

USD 443 Board of Education
Ford County, Kansas

AGENDA

April 27, 2015



Miller Elementary School

Reaching  Higher
Excellence, Equity, Excitement



World Class Education



ACADEMIC EXCELLENCE

- Increased Student Achievement
- Comprehensive Educational Program
- Supplemental Programs & Services



- Safe and Orderly School Climate
- Alternative Education Programs & Services
- Facilities Planning & Development



- Staff Recruitment & Retention
- Professional Growth Opportunities
- Compensation & Benefits



- Parent Involvement
- Effective Communication
- Business & Community Partnerships



- Fiscal Responsibility & Accountability
- Resource Allocation & Management
- Advocacy for Public Education

BOARD OF EDUCATION UNIFIED SCHOOL DISTRICT NO. 443
Ford County, Dodge City, Kansas

Board of Education Meeting

Monday, April 27, 2015

12:00 Noon

(Lunch will be available, beginning at 11:45 AM)

Dodge City High School

2201 Ross Blvd

AI - Action Item DI - Discussion Item IO - Information Only

1. Call to Order
2. Roll Call
3. Adoption of the Agenda (AI)
4. Welcome to Dodge City High School – Jacque Feist, Principal (IO)
5. Consent Agenda (AI)
 - A. Approval of Personnel, including the Supplemental Personnel Report (p. 2)
 - B. Approval of Minutes for April 13, 2015 Board Meeting (pp. 3-9)
 - C. Approval of Two Year Contract with Scholastic-Learning A to Z: Raz-Kids and Reading A-Z (pp. 10-12)
 - D. Approval to Establish Petty Cash Fund for the Business Office (p. 13)
 - E. Approval of Student Handbooks for 2015-2016
 - STRIDE (Alt. Ed.) and CHOICE Student Handbooks (pp. 14-26, 27-32)
 - Student School Bus Handbook (pp. 33-49)
 - F. Approval of T Shirt Gift – Sunnyside Kindergarten Students (pp. 50-51)
6. Approval of USD 443 Health and Wellness Plan – Shirley Voran and Kathy Konrade (pp. 52-67) (AI)
7. STEM Presentation from DCHS – Shannon Ralph and Justin Coffey (p. 68) (IO)
8. Approval of Tournament of Champions Facility Use Agreement – Bill Hammond (pp. 69-73) (AI)
9. Approval of District Building Standards – Bill Hammond (pp. 74-82) (AI)
10. Approval of Administrative and Classified Salaries for 2015-2016 – Alan Cunningham (p. 83) (AI)
11. Approval of Special Board of Education meeting on Monday, May 4, 2015, at 5:30 PM (AI)
12. Adjourn (AI)

Ms. Feist will be available to provide a tour of the Dodge City High School after the meeting.

A. Approval of Personnel

Personnel Report 04/22/2015

Separations

Status	Last Name	First Name	Location	Title	Assignment	End Date
Classified	Maxwell	Diana	Alt Ed	Cook		4/8/2015
Classified	Ascencio	Joe	CMS	Night Custodian		4/17/2015
Classified	Ortiz	Ramona	Administration Bldg.	Community Liaison		4/24/2015
Certified	Burandt	Brigette	DCHS	French Teacher		5/22/2015
Administrator	Miller	Mischel	The Learning Center	Assistant Superintendent of Secondary Education		6/30/2015

Appointments

Status	Last Name	First Name	Location	Title	Assignment	Start Date
Classified	Swart	Sara C	Ross Elementary	Manager Trainee		4/13/2015
Classified	Botello	Lucero	CMS	Translator		4/22/2015
Classified	Arceo	Elvira	CMS	Translator		4/22/2015
Classified	Sanchez	Edelmira	Bright Beginnings	Extra Duty - Paraprofessional		4/17/2015
Certified	Lehmkuhler	Jennifer	DCHS	Health Science Teacher		8/17/2015

Transfers

Status	Last Name	First Name	From	New Assignment	New Location	Start Date
Certified	Johnson	Charles	Soc. Studies/DCHS	Business Teacher	DCHS	8/17/2015
Certified	Tasaka	Melissa	First Grade/Linn Elementary	Kindergarten Teacher	Ross Elementary	7/27/2015

Substitutes

License Type	Last Name	First Name	Location	Assignment	License Date	Ending Date
None						

Extra Duty

Status	Last Name	First Name	Location	Assignment	Start	End
Certified	Kemmerer	Chris	DCMS	DCMS Assistant Track Coach	3/23/2015	5/9/2015
Certified	Foster	Dave	DCHS	DCHS Winter Weights Supervision	11/17/2014 (Date Correction)	2/27/2015

Retirements

Status	Last Name	First Name	Location	Assignment	Employment	Retirement
None						

Unified School District 443
Dodge City, Kansas

Minutes

Board of Education
Unified School District 443
Dodge City Public Schools
Ford County, Kansas

April 13, 2015 – 7:00 PM
Austen Board of Education Auditorium
1000 North Second Avenue
Dodge City, Kansas

Agenda Item No.	Item	Person(s)	Motion or Activity	Action Taken
1.	Call to Order	President Lisa Killion		
2.	Pledge of Allegiance	President Lisa Killion		
3.	Roll Call	President Lisa Killion	<u>Members present:</u> Lisa Killion, Barbara Lundin, Traci Rankin, Brian Winter, Ryan Ausmus and Jeff Hiers Brian Winter joined the meeting at 7:17 PM. <u>Members absent:</u> Tammie West	
4.	Adoption of the Agenda	Moved – Jeff Hiers Seconded – Traci Rankin	Adopt the agenda, with the Supplemental Personnel Report, as presented.	Motion Passed 5-0
5.	Approval of Bills	Moved – Ryan Ausmus Seconded – Barbara Lundin	The bills were reviewed by Ryan Ausmus. The Board of Education approved the bills, as presented.	Motion Passed 5-0
6.	Special Presentations	President Lisa Killion	• Laura Woolfolk was recognized for receiving the KU Wolfe Teaching Excellence Award • Kathy Frederking, Michelle Reid, Nancy Vierthaler, Elaine McDaniel and Marlene Littrell shared information with the Board of Education regarding National Library Week - April 12-18	None
7.	STUCO Reports	Camryn Williamson-DCHS Marcos Fisher-CMS	Dodge City High School, Comanche Middle School and Dodge City Middle School student council presidents	None

Unified School District 443
Dodge City, Kansas

		Maria Ponce Castillo-DCMS	presented activities of their respective student councils and student bodies.	
8.	Recognition of Visitors	President Lisa Killion	No public comments were made.	None
9.	Consent Agenda A. Approval of Personnel Report B. Approval of Minutes for March 2, 2015 Board of Education meeting C. Approval of Minutes for March 19, 2015 Special Board of Education meeting D. Approval of Building Blocks Elementary Library Grant Applications E. Approval of Parents As Teachers Program Continuation Grant Application-Bright Beginnings F. Approval of KS Preschool Program Continuation Grant Application-Bright Beginnings G. Approval of KS Early Head Start Continuation Grant Application-Bright Beginnings H. Approval of United Way Living Library Grant Application-Bright Beginnings I. Approval of State Pre-Kindergarten Program Grant Award-Bright Beginnings J. Approval of EMC-KAKEland Reading Caravan Grant Award – Central Elementary K. Approval of Scholastic Web Hosting of READ180, System 44 & FASTMath L. Approval of Upgrade and Expansion to Network Storage Capacity	Moved – Traci Rankin Seconded – Jeff Hiers	The Board of Education approved the Consent Agenda, including the Supplemental Personnel Report.	Motion Passed 5-0

	M. Approval of Insurance Renewal for District Property, Casualty and Liability			
10.	New Business			
	A. Update on The Community Information Campaign by the DLR Group			
	1. Update on The Community Information Campaign by the DLR Group		The Board of Education received the updated information regarding pre-bond planning and community information services from the DLR Group.	None – Information Item Only
	Brian Winter joined the meeting at 7:17 PM.			
	B. Curriculum and Instruction	Judy Beedles-Miller, Mischel Miller, and Ray Wipf		
	1. Instructional Technology in the Classroom: iPad Update	Assistant Superintendent for Secondary Education, Mischel Miller Kara Huck, Secondary Technology Instructional Coach, Jayne Jones, Elementary Tech Instructional Coach, Jennifer Miller, 4 th grade instructor and Dan Brinkley, DCMS Band Director	The Board of Education received presentations regarding the integration of instructional technology in the classrooms of Dodge City USD 443.	None – Information Item Only
	2. English Language Learning	Assistant Superintendent for Elementary Education, Judy Beedles – Miller Maria Ortiz-Smith, ELL Instructional Coach and Michelle Clowdis, 5 th grade instructor	The Board of Education received information on English Language Learners in the classroom.	None – Information Item Only
	C. Public Information	Yvonda Offerle, Public Information Officer		
	1. 2015 Retirement Banquet – May		The Board of Education members were invited to	None –

Unified School District 443
Dodge City, Kansas

	15, 2015		attend the annual retirement banquet on Friday, May 15, 2015, beginning at 6:00 PM, at Dodge City High School.	Information Item Only
	2. 128 th Commencement of Dodge City High School – May 16, 2015		The Board of Education members were asked to inform the Public Information Office regarding attendance at the graduation ceremonies for Dodge City High School on Saturday, May 16, 2015, beginning at 10:30 AM, at the United Wireless Arena.	None – Information Item Only
	D. Human Resources	Executive Director of Human Resources, Susan Scherling		
	1. 2015-16 Staffing Update		The Board of Education received an update regarding staffing for the 2015-16 school year.	None – Information Item Only
	E. Business and Operations	Executive Director of Business and Operations, William Hammond		
	1. Approval of Publish Amendment to 2014-2015 Budget	Moved – Brian Winter Seconded – Barbara Lundin	The Board of Education approved the publishing of the Notice to amended budget for FY 2014-2015.	Motion Passed 6-0
	2. Approval of Carpet Bid	Moved – Brian Winter Seconded – Jeff Hiers	The Board of Education approved the purchase of carpeting (including product, installation, moisture mitigation and floor prep) to Commercial Floorworks, Inc. in the amount of \$171,722.00, to be paid from the Capital Outlay fund.	Motion Passed 6-0
	3. Approval of Bid for Demolition of the House at 1000 Ave G	Moved – Ryan Ausmus Seconded – Brian Winter	The Board of Education approved the bid from Brack Excavating to demolish the house at 1000 Avenue G for the amount of \$11,432.00 to be paid from the capital outlay fund.	Motion Passed 6-0
	4. Approval of 2015-2016 District Meal Prices	Moved – Brian Winter Seconded – Traci Rankin	The Board of Education approved the proposed prices for school lunch and breakfast for the 2015-2016 school year.	Motion Passed 6-0
	5. Approval of Civic Center Code Compliance Funding Source	Moved – Brian Winter Seconded – Barbara Lundin	The Board of Education adopted Resolution 20150413 requesting financial support from the City of Dodge City and the Mariah Fund to assist with the work needed to	Motion Passed 6-0

Unified School District 443
Dodge City, Kansas

			bring the Civic Center up to current life-safety code compliance.	
	6. Approval of Asbestos Inspection and Management Plan	Moved – Ryan Ausmus Seconded – Brian Winter	The Board of Education approved the proposal for the development of an up-to-date asbestos inspection and management plan from Paradigm Group-LLC-Wichita, Kansas, in the amount of \$29,175.00. The cost will be paid from the Capital Outlay fund.	Motion Passed 6-0
	F. Superintendent's Office	Superintendent of Schools, Alan Cunningham		
	1. Board of Education Policy Revisions – Second Reading	Moved – Traci Rankin Seconded – Jeff Hiers	The Board of Education approved and adopted the KASB policy recommendations, as amended.	Motion Passed 6-0
	G. Board of Education Member District Responsibilities	1. Park and Recreation Advisory Board – Barbara Lundin and Brian Winter (Alternates: Jay Gifford and Tamie Preston) 2. Bright Beginnings /Head Start Policy Council – Traci Rankin 3. Special Education – Jeff Hiers, and (Alternate: Barbara Lundin) 4. Legislative – Ryan Ausmus 5. Capital Outlay –Tammie West and Brian Winter 6. Calendar Committee – Traci Rankin 7. Review district bills prior to May 11 Board Meeting: Traci Rankin		
11.	Announcements	President Lisa Killion	- Monday, April 27, 2015 - Board of Education luncheon meeting at 12:00 Noon, at Dodge City High School. (Lunch will be served at 11:45 AM.) - Tuesday, April 14, 2015 – Community Conversation #4 with the DLR Group at The Learning Center, beginning at 6:30 PM. - Tuesday, April 28, 2015 – Community Conversation #5 with the DLR Group at the Learning Center, beginning at 6:30 PM. - Monday, May 11, 2015 – Board of Education meeting at 7:00 PM, at the Austen Board Room.	None – Information Item Only

Unified School District 443
Dodge City, Kansas

12.	Items for Future Board Meetings		Schedule Special Board of Education meeting with DLR Group in May.	
13.	Executive Session	Moved – Traci Rankin Seconded – Barbara Lundin	The Board of Education moved into Executive Session at 9:09 PM for 30 minutes for discussion of personnel matters of non-elected personnel, in order to protect the privacy interests of the individuals(s) to be discussed; and for discussion matters affecting a student(s), in order to protect the privacy interests of the business to be discussed; and to have preliminary discussions about the acquisition of real property, to protect the public interest in obtaining the property at a fair price. In addition to the Board of Education members, the Executive Session included Alan Cunningham, Superintendent of Schools; Susan Scherling, Executive Director of Human Resources; and Brad Ralph, Board Legal Counsel. Susan Scherling left the meeting at 9:24 PM.	Motion Passed 6-0
	Reconvene Open Session		The Board returned to open session at 9:38 PM.	
14.	Adjourn Meeting	Moved – Ryan Ausmus Seconded – Traci Rankin	Adjourned the Board meeting at 9:53 PM.	Motion Passed 6-0

These minutes were approved by the Board of Education, Unified School District 443, Ford County, Kansas, on Monday, April 27, 2015

Lisa Killion, President
USD 443 Board of Education

William Hammond, Clerk of the Board
Unified School District 443

**RESOLUTION OF THE BOARD OF EDUCATION
OF UNIFIED SCHOOL DISTRICT #443, FORD
COUNTY, DIRECTING INQUIRY OF CITY OF DODGE CITY**

RESOLUTION NO. 20150413

WHEREAS, the Board of Education acquired the Dodge City Civic Center from the City of Dodge City, Kansas on February 1, 2013 anticipating that the site might be appropriate for a third middle school; and,

WHEREAS, the Board of Education's direction since the acquisition has been to utilize the facility for school purposes, while continuing to allow and facilitate community use to the extent possible; and,

WHEREAS, the Board of Education has recently obtained information advising of certain life-safety equipment recommendations at the facility including replacement of the fire alarm system, the stage "fire curtain", and stage roof vent system, with an estimate approaching \$300,000 for completion; and,

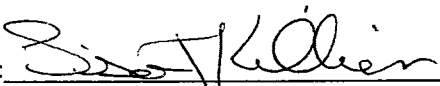
WHEREAS, the Board of Education has authorized and approved architectural and engineering services to prepare bid specifications to address the recommendations made regarding these items.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF UNIFIED SCHOOL DISTRICT #443, FORD COUNTY, KANSAS, as follows:

The Board of Education of Unified School District #443, Ford County, Kansas, does hereby authorize and direct administrative personnel to initiate communication with the City of Dodge City, Kansas requesting financial assistance with life-safety improvements and repairs on the premises of the Dodge City Civic Center for the benefit of the community at large.

Adopted this 13th day of April, 2015 by the Board of Education of Unified School District #443, Ford County, Kansas.

BOARD OF EDUCATION OF
UNIFIED SCHOOL DISTRICT #443
FORD COUNTY, KANSAS

By: 
Lisa Killian, President

ATTEST:


William Hammond, Clerk of the Board

**Board of Education
Dodge City Public Schools**

Date: April 27, 2015	Subject: Learning A-Z: RAZ Kids and Reading A-Z
Initiated By: Judy Beedles-Miller and Mischel Miller	Attachments: Order Form
Reviewed By: Administrative Cabinet	

BACKGROUND INFORMATION: Currently, USD 443 is piloting Raz-Kids and Reading A-Z in a few classrooms across the elementary buildings.

The Raz-Kids system (K-6) delivers hundreds of interactive, leveled eBooks spanning 27 reading levels. The web-based site provides over 400 books and open book eQuizzes, with new books added every month. The books include Spanish language titles, songs, nursery rhymes, poetry and more. With Raz-Kids, students can practice reading anytime and anywhere, on any mobile device. Teachers can make assignments and track student progress using online assessments.

Reading A-Z provides more than 1000 printable and projectable leveled readers at 27 reading levels. The accompanying guided reading lesson plans, worksheets and assessments correlate with district curriculum units. Books are provided in English and Spanish, in multiple genres and formats, to meet the unique needs of every student.

CURRENT CONSIDERATIONS: The online Raz-Kids system and Reading A-Z is recommended for purchase for use in grades K-6 classrooms across the school district.

FINANCIAL CONSIDERATIONS: The following funds will support the purchase of Learning A-Z: Raz-Kids and Reading A-Z, for the next two years.

K-5 Textbooks 16-1000-644-19-000	DCMS Textbooks 16-1000-644-10-000	CMS Textbooks 16-1000-644-18-000
\$39,902.97	\$3,325.25	\$3,325.25

STAFF RECOMMENDATION: The Board of Education is respectfully requested to approve the purchase of Raz-Kids and Reading A-Z for use in K-6 classrooms across the school district.

