

## **Board of Education Guidelines and Meetings**

1.100	Legal Designation	3
	District Attendance Areas	3
	School Year	3
	School Calendar	3
	Extended School Year	3
	School Day	4
1.200	Responsibilities and Structure of the Board of Education	4
	The Scope	4
	Responsibilities	4
	General Functions	4
	Training	5
	Appointments	5
	Delegation of Authority	6
	Home Rule	7
1.300	Organization of the Board of Education	7
	Formation of the Board of Education	7
	Membership of the Board of Education	7
	Term	7
	Vacancies	7
	New Member Orientation	8
	Duties of the Board of Education Officers	8
	President	8
	Vice-President	8
	Clerk	8
	Treasurer	9
	Attorney	10
1.400	Board of Education Meetings	10
	Place of Meetings	10
	Meeting Dates	10
	Regular Meetings	10
	Special Meetings	10
	Adjourned Meetings	11
	Work Sessions	11
	Time of Meetings	11
	Public Information Programs	11
	Rules of Board of Education Meetings	12
	Absence of President, Vice-President	12
	Standing / Advisory Committees	12
	Function of Committees	12
	Voting	13
	Agendas and Order of Business	13
	Agenda Preparation	13
	Public Participation	13
	Public Hearings	14

	Agenda Background Information	14
	Order of Business	14
	Availability of Agendas	15
	Rules of Order	15
	Open Public Meeting Law (KOMA)	15
	Executive Session of the Board of Education	16
	Minutes of Board of Education Meetings	17
1.500	Development of Board of Education Policies	17
	Development of Board of Education Policy Proposals	17
	Adoption of Board of Education Policies	17
	Process of Board of Education Policy Adoption	17
	Conflict with State Statutes	18
	Dating Policy Adoptions	18
	Review of Board of Education Policies	18
	Distribution of the Policy Handbook	18
	Distribution to Patrons	18
	Distribution to Employees and Board Members	18
	Administration of Policies	19
1.600	Recognition of Education Associations and Agencies	19
	Recognition of the Home and School Associations	19
	Recognition of the Educational Agencies	19
1.700	School and Community Relationships & Communications	20
	General Statement	20
	Provision of Agenda Background Information	21
	Self Evaluation	21
1.800	General Procedures	21
	Code of Ethics for Board Members	21
	Admission to School Functions	22
	Employment of Relatives of Board Members	22
	Handling of Complaints	22
1.900	Compliances	23
	Title IX	23
	Complaints of Discrimination	23
	Section 504	24
	Title VI	24
	Americans with Disabilities	25
	Kansas Public Records	25
	Public Records	25
	Business Day	25
	Location	25
	Custodian of Public Records	26
	Requests for Public Records	26
	Charges for Copies of Public Records	26
	Drug Free Schools	27
	HIPAA Policy	27
	FERPA	27

**BOARD OF EDUCATION GUIDELINES AND MEETINGS****1.100 LEGAL DESIGNATION**

The legal designation of this district shall be: Unified School District Number 459, Bucklin, Ford County, Kansas; and shall hereinafter be referred to as the district.

**1.110 DISTRICT ATTENDANCE AREAS**

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

**1.120 SCHOOL YEAR**

The board shall provide a school year consisting of not less than 1116 school hours for students in grades K-12.

**1.130 SCHOOL CALENDAR**

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

**1.140 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.

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;
- 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.

**1.150 SCHOOL DAY**

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

The beginning and ending times for all attendance centers will be published each August in the student handbooks. The information will be provided to the Bucklin Banner.

**1.200 RESPONSIBILITIES AND STRUCTURE OF THE BOARD OF EDUCATION**

**1.210 THE SCOPE**

The scope of the board of education is to act in the best interest of the students, teachers, and taxpayers in all aspects of the operation of the district.

The board of education and the schools of the district shall meet the requirements specified by the state and federal constitutions, state and federal statutes, the Kansas State Board of Education, and court decisions. The above mentioned requirement shall be recognized as setting the minimum levels of the authority of the board of education to provide education for the students of Unified School District #459. The board of education should strive in every way possible to exceed minimum levels of quantity and quality of education for the students of the district.

**1.220 THE RESPONSIBILITIES**

**1.221 GENERAL FUNCTIONS**

The responsibilities of the board of education shall include the following functions:

- A. The establishment of policies by which the district shall operate.
- B. The exercise of fiscal responsibility which includes long range implication as well as short term effects.
- C. The development of an educational program which provides optimum benefits and equal opportunity for the children of the district.
- D. Employ a superintendent and evaluate his/her performance.
- E. Monitor and evaluate the overall progress of the district.
- F. The dissemination of information to patrons concerning the strengths and the needs of the district.
- G. Adjudicate issues that come to the board via the chain-of-command.

- H. Model behavior consistent with expectations for the performance of all staff members.
- I. Assure that the district abides by all laws, rules and regulations.

**1.222 TRAINING**

The board of education members will be encouraged to go to KASB workshops, SWPRSC workshops, KASB Convention, and other workshops and conventions as deemed appropriate and approved by such board. Expenses incurred will be reimbursed upon submission of receipts.

