
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\_\_\_\_\_

\_\_\_\_\_

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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.

## Permission for Self-Administration of Medication

Name of Student \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

Teacher \_\_\_\_\_

Medication \_\_\_\_\_ Dosage \_\_\_\_\_

Date Started \_\_\_\_\_

Conditions under which the medication is to be given:

\_\_\_\_\_

Any additional circumstances under which the medication is to be given:

\_\_\_\_\_

Length of time medication is to be administered:

\_\_\_\_\_

I hereby give my permission for **(name of student)** to administer the above medication at school as ordered. I understand that it is my responsibility to furnish this medication. I acknowledge that the school incurs no liability for any injury resulting from the self-administration of medication and agree to indemnify and hold the school, and its employees and agents, harmless against any claims relating to the self-administration of such medication.

**My child has been instructed on self-administration of the  
medication and is authorized to do so in school.**

Signature of Parent or Guardian

**[NOTE: Parental permission must be renewed annually]**

\_\_\_\_\_ Date \_\_\_\_\_

Signature of Health Care Provider

\_\_\_\_\_ Date \_\_\_\_\_

Approved:

## Sample Only: Adapt for local use

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### 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\_

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**USD 432 Victoria, Kansas**

**SCHOOL PERSONAL PROPERTY AND EQUIPMENT USE PERMIT [Sample Only]**

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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



# U.S.D. No. 432

## Complaint of Discrimination Form

The policies of Board of Education of U.S.D. No. 432 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

<p>incident have on you?</p>	<hr/> <p>Attach additional sheets if necessary.</p>
<p>Were there any witnesses to this incident?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please indicate who the witnesses were:</p> <hr/> <hr/> <hr/>
<p>What action do you believe the school should take with regard to this incident?</p>	<hr/> <hr/> <hr/>
<p>If this matter proceeds to a formal or informal hearing, will you appear and testify as to your knowledge of the matter? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	