RECOMMENDED ACTION:

- ☒ Approval
- ☐ Information
- ☐ Discussion

LC Name Judy Beedles-Miller

Coordinator Change? _____

School/Org Dodge City Unif School Dist 443

District _____

Street Address 1000 2nd AvenueCity Dodge CitySt/Prov KSZip/Postal 67801

Country _____

Daytime Phone 620-371-1000Email Address miller.judy@usd443.org

Credit Card (Personal) _____

Credit Card (School/District) _____

Credit Card (Personal - will pay online) _____

Credit Card (School/District - will pay online) _____

Credit Transfer _____

\$4,118.71

Card Number _____

Expiration (mm/yy) _____

3-Digit Code _____

Charge Amount _____

Name on Card _____

Billing Address _____

Zip/Postal Code _____

Special Instructions to Apply to All Products Ordered**Solution Users for This Order****Universal Date Instructions****Universal Discount Instructions****176**

RS Users

ELL RS Users

LAZ Users

ELL LAZ Users

ELL Users

RS & HS Users

Delayed Activation

Target Exp Date

Coupon Code

Add'l Disc %

Add'l Disc \$

Existing username	Activation (mm/dd/yy)	Expiration (mm/dd/yy)	Existing Users	Existing Expiration							
Reading A-Z											Reading A-Z
# Users			1st Year Total	2nd Year Total	3rd Year Total	4th Year Total	5th Year Total	Total Additional Discount %	Total Additional Discount \$		Grand Total
X New or Renew	176	7/1/2015	6/30/2017	\$12,667.25	\$12,667.25	\$0.00	\$0.00	\$0.00	10%	\$2,814.94	\$25,334.50
Add Users to Current											

Existing username	Activation (mm/dd/yy)	Expiration (mm/dd/yy)	Existing Users	Existing Expiration							
Raz-Kids											Raz-Kids
# Users			1st Year Total	2nd Year Total	3rd Year Total	4th Year Total	5th Year Total	Total Additional Discount %	Total Additional Discount \$		Grand Total
X New or Renew	176	7/1/2015	6/30/2017	\$12,668.84	\$12,668.84	\$0.00	\$0.00	\$0.00	10%	\$2,815.28	\$25,337.68
Add Users to Current											

Existing username	Activation (mm/dd/yy)	Expiration (mm/dd/yy)	Existing Users	Existing Expiration							
ELL											ELL
# Users			1st Year Total	2nd Year Total	3rd Year Total	4th Year Total	5th Year Total	Total Additional Discount %	Total Additional Discount \$		Grand Total
New or Renew											
Add Users to Current											

Existing username	Activation (mm/dd/yy)	Expiration (mm/dd/yy)	Existing Users	Existing Expiration							
Headsprout											Headsprout
# Users			1st Year Total	2nd Year Total	3rd Year Total	4th Year Total	5th Year Total	Total Additional Discount %	Total Additional Discount \$		Grand Total
New or Renew											
Add Users Now											

Existing username	Activation (mm/dd/yy)	Expiration (mm/dd/yy)	Existing Users	Existing Expiration							
Science A-Z											Science A-Z
# Users			1st Year Total	2nd Year Total	3rd Year Total	4th Year Total	5th Year Total	Total Additional Discount %	Total Additional Discount \$		Grand Total
New or Renew											
Add Users to Current											

Existing username	Activation (mm/dd/yy)	Expiration (mm/dd/yy)	Existing Users	Existing Expiration							
Writing A-Z											Writing A-Z
# Users			1st Year Total	2nd Year Total	3rd Year Total	4th Year Total	5th Year Total	Total Additional Discount %	Total Additional Discount \$		Grand Total
New or Renew											
Add Users Now											

Existing username	Activation (mm/dd/yy)	Expiration (mm/dd/yy)	Existing Users	Existing Expiration							
Vocabulary A-Z											Vocab A-Z
# Users			1st Year Total	2nd Year Total	3rd Year Total	4th Year Total	5th Year Total	Total Additional Discount %	Total Additional Discount \$		Grand Total
New or Renew											
Add Users to Current											

Existing username	Activation (mm/dd/yy)	Expiration (mm/dd/yy)	Existing Users	Existing Expiration							
ReadyTest A-Z											ReadyTest A-Z
# Users			1st Year Total	2nd Year Total	3rd Year Total	4th Year Total	5th Year Total	Total Additional Discount %	Total Additional Discount \$		Grand Total
New or Renew											
Add Users Now											

Product Total **10%** **\$5,630.22** **\$50,672.18**
Product Discount Approval Required From: Paul Littlewood, VP of Sales

Product Discount Reason: _____

Professional Development

Additional Webinars

Existing username _____
Additional Onsite _____

Add'l Training Sub-Total

Total Discount %

Total Discount \$

Grand Total

Training Total **0%** **\$0.00** **\$0.00**
Training Discount Approval Required From: None

Training Discount Reason: _____

Pricing Explanation

Bundle users priced at appropriate tier according to number of bundle users. Regular users priced at appropriate tier according to total account users.

5% increase in years 4+ calculated off of appropriate tier and/or bundle price.

5% increase in years 3+ of PYLP order calculated off of current pricing for appropriate tier and/or bundle price, NOT off of PYLP price.

Total Amount	\$50,672.18
Available Credit	(\$4,118.71)
Balance Due	\$46,553.47



Quote Prepared For:

Judy Beedles-Miller

Dodge City Unif School Dist 443

1000 2nd Avenue

Dodge City

KS

67801

Your Reference: NEW

Date 4/20/2015

Prepared by:

Tom Kirkpatrick
1840 E. River Rd., Suite 320
Tucson, AZ 85718, USA

Code: **Lead**

Tax id: 27-1609020

866.889.3731 ext. 5088 (Toll-free)
520.232.5088 (Direct line)
520.618.3721 (Fax)

thomas.kirkpatrick@learninga-z.com

	Retail Value	Current Order # Licenses	Your Price	w/ One Additional Year # Licenses	Your Price	w/ Two Additional Years # Licenses	Your Price
Reading Solution	\$70,364.80	176	\$50,672.18	176	\$76,008.27	176	\$102,608.39
Enhanced ELL Reading Solution	\$249.95						
ELL Solution	\$159.95						
Reading Solution + Headsprout	\$299.95						
Learning A-Z Solution	\$429.95						
Enhanced ELL LAZ Solution	\$489.95						
Reading A-Z	\$99.95						
Raz-Kids	\$99.95						
Headsprout	\$189.95						
Science A-Z	\$79.95						
Writing A-Z	\$79.95						
Vocabulary A-Z	\$34.95						
ReadyTest A-Z	\$69.95						
Customized Professional Development Included							

	Current Order Your Price	w/ One Additional Year Your Price	w/ Two Additional Years Your Price
Available Credit	\$4,118.71	\$4,118.71	\$4,118.71
Grand Total	\$46,553.47	\$71,889.56	\$98,489.68
Your Savings	\$19,692.62	\$29,538.93	\$38,121.21

*Applicable Sales Tax added for US Customers.

All Prices in US Funds & Valid Until: 6/19/2015

**Board of Education
Dodge City Public Schools**

Date: April 27, 2015	Subject: Petty Cash Fund for the Business Office.
Initiated By: William R. Hammond	Attachments: None
Reviewed By: Administrative Cabinet	

BACKGROUND INFORMATION: Due to the increased use of the Civic Center for community purposes, and the number of parent's paying their student fees at the Administration Building, the need for a petty cash fund has been identified.

CURRENT CONSIDERATIONS: The Business Office will have a petty cash fund created for the purpose of dispersing change, as needed, for payment of student fees and Civic Center rent.

FINANCIAL CONSIDERATIONS: The amount of the petty cash fund is not to exceed \$250.00.

STAFF RECOMMENDATION: The Board of Education is respectfully requested to approve the establishment of a petty cash fund, not to exceed \$250.00 for the Business Office, for the purpose of dispersing change as needed for payment of student fees and Civic Center rent.

RECOMMENDED ACTION:

- ☒ Approval
- ☐ Information
- ☐ Discussion

Board of Education Dodge City Public Schools

Date: April 27, 2015	Subject: STRIDE (Alt Ed.) and CHOICE Student Handbooks for 2015-2016
Initiated By: Mischel D. Miller, Assistant Superintendent for Secondary Education	Attachments: Student Handbooks: • STRIDE (Alt. Ed.), • CHOICE
Reviewed By: Administrative Cabinet	

BACKGROUND INFORMATION: Each year, the administration and staff of all buildings, strive to make student handbooks as user friendly as possible for both parents and students. Additionally, each building works to provide as much specific information as possible in their documents, especially as they relate to procedures and expectations.

CURRENT CONSIDERATIONS: There are no significant changes to the STRIDE (Alt. Ed.) and CHOICE student handbooks, except for dates and school meal prices, for the 2015-2016 school year.

FINANCIAL CONSIDERATIONS: There are no financial considerations associated with this information.

STAFF RECOMMENDATION: The Board of Education is respectfully requested to review and approve the student handbooks from STRIDE (Alt. Ed.) and CHOICE for the 2015-2016 school year.

RECOMMENDED ACTION:

- ☒ Approval
- ☐ Information
- ☐ Discussion

Success through Responsive, Individualized, Digital Education (STRIDE)
STUDENT HANDBOOK
2015-2016

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WELCOME

STRIDE is a school for 10-12 grade students who need an alternative to their regular education. It is our hope that you will have a positive and productive experience. Please take time to read this handbook; it contains important information for you and your parents. The policies and procedures outlined are provided to assist you in understanding your responsibilities, privileges, and opportunities. Become familiar with this information. It will help you to avoid many problems and guide you to a better school year.

OUR MISSION

To provide a safe and equitable environment where all students will learn the skills and concepts necessary to be lifetime learners and function effectively in the twenty-first century.

CALENDAR

First Day of School (All Students)	August 19
9:30 Late Start – All Schools	September 2
Labor Day- No School	September 7
Parent/Teacher Conferences (3:30PM-6:00PM)	September 16
Parent/Teacher Conferences (7:30AM-11:00AM) No School	September 18
9:30AM Late Start – DCHS Only	September 23
9:30AM Late Start – All Schools	October 7
Teacher Staff Development - No School	October 12
End of 1 st Quarter	October 15
Teacher Work Day – 2 Hour Inservice - PLC – No School	October 16
9:30AM Late Start – DCHS Only	October 28
9:30AM Late Start – All Schools	November 11
Parent/Teacher Conferences (3:30PM-6:00PM)	November 11
Parent/Teacher Conferences (7:30AM – 11:00AM) No School	November 13
1:00PM Dismissal (No afternoon Alternative School Programs)	November 25
Thanksgiving Vacation- No School	November 26-27
9:30AM Late Start – All Schools	December 2
End of 1 st Semester	December 17
Staff Development/Teacher Work Day- No School	December 18
2 hours Staff Early Dismissal	
Winter Vacation- No School	December 21 – January 1
First Day of Spring Semester	January 4
9:30AM Late Start – All Schools	January 13
9:30AM Late Start – DCHS Only	January 27
Parent/Teacher Conferences (3:30PM – 6:00PM)	February 3
Parent/Teacher Conferences (7:30AM-11:00AM) No School	February 5
9:30AM Late Start – All Schools	February 10
9:30AM Late Start – DCHS Only	February 24
End of 3 rd Quarter	March 3
No Classes – Teacher Work Day – 2 HR Inservice – PLC	March 4
9:30AM Late Start – DCHS Only	March 9
Spring Break- No School	March 14-18
2 hour Early Dismissal	March 24
Easter Break – No School	March 25 - 28
9:30AM Late Start – All Schools	April 6
DCHS Only – No School – State Music Festival	April 13
Parent/Teacher Conferences (3:30PM – 6:00PM)	April 14
Parent/Teacher Conferences (7:30AM-11:00AM) No School	April 15
9:30AM Late Start – DCHS Only	April 20
No Classes – Staff Development	April 27

9:30AM Late Start – All Schools
 DCHS Graduation
 Last Day of School / End of Fourth Quarter
 Teacher Work Day
 First Day of Summer School
 Last Day of Summer School

May 4
 May 14
 May 19
 May 20
 June 1
 July 10

CLASS SCHEDULE

Students will have a daily schedule in which they are required to attend:

Monday-Thursday: 7:00AM- 4:00PM

Friday: 7:00AM-4:00PM

Lunch: Daily at 12:20-12:50PM

Computer labs will remain open throughout the day.

GRADING SYSTEM - SCALE

90 - 100	A
90 - 89.9	B
70 - 79.9	C
60 - 69.9	D
Below 60	F

STUDENT TRANSCRIPTS

Credit earned at STRIDE will be placed on your Dodge City High School transcript. This transcript will show a record of all course work completed while enrolled in USD 443, grades 9-12. Should a student need to retake a class or desire to retake a class, the second attempt at the course will be a second entry on the transcript. The first attempt at the course also remains on the transcript. Both grades would be calculated in determining the grade point average for the student. Concerning courses that are taken to meet certain graduation requirements, if two attempts in a course result in passing grades, one will be counted toward the curricular graduation requirement and the other will be counted as an elective toward the total number of credits needed to graduate. Official transcripts must be obtained from DCHS.

EARLY GRADUATION

Students planning to graduate early must file a "Request to Graduate Early," which involves careful scrutiny by the student, parents, counselor, and principal. This must be completed by the start of the semester prior to intended graduation. Forms are available through the counseling center.

Students who opt for early graduation will not be allowed to participate in school activities as students with the exception of prom and graduation-related functions.

DUAL CREDIT (DCHS/DCCC) COURSES AND ATHLETIC ELIGIBILITY

Important points to consider when enrolling in DCCC classes:

1. DCCC classes that are taken for college credit only do not count toward high school graduation.
2. DCCC classes that are taken for Dual Credit (college hours and high school credit) must comply with the following:
 - a. A 3 or 5 hour college class constitutes 1.0 amount of high school credit.
 - b. A 1 or 2 hour college class does not constitute high school credit.
 - c. Must meet during the high school hours only.

The above rules are in compliance with the Kansas State High School Activities Association, USD 443 School

District, and Dodge City Community College.

ATTENDANCE

Students shall be present each day in all hours in which they are enrolled unless excused for a school activity or other such valid reason as authorized by the administrator of the school. Daily attendance records shall be maintained for each student enrolled in district schools.

Verification of Student Absences

All excused absences will require verification by parent, either by calling the school or by providing a note. A parent/guardian shall have five (5) school days in which to verify an absence. A parent/guardian will be allowed to verify absences that are more than 5 days old if the parent/guardian provides documentation (doctor's notes, etc.)

In cases where absences are deemed excessive, a physician's verification will be required for the absences to be excused. School administration may request that parents/guardians provide a doctor's note in cases where a student has been ill in excess of 3 consecutive days or 10 days cumulative in the school year.

All other absences will be considered unexcused.

School-Related Activities: The absence of a student due to school-related activities shall not be recorded as an absence if the building school administrator specifically approves such activity and the student's absence from class or classes.

KANSAS SCHOOL ATTENDANCE LAW

According to Kansas Statute 72-977, 72-1111, and 72-1113, students must attend school until they are eighteen (18) years of age. The law states:

"Whenever a child is required by law to attend public schools within the school district and such child is inexcusably absent as determined by the regulations of this policy for three consecutive days or five or more days in a semester or seven days in a school year, a report thereof shall be made by the District Attendance Officer to the authorities designated by the state statute."

TARDY POLICY

Students who are habitually tardy may face disciplinary action of Short-Term Placement (STP), Out-of-School-Suspension (OSS), and/or removal from program.

DROPPING A STUDENT FROM SCHOOL ROLLS

Should a student be absent for ten (10) or more consecutive days and all reasonable efforts to ascertain the student's whereabouts or the reason for such absence have failed, the student shall be dropped from the school rolls. All efforts to re-establish student status must come through the school administrator's office as a re-enrollment, with class assignment to be at the discretion of the school administrator.

LEAVING THE BUILDING

If students must leave the building for any reason other than those associated with school programs or activities, it is imperative that they check out with the secretary BEFORE leaving the building. In all cases, parental/guardian permission is required before we can release you from our jurisdiction. If you leave the building without properly checking out, you will be subject to an Achievement Place assignment or Out of School Suspension.

CRISIS PLANNING

District level and building level crisis plans will be developed to provide for an organized, planned response to crises. Crisis situations are inevitable; thoughtful rational crisis management is the only defense.

CODE OF STUDENT CONDUCT

STRIDE is a second opportunity for students to earn their high school diploma. It is imperative for each and every student to be allowed to work without the distractions of other students. Inappropriate behavior will not be tolerated and may result in removal from the program. The Code of Student Conduct applies at all times while students are on or about school district property or areas adjacent thereto, which shall include: Any district property being used for an official school activity, property not owned by the district being used for school-sponsored activities or events, and any vehicle, including school buses, while such vehicle is being used to transport students for the district. This Code of Student Conduct also applies to any student whose conduct at any time or place has a direct and immediate effect on maintaining order and discipline in schools.

Safe Environment

Behaviors are not allowed that are intended to cause another individual physical or mental harm and/or are illegal. Examples include but are not limited to the following:

- Weapons (possession or use of)
- Theft
- Fighting
- Inciting to fight
- Violence towards adults/students
- Intimidation/extortion/threats
- Aggravated abuse of a school employee
- Gross insubordination
- Alcohol/Drugs (possession/use/disbursement of)
- Sexual harassment of any kind
- Arson
- Explosive devices (possession or use of)

EXPECTED CONSEQUENCES

JSRC Placement for a specified number of successfully completed days.

Out-of-school suspension (short-term)

Long-term suspension

Expulsion for the remainder of the year

Expulsion for 186 school days

A student suspended for fighting for a second time will receive a notice for a formal hearing, to take place within ten days, seeking long-term suspension or expulsion.

Orderly Environment

Behaviors are not allowed that occur outside the classroom that are intended to cause physical or mental harm to another individual and/or may be illegal. Examples include but are not limited to the following:

- Verbal abuse of teacher/staff/student
- Disruptive behaviors in hallway
- Disruptive behaviors in the cafeteria
- Disruptive behaviors before and after school
- Disruptive behaviors at a school activity
- Unverified absences/tardiness/truancy
- Tobacco (possession or use of)
- Gambling
- Solicitation (selling unauthorized items at school)
- Destruction or defacement of property - vandalism
- Inappropriate display of affection
- Dress code violations
- Defiance of authority
- Inciting to fight/contributing to a disruptive situation

- Use of inappropriate language
- Misuse of technology
- Setting off disaster alarm falsely

EXPECTED CONSEQUENCES

Looking in the vicinity of the misbehavior
 Walking toward the area of misbehavior
 Verbal correction
 Informal talk
 Isolation
 Counselor referral
 Teacher-parent conference
 Behavior contract
 Principal-teacher-parent conference
 Office referral
 Restitution
 Detention
 Suspension from school-related activities
 Removal from bus
 Referral to local agencies
 Out-of-school suspension

Productive Classroom Environment

Behaviors are not allowed that occur in the classroom that interfere with the learning of others. Examples include but are not limited to the following:

- Failure to follow reasonable request of a teacher
- Talking out
- Horseplay
- Disturbing another student
- Showing disrespect/defiance
- Improper use of equipment
- Cheating

EXPECTED CONSEQUENCES

Isolation
 Looking in the vicinity of the misbehavior
 Walking toward the area of the misbehavior
 Verbal correction/Informal talk
 Teacher-parent conference
 Teacher-student conference/documentation
 Behavior contract
 Office referral
 Principal-teacher-parent conference
Detention

Productive Personal Environment

Classroom behaviors are not allowed which negatively affect the misbehaving student. Examples include but are not limited to the following:

- Not having appropriate equipment and materials
- Sleeping
- Being off task, but not disturbing others
- Failing to turn in homework/failing to complete assignments

EXPECTED CONSEQUENCES

- Looking in the vicinity of the behavior
- Walking toward the area of the misbehavior
- Verbal response
- Informal talk
- Teacher-student conference/documentation
- Isolation
- Teacher-parent conference
- Detention

CONSEQUENCES FOR VIOLATIONS

Out-of-School Suspension: Out of School Suspension (OSS) is assigned for major behavior and attendance infractions. This may involve anywhere between one to ten days. All procedures and policies related to OSS are included in the U.S.D. 443 Board of Education Policy. Absences because of OSS are considered unexcused, but schoolwork may be made up for credit. If a student is suspended from school, the student must complete the suspension period (school days) before being allowed to participate in school activities. Students are not to represent D.C.H.S. in any activity or sporting event on the day, or days, they are serving a suspension. The student becomes eligible again for participation at 8:09 a.m. the next school day after the suspension has been served.