**1.223 APPOINTMENTS**

**A. APPOINTMENT OF THE CLERK**

A clerk of the board of education shall be appointed by the board of education at its regular meeting in July. The clerk shall not be a member of the board of education and shall not be the same person as the superintendent of schools or the treasurer, and shall serve at the pleasure of the board of education.

Before entering upon the discharge of said duties, the clerk of the board of education shall give bond in the sum of \$50,000 with good and sufficient surety to be approved by the board of education, conditioned for the faithful performance of the duties of said office. Expense involved in securing the bond will be defrayed by the board of education. K.S.A. 72-8202c

**B. APPOINTMENT OF THE TREASURER**

The board of education shall appoint a treasurer of the board of education at its regular meeting in July, to serve at the pleasure of the board of education. The treasurer shall receive for services such compensation as set by the board of education. The treasurer shall not be a member of the board of education and shall not be the same person as the superintendent or the clerk.

Before entering upon the discharge of duties, the treasurer shall furnish a corporate surety bond in the sum of \$50,000 approved by the board of education. Expense involved in securing the bond will be defrayed by the board of education. K.S.A. 72-8202d

**C. APPOINTMENT OF ATTORNEY**

The board of education shall appoint a district attorney at its regular meeting in July to serve at the pleasure of the board of education. The district attorney shall be directly responsible to the board of education and shall work cooperatively with the superintendent of schools. K.S.A. 72-8205

**D. APPOINTMENT OF AUDITOR**

The board of education shall appoint a district auditor at its regular meeting in July. The auditor shall perform an audit of the levy, non-levied budget funds and non-budgeted funds. The auditor shall review and evaluate all financial, bookkeeping, and accounting procedures practiced by the district, including purchasing and receiving processes, and submit a report of same to be made public, with recommendations, to the board of education – to whom he/she shall be responsible. K.S.A. 75-1122

**1.224 DELEGATION OF AUTHORITY**

The board, as the governing body of the district, shall accept full responsibility for the general operation, management, and control of the district. In governing the district, the board shall act in a policy-making capacity in accordance with regulations imposed by state and federal laws, and the will of the people as expressed in district elections. It shall exercise executive, legislative, and judicial authority in order to promote the best interests of the district.

Executive, supervisory and instructional authority is delegated by the board to its employees as specified.

The authority of an individual board of education member is limited to participating in actions taken by the board of education as a whole when legally in session. Board of education members will not assume responsibilities of administration or other staff members. The board of education or staff will not be bound in any way by any action taken or statement made by an individual board of education member except when such statement is pursuant to specific instructions and official action taken by the board of education. K.S.A. 72-8202b

**1.225 HOME RULE**

The board of education shall have the authority to conduct district business without specific statutory delegation. The board of education 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. A new resolution will be passed by the board of education each year. K.S.A. 72-8205

### **1.300 ORGANIZATION OF THE BOARD OF EDUCATION**

#### **1.310 FORMATION OF THE BOARD OF EDUCATION**

In accordance with the statutes of the state of Kansas the board of education will elect its own president and vice-president at its first regular meeting in July of each year. K.S.A. 72-8202a

Every person elected or appointed to be a member of the board of education shall, before entering upon the duties of such office, take and subscribe an oath or affirmation as specified in K.S.A. 54-106 and every such oath or affirmation shall be filed with the county election officer. K.S.A. 25-2024

#### **1.320 MEMBERSHIP OF THE BOARD OF EDUCATION**

##### **1.321 TERM**

The board of education shall consist of seven (7) members elected at large by the registered voters of the district. Each member shall be elected for a term of four (4) years except when unexpired terms are filled. K.S.A. 72-7901

##### **1.322 VACANCIES**

The board of education shall have the authority to fill any vacancy which may occur in that body for the period of time until the next board of education election. However, before such a vacancy can be filled, notice must be given that a vacancy has occurred, and the vacancy will not be filled by board of education appointment until thirty (30) days have elapsed after one publication of such notice in a newspaper having general circulation in the district. K.S.A. 25-2022

##### **1.323 NEW MEMBER ORIENTATION**

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

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

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

### **1.330 DUTIES OF THE BOARD OF EDUCATION OFFICERS**

#### **1.331 DUTIES OF THE PRESIDENT**

It shall be the duty of the president:

- A. To preside at board of education meetings.
- B. To appoint all committees.
- C. To sign warrants and checks ordered by the board of education.
- D. To sign contracts authorized by the board of education.
- E. To foster and facilitate communication and respect between and among board members.
- F. To perform duties required by law or by the board of education.
- G. To provide such other duties as customarily assigned to a presiding officer of a deliberative body. K.S.A. 72-8202a

#### **1.332 DUTIES OF THE VICE-PRESIDENT**

It shall be the duty of the vice-president to perform all duties of the president in case of absence or disability of the president. K.S.A. 72-8202a

#### **1.333 DUTIES OF THE CLERK**

The duties of the clerk are as follows:

- A. Attend all meetings of the board of education.
- B. Keep an accurate record of the board of education's proceedings.
- C. Have the care and custody of the records, books and documents of the board of education.
- D. Countersign all warrants upon the treasurer by order of the board of education.
- E. Keep an accurate account of all monies paid to the treasurer for the account of said board of education, and all monies paid, or orders drawn on the treasurer of the board of education.
- F. Prepare and submit to the board of education all reports required by the board of education and by law, including an annual report showing the following:
  - 1. Money received by the treasurer since the last report, and from what source received.
  - 2. The amount of all sinking funds and how invested.
  - 3. All monies disbursed and the purposes for which expended.
  - 4. The balance of the general fund in the hands of the treasurer.
  - 5. The number, date, and the amount of all bonds issued by said board of education and all bonds purchased for the bond and interest fund.

