

USD 413 BOARD POLICIES HANDBOOK
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District Authority**A**

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

Approved: *April 4,2011*

District Goals and Objectives**ABE**

The board shall annually establish and review a set of long-range goals and objectives to guide the operations of the district. All personnel in the district shall direct their efforts toward achieving the goals and objectives of the board in order to ensure that students are able to function effectively in their environment, employment, and continuing educational efforts.

Approved: *April 4,2011*

District Goals and Objectives**ABE-R**

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

The superintendent shall develop necessary procedures, forms, or other measures to implement this policy.

The superintendent shall provide opportunities for interested patrons to become knowledgeable about the district long-range planning process, and to review and make recommendations concerning specific district long-range plans.

The superintendent shall give the board periodic reports.

Approved: *April 4,2011*

School District Organization Plan**AC**

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

Approved: *April 4,2011*

School Year**AE**

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

- (1) The minimum number of statutorily required school days for students K-12, consisting of not less than 2 ½ hours for kindergarten students and 6 hours for students in grades 1-12; or
- (2) The minimum number of statutorily required school hours for students in grades K-12.

Approved: *April 4,2011*

School Calendar**AEA**

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

Approved: *April 4,2011*

School Calendar**AEA-R**

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

Approved: *April 4,2011*

Extended School Year**AEB**

The board may extend the regular academic year. The superintendent shall be responsible for the preparation of a plan to operate "summer sessions" that shall not interfere with the regular instructional program of the district.

Approved: *April 4,2011*

Extended School Year**AEB-R**

The board may extend the regularly scheduled academic year because of the following types of circumstances which are stated by way of illustration and not by way of limitation: adverse weather conditions, building maintenance problems, personnel problems, public health reasons, and budgetary problems, etc.

Approved: *April 4,2011*

School Day**AF**

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

Double Sessions

The board may establish double sessions.

Evening Sessions

The board may establish evening sessions for instruction provided that sufficient interest in such sessions is demonstrated by students and provided that such sessions are within the financial capabilities of the district.

Approved: *April 4,2011*

School Day**AF-R**

The beginning and ending time for all classes in each attendance center will be published each August in the Chanute Tribune.

Approved: *April 4,2011*

School Closings**AG**

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

Approved: *April 4,2011*

School Closings

AG-R

Procedures

Initially, the superintendent shall make recommendations to the board concerning any facility that may be discontinued as an attendance center.

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

After a school is identified for possible closing and the board has given approval to study the particular situation, parents and other school patrons of the attendance area will be involved in discussions pertaining to the possible closing. Outside consultants may be utilized to assist in the study of a possible school closing.

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

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

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

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

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

Approved: *April 4, 2011*

Goals and Objectives

BA

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

Approved: *April 4, 2011*

New Member Orientation

BBBB

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

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

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

Approved: *April 4, 2011*

Board Member Development Opportunities

BBBC

In keeping with its stated position on the need for continuing inservice training and development for its members, the board encourages the participation of all members at appropriate school board conferences, conventions and workshops. However, in order to control both the investment of time and funds necessary to implement this policy, the board establishes these principles and procedures for its guidance:

A. A calendar of school board conferences, conventions, and workshops will be maintained by the superintendent. The board will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the school district. Individual members of the board will be approved for attendance at these meetings, and this approval will indicate that necessary expenses for meeting attendance will be reimbursable from the school district.

B. Funds for participation at such meeting will be budgeted on an annual basis. When funds are limited, the board may designate which of its members would participate at a given meeting.

C. Reimbursement to board members for their travel expense will accord with the travel expense policy for staff members.

D. When a conference, convention or workshop is not attended by the full board, those who do participate will be requested to share information, recommendations and materials acquired at the meeting.

Approved: *April 4,2011*

Reimbursement for Expenses

BBBF

No board member shall be reimbursed for expenses incurred for any travel unless such travel has been approved by the board. Board members who provide their own transportation shall be reimbursed for each mile actually traveled in attending board meetings and in the performance of district business.

Approved: *April 4,2011*

Reimbursement for Expenses

BBBF-R

Any payments to board members must be in the form of a reimbursement for amounts previously paid by the board member, and receipts shall be provided by the board member in accordance with the provisions of GAN Travel Expense.

Approved: *April 4,2011*

Board Committees (See CF)

BBC

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

There shall be no standing or temporary committees except as otherwise provided for in these policies.

The board shall establish advisory committees as it deems necessary. The type and function of each advisory committee shall be dictated by the needs of the district for the special services of the committee. The board shall appoint all members of all advisory committees. Each advisory committee shall organize itself with assistance from the superintendent. The superintendent shall provide appropriate material to each committee.

No direct financial assistance shall be furnished by any committee without the prior approval of the board.

A line of communication shall be established between each committee and the superintendent and the board.