Long-term Suspension: A long-term suspension extends the period of exclusion from school to a term exceeding 10 days, but not beyond 90 school days. Such action may result in loss of credit for the affected semester. Parental notification is mandatory.

Expulsion: An expulsion extends the period of exclusion for up to 186 school days. Such action may result in loss of credit. Parental notification is mandatory.

Parental Notification/Notice: The act of giving notice of or reporting to the parent or guardian the consequential or disciplinary action that has been imposed either by telephone or by written notice. In the case of short-term suspension, long-term suspension, and expulsion, written notice is required by Kansas statutes and shall be mailed to the residence of the parents or guardians at the address on file in the school records or by personal delivery. K.S.A. 72-9802(g)

Corporal Punishment: No teacher or administrator shall use physical force or physical contact against or strike a student as punishment for a violation of the Code of Student Conduct. Provided, however, nothing in this policy shall be construed to impair teachers or administrators from using reasonable and necessary physical force to restrain a student in order to protect themselves or other persons, prevent the destruction of property, or to prevent any illegal overt act on the part of the student.

DAYCARE

Any parent who is using the district daycare located in the Alternative Education Building must have their child properly enrolled and have all paperwork and documentation completed with the Early Head Start office before their child may attend. Any students using the daycare without the proper documentation in place will lose their daycare privileges until this matter is resolved.

DRUG DOGS AND SEARCHES

As has been the practice in the past, the Dodge City Police Department will be bringing drug dogs into the STRIDE building at different times throughout the course of the school year. The dogs will also work the parking lots since they are located on school property.

IMMUNIZATIONS

The revisions of Senate Bill 575 become effective upon publication in July 1994. The revisions are as follows:

1. Medical exemptions are signed annually.

2. On or before May 15th, the school shall notify the parents or guardians of the following school year's immunization requirements. Therefore, the 90-day notification period will be effective over the summer break and children will present current immunization histories before entering school in the fall.
3. If the student transfers from one school to the other, immunization records must transfer with the transcripts to the school to which the child transfers.
4. Local Health Departments may provide immunizations on a sliding fee scale for administrative charges with the exception that no child may be denied immunizations for inability to pay an administrative fee.
5. The schools shall utilize the reporting form adopted by the secretary for documentation of immunizations. (Kansas Certificate of Immunization)

INSURANCE

Information about low-cost student insurance, including Kansas *Health Wave*, is available annually at enrollment or anytime during the school year by contacting the school or district office.

Parents are responsible for obtaining accident, health, athletic, hospital, and other insurance coverage for their student(s). Expenses not covered by such policies are the responsibility of the parents.

The school district is not responsible for accidents, injuries or personal property loss that occurs to students at school, on school property or at school sponsored events.

Students out for athletics will not be permitted to participate until they have evidence that they are properly insured. This evidence must be on file with the athletic director.

MEDICINE AT SCHOOL (BOE Policy JGFG-B-R-3)

Most medications can be conveniently administered outside of school hours. If school personnel are to supervise student medications, the following procedures must be followed:

- 1) A written **Permission for Administration of Medication Form** must be signed by a physician and a parent and return to school.
- 2) All medication to be given at school must be taken to the nurse's office for dispensing.
- 3) The medication must be in an original container that is properly labeled with the student's name, the current date, and the authorized dosage instructions.
- 4) Medications not accompanied with the signed permission form will not be administered by school personnel.
- 5) **No over-the-counter medications** except first aid supplies should be maintained by school personnel without a permission form signed by a physician and a parent.

Most prescription medications can be conveniently administered up to three times per day outside of school hours- in the morning, after school and at bedtime.

USE OF BREATHALYZER/NEURODYSFUNCTION EYE TEST

A Breathalyzer and/or Neurodysfunction Eye Test (N.E.T.S.) can be utilized at school and at various school related activities, both on and off campus. If indicators exist that a student is under the influence of chemical substances, notification of appropriate authorities and disciplinary measures will occur. Students refusing to take the test will also be subject to suspension.

INTERNET ACCESS POLICY

The district's computer systems, including software, networks, electronic mail, and Internet access, are for educational use only. Students are expected to abide by the guidelines and principles in the district's "Acceptable Use Policy" (IFAD), and have a signed "Parent/Student Agreement" on file with the district prior to using these systems.

Students shall have no expectation of privacy when using district computers, electronic mail, and/or related

systems. These systems shall be used for educational purposes only. Students are to use appropriate language at all times and are to conduct themselves according to guidelines approved by their teachers and administration.

STRIDE Acceptable Use Policies for Internet Access

1. All use of the Internet must be in support of education and research and consistent with the purposes of STRIDE and USD 443.
2. Any use of the network to facilitate illegal activity is prohibited.
3. Any use of the network for commercial or for-profit purposes is prohibited.
4. Any use of the network for product advertisement or political lobbying is prohibited.
5. Communications via the network are not assumed to be private or privileged information.
6. No use of the network shall serve to disrupt the use of the network by others; hardware or software shall not be destroyed, modified, or abused in any way.
7. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
8. Hate mail, harassment, discriminatory remarks, flaming, spamming (volumes of junk mail) and other antisocial behaviors are prohibited.
9. The illegal installation of copyrighted software for use on district computers is prohibited.
10. Use of the network to access obscene or pornographic material is prohibited.
11. Use of the network to transmit material likely to be offensive or objectionable to recipients is prohibited.
12. Students are warned not to use their full names or give out their home addresses on any communications on the Internet.

STRIDE reserves the right to monitor and/or log Internet use. Use of STRIDE Internet access indicates the user's agreement to abide by the above listed guidelines.

Any electronic mail, computer application, or other information in district computer systems is subject to monitoring by staff and administration. The district retains the right to duplicate any information in these systems, including from any storage media (i.e. hard disk drive, etc.). Students violating these guidelines are subject to disciplinary action, up to and including suspension from school.

SCHOOL LUNCH PROCEDURES

A nutritious breakfast, lunch and ala carte items are offered daily in the food court. A snack bar is open before school and during lunch, all items sold comply with the District's Wellness Policy. Each student will be assigned to one of four lunch periods during fourth block.

The meals available and the prices charged are as follows:

Full Price Lunch Fees:

Lunch Fee: \$2.55

Adult Fee: \$3.50

Full Price Breakfast Fees:

Breakfast Fee: \$1.80

Adult Fee: \$2.20

**Milk is \$.55 cents extra for adult lunch and breakfast. (Prices are subject to change)*

No lunch money is handled in the school office.

NO CHARGING IS ALLOWED. All students are encouraged to make deposits into their account before school in lines 3 or 4 or the snack bar area. During opportunity period only line 4 is available to take deposits. Students are reminded verbally when their account reaches \$6.00 and below.

All families are encouraged to complete an application for the Child Nutrition Program Benefits. A current application is required each year. Families will be notified of their benefits within 10 days of the application being received in the Nutrition Office. One application is needed per household and all information is kept

confidential. Until the household has been notified of their benefits, parents are responsible for paying full price for their student's meals.

All school cafeterias are inspected yearly by the Kansas Department of Health and Environment. The cafeterias follow the guidelines set forth by the KDHE pertaining to safety and sanitation.

All schools are registered as an OFFER-VS-SERVE program with the Kansas State Child Nutrition & Wellness department. This allows students to choose at least three or all five meal components that are offered daily.

Coats, hoodies, and school bags will not be allowed in the lunchroom.

Further information about the program is available by contacting the CHILD NUTRITION OFFICE at 1000 Second Avenue. The telephone number is 227-1630.

Dietary Information

Federal regulations require the school Nutrition Program receive written instructions from an appropriate medical authority before the school can modify a student's meals. A recognized medical authority must complete one of the following forms to document a student's current special dietary needs.

- ② **Medical Statement for Student with Special Dietary Needs Due to Disability:** If the student has a disability that affects his/her diet; a licensed physician must complete this form.
- ② **Medical Statement for Student with Special Dietary Needs Due to Food Allergy or Intolerance:** If the student has a food allergy or intolerance, a physician or other recognized medical authority (i.e. physician's assistant or nurse practitioner) must complete this form.

The appropriate medical statements may be obtained in your school's Nutrition Department or the District Nutrition Office. These forms must be updated yearly.

For some students, special diet orders are temporary. When there is no longer a need for special dietary needs a **Discontinuation of Special Diet** form must be completed by the physician or recognized medical authority. This form can also be obtained in the School's Nutrition Office or the District Nutrition Office.

COUNSELING OFFICE

The counselor at Dodge City Alternative Education serves the needs of students in many ways. They assist with the resolution of problems dealing with personal matters, academic progress, enrollments, schedule changes, career choices, college choices, scholarships, test preparation, interpersonal relationships and other student concerns.

STUDENT PRIVACY RIGHTS

Identifiable student images shall not be posted on district or school web sites without prior written permission from the student and, if under 18, the student's parent or guardian. The mailing address, telephone number or other personally identifiable information about any student shall not be posted on district or school web sites. All applicable requirements of the Family Educational Rights and Privacy Act (FERPA) shall be followed.

STUDENT RECORDS

In some cases students and/or parents will be asked to sign a release that permits the school to give information to agencies requesting it. This release will protect the right of the student to privacy in unusual cases not covered by Board policy. Records will not be released unless proper consent forms are on file.

SEXUAL HARASSMENT

District employees shall not sexually harass, or knowingly permit sexual harassment of a student by another employee, student, non-employee or non-student on school premises or at school sponsored activities. Neither

shall a student sexually harass another student or students or an adult. Any student who believes he or she has been subjected to sexual harassment should immediately discuss the problem with his/her principal, or another certified staff member.

ANIMALS AND PLANTS IN SCHOOL

Persons bringing animals and/or plants to school must receive prior permission from the supervising teacher and building principal in accordance with Board Policy ING.

DELIVERY OF FLOWERS, CANDY, AND GIFTS

No delivery of flowers, candy, balloons, gifts, etc., at STRIDE will be allowed.

DRESS CODE

Students will not be permitted to remain in class or at school-sponsored functions in attire that draws such attention to themselves that it disrupts general decorum, interferes with the intended function of the school or school activity, or creates potential health or safety hazards.

Parents/guardians are expected to illustrate concern, provide guidance, and have knowledge of what their child is wearing to school. Below are the guidelines for students to help them avoid attire that interferes with the learning environment. Examples include, but are not limited to, the following:

- 1) Clothing that is revealing or is suggestive may not be worn. Appropriate lengths for shorts, skirts and dresses will be determined by building principals. Midriffs, spaghetti straps, tube tops, backless shirts, or raglan (large armhole) T-shirts or tank tops may not be worn.
- 2) Head gear may not be worn in the building. Hats, caps, hoods, and hairnets will not be permitted. Sunglasses and dark glasses, unless prescription, are considered inappropriate attire.
- 3) Gang related attire such as "colors" or bandannas and clothing with vulgar, profane, obscene or derogatory messages, or messages concerning illegal substances or alcohol.
- 4) Extreme hairstyles and/or color will not be permitted. Decisions concerning these matters will be at the discretion of the building administrators.

Building administrators or their designees will make individual evaluations to determine if other similar items are likely to be disruptive or to create a potential health or safety problem (such as laser lights/pens, etc.) in a particular instance. Exceptions may be made in the case of appropriate team uniforms, special school events, and other specific principal-designated activities.

ELECTRONIC DEVICES

Cell phones, pagers, digital music devices (iPods, MP3 players, walkmans, CD players, etc.), laser lights/pens, hand operated electronic games, and/or other items determined by an administrator are to be powered off and concealed during class since they interfere with the learning environment.

Any student who uses an electronic device to record and/or publish circumstances resulting in disciplinary measures or for the purpose of humiliating/harming (emotionally, psychologically) another individual will be a candidate for suspension and possibly legal action.

The school is not responsible for the theft of cell phones, pagers, digital music devices (iPods, MP3 players, walkmans, CD players, etc.), laser lights/pens, and hand operated electronic games brought to school.

EXPECTED CONSEQUENCES

First offense, the item will be confiscated and a referral will be issued to the student citing inappropriate use of technology---electronic device. The item confiscated will only be released to the parent/guardian. Subsequent offences will be viewed as insubordination resulting in short-term suspension. The item confiscated will only be released to the parent/guardian.

SKATEBOARDS

Skateboards are not to be ridden on the school campus.

STUDENT ID CARDS

Each student will receive an ID card at the beginning of the school year. The ID card will serve as student identification at STRIDE, as well as for admission to specified activities at home events. Student ID cards are also needed to check books out of the library. Students must carry their ID cards at all times while on school property. Lost ID cards will not be reissued; the student must purchase a replacement immediately.

STUDENT PARKING

Students shall park on the West side of the Technology Department, in the Memorial Stadium parking lot and enter the building through the student entrance located in the front of the building on Comanche Street. Students are not allowed to park in the parking lot directly to the West and North of Building B. Parking in this lot will result in disciplinary action. All students who are brought to school each morning by a parent shall be dropped off in the Memorial Stadium parking lot.

Always observe the handicapped parking regulations as well as those that restrict parking in front of the building. Please do not leave trash on the ground in parking areas. Do not park in the bus zone. The Dodge City Police Department will issue tickets for students violating parking restrictions. Students who violate parking rules will be towed at the owners' expense.

TEXTBOOKS - SCHOOL PROPERTY

Books remain the property of U.S.D. 443 and must be paid for in the event they are misplaced or destroyed. Teachers will record each book checked out to a student so costs can be prorated on the basis of use or returned to the proper student if books are found.

TRANSPORTATION

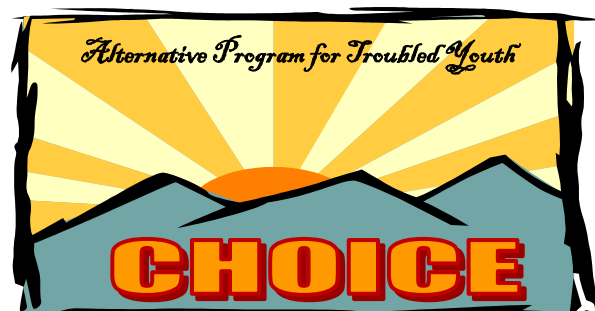
Bus service is available for students who live more than 2 ½ miles from the Alternative School. Students are expected to comply with the policies set forth in this planner as well as the Student School Bus Handbook that you will receive prior to receiving transportation. Discipline procedures will be enforced when a student fails to comply with these rules.

Information regarding schedules and bus times is available through the Transportation Department at 620-227-1613.

CHOICE (Choose Hope Over Ignorance, Commit to Education)
STUDENT HANDBOOK
2015-2016

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LOCATION

The CHOICE program is located in Room 205, on the second floor of the Alternative Education Building, 200 West Comanche.

SESSIONS

There are two sessions of CHOICE daily; the first session is from 7:45-11:30 with lunch. The second session is from 12:00 to 3:20, student lunch is available on request.

PURPOSE

CHOICE is designed for students who have been long-term suspended or expelled from Comanche or Soule Intermediate Centers, Dodge City Middle School, or Dodge City High School. Students placed in CHOICE will be expected to participate in: Ripple Effects character education programs, E2020 credit recovery program, Fastt Math, Study Island, community service activities when available, and career building activities.

CHOICE allows students to continue their education while serving suspension/expulsion, develop more productive behavior/work habits and keep these young people off the streets and out of trouble.

CONTRACT

Failure to fully abide by the terms of the CHOICE Contract will be cause for dropping students from the program. If removed from CHOICE the student may be referred to the Juvenile Services Reporting Center (JSRC) and all original Long-Term Suspension/Expulsion conditions will be reinstated including the following statutes and USD 443 Board of Education policies:

72-8902. - Duration of suspension or expulsion (a) A suspension may be for a short term not exceeding 10 school days, or for an extended term not exceeding 90 school days. An expulsion may be for a term not exceeding 186 school days. If a suspension or expulsion is for a term exceeding the number of school days remaining in the school year, any remaining part of the term of the suspension or expulsion may be applied to the succeeding school year.

72-8907. - Refusal to admit suspended or expelled pupil authorized. A pupil who has been suspended or expelled from school by any school district may be refused admission to school in any other school district, regardless of residency, until such time as the period of suspension or expulsion has expired.

USD 443 Policy IHEA: Make-up Opportunities - Make-up opportunities will be allowed or required, as outlined in Board approved student handbooks. The exception will be that any student suspended long term or expelled under the provisions of Policy JDD shall not be entitled to make up class work for credit, unless specifically permitted by the hearing committee or the principal.

Terms of Contract

Student: • Complete an Assessment Screening conducted by Sixteenth District Juvenile Services (Suite 513, 617 N Second Avenue, Dodge City, KS).

- Fully participate in any and all activities prescribed as a result of the Assessment Screening
- Attend programming assigned every day and report on time. Unverified absences will be immediately reported to the truant officer and parents.
- Receive staff permission if not attending full CHOICE session.
- Treat all students and staff with dignity and respect.
- Establish goals and targets.
- Meet established CHOICE goals and targets. Failure to meet targets may be cause for transfer from CHOICE to the JSRC.
- Make a total commitment to the learning process.
- Participate fully in the CHOICE program to include class work, homework, testing, assigned counseling, career activities and community service.
- Agree to allow other students to learn without interference.
- Take responsibility for meeting all USD #443 dress code requirements.
- Accept personal responsibility for adequate rest, cleanliness and hygiene.
- Not trespass on USD 443 property nor attend school activities, except for scheduled CHOICE or JSRC activities.
- Submit to random searches via metal detection, "pat-downs" and/or bag/purse search.

- Parent:
- Ensure your child attends all CHOICE classes and assigned activities - on time.
 - Maintain communication with the CHOICE staff and other cooperating agencies.
 - Assume responsibility for working with your child, the CHOICE staff, and other cooperating agencies to address behavioral issues.
 - Encourage your child to take responsibility for his/her actions.
 - Ensure your child receives adequate rest and maintains appropriate cleanliness and hygiene.
 - Make sure your child is prepared for classes with all necessary supplies and materials, including immunizations.
 - Attend and fully participate in all mandatory Parent/Family activities
 - Model a sincere commitment to academic performance.