The clerk of the board shall be responsible for taking and transcribing the minutes of each meeting of the board. In the absence of the clerk, the board shall designate an acting clerk. Transcribed minutes shall be sent to the board as soon as possible after each meeting. The minutes shall clearly reflect all motions voted on by the board, including action taken by



the board on motions which did not pass. The minutes will not contain a summary of each statement, either written or oral, made by the board member, a guest or a member of the staff unless the board chooses to have the written remarks be made part of the minutes. If such request is made, the board shall direct the clerk to attach a copy of the written remarks to the minutes.

The record of the board of education shall, at all reasonable times, be open to, and available for, public inspection. K.S.A. 72-8202c

### **1.334 DUTIES OF THE TREASURER**

The duties of the treasurer are as follows:

- A.** Monitor deposits of all monies belonging to the district, in accordance with the instructions of the board of education, and in compliance with the state laws.
- B.** Monitor monthly reports of the finances of the board of education.
- C.** Pay money belonging to the district only upon warrants signed by the president, or in absence by the vice-president, and countersigned by the clerk.
- D.** Before any deposit of district monies or funds shall be made with any state or national bank or trust company, the treasurer shall obtain security for such deposit as prescribed in Section 1, K.S.A. 1972 Supp. 9-1402 as amended by II.B. 1067,1973.
- E.** Prepare such other reports as is requested by the board of education or by law. K.S.A. 72-8202d

### **1.335 DUTIES OF THE ATTORNEY**

The district's legal firm shall furnish the members of the board of education legal opinions and information as requested. The firm shall sit as counsel for the board of education in any lawsuit in which the board of education is involved. The firm shall be paid fees as service is rendered. The fee shall be agreed to at the time of employment. The firm shall present to the board of education quarterly statements and a summary report of its legal services rendered on behalf of the board of education. K.S.A. 72-8205

## **1.400 BOARD OF EDUCATION MEETINGS**

### **1.410 PLACE OF MEETINGS**

Unless otherwise specified, all board of education meetings will be held at the Bucklin School's District Office located at 422 South Main, Bucklin, Kansas.

### **1.420 MEETING DATES**

#### **1.421 REGULAR MEETINGS**

The board shall meet at least once each month. During the month of July of each year, the board shall adopt a resolution specifying a

regular meeting time of the board and the regular hour of commencement of the meeting, as well as the day of the week and the week of the month. The regular meetings shall be held on the second Monday in each month. The Board of education will meet the day following a legal holiday when such holiday falls on a regularly scheduled Board of Education meeting day commencing at the same time of day. K.S.A. 72-8205

**1.422 SPECIAL MEETINGS**

Special meetings may be called at any time by the president of the board of education, or by joint action of any three members thereof. Written notice stating time and place of any special meeting, and the purpose for which called shall, unless waived, be given each member of the board of education at least two working days in advance of such meeting, and no business other than that stated in notice shall be transacted at such meeting. K.S.A. 72-8205

**1.423 ADJOURNED MEETINGS**

Adjourned meetings may be held at such time and place as the board may determine in the motion to adjourn a regular or special meeting.

**1.424 WORK SESSIONS**

Work sessions of the board of education may be called in the same manner in which special meetings are called. Work sessions will be held for the purpose of working on previously announced problems or subjects. No official action may be taken at a work session. A quorum is not required to conduct a work session. K.S.A. 75-4317a

**1.425 TIME OF MEETINGS**

All regular meetings of the board of education will begin at 7:00 p.m. and end by 10:00 p.m. with a motion for one thirty minute extension, which would end the meeting by 10:30 p.m. Any business that was not reviewed will be forwarded to a recessed meeting with the time and date to be established by the board.

**1.426 PUBLIC INFORMATION PROGRAMS**

The board shall keep the public informed about the school system's functions and operations.

The board may issue a patron newsletter. The superintendent shall be responsible for the content of the district newsletter and other district-sponsored media or publications.

The superintendent shall direct the dissemination of district information and report to the board as requested.

When approved by the principal, attendance center announcements or school-related information may be sent home with students.

- Proposed to BOE 9/10/07
- Adopted by BOE 10/8/07

**1.430 RULES OF BOARD OF EDUCATION MEETING**

**1.431 ABSENCE OF PRESIDENT , VICE-PRESIDENT**

In the event of the absence of the president and vice-president, the members shall elect a temporary presiding officer. K.S.A. 72-8202a

**1.432 STANDING / ADVISORY COMMITTEES**

All committees of the board of education will be of a temporary nature. There will be no standing committees. K.S.A. 75-4318a

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.

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 by any committee without prior board approval. The superintendent shall monitor each committee's progress and relay information to the board. As requested, each committee shall report in writing to the superintendent and/or the board.

The superintendent shall call a meeting of the committee for the purpose of organizing. At the meeting, the superintendent shall inform the committee of its charge.

All minutes of the committee will be filed with the clerk of the board.

The board may dissolve the committee by appropriate board action. Committee members shall be notified of the board's action.

No committee shall exist longer than one year unless reappointed by the board.

**1.433 FUNCTION OF COMMITTEES**

Board of education committees shall be appointed for specific tasks of seeking information or investigation, and shall report to the board of education its findings for consideration and actions. Committee actions shall be advisory and not executive in nature. The superintendent may serve on any board of education committee as a resource person when requested by the committee or the president of the board of education.

**1.434 VOTING**

The affirmative vote of four members of the board shall be required for the passage of any motion or resolution. Any member who abstains from voting shall be counted as having voted against the motion or resolution, but the vote shall be recorded in the minutes as an abstention. If a member announces a conflict of interest with regard to an issue, the member may leave the meeting until voting on the issue is concluded; the member who abstains from voting thereby shall not be counted as having voted.

The president of the board of education will vote on all motions put before the board.

The vote on all motions shall be by show of hands unless one board of education member requests a roll call vote. The individual votes of board members will be recorded in the minutes when the vote is done by roll call.

Each member shall have the privilege of explaining his/her vote for the record. K.S.A. 72-8205 & 75-4318a

**1.440 AGENDAS AND ORDER OF BUSINESS**

**1.441 AGENDA PREPARATION**

The agenda for all regular meetings of the board of education will be prepared by the superintendent of schools. The agenda is to be delivered to the members of the board of education a minimum of three days prior to the board of education meeting. Any board of education member, employee, or patron of the district may request to have items placed on the agenda by contacting the superintendent of schools at least **ten (10)** days prior to the board of education meeting. The board of education may discuss and act on any item not placed on the published agenda by amending the agenda with a majority vote of the board of education (except at a special meeting).

**1.442 PUBLIC PARTICIPATION**

Any patrons wishing to speak to the board shall first notify the superintendent ten (10) days prior to the meeting and state the reason(s) for the request in writing by completing required form. The superintendent shall determine whether said request can be solved by the staff without appearance of the patron before the board. If not, the superintendent shall place the patron's request on the agenda of the next regular board meeting.

At the discretion of the president of the board of education, additional opportunities for participation by the audience may be granted. K.S.A. 75-4317

**1.443 PUBLIC HEARINGS**

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

The president or vice-president of the board shall preside at such hearings and shall request every participant to state his name, residence and purpose for speaking.

**1.444 AGENDA BACKGROUND INFORMATION**

The superintendent of schools will prepare background information for each item on new and unfinished business. The superintendent will also be prepared to offer a recommendation on each item of new or unfinished business with the exception of items that relate to the organization of the board of education or the appointment of board of education members.

**1.445 ORDER OF BUSINESS**

The following order of business will be recommended for all regular meetings of the board of education:

- A. Call Meeting to Order
- B. Adopt Agenda
- C. Consent Agenda
- D. Approval of Accounts Payable
- E. Communications / Communications with Public
- F. Recognitions
- G. Reports
- H. Old Business

- I. New Business
- J. Action Items
- K. Executive Session
- L. Items Coming Out of Executive Session
- M. Adjournment

**1.446 AVAILABILITY OF AGENDAS**

Agendas for regular meetings of the board of education may be obtained by patrons or employees of the district as early as Thursday prior to the Monday meeting. Agenda may be obtained at the board of education offices.

**1.447 RULES OF ORDER**

The board of education is not bound by Robert's Rules of Order.

The board shall be governed by rules of procedures as adopted by the board and in accordance with law.

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

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

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

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

**1.448 OPEN PUBLIC MEETING LAW**

As used in this act, "meeting" means any gathering, assembly, telephone call or other means of interactive communication by a majority of a quorum of the membership of a body or agency subject to this act for the purpose of discussing the business or affairs of the body or agency.

The following motions will be in order:

- A. To recess;
- B. To take action;

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

**1.450 EXECUTIVE SESSION OF THE BOARD OF EDUCATION**

The board of education may enter into closed (executive) session upon formal motion made, seconded, and carried. The motion to recess for an executive session shall include a justification for closing the meeting, and the subject(s) to be discussed during the closed meeting, and the time and place at which the open meeting shall resume. The minutes of the meeting are to reflect same.

Upon adoption of a formal motion, the board may recess any meeting to a specified time for a closed executive session to discuss any of the following topics:

- 1. Personnel matters of non-elected personnel;
- 2. Consultation with an attorney for the board that is deemed privileged in the attorney-client relationship;
- 3. Matters relating to employer-employee negotiations, with or without the board representatives;
- 4. Confidential data relating to the financial affairs of corporations, partnerships, trusts, and individual proprietorships;
- 5. Matters concerning an individual, such as a student (not non-elected personnel) to protect the privacy rights of a student who is identifiable;
- 6. Preliminary discussions relating to the acquisition of real property; and
- 7. Matters relating to the security of the district's buildings, facilities, or information system.

Any motion to recess for the purpose of holding a closed executive session shall state the following:

- A. The justification for closing the meeting;
- B. The subjects to be discussed during the closed executive session; and
- C. The time and place at which the open meeting will resume.