- CHOICE:
- Provide a safe learning environment
 - Provide a highly structured educational program that builds academic skills, career awareness, and fosters social and emotional growth.
 - Maintain open communication and work in partnership with students, their parents and appropriate agencies to achieve student success.

DRUG DOGS AND SEARCHES

As has been the practice in other USD 443 schools, the Dodge City Police Department will be bringing drug dogs into the building at different times throughout the course of the school year. The dogs will also work the parking lots since they are located on school property.

MEDICINE AT SCHOOL (BOE Policy JGFG-B-R-3)

Most medications can be conveniently administered outside of school hours. If school personnel are to supervise student medications, the following procedures must be followed:

- 1) A written **Permission for Administration of Medication Form** must be signed by a physician and a parent and return to school.
- 2) All medication to be given at school must be taken to the nurse's office for dispensing.
- 3) The medication must be in an original container that is properly labeled with the student's name, the current date, and the authorized dosage instructions.
- 4) Medications not accompanied with the signed permission form will not be administered by school personnel.
- 5) **No over-the-counter medications** except first aid supplies should be maintained by school personnel without a permission form signed by a physician and a parent.

Most prescription medications can be conveniently administered up to three times per day outside of school hours- in the morning, after school and at bedtime.

USE OF BREATHALYZER/NEURODYSFUNCTION EYE TEST

A Breathalyzer and/or Neurodysfunction Eye Test (N.E.T.S.) may be utilized at various school related activities, both on and off campus. If indicators exist that a student is under the influence of chemical substances, notification of appropriate authorities and disciplinary measures will occur. Students refusing to take the test will also be subject to disciplinary action.

INTERNET ACCESS POLICY

The district's computer systems, including software, networks, electronic mail, and Internet access, are for educational use only. Students are expected to abide by the guidelines and principles in the district's "Acceptable Use Policy" (IFAD), and have a signed "Parent/Student Agreement" on file with the district prior to using these systems.

Students shall have no expectation of privacy when using district computers, electronic mail, and/or related systems. These systems shall be used for educational purposes only. Students are to use appropriate language at all times and are to conduct themselves according to guidelines approved by their teachers and administration.

CHOICE Acceptable Use Policies for Internet Access

1. All use of the Internet must be in support of education and research and consistent with the purposes of CHOICE and USD 443.
2. Any use of the network to facilitate illegal activity is prohibited.
3. Any use of the network for commercial or for-profit purposes is prohibited.
4. Any use of the network for product advertisement or political lobbying is prohibited.
5. Communications via the network are not assumed to be private or privileged information.
6. No use of the network shall serve to disrupt the use of the network by others; hardware or software shall not be destroyed, modified, or abused in any way.
7. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
8. Hate mail, harassment, discriminatory remarks, flaming, spamming (volumes of junk mail) and other antisocial behaviors are prohibited.
9. The illegal installation of copyrighted software for use on district computers is prohibited.
10. Use of the network to access obscene or pornographic material is prohibited.
11. Use of the network to transmit material likely to be offensive or objectionable to recipients is prohibited.

12. Students are warned not to use their full names or give out their home addresses on any communications on the Internet.

CHOICE reserves the right to monitor and/or log Internet use. Use of CHOICE Internet access indicates the user's agreement to abide by the above listed guidelines.

Any electronic mail, computer application, or other information in district computer systems is subject to monitoring by staff and administration. The district retains the right to duplicate any information in these systems, including from any storage media (i.e. hard disk drive, etc.). Students violating these guidelines are subject to disciplinary action, up to and including removal from CHOICE.

SEXUAL HARASSMENT

District employees shall not sexually harass, or knowingly permit sexual harassment of a student by another employee, student, non-employee or non-student on school premises or at school sponsored activities. Neither shall a student sexually harass another student or students or an adult. Any student who believes he or she has been subjected to sexual harassment should immediately discuss the problem with his/her principal, or another certified staff member.

DRESS CODE

Students will not be permitted to remain in class or at school-sponsored functions in attire that draws such attention to themselves that it disrupts general decorum, interferes with the intended function of the school or school activity, or creates potential health or safety hazards.

Parents/guardians are expected to illustrate concern, provide guidance, and have knowledge of what their child is wearing to school. Below are the guidelines for students to help them avoid attire that interferes with the learning environment. Examples include, but are not limited to, the following:

- 1) Clothing that is revealing or is suggestive may not be worn. Appropriate lengths for shorts, skirts and dresses will be determined by building principals. Midriffs, spaghetti straps, tube tops, backless shirts, or raglan (large armhole) T-shirts or tank tops may not be worn.
- 2) Head gear may not be worn in the building. Hats, caps, hoods, and hairnets will not be permitted. Sunglasses and dark glasses, unless prescription, are considered inappropriate attire.
- 3) Gang related attire such as "colors" or bandannas and clothing with vulgar, profane, obscene or derogatory messages, or messages concerning illegal substances or alcohol.
- 4) Extreme hairstyles and/or color will not be permitted. Decisions concerning these matters will be at the discretion of the building administrators.

Building administrators or their designees will make individual evaluations to determine if other similar items are likely to be disruptive or to create a potential health or safety problem (such as laser lights/pens, etc.) in a particular instance. Exceptions may be made in the case of appropriate team uniforms, special school events, and other specific principal-designated activities.

ELECTRONIC DEVICES

Cell phones, pagers, digital music devices (iPods, MP3 players, walkmans, CD players, etc.), laser lights/pens, hand operated electronic games, and/or other items determined by an administrator are to be powered off and concealed during class since they interfere with the learning environment.

Any student who uses an electronic device to record and/or publish circumstances resulting in disciplinary measures or for the purpose of humiliating/harming (emotionally, psychologically) another individual will be a candidate for suspension.

The school is not responsible for the theft of cell phones, pagers, digital music devices (iPods, MP3 players, walkmans, CD players, etc.), laser lights/pens, and hand operated electronic games brought to school.

EXPECTED CONSEQUENCES

The item will be confiscated. The item confiscated will only be released to the parent/guardian.

SKATEBOARDS

Skateboards are not to be ridden on the school campus.

STUDENT PARKING

Students shall park on the West side of the Technology Department, in the Memorial Stadium parking lot and enter the building through the student entrance located in the front of the building on Comanche Street. Students are not allowed to park in the parking lot directly to the West and North of Building B. Parking in this lot will result in disciplinary action. All students who are brought to school each morning by a parent shall be dropped off on the North side of the building.

Always observe the handicapped parking regulations as well as those that restrict parking in front of the building. Please do not leave trash on the ground in parking areas. Do not park in the bus zone. The Dodge City Police Department will issue tickets for students violating parking restrictions. Students who violate parking rules will be towed at the owners' expense.

Board of Education Dodge City Public Schools

Date: April 27, 2015	Subject: Student Transportation Handbook
Initiated By: Diana Loera and William R. Hammond	Attachments: Board of Education Policy JA and Student Transportation Handbook
Reviewed By: Administrative Cabinet	

BACKGROUND INFORMATION: The Board of Education annually approves operational handbooks for students, teachers and other employees, as well as supplements and revisions thereto. By reference, these handbooks are a part of Board of Education policy. (See attached Board of Education policy JA).

CURRENT CONSIDERATIONS: The district's Transportation Handbook has been reviewed by the district Transportation Director. No changes to the handbook have been recommended for the 2015-2016 school year.

FINANCIAL CONSIDERATIONS: The minimal cost for printing and distributing handbooks is included in building or departmental budgets.

STAFF RECOMMENDATION: The Board of Education is respectfully requested to approve the Transportation Handbook for 2015-2016.

RECOMMENDED ACTION:

- ☒ Approval
- ☐ Information
- ☐ Discussion

Board Policies

Series J - Students

Goals and Objectives

Policy # 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.

Policy References:

BDA, CM, CMA, GAA, & JCDA

Policy Cross References:

Adoption Date: 6/6/2006, Revised: 6/8/2009
J - Students

DODGE CITY PUBLIC SCHOOLS

TRANSPORTATION DEPARTMENT



Student School Bus Handbook

**Transportation Office
1900 Parkway Drive
Dodge City, KS 67801
(620) 227-1613**

Table of Contents

- Introduction
- Bus Regulations
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- Inclement Weather
- Search and Seizure
- Activity and Field Trips Rules
- Student Rules of Conduct for Bus Riders
- Stop Arm Law



Dear Parent/Guardian:

To acknowledge that you have received and understand this handbook, the form below must be signed by both the parent and the student. If you have any questions please call the transportation office. Please return this form to your bus driver within ten school days to continue with bus riding privileges.

KEEP THE STUDENT HANDBOOK FOR YOUR USE.

I have read and understand the RULES and REGULATIONS of the Transportation Handbook.

Parent/Guardian Signature

Parent/Guardian Signature

Student Signature

Student Signature

Student Signature

Student Signature

Student Signature

Rec'd _____
Date _____ Bus # _____

Bus Driver _____

Cut along line

INTRODUCTION

The purpose of this booklet is to provide parents and students with the rules/regulations of the State of Kansas and USD 443 policies and procedures concerning student transportation.

Our goal and obligation is to provide safe student transportation. Please read this booklet carefully and discuss it with your children. Keep it handy for future reference. The direct help of parents in promoting obedience to school bus safety rules greatly assists the drivers in maintaining proper discipline.

Our drivers meet all state and district certification requirements which include maintaining a current Class B CDL drivers license, passing an bi-annual physical examination, completing courses in First Aid, CPR, Defensive Driving, and completing the district's driver training program which includes behind the wheel training prior to transporting students. In addition, a periodic check is made of each drivers driving record. Drivers are subject to federally mandated pre-hire and random drug and alcohol testing.

Our drivers also receive ongoing training in accident prevention and safety and we work continuously to maintain proper student discipline on the bus. We have a excellent safety record; please, for the sake of everyone, do your part to help us keep it that way. With your support and the cooperation of the students, we believe USD 443 can maintain a safe and efficient transportation program.

USD 443 school bus service is owned by the district and operated and maintained by district personnel. All route buses are equipped with two-way radios. Each bus must pass an annual mechanical safety inspection and a Kansas State Highway Patrol safety inspection. In addition the district has an ongoing preventive maintenance program to ensure the buses are in excellent condition.

Our basic philosophy is based on three areas: Safety, efficiency, and service, in that order. We provide a group service unlike taxi service, which services individuals. We strive to provide adequate service at a reasonable cost to the district. We cannot stop at every house, wait for students, or adjust our pick up schedule to meet the schedule of individual families. Routing software requires establishing and/or implementing bus stops in centralized locations.

Bus Regulations

1. Only regularly scheduled bus students are allowed to ride the bus.
2. If a bussing student is not going to ride the bus please phone the transportation office at 227-1613. Give your child's name, bus number and the location of the regular bus stop.
3. A bus stop may be dropped from a route after 5 consecutive days the student doesn't ride and we have no contact from the student or parent.
4. No student will be allowed to ride on any bus other than the one assigned. Parents are required to submit a change notice to the school your student attends or the transportation office if a change is necessary.
5. A minimum of three days written notice is required for a permanent address change.
6. Bussing to and from child care providers occurs ONLY when the student is a qualified busing student AND the sitter/day care is on an existing route.
7. Bus students are to go immediately to the buses as soon as they are dismissed from school.
8. Students must board or depart the bus in the designated loading or unloading areas. Once the door of the bus is closed no students will be allowed to board.
9. When it is necessary to cross the road, it should be done in front of the bus and at least ten feet from the front bumper.
10. Buses will enter any private drive if the distance is over 1/8 of a mile in length, and an all-weather adequate surfaced road with space to turn around without backing up.

Designated Permanent Pick-up and Drop Off Addresses

Students must have a designated pick-up address and designated drop-off address **that is consistent daily**. The pick-up and drop-off address may be different from each other, but each must remain constant. These addresses shall be declared during enrollment. A permanent change may be made in a student's designated pick-up or drop-off address(es) by coming to the transportation office or school and submitting a change of address, **at least (3) three days in advance of the change**. No changes regarding pick-up or drop-off address(es) will be accepted over the phone.

If a student is to be picked up at the school or has permission to walk, direct the student not to get on the bus. Once a student gets on the bus they will be released only upon approval of the school administrator. **Students will not be released at the transfer station.**

Students are not allowed to board or exit the bus at locations other than their assigned stops. Never attempt to "flag down the bus" when it is en route. Students cannot be released along the route. This is a hazardous practice for the student, bus, and other traffic. Similarly, do not attempt to "catch the bus" at another stop. It is extremely unsafe for a student to approach the bus from the back or side of the bus. If your student missed the bus in the morning, take the child to school. **Do not take the student(s) to the transfer station! No student will be permitted to board the bus at this location.**

Time on the bus is a part of the school day, and the rules of conduct which apply to the classroom also apply to the school bus. For this reason the school principal has the responsibility of working with the student in matters pertaining to student behavior on the bus.

Please give your full cooperation and support toward the safe operation of our student transportation program.

Rules for Riding

Kindergarten and Other First Time Riders

Young riders are special in several ways. The younger the child the more responsibility and care adults in charge must provide. Parents, please be sure these first time riders understand bus rules and the importance of following them. These young riders should understand that they could be hurt by the bus or by other traffic unless they are careful. The ideal situation is for your child to have a healthy respect for the “big yellow bus” without being fearful.

Remember that young riders need to be reminded of the rules and praised for practicing safe bus riding.

Even at a young age, students should be taught to assume responsibility for their safety. No matter how careful and conscientious a bus driver is, there are times when the child is outside of the bus that the driver simply cannot protect the child from harm. Students should practice the habit of checking traffic for themselves after getting the signal to cross from the driver.

Receiving Kindergarten, Early Childhood, and Special Needs Students

A designated adult or sibling older than 2nd grade is required to be present at the stop to receive any student with special needs or younger than 1st grade delivered from school. If no one is present, these are the steps that will be followed:

1st time – The driver will contact the transportation office who will contact the parent by telephone to come to the designated stop.

2nd time - The driver will finish the route and return the child to the transportation office. The parent/guardian or babysitter is now responsible to pick up the child from the transportation office.

3rd time - The student may be considered a 'child in need of care'. The police may be contacted and the student will be released to an officer. Students may lose their transportation privileges at this time. This will be left to the discretion of the transportation department.

Tips for Parents of New Bus Riders

Teach your child their name, address, telephone number and the school they attend. Let them know that it is okay to tell the bus driver.

For younger students attach a note to your child for the first several days with their name, address, a telephone number where you can be contacted (sitter information if that is where they are picked up from or delivered to) and the school they attend.

Practice with your student sitting still and talking quietly whenever they ride in the car.

Teach your child they are to listen to the bus driver, especially as they get on and off the bus. You need to instruct your student to wait on the curb, out of the street. The school bus driver will teach your student to watch for the crossing signal so they know when it is safe to cross the road or approach the bus.

Never encourage your student to run to or from the school bus. When you meet the school bus wait on the corner (out of the street) where the bus door opens. If crossing the street to leave, wait for the signal from the bus driver. Always cross in front of the bus from curb to the curb. NEVER walk in the street along side the bus. Never cut diagonally across the street with your student.

Teach your child how to walk from home to the bus stop and how to safely cross the street.

Inform your child of your expectations after they have reached their bus stop. At times students will go to a friend's house after school with out their parent's knowledge. This creates unneeded worry and could easily have been prevented.

Bus Evacuation Drills

Two evacuation drills are held each year on school property under the direction of the bus driver. The purpose is to prepare the students to recognize conditions that warrant evacuation, to know correct procedures for each type of evacuation, and to teach students to initiate and complete an evacuation without driver supervision if required. Drivers appoint leaders and helpers and instruct all students in overall procedures. A leader takes the evacuated students away from the bus; helpers remain at the doors assisting other students from the bus until all are evacuated.

There are three types of drills: front, rear and split. In the split drill, Students are seated in the front half exit through the front door. Students seated in the back half exit through the rear door.

Remain calm during drills.

Follow instructions given by the driver and designated leaders.

Remain seated until told to move.

Evacuate one seat at a time, right to left.

Walk!! Don't run.

Remain quiet.

Do not push or shove.

Always allow the helper to aid you in getting off or jumping down from the emergency exit.

Report to your leader away from the bus and stay in line, following the leader's directions.

When leaving the bus through the emergency doors, do not take anything such as books, lunch boxes, etc. Return to the bus after the drill to pick up your belongings.

Inclement Weather

Students should wear appropriate clothing to be protected in all weather conditions. This includes rain gear (head covering, coats, boots) for wet weather and warm winter clothing for cold weather (caps, winter boots, winter coats, and gloves). Students should be prepared to wait at the bus stop in all weather conditions and to be prepared for emergencies. Even though we maintain our buses through a program of preventive maintenance, a breakdown could occur causing students to have to wait longer for the bus or wait on the bus until help arrives. Students should always have adequate protective clothing to be safe in these circumstances.

Excessive moisture may make some roads impossible to travel safely. When this occurs, you will be asked to bring your children to a preset point on the main "paved surface" road nearest to your home to meet the bus. The route driver will contact you with these locations.

If conditions require canceling school, or delaying starting times, the information will be given over these TV stations: KBSD; KSNB; KUPK; KAKE; KSN; KWCH. Radio stations include: KANZ (92.9); KOLS (93.9); KCDK (95.5); KSSH (96.3) KKJQ (97.3); KSKG (98.1); KJIL (99.1); KSSA (105.9); KGNO (1370)KJIL. Please check these sources first for current information.

Search and Seizure

The administration reserves the right to search and seize when there is reasonable belief that some material or matter which is detrimental to the health, safety and welfare of the student or students exists.

Items which are used to disrupt or interfere with the driver may be removed from the student's possession.

Items seized may be held by the school, returned to the parents or turned over to the appropriate enforcement agency. The method of disposal will be the responsibility of the school administration.

Activity and Field Trips Rules

1. All rules and regulations established by state law, and board policy and the respective school shall be enforced at all times.
2. No one is allowed to be in the driver area or step well at any time when the bus is moving.
3. All passengers are to remain seated facing forward at all times when the bus is moving.
4. Eating and drinking on a moving bus is contrary to regulations. Distances in western Kansas are such that at times it may be necessary to take food on the trip. Destinations over seventy (70) miles, snacking may be permitted with the sponsor and school accepting responsibility. Glass containers of ANY kind are strictly prohibited on the bus at any time.
5. SILENCE IS REQUIRED AT ALL RAILROAD CROSSINGS.
6. Students are not permitted on the bus unless there is a sponsor or bus driver with them.
7. The driver is the final authority on matters related to the safety and operation of the bus.
8. All items carried on the bus MUST fit in or under the seat and can be no taller than the average person. Larger items must be placed in the storage compartments if available or another vehicle will need to be reserved to carry such items.
9. To be sure everyone can safely exit the bus in the event of an emergency all aisles and doorways are to be kept clear at all times.
10. Clothing should not be hung in the windows or large items placed so as to obstruct the visibility of the driver.