No binding action shall be taken during a closed session. It is the responsibility of each individual board of education member to insure that only topics legally permissible and discussed in executive session. K.S.A.

**1.460 MINUTES OF BOARD OF EDUCATION MEETINGS**

A complete and accurate set of minutes of each board of education meeting shall be kept in an official record book specified for that purpose in the clerk's office. It shall be kept on file as the official record of school legislation of the district and shall be open to public inspection. K.S.A. 72-8202c

**1.500 DEVELOPMENT OF BOARD OF EDUCATION POLICIES**

The board shall adopt new policies and delete or modify existing policies. All rules and regulations found in handbooks and supplements for students, teachers or other employees are to be approved by the board and will be considered a part of these policies and rules by reference.

**1.510 DEVELOPMENT OF BOARD OF EDUCATION POLICY PROPOSALS**

The superintendent of schools or any board of education member may present to the board of education, in writing, proposals for adoption or revision of board of education policies.

The board of education attorney will review any board of education policy proposal when deemed appropriate by the superintendent or the board of education.

**1.520 ADOPTION OF BOARD OF EDUCATION POLICIES**

**1.521 PROCESS OF BOARD OF EDUCATION POLICY ADOPTION**

- A. Board of education policies may be amended or revised at any regular meeting of the board of education by a majority vote, provided that first reading and discussion of the proposed policy change has occurred at a previous meeting and was made a part of the minutes of that meeting. This policy may be waived in exigent circumstances by the board of education.
- B. Any policy change may be made without prior presentation upon the unanimous vote by all members of the board of education or those attending meeting.

**1.522 CONFLICT WITH STATE STATUTES**

- A. No policy of the board of education shall be operative if it is found to be in conflict with any laws of the state or federal government.



- B. No policy in a district handbook shall be operative if it is found to be in non-compliance with board policy, and state or federal law.

### **1.523 DATING POLICY ADOPTIONS**

All policy adoptions and revisions will note the date of the revision or adoption when inserted in the policy handbook.

### **1.530 REVIEW OF BOARD OF EDUCATION POLICIES**

The board of education will regularly review and revise its policies.

The board reserves the right to alter, amend, or change any current board policy or to adopt any new policy at any time the need for such may arise. Board policy shall remain in effect from year to year unless superseded by state or federal statutes, rules or regulations.

Proposed amendments by those other than the board shall be in writing stating what wording should be changed, reasons for the change, and the substitute statement to be used and/or added.

### **1.540 DISTRIBUTION OF THE POLICY HANDBOOK**

#### **1.541 DISTRIBUTION TO PATRONS**

Patrons may access the policy handbook by going to the district's website at [www.bucklinschools.com](http://www.bucklinschools.com) and clicking on board of education policies. A patron may also request a copy from the board of education office. A charge may be levied.

#### **1.542 DISTRIBUTION TO EMPLOYEES AND BOARD OF EDUCATION MEMBERS**

- A. A complete and updated policy handbook shall be distributed to all board of education members, and licensed administrators.
- B. Licensed and classified personnel may access the policy handbook by going to the district's website at [www.bucklinschools.com](http://www.bucklinschools.com) and clicking on board of education policies or request a copy from the board of education office.
- C. Complete and updated copies of board of education policies shall be on file at the office of each licensed administrator, at each school library, and the public library.

### **1.550 ADMINISTRATION OF POLICIES**

**1.551** The administrative staff shall carry out and enforce all policies duly adopted by the board and the regulations of state authorities.

**1.552** Failure of any administrative employee to implement the policies of the board may result in suspension, demotion, probation, nonrenewal or termination of employment.

**1.553** In the event the superintendent needs to act in the absence of regular board policy or guidelines, he is given the authority to act, but his decisions shall be subject to review by action of the board at the next board meeting. It shall be the duty of the superintendent to inform the board promptly of such action and may draft a proposed policy together with appropriate rules, to be presented to the board at its next meeting for its consideration.

## **1.600 RECOGNITION OF EDUCATION ASSOCIATIONS AND AGENCIES**

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

- Proposed to BOE 9/14/09
- Adopted by BOE 10/12/09

### **1.610 RECOGNITION OF THE HOME AND SCHOOL ASSOCIATIONS**

The board of education recognizes and gives endorsement to the home and school associations and other similar organizations. The staff of the schools shall be encouraged to cooperate actively with the officers of these organizations. Such organizations may be PTA, Booster Club.

### **1.620 RECOGNITION OF THE EDUCATIONAL AGENCIES**

The board of education recognizes and gives endorsement to the educational agencies that we contract with and/or work with. Those agencies include, but are not limited to the Southwest Plains Regional Service Center, A+ Network, Southwest Area Cooperative District #613, Recreation Commission, and Ford County Health Department.

## **1.700 SCHOOL AND COMMUNITY RELATIONSHIPS AND COMMUNICATIONS**

### **1.710 GENERAL STATEMENT**

A continuing program of two-way communications shall be used to enhance good internal employee relations and good community relations.

The superintendent shall enable the community to make known its desires and shall enable the board to make known its plans and actions. The superintendent shall develop and maintain a program of school-community relations and achieve the board's objectives for the program, as follows:

1. To promote public interest and participation in the operation of the district;

2. To gather public attitudes and reactions about the district and report them to the superintendent and board;
  3. To provide an honest, continuous, comprehensive flow of information about the policies, procedures, programs, problems, and progress of the district to the community and to the staff;
  4. To develop the most effective means of communication with each of the district's publics and to use all available media;
  5. To develop programs in the district and in the individual schools that will integrate home, school, and community in meeting the needs of the students in the schools;
  6. To develop and maintain the confidence of the community in the board and the district staff;
  7. To develop a climate that attracts effective teachers and encourages the staff to strive for excellence in the educational program;
  8. To anticipate and forestall problems that are brought about by lack of understanding;
  9. To evaluate past communications procedures in order to make improvements in the future;
- Board members and district personnel shall promote effective community relations.

The board will promote a positive relationship with the media as well.

**1.720 PROVISION OF AGENDA BACKGROUND INFORMATION**

As a minimum, all background information to the agenda that has been presented to the board of education will be made available to the media and interested patrons at the board of education meeting, with the exception of privileged or confidential information. K.S.A. 75-4318

**1.730 SELF EVALUATION**

The board shall review the effectiveness of its internal operations at least annually. The board will consider items including, but not limited to: educational leadership, policy development, board member development and performance, relationships with the superintendent and other staff members, communications with the public, fiscal management, board meeting organization and subcommittee performance, relations with cooperating agencies and other governmental organizations.

**1.800 GENERAL PROCEDURES**

**1.810 CODE OF ETHICS FOR BOARD OF EDUCATION MEMBERS**

Members of the school board will strive to improve public education, and to that end will:

1. Attend all regularly scheduled board meetings insofar as possible and become informed concerning the issues to be considered at those meetings;
2. Endeavor to make policy decisions only after full discussion at publicly held board meetings;
3. Render all decisions based on the available facts and independent judgment, and refuse to surrender that judgment to individuals or special interest groups;
4. Encourage the free expression of opinion by all board members, and seek systematic communications between the board and students, district staff, and all elements of the community;
5. Work with other board members to establish effective board policies and to delegate authority for the administration of the schools to the superintendent;
6. Communicate to other board members and the superintendent expressions of public reaction to board policies and school policies;
7. Become informed about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by state and national school boards associations;
8. Support the employment of those persons best qualified to serve as district staff and insist on a regular impartial evaluation of all staff;
9. Avoid being placed in a position of conflict of interest and refrain from using public office for personal or partisan gain;
10. Take no private action that will compromise the board or the administration and respect the confidentiality of information that is privileged under applicable law;
11. Remember always that the first and greatest concern must be the educational welfare of the students attending the public schools.

#### **1.820ADMISSION TO SCHOOL FUNCTIONS**

Board of education members will receive a League Pass which will entitle them and another person to free admission for all home activities and out of town league activities other than tournaments. Tournaments will not be covered with the league pass.

Golden Age Passes are available for anyone in the district age 65 or older. This entitles the person to free admission for all home activities other than tournaments.

#### **1.830 EMPLOYMENT OF RELATIVES OF BOARD OF EDUCATION MEMBERS**

A board member shall not influence, or attempt to influence, the hiring process when a potential employee is the father, mother, brother, sister,

spouse, son, daughter, son-in-law, or daughter-in-law of the board member.

**1.840 HANDLING OF COMPLAINTS**

The board and district staff shall welcome constructive criticism of the district and of individual schools or personnel whenever the criticism is motivated by a sincere desire to improve the quality of the educational program or to equip the schools or individuals to do their tasks more effectively. Individual community members and community groups shall have the right to present complaints concerning district personnel or district operations, including the curriculum, instructional materials, school services, and school facilities.

The board shall attempt to resolve complaints as close to their origin as possible and shall allow district professional staff every opportunity to consider the complaints and render decisions prior to involvement by the board. The professional staff shall receive complaints courteously and shall reply courteously to the complaint. Whenever possible, complaints shall be documented and the principles of progressive discipline applied to complaint resolution.

Parent(s) having concerns with individual faculty or staff members are encouraged to resolve complaints as close to their origin as possible. A parent wanting the concern formally documented must present the complaint in a signed letter or email to the superintendent.

Any employee or student who feels they have grounds for a complaint that cannot be handled at a lower level must first submit the complaint in writing to the superintendent. The superintendent shall hold a hearing to provide an equitable resolution of the complaint.

The outcome of the hearing with the superintendent may be appealed to the board of education. The board of education shall provide a hearing after which a written decision will be rendered within ten (10) days. The board's decision will be final.

**1.900 COMPLIANCES**

**1.910 TITLE IX**

The Unified School District No. 459, Ford County, Bucklin, Kansas, does not discriminate on the basis of race, color, national origin, sex, age, disability, or religion in admission or access to, or treatment or employment in, its programs and activities.

It is the intent of the Unified School District No. 459, Ford County, Bucklin, Kansas, to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations,

and operations. Grievance procedures for Title IX and Section 504 have been established for students, their parents/guardians, and employees who feel discrimination has been shown by the local education agency.

Title IX of the Education Amendments of 1972 dictates the prohibition of sex discrimination in all facets of education in the United States.