By state law, the driver is in charge of all passengers while they are riding, loading or unloading the bus.

Student Rules of Conduct for Bus Riders

Prior to loading:

1. Students must be on time! Due to inclement weather, traffic and other factors exact times may slightly vary. Please make sure your student(s) are at their assigned stop 5 minutes prior to the scheduled pickup time. Buses will not wait past that time for tardy students.
2. Students shall conduct themselves in a safe manner while walking to their assigned stop. Walk on the far left - hand side of the road facing traffic when going to the bus stop. Never stand in the roadway. Stand single file in an orderly manner while waiting for the bus. When the bus arrives, wait until it comes to a complete stop and the red safety lights are flashing before attempting to board the bus. If you must cross the road, wait until the bus driver signals you to cross. Check traffic in both directions before proceeding. **Only cross in front of the bus.** If possible the bus will stop ten (10) feet away from the closest student.

While on the bus:

1. Obey the driver promptly and courteously.
2. In the interest of safety, only low conversational volume levels are acceptable. No profane language or obscene gestures. Unnecessary conversation with the driver is prohibited while the bus is moving.
3. Harassment, Intimidation, and Bullying in any form is not allowed.
4. When boarding the bus, go quickly and quietly to assigned seat; face forward in the seat at all times. Keep aisles and exits clear.
5. Keep arms, head and all parts of the body inside the bus at all times.
6. Students are expected to assist in keeping the bus clean and free from trash.
7. Treat bus equipment with respect. Damage to seats, etc., must be paid for by the offender(s) to continue riding privileges. Any damage to the bus is to be reported immediately to the driver.
8. Students shall not tamper with the controls or the equipment on the bus.
9. Students shall not pass or throw objects while on the bus. This includes in or out of the windows.
10. Any belongings brought onto the bus must be taken to their seat and kept out of the aisle. If these items are too large for the student to hold, deprives another student of their seat, or is higher than seat level, then the student must make other arrangements for their transportation.
11. Students are to remain seated while the bus is in motion.

12. Absolute silence is necessary at railroad crossings. Drivers may ask for silence from passengers when they are faced with adverse driving conditions such as snow and ice.
13. No glass containers, animals, pets or weapons are allowed on the bus.
14. Students shall not carry or use tobacco products, alcohol, drugs or any other control substances on the bus. Energy enhancing sprays are also not allowed.
15. Students shall not carry hazardous material, nuisance items such as personal electronic devices (i.e.; iPods, MP3 players, Hand Held Games Consoles etc...), toys, flashlights, lasers, or mirrors on the bus. Cell phones must be turned off. School bags with wheels must be carried on and around the bus.
16. Eating, drinking, or chewing gum while on the bus is an unsafe practice which may cause choking and therefore not allowed. The **ONLY** exception is if the forecasted temperature is over 90 degrees. At these times water in a plastic container with a lid will be allowed on the bus.
17. Students shall not board or exit the bus at locations other than their assigned stops.
18. Windows will be opened only half way for the safety of all passengers.

After unloading the bus:

Never cross behind the bus. If you must cross the street after unloading, walk along the side of the road in front of the bus until you can see the driver's face. Wait until the bus driver signals you to cross. Then walk checking traffic in both directions before crossing. Remain off the roadway until the bus pulls away. If your child checks the mailbox, they should wait until the bus pulls away before checking the box. Never return to the bus for any reason after unloading.

Discipline Procedures

First Written Referral - Warning (minimum)
 Second Written Referral - Three (3) day bus suspension (minimum)
 Third Written Referral - Bus suspension of at least two (2) weeks
 and possibly up to the rest of the academic school year.

*Any and all steps may be excluded depending upon the severity
 of the infraction.*

Behavior which may endanger the safety of others may result in temporary or permanent suspension of bus riding privileges.

It is recommended that students have a book bag or sport bag in which to carry all papers, books, shoes, etc. - all loose items. This is especially important for younger riders who might forget the danger of chasing a paper or other dropped item under the bus.

STOP ARM LAW



It is against the law to pass a stopped school bus when the RED LIGHTS are flashing and the STOP SIGN is out. Please see that all drivers in your household know how to be safe and legal around school buses. It can be frustrating to get “caught” behind a bus making stops along its route. Some people let their impatience lead to risky actions that endanger students, themselves and other traffic.

PLEASE OBEY THE LAW and please be a patient driver.

Tips For All Drivers Outside the School Bus:

1. If the yellow lights at the top of the bus are flashing – slow down and proceed with caution. Always watch for children around the school bus.
2. If the red lights at the top of the bus are flashing and the stop sign is out – **STOP!** Do not move your vehicle until the red lights are canceled and the bus is moving. Always watch for children around the school bus.
3. Don't tailgate the school bus or ANY large vehicle. Remember, if you cannot see the rear view mirrors on the large vehicle, the driver can't see you.
4. School buses stop for railroad tracks. When you see a school bus approaching a railroad track, prepare to stop when it stops.
5. School buses cannot stop like a car. Please don't pull out in front of a school bus because you think it is moving slowly. If you need to pass a school bus please wait for a safe place to pass and use EXTREME caution.

**Board of Education
Dodge City Public Schools**

Date: April 27, 2015	Subject: T-Shirt Gift for Sunnyside Kindergarten Students
Initiated By: John Montford	Attachments: Invoice from Special Tee Graphics
Reviewed By: Administrative Cabinet	

BACKGROUND INFORMATION: Kinsey Motors has offered to donate shirts to the three kindergarten classes for a field trip that they will take in the last week of school. The retail value of the shirts is \$582.

CURRENT CONSIDERATIONS: The design and graphics of the shirts promote the school and the business.

FINANCIAL CONSIDERATION: No additional costs will be incurred to the district.

STAFF RECOMMENDATION: The Board of Education is respectfully requested to approve the donation of T-shirts from Kinsey Motors for Sunnyside Elementary School's Kindergarten classes.

RECOMMENDED ACTION:

- ☒ Approval
- ☐ Information
- ☐ Discussion

PRINTED IN U.S.A.



018969

SPECIAL TEE GRAPHICS

503 Second Avenue
DODGE CITY, KANSAS 67801
620-227-8833 Fax 620-227-8844
dc_locker_room@sbcglobal.net

Name *Sunnyside Kindergarten / Kinsey* Date *4-21 20 15*

Address *Attn: Sara Kinsey* Cust. Or No.

Del. To. Via

SOLD BY	CASH	C.O.D.	CHARGE	ON ACCT.	MDSE. RETD.	PAID OUT
<i>JS</i>			<i>X</i>			

QUAN.	DESCRIPTION	PRICE	AMOUNT
<i>2</i>	<i>Carolina Blue 9's 1-Cola Fab YXS</i>	<i>7.00</i>	<i>\$14.00</i>
<i>20</i>	<i>" " " " YS</i>	<i>7.00</i>	<i>\$140.00</i>
<i>41</i>	<i>" " " " YM</i>	<i>7.00</i>	<i>\$287.00</i>
<i>4</i>	<i>" " " " YL</i>	<i>7.00</i>	<i>\$28.00</i>
<i>6</i>	<i>" " " " YXL</i>	<i>7.00</i>	<i>\$42.00</i>
<i>4</i>	<i>" " " " S</i>	<i>7.00</i>	<i>\$28.00</i>
<i>2</i>	<i>" " " " M</i>	<i>7.00</i>	<i>\$14.00</i>
<i>2</i>	<i>" " " " L</i>	<i>7.00</i>	<i>\$14.00</i>
<i>1</i>	<i>Set-up Fee</i>	<i>15.00</i>	<i>\$15.00</i>
<i>Thank-you</i>		<i>NO TAX</i>	
		<i>TOTAL</i>	<i>\$582.00</i>

ALL claims and returned goods MUST be accompanied by this bill.

Rec'd by

GSCC-653-2

Thank You

Board of Education Dodge City Public Schools

Date: April 27, 2015	Subject: USD 443 Wellness Plan
Initiated By: Shirley Voran and Kathy Konrade, Coordinated Health Committee	Attachments: USD 443 Wellness Plan (<i>Revised April, 2015</i>)
Reviewed By: Administrative Cabinet	

BACKGROUND INFORMATION: Public Law 108-265 reauthorized federal Child Nutrition Programs, which include the National School Lunch Program and School Breakfast Program. Section 204 of this law requires that not later than the beginning of the 2006-2007 school year, local educational agencies participating in the school meal programs must establish a local “school wellness policy” that, at a minimum:

- Includes nutrition guidelines for all foods available on the school campus during the school day;
- Provides an assurance that guidelines for school meals are not less restrictive than those set by the U.S. Secretary of Agriculture;
- Includes goals for nutrition education, physical activity and other school-based activities designed to promote student wellness in a manner that the local educational agency determines appropriate;
- Establishes a plan for measuring implementation of the local wellness policy; and
- Involves parents, students and representatives of the “school food authority” (i.e. school nutrition program), the school board, school administration and the public in development of the local wellness policy.

The 2005 Kansas Legislature passed SB154. This new law supports the federal requirement for local wellness policies by directing the Kansas State Board of Education to “develop nutrition guidelines for all foods and beverages made available to students in Kansas public schools during the school day.

CURRENT CONSIDERATIONS: A Wellness Plan has been in place in USD 443 since 2006. This Plan has been reviewed and revised to meet current requirements, paying particular attention to providing healthful foods and beverages, as well as establishing guidelines for physical activities and wellness education.

Shirley Voran, FACS instructor at DCHS and Kathy Konrade, Child Nutrition Supervisor for USD 443, will provide an overview of this plan for the Board of Education.

FINANCIAL CONSIDERATIONS: There are no financial considerations associated with the revision of the Dodge City USD 443 Wellness Plan.

STAFF RECOMMENDATION: The Board of Education is respectfully requested to approve the USD 443 Wellness Plan, as revised.

RECOMMENDED ACTION:

- ☒ Approval
- ☐ Information
- ☐ Discussion

Dodge City USD 443 Wellness Plan

“Promoting overall wellness for employees and students in order to build a healthier community”

The mission of USD 443 is, “To prepare our students to be capable, contributing participants in a changing world”. To support this mission, USD 443 is focusing on Wellness for Life. In order for students and staff to lead a healthy lifestyle, USD 443 will establish sound policy, implement a functional plan, and set good examples throughout the district.

Dodge City Public Schools has an active Health and Wellness Committee, with representatives from each school building, as well as from the Governor’s Physical Activity Champions, Dodge City YMCA (DCYMCA), the Ford County Health and Wellness Coalition, The Model for Change professionals, the USD 443 Board of Education, the community and students’ parents. The Health and Wellness Committee will provide information to all stakeholders on the school district’s wellness policy.

The school district is also actively involved in Healthy Kansas School Grants, the Alliance for a Healthier Generation, ACE Program (Tobacco Cessation), FitnessGram, K-FIT, Fuel Up to Play 60, Jump Rope for Heart, WorkWell KS, and Team Nutrition.

The school district’s Health and Wellness Committee shall review nutrition, physical activity, tobacco, and drug and alcohol policies, as well as their impact on student health and effective program implementation at quarterly meetings (September, November, February, and May). WellSAT or another evaluation tool will be used to get input on the strength of the current Plan. The committee will discuss and draft revisions to the Plan for consideration by school district administration and the Board of Education. Following approval by the Board of Education, the Plan will be published on the district website. An abbreviated version will be made available in district handbooks, and as a one-page informational handout for parents and students. It will be the responsibility of the staff and administration of USD 443 to ensure the Plan is being implemented with fidelity.

The entire school environment, not just the classroom, shall be aligned with healthy school goals to positively influence a student’s understanding, beliefs, and habits as they relate to good nutrition and regular physical activity. All staff members of USD 443 are encouraged to model healthy eating and physical activity as a valuable part of daily life. Staff should make every effort to only consume food and beverages allowed under the Nutrition standards for all foods sold in schools in the presence of students during the school day. Whenever possible, staff should incorporate physical activity into their daily routines in the classroom activities. The district will develop an annual wellness activity including physical activity, nutrition, and tobacco free as well as provide more health, nutrition, and physical activity education.

NUTRITION

(Board of Education Policy JGCA)

USDA Meal Programs:

All schools will provide breakfast and lunch through the USDA School Meal Programs. All school meals are required to meet or exceed specific standards set forth by the USDA.

Dining areas will be clean, orderly and inviting. Water will be accessible during all meals. Appropriate supervision shall be provided in the cafeteria and the students shall be provided a pleasant environment in which to eat school meals. Adequate seating is available for all students, and students are allowed to converse with one another while they eat.

Locally grown fruits and vegetables (produce) can supplement the nutrition service when they are purchased from a reliable source and available for food pathogens analysis. KSDE's HACCP guidance requires that a letter is on file for each supplier/vendor stating that they have a HACCP plan in place, with standard operating procedures for produce production, harvesting and post-harvest handling OR that they follow safe food handling procedures. Traceability of the produce used is required. Produce grown in the school classroom, container gardens or school garden can be incorporated into Child Nutrition Programs. Everyone involved with growing and harvesting produce from the school garden should be trained on basic food safety practices including hand-washing, glove use, personal hygiene, cleaning and sanitizing, and handling ready-to-eat produce. It is suggested a list of all school gardeners be kept on file.

Restaurant brand name food items, unless provided by Nutrition Services in combination with a balanced meal, will not be allowed in the elementary, middle schools and high school cafeterias at meal times. This includes but is not limited to fast foods, commercial pizza, and restaurant to-go meals. Carbonated beverages (pop) and energy drinks (Monster, Red Bull, Rock Star, etc.) are also prohibited in the cafeteria during meal times.

Sack lunches from home are permitted as long as they do not contain restaurant brand name food items in original packing as described above, carbonated beverages, and or energy drinks. Due to sanitation and safety concerns students will not be allowed to share any food brought from home.

Breakfast

The Nutrition Department will provide promotional information that contains the benefits of breakfast.

Breakfast will not be denied to any student that was late due to a late bus arrival at the school. Late students who walk to school or are provided private transportation will not be allowed to eat breakfast if they arrive after the serving time. Exceptions may be made on a case-by-case basis, and may involve the teacher, principal and dietary manager.

Students will be allowed at least 10 minutes to eat breakfast, from the time they receive their trays.

Lunchroom Climate

The Nutrition Department will develop and publicize monthly menus on the internet and make them available at all the schools. The daily menu will be posted on a "MyPlate" poster or other acceptable poster to indicate the meal components.

Students will be allowed at least 15 minutes to eat lunch, from the time they receive their trays.

All elementary school principals will evaluate schedules and if possible schedule recess before mealtime instead of after.

Nutrition Standards for All Foods Sold in School

The Healthy, Hunger-Free Kids Act requires that USDA establish nutrition standards for all foods and beverages sold in school – beyond the Federal child nutrition programs. This law applies to all foods sold outside the school meal programs, on the school campus, and at any time during the school day, which is defines as any time from 12:00AM through 30 minutes after the last bell rings.

To be allowable, a competitive food item must:

1. Meet all nutrients standards
2. Have 51% or more whole grain by weight (if a grain product)
3. If it is a non-grain food, its first ingredient has to be from one of the main food groups: fruits, vegetables, dairy, or protein foods.

4. Be a combination food that contains at least $\frac{1}{4}$ cup fruit and/or vegetable.
5. Contain 10% of the Daily Value of a calcium, potassium, vitamin D or fiber. Effective July 1, 2016, this criterion is obsolete and may not be used to qualify as a competitive food.
6. Have $\leq 35\%$ calories from fat, $\leq 10\%$ from saturated fats and trans fat free.
7. Have $\leq 35\%$ of weight from total sugar as served.
8. Have ≤ 230 mg sodium for snacks and sides. ≤ 480 mg sodium for entrees including condiments. Effective July 1, 2016 snack items & sides sold must be ≤ 200 mg sodium per item served, including any accompaniments.
9. Have less than 200 calories for snacks and 350 calories for entrees.

To be allowable, beverages must include:

Elementary School

- Plain water or plain carbonated water (no size limits)
- Low fat milk, unflavored (≤ 8 oz)
- Non-fat milk, flavored or unflavored (≤ 8 oz)
- 100% fruit or vegetable juice (≤ 8 oz)
- No caffeinated beverages

Middle School

- Plain water or plain carbonated water (no size limits)
- Low fat milk, unflavored (≤ 12 oz)
- Non-fat milk, flavored or unflavored (≤ 12 oz)
- 100% fruit or vegetable juice (≤ 12 oz)
- No caffeinated beverages

High School

- Plain water or plain carbonated water (no size limits)
- Other flavored and/or carbonated beverages ≤ 20 fl oz, that have ≤ 5 calories per 8 fl oz or ≤ 10 calories per 20 fl oz.
- Other flavored and/or carbonated beverages ≤ 12 fl oz, that have ≤ 40 calories per 8 fl oz or ≤ 60 calories per 12 fl oz.
- Low fat milk, unflavored (≤ 12 oz)
- Non-fat milk, flavored or unflavored (≤ 12 oz)
- 100% fruit or vegetable juice (≤ 12 oz)
- Beverages that meet above criteria may also contain caffeine.

During the School Day

- Students are allowed to have individual clear water bottles with clear water in the classroom. Water will be the only beverage allowed in the bottles.
- All foods and beverages sold in schools are in compliance with USDA's Smart Snacks in Schools' "All Foods Sold in Schools" Standards from midnight before to 30 minutes after the official school day.(USDA D 2.1.1)
- District funds will not be used to buy food of minimal nutritional value unless approved by the building administrator.

Classroom Rewards

Food rewards or incentives are discouraged in the classrooms or in other parts of the building to encourage student achievement or desirable behaviors. The exception would be if the student has an Individualized Education Plan (IEP) that includes how food rewards are used. Teachers and parents are provided with information on healthy options for classroom rewards, parties, and celebrations that meet Smart Snacks in School "All Food Sold in Schools" Standards (USDA D 2.1.3). *See Appendix A for non-food awards ideas.*

Classroom Snacks

If teachers feel that classroom snacks are necessary to sustain student achievement, they can be offered 1.5 hours before or 1.5 hours after the lunch meal. Classroom snacks will only be offered once a day and must meet the following guidelines per serving:

- 4 grams of fat per 100 calories (35% of calories)
- 9 grams of sugar per 100 calories (35% of calories)
- Limit to 200 calories per total snack

Outside Foods during school hours

Due to sanitation and food safety concerns student and staff are prohibited from bringing non-prepackaged food items into the school to share with students. The exception would be whole fresh fruits and vegetables, which should be prepared using proper sanitation procedures.

Seasonal Parties

Due to sanitation and safety concerns, students and staff will be prohibited from bringing non-prepackaged food items into the school to share with students. The exception would be whole fresh fruits or vegetables, which should be prepared using proper sanitation procedures. It is strongly suggested that all parties be held at least 1 hour after the lunch period, unless nonfood items are provided. *See Appendix B for Healthy Celebrations.* 50% of the food that is served at seasonal parties must meet the following guidelines per serving:

- 4 grams of fat per 100 calories (35% of calories)
- 9 grams of sugar per 100 calories (35% of calories)
- Limit to 150 calories per item

Fundraising

During the School Day

One exempt fundraiser per school organization per semester that does not meet the Nutrition Standards for All Foods Sold in School during the school day on school grounds will be allowed. The length of the exempt fund raiser cannot exceed 2 days. This fund raiser must be approved by the school's principal. Exempted fundraiser foods or beverages may not be sold in competition with school meals in the food serving area during meal service. With the exception of the two exempt fundraisers per year, Dodge City Public Schools will not allow the sale of food items for fundraising during the school day unless they meet the All Foods Sold in Schools nutritional standards.

After the School Day

Groups performing fundraisers will explore fundraising activities that do not involve the sale of food and/or beverages.

STUDENT NUTRITION EDUCATION (Board of Education Policy JGCA)

General Guidelines for Nutrition Education:

Teachers will receive an updated list of nutrition resources and be able to secure recommended nutrition education resources in adequate quantities for their students. Teachers will also be offered training that focuses on nutrition education related topics.

Nutrition education will be based on the most recent Dietary Guidelines for Americans. Active learning experiences will be provided for students. Whenever feasible, the active learning will involve the students in food preparation using ServSafe and District Food Safety Guidelines.

Nutrition education will be taught by a teacher licensed with health, physical education, or family consumer science teacher licensure by the Kansas State Department of Education or under the direct supervision of such a teacher. The licensed teacher will approve the instructional materials and methodology, and will have ongoing, open communication with the individual providing instruction. Schools will be encouraged to use qualified personnel to provide nutrition education from organizations such as KSDE, K-State Research and Extension, health and physical education, family consumer science, universities, Registered Dietitians, and school nursing staff. Teachers will also be encouraged to attend training on nutrition and the importance of role modeling of healthful eating habits for students.

Time spent on Nutrition Education class per week

At least 5 hours of classroom health and nutrition education is recommended each year for all students. Out of these 5 hours, 25% will be comprised of hands-on activities.

Cafeteria and Meal Time

Environment

Attractive, current, nutrition education materials will be prominently displayed in dining areas and changed on a monthly basis. Marketing (oral, written, or graphics) of only those foods and beverages sold on the school campus during the school day that meets the requirements set forth in the Smart Snacks Rule (USDA D.2.1).

Meals

USD 443 administrators, teachers and classified staff will encourage students to start each day with breakfast. They will also encourage students to eat a balanced meal at lunchtime.

Events During the School Day

Schools will be encouraged to participate in one or more events that are either centered on nutrition or include nutrition as a main component. Fruits and vegetable promotions during school days at district schools will allow students to sample new foods.

Family and Community

Parents are always encouraged to join students for school meals.

Schools will provide Information through newsletters, pamphlets, and district nutrition website (www.kshealthykids.org/HKS_Menus/HKS_Home.htm) at least once a semester to teach their children about health and nutrition.

Staff Wellness

All staff employed by USD 443 will serve as a healthy role model for students. Staff will have opportunities to help develop and participate in programs and activities aligned with the Alliance for Healthier Generations, Healthy Kansas Schools and WorkWell KS to promote healthful eating, physical activity and other elements of a healthy lifestyle. All schools shall promote wellness all year long and participate in one district or school activity once a year (Walk 443 or Walk Kansas).

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.

PHYSICAL EDUCATION (Board of Education Policy JGCA)

General Guidelines and Physical Education Classes:

All students in grades K-12, including those with disabilities, special healthcare needs and in alternative education settings, will have the opportunity to participate in moderate to vigorous physical activity on a regularly scheduled basis each school week during the entire school year.

All 5th, 7th, and 9th grade PE instructors will enter student information twice a year on K-FIT. The fitness report generated from K-FIT will be included as part of the parent teacher conference information.

Physical education teachers will have staff meetings at least two times a year to meet and discuss ideas and to make sure everyone is following the same guidelines to assure that all students are getting adequate physical education. Physical Education teachers will receive professional development in their field of interest at least once a year.

Time spent in physical education class per week

At the elementary level, at this time, the district is meeting the basic recommendations of 100-150 minutes of physical activity for every student. 25 minutes of physical education every day for every student and at least 15 minutes of that time is vigorous activity.

Middle school students are offered physical education at all grade levels and receive an average of 90-119 minutes of physical education per week, which includes at least 60 minutes of moderate to vigorous intensity activity.

At this time the district is meeting the basic recommendation of 100 – 149 minutes of physical activity for every student. Dodge City High School currently has implemented walk/jog time for students and staff during the *Opportunity Period* time period which has increased the minutes to 200.

Time spent engaging in moderate to vigorous physical activity

At this time at the elementary level, every student gets 25 minutes a day.

At this time the elementary, intermediate and middle schools do not meet the recommended 15 minutes of vigorous physical activity for every student on a daily basis.

Environment

Each school will provide a physical and social environment that encourages safe and enjoyable physical activity for all students, including those who are not athletically gifted. All classes will have a student/teacher ratio that is the same as other elective classes in the school and provide age-appropriate equipment for all students to participate in physical activity.

Curriculum

All physical education teachers will be licensed by the Kansas State Department of Education. The physical education curriculum they will teach will be sequential and consistent with Kansas State Board of Education approved physical education teaching standards for pre-Kindergarten through grade 12. High School students will be given different options of physical education classes.

All PE instructors will be trained and follow Kansas State Physical Education Curriculum. PE instructors will evaluate programs on an annual basis to determine the alignment of curriculum and the health and wellness needs of students.

Physical Education Throughout the Day:

Classroom teachers are encouraged to reinforce the knowledge and self-management skills needed to maintain a physically active lifestyle, and to reduce time spent on sedentary activities, such as watching television and playing video games.

Each school will have a plan of action to keep students active during inclement weather.

Physical Education Incorporated into Classroom Settings

Physical activity opportunities shall be offered daily during the school day outside of recess and Physical Education classes. Structured physical activity opportunities, in addition to recess and physical education are encouraged for all students (USDA, D 2.3.2). Whenever possible, classroom teachers will provide short activity breaks between lessons or classes as appropriate. They will also incorporate physical activity into other subject areas. (Example – Brain Breaks, GoNoodle)

Punishment

Withholding participation in Physical Education class, recess, or other physical activity opportunities as a form of discipline is strongly discouraged. Physical activity will not be used as punishment. Examples would be punishing a student by making them run laps, do pushups, etc.

Recess

Elementary students

Students will be allowed to participate in recess on a regularly scheduled basis. The physical activity goal for students who attend school all day is to have supervised outdoor recesses (weather permitting) totaling at least 20 minutes a day. Students who attend ½ day of school will have at least one 15 minute supervised outdoor recess (weather permitting).

Students will be encouraged to participate in moderate to vigorous physical activity during recess. If a student is not actively taking part in recess, the recess supervisor will verbally encourage and give the student suggestions on some activities to get the student moving. Teachers are encouraged to lead and or participate in at least one physical activity during each recess.

Before and After School

USD 443 offers after-school programs at all elementary schools in the district. The program utilizes the USDA After School Snack Program. DCYMCA coordinates the after-school through a 21st Century Learning Center grant award.

Students will be encouraged to ride their bikes and or walk to school. The district will work with the community and the police department to keep those who wish to walk or ride their bike to school safe.

Athletic Practices

The school(s) will comply with Quality Performance Accreditation Regulation:

91-31-34: *Local Board of Education Requirement (g) "Athletic Practice"*

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

2. A high school shall not conduct athletic practice during the school day, and athletic practice shall not be counted for credit or as a part of the school term. A school shall neither offer credit for athletic practice nor count athletic practice as a physical education course.

Extracurricular Physical Activity Programs

Students of all ages are encouraged to participate in wellness activities outside the school day.

Family and Community

The school district supports the use of school facilities outside of school hours for physical activity programs offered by community-based organizations. Community members are allowed to use the school district's playgrounds, tracks and fields outside the normal school day. The school district's policies concerning safety will apply at all times.

Tobacco, Alcohol, and Drug Prevention and Control

(Board of Education Policies DFG, JH, GAOC, JCDA, LDD, GAOB, JDDA)

Advertising in the Schools or On School Property

No advertising of materials used for commercial purposes shall be permitted in the school buildings or on the grounds of the district without prior approval of the superintendent. Advertising in student publications shall be regulated by rules and regulations developed by the superintendent. Ads specifically promoting drug paraphernalia, tobacco products, alcohol products or any controlled substance are prohibited in any school-sponsored publication or on school property.

Use of Tobacco Products in School Buildings

The use of tobacco products in any form and/or electronic cigarettes is prohibited 24 hours a day in any school building owned or operated by the district, in school vehicles, and/or other facilities owned, leased or rented by the district for student purposes.

Tobacco Use and Electronic Cigarettes

Smoking by students and/or the possession or use of any other tobacco product or electronic cigarette is prohibited 24 hours a day in any district facility; in school vehicles; at school-sponsored, activities, programs, or events, and on school owned or operated property by any student, staff, or visitor and includes an enforcement component. Cessation programs (Quitline and ACE) are free those who violate the policy.

Tobacco Prevention and Education

Provide tobacco-use prevention education in kindergarten through 12th grade; this instruction should be especially intensive in middle school and high school and should be reinforced in high school. The curriculum includes national and state health, lifeskills, and physical education standards.

Provide program-specific training for teachers. Provide yearly in-service trainings that include review of curriculum, modeling instructional activities, and tobacco product updates that entice youth.

Complete the Youth Tobacco Survey or Youth Risk Behavior Survey as requested by KDHE.

Drugs and Alcohol

Maintaining a drug free work place is important in establishing an appropriate learning environment for the students of the district.

The possession, use, sale, distribution, or being under the influence of controlled substances and/or alcohol by school employees at school; on, in, or while utilizing school property; or at school sponsored activities, programs or events are prohibited.

Drug-Free Schools

Maintaining drug-free schools is important in establishing an appropriate learning environment for the district's students. The unlawful possession, use, sale, distribution and/or being under the influence of illicit drugs, controlled substances and/or alcohol by students at school, on or in school property, or at school sponsored activities or events is prohibited.

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.

Appendix A

Healthy Non-Food Rewards¹



Rewards happen at many levels across a school. Teachers, administrators and parent groups offer rewards to recognize and celebrate student accomplishments. The goal of rewarding students is to help them internalize desirable behaviors and create motivation for learning that comes from inside. The most effective rewards fit naturally into the context and mission of the school community and should promote healthy living as a desired value of the community. Non-material rewards involving recognition, privileges and opportunities for physical activity or other types of enrichment are powerful ways to help meet these goals. Material rewards such as school supplies, trinkets, toys, and gift certificates can be donated by parents or provided by parent-teacher organizations for use on a more limited basis.

Brave teachers have even been known to offer rewards like kissing a frog or letting students cut their hair!

Elementary School Students

- Make deliveries to office
- Fun movie
- Teach class
- Be a helper in another classroom
- Read morning announcements
- Sit with friends
- Have lunch or breakfast in the classroom
- Play a favorite game or do puzzles
- Extra recess time
- Show and tell
- Free time at the end of class
- Dance to music in the classroom
- Gift certificate to school store (non-food items)
- Walk with the principal or teacher
- Fun physical activity break
- Teacher or volunteer reads special book to class
- Certificate, trophy, ribbon, plaque
- Listen to music or a book on audiotape
- Read outdoors or have class outdoors
- Extra art, music or reading time
- Teacher performs special skill, e.g., singing, guitar playing, juggling
- Earn points or play money to spend on privileges or non-food items
- Commendation certificate or letter sent home to parents by teacher or principal
- Trip to treasure box filled with nonfood items, e.g., stickers, pencils, erasers, bookmarks, school supplies
- Access to items that can only be used on special occasions, e.g., special art supplies, games, or toys

Recognition in itself is a huge reward.

Consider recognizing students during morning announcements, at a school assembly, on a photo recognition board, or on the school's website. Most kids enjoy hearing their successes acknowledged in front of their peers. Don't underestimate the power of small, personalized efforts such as a phone call or email to the students' parents, a hand-written note commending the achievement, or a certificate of recognition.

Middle School Students

- Sit with friends
- Choose partners for activities
- Listen to music while working at desk
- Reduced homework or "no homework" pass
- Extra credit
- Fun movie
- Brainteaser puzzles, group activities and games
- Earn points or play money for privileges or non-food items
- Computer time
- Free choice time or chat break at end of class
- Assemblies
- Field trips
- Eat lunch outside or have class outside

How to Create a Healthier School Food Culture



Action for Healthy Kids®



Healthy Non-Food Rewards

High School Students

- Extra credit
- Fun movie
- Reduced homework
- Late homework pass
- Donated coupons for music, movies or books
- Drawings for donated prizes
- Pep rally
- Recognition on morning announcements
- Tickets to school events, e.g., dances, sporting events

PTO/PTA Rewards

- Water bottles
- School-branded apparel
- Movie passes
- Special time with a teacher
- Dance Dance Revolution, Wii or video game party
- Pool party, hike, or group trip to a kids' fun place
- Raffle for bigger prizes, such as a bike, an iPod or a ride in a limo



Food Rewards

Food Rewards contradict classroom lessons on nutrition, add empty calories to kids' diets and teach kids to eat when they're not hungry – setting the stage for unhealthy habits that can last a lifetime and contributing to the childhood obesity epidemic sweeping the country. One study found that every separate food-related practice (e.g., a food incentive or reward) that promotes low-nutrition foods in a school is associated with a 10% increase in students' body mass indexes (BMI).²

Check your school's wellness policy or school improvement plan to see if they contain any guidelines or goals about healthy, non-food rewards. If they don't, find out what it would take to address this topic.

*"Rewarding children with unhealthy foods in school undermines our efforts to teach them about good nutrition. It's like teaching children a lesson on the importance of not smoking, and then handing out ashtrays and lighters to the kids who did the best job listening."*³

— Marlene Schwartz, PhD, Co-Director
Rudd Center for Food Policy and Obesity, Yale University

Action for Healthy Kids® partners with teachers, students, parents, school wellness experts and more to fight childhood obesity, undernourishment and physical inactivity by helping schools become healthier places so kids can live healthier lives. Our programs, tools and resources make it possible for everyone to play their part in ending the nation's childhood obesity epidemic.

www.ActionforHealthyKids.org

The websites listed in this document are provided as a service only to identify potentially useful ideas and resources for creating healthier school cultures. Action for Healthy Kids is not responsible for maintaining these external websites, nor does the listing of these sites constitute or imply endorsement of their content.

¹Adapted from "Effective and Healthy Rewards for Kids," Coalition on Children and Weight San Diego and "Alternatives to Food Rewards," Connecticut State Department of Education, May 2005 (Revised November 2011).

²Kubik M., Lytle L., Story M. "Schoolwide Food Practices Are Associated with Body Mass Index in Middle School Students." Archives of Pediatric and Adolescent Medicine, 2005, vol. 159, pp. 1111-1114.

³"Alternatives to Food Rewards," Connecticut State Department of Education, May 2005 (Revised November 2011).



Appendix B

Healthy Celebrations

There are many opportunities for celebration throughout the year, from birthdays to holidays to other special occasions that may occur. Food and beverages are often a part of celebrations, but they don't have to be the center of attention. With a few easy changes, the focus at parties can shift from unhealthy food to healthy fun!

What's wrong with cupcakes?

There's nothing wrong with having treats on occasion. Everything can fit into a healthy diet when consumed in moderation. Keep in mind, though, that each child's birthday can mean multiple celebrations: one at home with family, a party with friends, and then another at school or child care. Food doesn't always have to be part of parties. Instead, find ways to celebrate a birthday & recognize a child on their special day.

- Make a sign, sash, crown, button, or badge for the birthday child.
- Let the birthday child be the teacher's assistant for the day. They can do special tasks like make deliveries to the office or be the line leader.
- Let the birthday child choose an activity or game.
- Play an indoor game of the student's choice.
- Let activities such as dancing, games, crafts, or singing be the focus rather than food.
- Talk to children about the reasons for the healthy makeover, and involve them in the party planning.
- Ask children to help their parents remember to bring fruits and vegetables or other healthy snacks instead of sweets if they choose to bring treats.
- Highlight healthy practices in the newsletter or website.
- Celebrate a child's cultural heritage with traditional crafts, games, and stories.
- Replace the "cupcake tradition" with something new—for instance, drawing a birthday mural, creating a birthday hat, or other special activity.
- Celebrate birthdays once a month or combine the month's birthdays with a national cultural celebration.



Ideas for Healthier Celebrations:

- Have a scavenger hunt for items or information related to the party theme.
- Provide "free choice" activity time at the end of the day.
- Provide extra recess or play time.
- Celebrate creatively by setting up craft stations and playing music in the background. Ask parents to provide the supplies such as clay, craft paper, pencils, markers, paints, and stickers.
- Plan special party games.
- Have a dance party.
- Pick a children's book related to the party theme. Ask a special guest or a parent to come in and read it.
- Allow children a trip to the treasure box (parents can help supply it with small toys, books, note pads, paints, pencils, bookmarks, stickers, etc.)
- Check with child nutrition staff to see if they are able to provide fresh items or other healthy snacks for a reasonable fee.



If you decide to make food a part of the celebration, encourage healthier options.

Healthy Party Snacks:

- Fruit smoothies
- Trail mix
- Fruit kabobs
- Yogurt parfaits with non-fat or low-fat yogurt, granola, and fruit
- Angel food cake topped with fresh fruit
- Low-fat popcorn
- Low-fat pudding
- Applesauce or other fruit cups
- Raw veggies served with low-fat dip like salad dressing or hummus
- Berries with low-fat whipped topping
- Bananas or strawberries with a low-fat yogurt dip
- Graham crackers with jam or apple butter
- Fresh apple slices with caramel or yogurt dip
- Raisins or dried fruit such as bananas, apples, peaches, apricots, plums, etc.
- Whole grain tortilla chips with salsa and/or guacamole
- Whole grain crackers with reduced-fat cheese
- Frozen yogurt tubes

Healthy Recipe Ideas:

Shrek Smoothie

(Source: Western Dairy Council)

Number of servings - 2 Serving size - 10 oz

Ingredients:

- 4 oz fat-free or low-fat white milk
- 2 oz low-fat vanilla yogurt
- 2 oz frozen spinach, chopped
- 4 oz frozen pineapple chunks
- 4 oz frozen peaches, sliced
- 4 oz frozen mango chunks

Instructions:

- Temper fruit for 20-30 minutes before blending for best texture.
- Place all ingredients in blender.
- Pulse until smooth.
- Pour into cups and enjoy.