Complaints of discrimination will be resolved using the districts discrimination complaint procedures.

### **1.915 COMPLAINTS OF 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 in any form shall promptly be reported to an employee's immediate supervisor, the building principal or the district compliance coordinator for investigation and corrective action by the building or district compliance officer. Any employee who engages in discriminatory conduct shall be subject to disciplinary action, up to and including termination.

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

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

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

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

- Proposed to BOE 9/14/09
- Adopted by BOE 10/12/09

**1.920 SECTION 504 THE REHABILITATION ACT**

Section 504 of the Rehabilitation Act of 1973 provides that “no otherwise qualified handicapped individual shall, solely by reason of said handicap, be excluded from the participation in, denied the benefits of, or be subject to discrimination under any program actively receiving federal financial assistance.”

**1.930 TITLE VI OF THE CIVIL RIGHTS ACT**

Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by or pursuant to the regulation of the Department of Health, Education, and Welfare (45 CFR Part 80) issued pursuant to that title, to the end that, in accordance with Title VI of that Act and the regulation provide that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives federal financial assistance.

**1.940 AMERICANS WITH DISABILITIES ACT**

The Americans with Disabilities act of 1990 provides that “no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.”

**1.950 KANSAS PUBLIC RECORDS ACT**

The board of education of Unified School District No. 459, Ford County, shall comply with the Kansas Public Records Act of 1983. The following procedures shall be followed effective January 1, 1984:

**1.951 PUBLIC RECORDS**

All public records as defined in Kansas Open Records Act shall be open to the public for their inspection or copying.

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.

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.

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

- Proposed to BOE 9/10/07
- Adopted by BOE 10/8/07

#### **1.952 BUSINESS DAY**

“Business day” means any day other than a Saturday, Sunday or day designated as a holiday by the Congress of the United States, by the legislature or governor of this state or by the respective political subdivisions of this state.

#### **1.953 LOCATION**

All public records shall be housed at the board of education offices located at 422 South Main Street, Bucklin, Kansas 67834 and in the respective public schools in the district.

#### **1.954 OFFICIAL CUSTODIAN OF PUBLIC RECORDS**

The clerk of the board of education is designated as the official custodian of public records for Unified School District No. 459, 422 South Main Street, Bucklin, Kansas 67834.

#### **1.955 REQUESTS FOR PUBLIC RECORDS**

Requests for access to open records shall be made in writing to the Freedom of Information Officer.

1. Each request for access to public records shall be acted upon as soon as possible, but not later than the end of the third business day following the date the request is received.
2. If access to the public record is not granted immediately, the official custodian shall give a detailed explanation of the cause for further delay, and the place and earliest time and date that the record will be available for inspection.
3. If a request is denied, the official custodian shall, upon request, provide a written statement of the grounds for the denial, shall cite the specific provision of the law under which access is denied. Said written statement shall be furnished to the requester not later than the end of the third business day following the date that the request for the statement is received.
4. No original public records shall be removed from the custody of the official custodian without the written permission of the official custodian.

#### **1.956 CHARGES OR FEES FOR COPIES OF PUBLIC RECORDS**



Fees may be charged for the provision of access to and the copying of public records. Fees for copies shall equal the actual cost of furnishing copies, including the cost of staff time required to make them. Fees for providing access to computer records shall include the cost of computer services, including staff time required. These fees will be determined at the July meeting annually.

1. When the official custodian furnishes copies of public records, charges for the service shall be collected in advance. The request for copies of public records shall be in writing.
2. Copies of electronically produced items or devices shall not be required to be furnished unless such items or devices were shown or played to a public meeting of the board of education.
3. Copies of public records shall be made while the records are in the possession, custody and control of the official custodian and shall be made under the supervision of the official custodian.
4. All charges or fees collected by the official custodian shall be remitted at least monthly to the treasurer of this district and shall be credited to the general fund.

**1.960 FEDERAL GOVERNMENT – DRUG FREE SCHOOLS**

The unlawful possession, use, or distribution of illicit drugs and/or 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 of education. The board of education shall receive a report after each of these reviews is conducted. This policy is required by the 1989 amendments to the Drug Free School and Communities Act, P.L. 102-226, 103 St. 1928.

**1.970 HIPAA POLICY**

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

**1.971 STAFF TRAINING**

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

**1.972 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.

**1.980 FEDERAL EDUCATION RIGHTS AND PRIVACY ACT**

On November 10, 1974, the Family Educational Rights and Privacy Act of 1974 became law. Under this law the parents of students enrolled in any educational institution receiving federal funds are given certain rights concerning the school records of their children. The following rights are accorded to you under this act:

You are entitled to have access to your child's school records upon request. This request should be directed to the custodian of the school records in question. Access must be granted to you within 45 days after receipt of the request by said custodian.

The school district will follow the following procedures in granting access by parents to student's records:

- a. The parent should contact the school in writing about viewing the student's records;
- b. The school should set a date and time which is within forty-five (45) days of notification;
- c. It is recommended that an administrator, counselor, or other staff member whose training enables them to most accurately explain the meaning of the data and the definitions of terms used be present to help the parent correctly interpret the data.