Fruit Mix

(Source: Wisdomfromm.com)

Number of servings - 6 Serving size - ½ cup

Ingredients:

- 1 cup toasted oat cereal
- ½ cup golden raisins
- ¼ cup dried cranberries
- ¼ cup dried apricot pieces
- ¼ cup sunflower seeds

Instructions:

- Mix well. Store in air tight container.



For more healthy recipe ideas, visit:

- www.kidsacookin.org
- www.nationaldairyCouncil.org
- www.fruitsandveggiesmorematters.org

This handout was developed with information from the following sources:

- Center for Science in the Public Interest
- BCBS of KC/KC Healthy Kids
- Kids Eat Right—Academy of Nutrition and Dietetics

For more information on KS School Wellness Policy Model Guidelines, to www.kn-eat.org, School Wellness Policies.



Questions?

Child Nutrition and Wellness • Kansas State Department of Education • 120 SE 10th Avenue • Topeka, KS 66612 • (785) 296-2278 www.ksde.org • www.kn-eat.org

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This document was developed in partnership with the Kansas Department of Education, KSDE, General Counsel, 120 SE 10th Avenue, Topeka, KS 66612, (785) 296-2278.

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Appendix C

Healthy Fundraising

What's wrong with candy sales?

Children's lifelong eating habits are greatly influenced by the types of foods and beverages available to them. When less healthy foods are sold "for a good cause", children may think that these foods are a healthful part of a balanced diet. Such misperceptions can contribute to development of poor eating habits. Schools and child care centers encourage healthy eating habits by avoiding fundraisers that rely on the sale of less healthy foods such as candy and cookies.

Benefits of Healthy Fundraising:

- **Healthy kids learn better:**
Research clearly demonstrates that good nutrition is linked to better behavior and academic performance. To provide the best possible learning environment for children, schools and child care centers must also provide an environment that supports healthy behaviors.
- **Provides consistent messages:**
Fundraising with healthy foods and non-food items demonstrates a commitment to promoting healthy behaviors. It supports the lessons children are learning about health, instead of contradicting them.
- **Promotes a healthy school or child care environment:**
Children need to receive consistent, reliable health information and ample opportunity to use it. Finding healthy fundraising alternatives is an important part of providing a healthy school or child care environment.

"What message does it send our children when we constantly preach to them about getting more exercise, eating healthy and cutting back on junk food and then ask them to sell truck loads of cookie dough and candy bars to friends and family?"

www.fundraisinggreen.com

Positive Options

Try one of these fundraiser options that have a positive impact on children, families and the community. Here are a few examples to get you started:

Support Academics

- Read-a-thon
- Science fair
- Spelling bee
- Workshops or classes
- Book fair

Support the Arts

- Art show
- Concerts
- Dances
- Plays and musicals
- Talent show
- Singing telegrams
- Rent-a-band, rent-a-choir, or rent-a-music group

Support Physical Activity

- Walk-a-thon
- Bike-a-thon
- Jump rope-a-thon
- 5-mile fun run/walk
- Golf, tennis, horseshoe or other sports tournament
- Bowling or skate night
- Sports camps or clinics

More Activities

- Garage sale
- Live or silent auction
- Carnival
- Giant game of musical chairs
- Guessing games
- Car wash
- Pet wash
- Game night
- Craft show
- Magic show
- Haunted house
- Penny war
- Recycling drive
- Festivals

- Bingo night
- Karaoke competition
- Chess, checkers or other tournaments
- Treasure hunt or scavenger hunt
- Gift wrapping services
- "Parents Day Out" babysitting services
- Rent-a-teen helper (rake leaves, mow yards, etc)



Items to Sell Other Than Food:

- Candles
- Greeting cards
- Gift wrap, boxes and bags
- Magazine subscriptions
- Coupon books
- Gift certificates
- Cookbooks
- Balloons
- Holiday ornaments/wreaths/flowers/trees
- T-shirts and sweatshirts
- Books
- Calendars
- Buttons and pins
- Customized stickers
- Crafts
- First aid kits
- Emergency kits for cars
- Batteries
- School spirit gear
- Plants, flowers, or seeds
- Brick, stone or tile memorials
- Temporary tattoos
- Stuffed animals
- Coffee cups and mugs
- Special parking space rental
- Scarves and stocking caps
- Spirit, seasonal, state or U.S. flags
- Bumper stickers
- License plate holders
- Tickets to sporting or fine arts events
- Jewelry
- Flower or balloon bouquets for special occasions
- Artwork
- Newspaper and/or yearbook space or ads
- Stationary
- Stadium pillows
- Used books, CDs, videos, DVDs
- School supplies
- Greeting cards
- Refillable water bottles

Healthy Food and Beverage Items to Sell:

- Low-fat popcorn
- Fresh fruit and vegetables
- Fruit baskets
- Nuts or seeds
- Trail mix
- Fruit smoothie mix
- Frozen bananas
- Whole wheat pasta and sauce kits
- 100% juice
- Low fat or fat free milk
- Community dinners

This handout was developed with information from the following source:

- South Dakota Department of Education

For more information on KS School Wellness Policy Model Guidelines, to www.kn-eat.org, School Wellness Policies.



Questions?

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• (785) 296-2276 www.ksde.org • www.kn-eat.org

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The following person has been designated to handle inquiries regarding the non-discrimination policies at the Kansas Department of Education: KSDE General Counsel, 120 SE 10th Avenue, Topeka, KS 66612, (785)296-3201.

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January 2013

**Board of Education
Dodge City Public Schools**

Date: April 27, 2015	Subject: Summer STEM Camp
Initiated By: Judy Beedles-Miller and Mischel Miller	Presenter: Justin Coffey
Reviewed By: Administrative Cabinet	

BACKGROUND INFORMATION: Late last spring, Justin Coffey and Shannon Ralph invited elementary teachers to nominate fourth grade students to attend a week long summer STEM (Science, Technology, Engineering and Math) camp. Each elementary building was asked to make nominations and submit names to Shannon and Justin. During the week-long camp, students participated in integrated hands-on activities focused on creating a love of learning and interest in science and math. Assistance to the camp was provided by volunteer USD 443 staff members, community members, and local businesses. The event was held at Dodge City High School, and was well received by students and parents.

CURRENT CONSIDERATIONS: The summer STEM camp will be held again this summer. Elementary buildings will be asked for student applications in the near future.

FINANCIAL CONSIDERATIONS: At-risk funds (21-1000-610-00-000) will support supplies for the summer STEM camp in the amount of \$2,000.00.

STAFF RECOMMENDATION: The Board of Education is respectfully requested to receive the 2015 Summer STEM Camp information.

RECOMMENDED ACTION:

- ☐ Approval
- ☒ Information
- ☒ Discussion

**Board of Education
Dodge City Public Schools**

Date: April 27, 2015	Subject: Tournament of Champions (TOC) Facility Use Agreement with VenuWorks
Initiated By: William R. Hammond and Jay Gifford	Attachments: Facility Use Agreement dated April 6, 2015
Reviewed By: Administrative Cabinet	

BACKGROUND INFORMATION: Tournament of Champions (TOC) has a long tradition in Dodge City. The tournament is held at the United Wireless Arena.

CURRENT CONSIDERATIONS: Jay Gifford, High School Athletic Director, has negotiated a contract to hold the TOC at United Wireless Arena for three years, 2016, 2017 and 2018. In addition to the three year contract, VenuWorks has placed a “hold” for the TOC’s preliminary dates for 2019, 2020 and 2021.

FINANCIAL CONSIDERATIONS: The Tournament of Champions is a self-supported activity.

STAFF RECOMMENDATION: The Board of Education is respectfully requested to approve the Facility Use Agreement with United Wireless Arena, subject to final review by Board Counsel.

RECOMMENDED ACTION:

- ☒ Approval
- ☐ Information
- ☐ Discussion

Facility Name:	UNITED WIRELESS ARENA—DODGE CITY, KS
----------------	---

This Agreement, entered into this April 6, 2015 by and between VenuWorks of Dodge City, LLC, an independent contractor retained by City of Dodge City & Ford County (OWNER) to manage the UNITED WIRELESS ARENA, hereinafter referred to as "**CENTER**" and:

USD #443
C/O Alan Cunningham/Jay Gifford
1000 North Second Ave, Room 208
Dodge City, KS 67801
620-227-1700
Email: gifford.jay@usd443.org

Hereinafter referred to as "**CLIENT**."

It is understood and agreed that the term CENTER will, throughout the conditions of this Agreement, refer to the duly appointed manager of the United Wireless Arena, VenuWorks of Dodge City, LLC

CLIENT warrants that said use is for the following and no other purpose:

**TOURNAMENT OF CHAMPIONS BASKETBALL TOURNAMENT AND RELATED EVENTS
JANUARY 21-23, 2016
RELATED EVENTS INCLUDE BAND, CHEERLEADER AND DANCE TEAM PRACTICES AND TEAM
PRACTICES FOR BASKETBALL
RELATED EVENT ALSO INCLUDES DCHS VS CIMARRON GAME 1/8/2016**

Spaces utilized for the above stated purpose will be as follows:

UNITED WIRELESS ARENA & Seating Area, Concourse, Dressing Rooms, as needed Back of House Areas.

Payment for spaces utilized for the above stated purpose will be as follows:

Rental rate of \$2,800.00 INCLUSIVE for week of January 18-23, 2016. (Rental rate of \$600.00 is included for DCHS vs Cimarron game January 8, 2016)

CLIENT is responsible for paying to CENTER 8.80% sales tax on ticket sales. Rate is inclusive of event center staffing including Ticket takers, sellers, operations staff, Food & Beverage staff. CENTER is responsible for the set-up of the playing floor, media area tables with wireless access, statisticians table, four (4) phone line access, Cox 22 and K95. Use of Video Boards will require USD #443 to pay DCHS personnel. Score tables and the workers for game clock, scorers and PA will be supplied by CLIENT. Chairs (players)/Banners will be supplied by CLIENT.

Client is responsible for security and outside banners for the events.

See the attached ADDENDUM

3 year agreement with 5% price escalator per year in years 2 and 3 (2017 and 2018). Contracts for years 2 and 3 will be issued after the annual Tournament.

**ADMISSION- Tickets will be available at the Box Office beginning Friday, December 11, 2015
\$33 Reserved Seating (3 day) Sections 102-103
\$11 Single Day Reserved Seating Section 102-103
\$23 General Admission (3 day)**

\$6 General Admission (K-5th grade)
\$8 General Admission (6th grade to Adult)
DCHS Student tickets available at the DCHS Athletic Office
Under grade K free admission

Tickets will be available at the CENTER Box Office, online at Ticketmaster.com or by phone
Facility Fee of \$3 per 3 day ticket, \$1 per single day ticket will be included in the price

DCHS vs Cimarron game ticket prices \$6 Adult, \$4 student, includes \$1 Facility Fee

INSURANCE REQUIREMENTS AND CLIENT'S INDEMNIFICATION.

CLIENT must be named as the Insured on all Certificates of Insurance provided to **CENTER**.

CLIENT shall for the term of this Agreement, including move-in, rehearsals and move-out, shall have and maintained in full force and effect a policy or policies of **General Liability Insurance**, (including, but not limited to, coverage for Fire, Legal Liability, Products/Completed Operations, Contractual Liability for obligations assumed under this Agreement, and for liability arising out of the operation of Subcontractors) and of **Automobile Liability** (including, but not limited to, coverage for liability arising out of Owned, Non-Owned, and Hired vehicles) in such form as will provide it with complete coverage and protection from and against claims, actions or lawsuits for damages because of bodily injury and/or death to any person; and from and against claims, actions or lawsuits for damages to property, any and all of which may or might arise out of or result from the **CLIENT's** operations or occupancy under this Agreement, whether such operations be by **CLIENT** or by any subcontractor of anyone else directly or indirectly employed or hired by either of them. Policy shall be written with a bona fide ADMITTED insurance company licensed to do business in the state of Kansas and shall not be a SURPLUS LINES COMPANY. The company must have a **BEST** rating greater than **A-VII (7)**.

~~**CLIENT** further agrees to make certain that the aforementioned liability insurance policy or policies which it procures and maintains in compliance with the requirements of this Agreement shall be separately and specifically endorsed so as to provide that the **City of Dodge City, Ford County, VenuWorks of Dodge City, LLC, and VenuWorks, Inc.; their parents, subsidiaries, affiliates, directors, officers, employees, insurers, and agents herein, is an Additional Insured** as to all Comprehensive General Liability, Comprehensive Automobile Liability, and Umbrella Excess Liability insurance coverage provided under such policy or policies, and further agrees that such insurance as is designated hereunder shall be written for not less than the following limits of liability:~~

Comprehensive General Liability:

\$1,000,000 combined single limit Bodily Injury & Property Damage or equivalent per occurrence and in the aggregate.

Comprehensive Automobile Liability:

\$1,000,000 combined single limit Bodily Injury & Property Damage or equivalent per occurrence.

~~**CLIENT** agrees that if event is a contact sport, **CLIENT** will have and maintain in full force a Participant's Liability policy with limit NOT LESS than \$1,000,000.00 per occurrence and \$2,000,000.00 in aggregate and any statutory policies as required by the state of Kansas licensing board for the particular contact sport.~~

Worker's Compensation:

CLIENT further agrees to have and maintain in full force and effect during its occupancy under this Agreement a policy or policies of worker's compensation and employers' liability insurance which provide it with complete coverage and protection from and against claims, actions or lawsuits brought under or pursuant to worker's compensation, employer's liability or other employee benefits acts. Such insurance shall be in the amounts required by statutory worker's compensation requirements and employer's liability limits of one

million dollars (\$1,000,000.00). Worker's Compensation coverage must include employees, subcontractors and volunteers.

Such policies shall further be endorsed so as to provide a ~~thirty (30)~~ day written notice of cancellation of ~~CENTER~~, and ~~CLIENT~~ shall secure and provide ~~CENTER~~ with a Certificate of Insurance on a form approved by ~~CENTER~~, which MUST shall demonstrate compliance by ~~CLIENT~~ with these insurance requirements. THIS CERTIFICATE OF INSURANCE WILL BE DELIVERED TO ~~CENTER~~ THIRTY (30) DAYS PRIOR TO THE EVENT OR ~~CLIENT~~ WILL FORFEIT ITS RIGHTS UNDER THIS AGREEMENT.

The ~~CLIENT~~ shall defend, indemnify and hold harmless the ~~CENTER~~ and its agents and employees from and against all claims, damages, losses and expenses, including attorneys' fees arising out of or resulting from the acts, errors, omissions, conduct or operations of the ~~CLIENT~~, provided that any such claim, damage, loss or expense (1) is attributable to bodily injury, sickness, disease or death or to injury to or destruction of tangible property, including the loss of use resulting there from, and (2) is caused or is claimed or alleged to have been caused, in whole or in part, by negligent act, error, omission, conduct or operation of the ~~CLIENT~~, or any subcontractor, or anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, or (3) is abused or is claimed to have been caused, in whole or in part, by any product sold or service rendered by the ~~CLIENT~~, its agents, employees, or subcontractors.

In any and all claims against the ~~CENTER~~ or any of its agents or employees by any employee of the ~~CLIENT~~, any subcontractor, anyone directly or indirectly employed for whose acts any of them may be liable, this indemnification obligation shall no be limited in any way by the any limitations on the amount or type of damages, compensation or benefits payable by or for the ~~CLIENT~~ or any subcontractor under Workman's Compensation Acts, Disability Benefit Acts, or other Employee Benefits Acts.

The ~~CENTER~~ and ~~CLIENT~~ herby waive all rights against each other for any loss or damage caused by fire, extended coverage perils and vandalism and which loss or damage is covered and compensated by insurance.

A Certificate of Insurance form indicating the coverage noted above must be completed and delivered to the ~~CENTER~~ not later than the earlier of Ticket On-Sale date or thirty (30) days prior to the date of initial occupancy hereunder, or ~~CLIENT~~ shall forfeit its rights under this Agreement.

CLIENT agrees to provide CENTER with **TWENTY (20) COMPLIMENTARY TICKETS** for each day covered by this Agreement.

It is agreed that the on-sale date for this event covered by this Agreement will be no later than **December 11, 2015**. Tickets will be sold at the United Wireless Arena Box Office and online through Ticketmaster. No other tickets or passes will be honored for entry unless approved by CENTER in writing. Upon Entry tickets will be scanned for validation and to provide a count of persons attending the event. No parking fees will be charged per ticket.

Taxes and Surcharges

The tickets sold will bear the following taxes and surcharges:

6.80%	State of Kansas Sales Tax
1.00%	City of Dodge City Sales Tax
1.00%	Ford County Sales Tax
8.80%	Total Sales Tax

Novelties

CLIENT retains the right to sell program books, novelties, and souvenirs.
CENTER will receive 20% after taxes of all novelties sales (80/20) CLIENT sells.

ADDITIONAL COVENANTS AND AGREEMENTS:

Information/requests received within ten (10) days of this event may result in additional charges.

Helium balloons are not allowed in any part of the ~~CENTER~~.

FACILITY USE AGREEMENT

The **CENTER** has a smoke-free environment policy that is enforced in all areas of the building.

Any PYRO as part of production requires permit from Dodge City Fire Department.

All conditions and regulations set forth on the attached documents are hereby incorporated as a part of this Agreement.

For CENTER:

By: _____

Chris Ragland
Executive Director
P.O. Box 1516
Dodge City, KS 67801
620-371-7390

Date: _____

For CLIENT:

By: _____

Print Name: _____

Title: _____

Federal Tax ID #: _____

Date: _____

Client Initials _____ Date _____

Facility Initials _____ Date _____

**Board of Education
Dodge City Public Schools**

Date: April 27, 2015	Subject: Standards for Materials and Systems for District Facilities
Initiated By: William R. Hammond	Attachments: Standards
Reviewed By: Administrative Cabinet	

BACKGROUND INFORMATION: With the Board of Education hiring DLR Group to develop a building program for a future bond issue, administration determined that it would be in the school district's best interest to develop a "Standards for Materials and Systems for School District Facilities". This will help insure the cost estimates for buildings will reflect the quality desired by the school district.

CURRENT CONSIDERATIONS: Administration and Tom Montgomery have completed the Standards for Materials and Systems for School District Facilities.

FINANCIAL CONSIDERATIONS: There are no financial considerations at this time.

STAFF RECOMMENDATION: The Board of Education is respectfully requested to approve the Standards for Materials and Systems for School District Facilities.

RECOMMENDED ACTION:

- ☒ Approval
- ☐ Information
- ☐ Discussion

STANDARDS FOR MATERIALS AND SYSTEMS FOR DISTRICT FACILITIES

DODGE CITY USD 443

The standards for materials and systems for building improvements have been defined by Dodge City USD 443 for three primary reasons:

1. To establish consistency in the quality level of building improvements throughout the district.
2. To clarify the expectations of the District of the performance of the materials and systems.
3. To determine the final design direction for building improvements using the emphasis of 'total cost of ownership' as a basis for decisions.