The parent's right of access shall include:

- a. The right to be provided a list of the types of education records which are maintained by the institution and are directly related to their children;
- b. The right to inspect and review the content of those records;
- c. The right to obtain copies of those records, which may be at the expense of the parent or the eligible student, but not to exceed the actual cost to the school district of reproducing such copies;
- d. The right to a response from the district to reasonable request for explanations and interpretations of those records.
- e. The right to an opportunity for a hearing to challenge the content of those records; and
- f. If any material or document in the education record of a student includes information on more than one student, the right to inspect and review only such part of such material or document as relates to

such student or to be informed of the specific information contained in such part of such material.

Right to a hearing to challenge the content of your children's education records.

- a. To insure records are not inaccurate, misleading, inappropriate, or in violation of the privacy of the student and
- b. To insert into the record a written explanation respecting the content of the record.

The school district will follow the following procedures where a parent desires to challenge the content of a student's education record:

- a. Whenever a parent challenges any data in their student's records, a time and date will be provided for a hearing with the building principal. This will take place within forty-five (45) days of the request.
- b. The parent shall be afforded a full and fair opportunity to present relevant evidence.
- c. If the question is not resolved, parents may request a hearing with the superintendent of schools.
- d. If the question is still not resolved, the parent may make a request for a hearing with the board of education.
- e. If resolution of the problem has not been achieved, the parent may contact: The Department of Health, Education and Welfare; 330 Independence Avenue, S.W.; Washington, D.C. 20201
- f. The decision shall be rendered in writing within a reasonable period of time after the conclusion of the hearing.

Before any school records will be released to third parties who have requested copies of your child's school records, you must give your written consent to said release. This written consent must be presented to the custodian of said records before he will release them.

The written consent must include the following:

- a. The specific records to be released;
- b. The reason for such release;

- c. The name of the party or agency to whom the records will be released;
- d. Notification to you that you may receive a copy of the student's records to be released, if you desire a copy, at a cost of 50 cents per page.

Right to obtain copies of your child's student records, with the cost of reproduction charged to you at the rate of fifty cents per page.

Right to notification of transfer of your child's/children's student records and the right to challenge the content of the records to be transferred.

Right to notification of subpoena of your child's/children's education records prior to institution's compliance with the subpoena.

Right to notification of receipt of a judicial order by the custodian of the education records requiring the custodian to turn over your child's/children's education records to the court prior to compliance.

The following records are maintained by this school district and directly relate to and personally identify students who have attended or who are attending this school district.

- Grades
- Attendance Record
- Health Record
- Test scores (will not be given to parents without interpretation)
- Extracurricular Activities
- Class Rank; Grade Point Average
- Picture
- Identifying Information

The building principal and counselor have been designated by the school district as custodians of student records.

The following persons have right of access to your child's education records without your consent.

- a. Other school officials, including teachers within the educational institution or local educational agency who have been determined by such agency or institution to have legitimate educational interests;
- b. Officials of other schools or school systems in which the student seeks or intends to enroll, upon condition that the student's parents be notified

of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record.

- c. Authorized representatives of (1) the Comptroller General of the United States, (2) the Secretary of the Office of Education, (3) an administrative head of an education agency;
- d. In connection with a student's application for, or receipt of, financial aid;
- e. State and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974;
- f. Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering state aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted;
- g. Accrediting organizations in order to carry out their accrediting functions;
- h. In connection with an emergency, appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons;
- i. State educational authorities in connection with the audit and evaluation of federally supported education programs, or in connection with the enforcement of the federal legal requirements which relate to such programs. Provided, that except when collection of personally identifiable information is specifically authorized by federal law, any data collected by such officials shall be protected in a manner which will not permit the personal identification of your child/children and you by other than those officials, and such personally identifiable data shall be destroyed when no longer needed for such audit, evaluation, and enforcement of federal legal requirements.

The school district will follow the following procedures in the case of reviewing and expunging student records:

- a. Each year during the month of August, all educational records will be reviewed by the record custodian for insuring that the information is appropriate, current, essential, accurate, and relevant for keeping;
- b. Any data that no longer serves any useful purpose will be destroyed;
- c. All discarded information will be shredded at that time under his supervision.

The school district has designated the following information as directory information:

- The student's name, address, telephone number, date of birth;
- The student's major field of study;
- The student's participation in officially recognized activities and sports;
- The weight and height of members of athletic teams;
- Dates of attendance;
- Degrees and awards received; and
- The most recent previous school district attended by the student.

This information is considered public information which may be released by the school district without your prior consent. You have 10 days from the date of this notice to inform the school district that any or all of the directory information should not be released without your prior consent.

The custodian of said records will maintain a record of those persons, agencies, or organizations who have access to said records. This record will indicate the legitimate educational or other interest that each such person, agency or organization had in seeking the student's records. The record will be available only to the parents of said student and the custodian of the records.

When your child becomes eighteen (18) years of age, all rights formerly accorded to you as parents of said student become the sole rights of the student, and you will no longer have the right of access to said student's records.

## **1.990**

### **TITLE I PROGRAMS**

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

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.

**REGULATION:**

**PARENTAL INVOLVEMENT:**

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) 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 above. The district shall use the findings of the evaluation to design strategies for more effective parental involvement and to revise, if necessary, this policy.

- Proposed 1/11/2010
- Adopted 2/8/2010