Deviations from the standards identified below will require the approval of Dodge City USD 443.

SITE MATERIALS AND SYSTEMS

A. PARKING PAVEMENT

1. Parking pavement shall have reinforced concrete as the preferred material. Asphalt may be considered only as an alternative bid.

BUILDING ARCHITECTURAL MATERIALS AND SYSTEMS

EXTERIOR

A. WALLS

1. Clay brick products (or stone) and concrete block are the desired exterior wall system. It may be acceptable to use heavy gauge (20ga or better) metal studs in lieu of the concrete block in building additions and remodel situations.
2. Prefinished insulated and un-insulated metal panels are acceptable exterior wall veneers.
3. Other exterior veneer materials and systems with proven low maintenance and weather durability performance characteristics may also be considered with approval of Dodge City USD 443.

B. WINDOWS

1. Windows shall be heavy commercial equal to the EFCO Window Series 325X, interior blinds within the removable glass panels, low E insulated dark bronze glass, and operable vents and screens.
2. Windows shall be either fixed or project out operable.

C. DOORS, FRAMES AND HARDWARE

1. Entry doors and exit doors shall be FRP flush door Special-Lite with SpecLite3 fiberglass panels. Frames shall be made of aluminum provided with the doors and factory assembled by the manufacturer using continuous hinges.
2. Utility doors and frames can be insulated hollow metal type assembled with continuous hinges.

3. Metal Doors and Metal Frames shall be galvanized 16ga metal with welded corner.
4. Door Hardware;
 - a) Panics –Sargent Manufacturing
 - b) Hinges- Continuous hinge by Ives
 - c) Locks- Best Locks
 - d) Closures- LCN
 - e) Mortised Locksets- Best or Sargent
5. Overhead Sectional Doors equal to Thermacore Insulated Steel Doors Series 592 as manufactured by Overhead Door Corporation.

D. ROOF

1. Roof system shall utilize the cold applied SBS system with minimum 2 layers of polyisocyanurate insulation, and a minimum R-25 for parapet roofs.
2. Metal roof systems using vertical seam and concealed fasteners is an alternative roof system.
3. All exposed metal including copings, gutters, downspouts, etc. shall be prefinished aluminum.

INTERIOR

A. WALLS

1. Corridor walls of high use shall have a high abuse resistant surface. Such surfaces can be masonry, fiberglass reinforced panels, or clay tile.
2. Walls surrounding classroom, corridors, music rooms, cafeteria and toilets shall be either of masonry or insulated metal studs.
3. Paint products – Sherwin Williams

B. FLOORING

1. Carpet shall be carpet tiles of either Shaw, or J and J (Impressions)
2. Seamless flooring shall be MMA (methyl methacrylate) based acrylic resin equal to Dura Flex, Cryl-A-Chip for corridors, toilets, kitchens, etc.

C. DOORS, FRAMES AND HARDWARE

1. Wood doors shall be solid core oak wood, 1-3/4 inches thick.
2. Door Hardware:
 - a) Panics- Sargent
 - b) Hinges- Ives, Mckinney
 - c) Locks- Best Locks
 - d) Closures- LCN
 - e) Mortised or Handsets- Best or Sargent

D. CEILINGS

1. Acoustical can be either 2'x2' or 2'x4' square edge, aluminum grid, minimum 5/8 inches thick equal non directional fissured.

E. MISCELLANEOUS ITEMS

1. Solid surface for all countertops and window sills.
2. Toilet compartments shall be solid plastic panels and stainless steel accessories.
3. Student Lockers- Field assembled prefinished steel with sloped tops.
4. Athletic Lockers- Welded steel, sloped tops and prefinished.

BUILDING ENGINEERING MATERIALS AND SYSTEMS

HEATING, VENTILATING AND AIR CONDITIONING (HVAC) SYSTEMS

- A. General:** The purpose of the HVAC systems is to provide an environment conducive to learning (i.e. appropriate air temperature, noise level and air quality). Total cost of ownership over the lifecycle of the systems shall be prioritized over the first cost where possible. The latest adopted building, mechanical, fire and energy codes shall be utilized for the design of all building HVAC systems. ANSI/ASHRAE standard 62.1-2010 shall be utilized for ventilation requirements. The Districts Energy Manager and maintenance staff shall be included in the decision making process during which system types are selected. The Districts Energy Manager, maintenance staff, and IT personnel shall be included during the design process. All equipment shall be selected at site elevation, 105 deg. F. ambient, ASHRAE .4% cooling design conditions, and actual coil entering air temperatures. Utilize 0 deg. F. for heating design conditions.
- B. Preferred Systems:** The following systems shall be utilized where possible, and are listed in order of preference.
 - a. Variable Refrigerant Flow (VRF) with Ground Source Closed-Loop Borefield:**
 - i. Acceptable VRF manufacturers: Mitsubishi, LG, Daikin, Trane.
 - ii. Vertical borefield only.
 - b. Variable Refrigerant Flow (VRF) – Air Cooled:**
 - i. Acceptable VRF manufacturers: Mitsubishi, LG, Daikin, Trane.
 - c. Heat Pumps with Ground Source Closed-Loop Borefield:**
 - i. Preferred heat pump manufacturers: Climatemaster, Trane, Aeon. Other approved equals may be accepted.
 - ii. Vertical borefield only.
 - d. 4-pipe Hydronic Systems:**
 - i. Specific type of system / terminal units (i.e. fan-powered VAV, blower coils, etc.) shall be dictated by individual building constraints and requirements. All efforts should be made to extend existing systems where possible/applicable.
 - ii. Preferred boiler manufacturer is Raypak. Other approved equals may be accepted.
 - iii. Preferred chiller manufacturer is Trane. Other approved equals may be accepted.
 - iv. Preferred pump manufacturer is Bell and Gossett. Other approved equals may be accepted.
 - v. Victaulic fittings are preferred in lieu of welded pipe.
 - vi. All systems are to utilize economizers, chilled water reset and heating water reset.
 - e. DX cooling, Gas-fired heating Rooftop Units (RTU's):**
 - i. Acceptable RTU manufacturers: Trane, Aeon, Daikin McQuay.

- ii. All classrooms shall be individually “zoned”. All other spaces shall be zoned with common heating/cooling requirements – zoning to be approved by the district.
 - iii. Preferred RTU options include, but are not limited to the following: coil hail guards, economizer, powered exhaust / building pressure control where applicable, single-zone VAV operation (VFD or digital scroll compressor is preferred over multi-stage compressors), modulating gas heat, stainless steel heat exchanger. At a minimum, CO2 demand control ventilation shall be provided on all units in excess of 20% outside/ventilation air as calculated per ANSI/ASHRAE standard 62.1-2010. Utilize CO2 demand control ventilation on other units as applicable.
- C. Temperature Controls:** The preferred Temperature Control Contractor (TCC) is Knipp Equipment and Trane controls. Alternate contractors / controls by Johnson Controls and C&C Group (Wichita).

PLUMBING SYSTEMS

- A. TOILETS:** Floor mount preferred over wall mount, manual flush valve equal to Sloan Royal or Zurn AquaVantage. Tank type toilets (if required) shall be equipped with pressure assist system. Kohler, American Standard, Zurn, Sloan or equal.
- B. URINALS:** Wall hung, manual flush valve equal to Sloan Royal or Zurn AquaVantage. Kohler, American Standard, Zurn, Sloan or equal.
- C. LAVATORY:** Wall hung, vitreous china, concealed arm carrier, manual faucet with vandal resistant aerator (.5 gpm rose spray not allowed). Fixture by Kohler, American Standard, Zurn, Sloan or equal. Faucet shall be Delta 22C531, or equal by American Standard, Zurn, Sloan or equal.
- D. SINKS:** 18 ga., Stainless Steel by Elkay or Just. Faucet shall be Delta 27C2944-R7, or equal by American Standard, Zurn, Sloan or equal.
- E. SANITARY DRAIN, WASTE, AND VENT PIPING:** Schedule 40 PVC pipe with solvent welded joints.
- F. DOMESTIC WATER PIPING:** Type L, hard drawn copper tubing with wrought copper fittings. Type K, annealed copper tubing below grade with brazed joints. Viega Pro Press fittings are preferred.
- G. GAS PIPING:** Schedule 40 black steel pipe. Piping up to and including 2” may utilize threaded or welded fittings. Piping over 2” shall be welded. Viega Mega Press is acceptable.

ELECTRICAL**A. LIGHT FIXTURES****a. Classrooms:**

- i. 2x4 Acrylic Lens Lay-In Troffers
- ii. T8 Lamps
- iii. Provide Bi-Level Switching in Classrooms

b. Gyms:

- i. 2x4 High Bay Fluorescent
- ii. T5 Lamps

c. Emergency Lighting:

- i. The district prefers to use LED bug-eye fixtures. No emergency battery ballasts allowed.

d. Manufactures:

- i. H.E. Williams – (Interior Fluorescent)
- ii. Hubbell & Cooper Lighting (Exterior Lighting)
- iii. Dual Lite #EV Series (This fixture is a standard emergency light throughout the district. No substitutions unless owner approved).
- iv. Dual Lite #LX Series (Exit Signs)

B. POWER**a. Classrooms:**

- i. Provide dedicated 120V outlets and circuit for iPad charging stations.

b. Branch Circuit Installation:

- i. All #10 wire and smaller shall be solid wire.
- ii. #8 wire and larger can be stranded.
- iii. Crimp Lugs – Provide crimp lugs for all terminations that utilize stranded wire.

c. MC Cable:

- i. Install in accordance with NEC, and as specified.
- ii. Unless noted on the electrical drawings or herein, all feeders for all systems shall be routed within conduit, shall be of the same insulation type and shall be continuous between outlets and boxes (with no splices or taps into conduit) This shall include but not be limited to:
 - 1. Service Entrance Feeders
 - 2. Exposed Feeders
 - 3. Feeders concealed in ceilings, walls, partitions, and crawl spaces.
 - 4. Feeders below slab-on-grade and underground.

- iii. Branch circuits concealed in ceilings walls, and partitions: Single conductors in raceways. Type AC and Type MC in locations limited to the following:
 - 1. Install cables for lighting fixture whips and for branch circuits concealed in walls and partitions only. Locate junction box and convert to single conductors in rigid raceway within 24-inches from the point the cable exits the wall. Do not install cable in the web of metal studs.
 - 2. Use only single-circuit cable (i.e. two-wire plus ground). For devices in the same wall connected to different circuits, install separate single circuit cable for each circuit.
- iv. Type AC and Type MC are not acceptable for the following applications; instead provide single conductors in rigid raceway:
 - 1. Homeruns to panelboards
 - 2. Branch circuits and feeders serving HVAC equipment, elevator equipment and kitchen loads.
 - 3. Within mechanical, electrical, or communication rooms.
 - 4. Exposed branch circuits within areas that do not have ceiling (i.e. exposed to structure) or rooms with cloud ceilings that have exposed structure around the perimeter of the room.

d. Panelboards, Switchboards, and Transformers:

- i. Provide all copper bus.
- ii. Manufactures:
 - 1. Square D (Preferred)
 - 2. Eaton (Preferred)
 - 3. Siemens
 - 4. GE

C. FIRE ALARM /SMOKE DETECTION

a. Manufactures:

- i. Honeywell (New Systems and Remodels)
- ii. Notifier (New Systems and Remodels)
- iii. Gamewell (New Systems and Remodels)
- iv. Simplex (Simplex shall only be used on modifying existing systems only. No new Simplex systems shall be installed)

D. TECHNOLOGY

a. Network Drops

- i. 1 - for IP phone
- ii. 1 - for Teacher WorkStation
- iii. 1 - for Printer
- iv. 1 - for Wireless Access

- v. 1 - for Projector
- vi. 6 for Classroom Computersⁱ

b. Projector

- i. 1 - Short Throw Projector Mounted on a wall to a White Board, or a full Smart Board Solution (Recommended).

c. Other

- i. Sufficient grounded power to all areas
- ii. A conduct from Teacher Computer Workstation to Projector, minimum 2.5 inches.
- iii. If adding a Wing, provide a wiring closet
- iv. Use fiber to connect from main closet to any new closets
- v. Cat 6e cabling for Network Drops
- vi. Appropriate Network Cabling for Security Camera

A. FURNITURE STANDARDS – SEE ATTACHMENT

FURNITURE STANDARD LIST

	Student Desk	Chairs	File Cabinets	Teacher/OfficeDesk	Teacher Chair	Whiteboards	Cork boards	TV	Tables
Pre-K	HCL4DHPB/239.51EA	HCL412/254.56 per CT	H312/H314 152.18/220.70	H88962/466.91EA	H5721/114.11	QRTPPA408/449.73	QRT2308/237.55	N/A	ESR3072AL/172.63
Kinder	HCL4DHPB/239.51EA	HCL412/254.56 per CT	H312/H314 152.18/220.70	H88962/466.91EA	H5721/114.11	QRTPPA408/449.73	QRT2308/237.55	N/A	ESR3072AL/172.63
1st	HCL4DHPB/239.51EA	HCL412/254.56 per CT	H312/H314 152.18/220.70	H88962/466.91EA	H5721/114.11	QRTPPA408/449.73	QRT2308/237.55	N/A	ESR3072AL/172.63
2nd	HCL4DHPB/239.51EA	HCL414/254.56 per CT	H312/H314 152.18/220.70	H88962/466.91EA	H5721/114.11	QRTPPA408/449.73	QRT2308/237.55	N/A	ESR3072AL/172.63
3rd	HCL4DHPB/239.51EA	HCL414/254.56 per CT	H312/H314 152.18/220.70	H88962/466.91EA	H5721/114.11	QRTPPA408/449.73	QRT2308/237.55	N/A	ESR3072AL/172.63
4th	HCL4DHPB/239.51EA	HCL416/265.85 per CT	H312/H314 152.18/220.70	H88962/466.91EA	H5721/114.11	QRTPPA408/449.73	QRT2308/237.55	N/A	ESR3072AL/172.63
5th	HCL4DHPB/239.51EA	HCL416/265.85 per CT	H312/H314 152.18/220.70	H88962/466.91EA	H5721/114.11	QRTPPA408/449.73	QRT2308/237.55	N/A	ESR3072AL/172.63
6th	HCL4DHPB/239.51EA	HCL418/275.88 per CT	H312/H314 152.18/220.70	H88962/466.91EA	H5721/114.11	QRTPPA408/449.73	QRT2308/237.55	N/A	ESR3072AL/172.63
7th	HCL4DHPB/239.51EA	HCL418/275.88 per CT	H312/H314 152.18/220.70	H88962/466.91EA	H5721/114.11	QRTPPA408/449.73	QRT2308/237.55	N/A	ESR3072AL/172.63
8th	HCL4DHPB/239.51EA	HCL418/275.88 per CT	H312/H314 152.18/220.70	H88962/466.91EA	H5721/114.11	QRTPPA408/449.73	QRT2308/237.55	N/A	ESR3072AL/172.63
9th	HCL4DHPB/239.51EA	HCL418/275.88 per CT	H312/H314 152.18/220.70	H88962/466.91EA	H5721/114.11	QRTPPA408/449.73	QRT2308/237.55	N/A	ESR3072AL/172.63
10th	HCL4DHPB/239.51EA	HCL418/275.88 per CT	H312/H314 152.18/220.70	H88962/466.91EA	H5721/114.11	QRTPPA408/449.73	QRT2308/237.55	N/A	ESR3072AL/172.63
11th	HCL4DHPB/239.51EA	HCL418/275.88 per CT	H312/H314 152.18/220.70	H88962/466.91EA	H5721/114.11	QRTPPA408/449.73	QRT2308/237.55	N/A	ESR3072AL/172.63
12th	HCL4DHPB/239.51EA	HCL418/275.88 per CT	H312/H314 152.18/220.70	H88962/466.91EA	H5721/114.11	QRTPPA408/449.73	QRT2308/237.55	N/A	ESR3072AL/172.63
Lunch Room	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	HB293012 RECT.
									HRS2960M ROUND
Offices	N/A	TBD	H312/H314 152.18/220.70	TBD	TBD	TBA	TBA	N/A	TBA

1507.73
1486.41

This was a state contractor through HON but RH-L represents HON (Don Beaton)-800-759-0507 or Don's cell phone is 620-931-7012

**Board of Education
Dodge City Public Schools**

Date: April 27, 2015	Subject: Approval of Classified and Exempt Employee Salary and Benefit Budgets for 2015-2016
Initiated By: Alan R. Cunningham	Attachments: None
Reviewed By: Administrative Cabinet	

BACKGROUND INFORMATION: The new budget year for full time Classified and Exempt staff, including administrators, begins on July 1, 2015. Through the professional negotiations process, a two-year agreement was reached with the teachers' association that resulted in a three percent (3%) budget increase for salaries and benefits for the 2015-2016 school year.

CURRENT CONSIDERATIONS: Based on the preliminary budget for the 2015-2016 school year, the same three percent (3%) increase in total funds for the Classified and Exempt employee salaries and benefits is recommended for the 2015-2016 school year. This amount includes health insurance benefits, salaries, and supplemental salary factors such as those for additional educational attainment.

FINANCIAL CONSIDERATIONS: Three percent (3%) additional funds for salaries and benefits for these two employee groups, including fixed costs (i.e. Social Security, Workers Compensation, and Unemployment) are being included in the preliminary budget for FY 2015-2016.

STAFF RECOMMENDATION: The Board of Education is respectfully requested to approve budget increases of three percent (3%) for the Classified and Exempt employee salaries and benefits for the 2015-2016 school year.

RECOMMENDED ACTION:

- ☒ Approval
- ☐ Information
- ☐ Discussion

KANSAS OPEN MEETINGS LAW

(Sample Motions for Executive Session)

Madam President, I move that we go into executive session (fill in subject) in order to (fill in justification), and that we return to open session in this room at (fill in the time).

SUBJECT	JUSTIFICATION
To discuss personnel matters of non-elected personnel	Protect the privacy interests of the individual(s) to be discussed
To discuss matters affecting a student(s)	Protect the privacy interests of the business to be discussed
To discuss confidential financial data or trade secrets of a business	Protect the interests of the business to be discussed
For consultation with our attorney on a matter protected by the attorney-client privilege	Protect the privilege and the board's position in (litigation, potential litigation, administrative proceedings, etc.)
To discuss negotiations	Protect the public interest in negotiating a fair and equitable contract
To have preliminary discussions about the acquisition of real property	Protect the public interest in obtaining the property at a fair price
Matters relating to the security of the board, the school, school buildings or facilities, or the information system of the school	To ensure the security of the school, its buildings, and/or its information system is not jeopardized

Our Mission...To prepare our students to be capable, contributing participants in a changing world.