Each committee shall report to the superintendent and/or the board as the board may require by regulation or by procedure.

The board may dissolve any advisory committee at any time.

Approved: *April 4,2011*

Board Committees (See CF)

BBC-R

In appointing members of advisory committees, the board shall consider the recommendation of the superintendent and other members of the administrative staff, as well as the recommendations of individual board members.

The superintendent shall call a meeting of the committee for the purpose of organizing. At the meeting, the superintendent shall inform the committee of its charge. The superintendent shall monitor the progress of the committee and relay information to the board.

The superintendent shall assign school personnel; provide materials and present request for financial assistance to the board for action to assist the committee in its study as the situation warrants. The superintendent shall exercise discretion in providing personnel.

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

The board may dissolve the committee by appropriate board action. Committee members shall be notified of the board's action. No committee shall exist longer than one year unless reappointed by the board.

Approved: *April 4,2011*

Attorney

BBE

The board shall retain a qualified attorney to handle all legal matters referred to him/her by the board. The duties and compensation of the attorney shall be prescribed by regulation.

Approved: *April 4,2011*

Attorney

BBE-R

The school attorney may attend all regular meetings of the board and other meetings of the board as required. The school attorney shall provide legal advice and counsel to the board.

The school attorney's contract shall establish the amount of compensation and shall be reviewed annually by the board in July.

Approved: *April 4,2011*

Consultants (See CJ)

BBG

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

Approved: *April 4,2011*

Consultants (See CJ)

BBG-R

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

Approved: *April 4,2011*

Special Meetings (See BCBF)

BCAC

WAIVER OF NOTICE

I hereby waive the written notice required under the provision of K.S.A. 72-8205 as to the time, place and purpose of a special meeting of the Board of Education of Unified School District No. 413 State of Kansas, held on _____, 20____.

Member, Board of Education

Member, Board of Education

Member, Board of Education

Member, Board of Education

Member, Board of Education

Member, Board of Education

Member, Board of Education

Attest:

Clerk, Board of Education
Unified School District No. 413
Neosho County, State of Kansas

Public Hearings (See BCBI)

BCAE

The board may hold public hearings on those matters which so warrant.
Approved: *April 4,2011*

Public Hearings (See BCBI-R)

BCAE-R

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

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

Approved: *April 4,2011*

Agenda

BCBD

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

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

Approved: *April 4,2011*

Agenda

BCBD-R

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

The annotated agenda will be sent to all board members at least three calendar days prior to any regular board meeting. The agenda format may include items to be discussed and board procedure; monthly reports to the board; a consent agenda containing routine business and information items; financial reports including monthly listing of bills ready for payment; important correspondence; bids specifications; attendance center reports; requests for hearings

and other such information. Other items and reports may be added to the agenda as the need arises.

Approved: *April 4,2011*

Distribution of Materials

BCBE

Unified School District 413 residents may request to receive notice of board of education meetings. This request must be submitted in writing prior to or during each fiscal year during which a person wishes to receive notice. Before discontinuing notices, the board will notify the person that discontinuance will occur if a renewal request is not received.

Approved: *April 4,2011*

Rules of Order

BCBF

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

Approved: *April 4,2011*

Rules of Order

BCBF-R

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

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

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

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

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

The following motions will be in order:

To recess;

To take action;

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

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

To go into executive session; and

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

Approved: *April 4,2011*

Voting Method

BCBG

The board shall take action by way of motions. No motion may be acted upon until it has been duly seconded by a member of the board. The vote on all motions shall be by “yes” and “no” and will be taken by a show of hands. Following each vote, the president shall announce that the motion carried or failed by a vote of _____ affirmative votes to _____ negative votes. The minutes shall indicate whether a motion passed or failed. Each board member shall have the privilege of explaining for the record any vote, be it affirmative, negative or abstaining.

Any abstaining vote shall be counted as a “no” vote. (See KSA 72-8205)

Any member may declare a conflict of interest in a particular issue and shall leave the meeting until the matter is concluded. The minutes shall reflect the fact that a particular member has declared a conflict of interest and left.

Approved: *April 4,2011*

Minutes

BCBH

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

Approved: *April 4,2011*

Minutes

BCBH-R

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

Approved: *April 4,2011*

Public Participation

BCBI

The general public shall be invited to attend all board meetings, except executive sessions.

Approved: *April 4,2011*

Public Participation

BCBI-R

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

At each meeting of the board, the president or the presiding officer of the board shall welcome all visitors to the board meeting.

The board president may, at his/her discretion, ask those patrons attending the board meeting if any of them have something to bring to the attention of the board. The rules for the public forum are available through the clerk prior to the board meeting and at the meeting itself. The board president may impose a limit on the amount of time a visitor may have to address the board. The board president may ask groups with the same special interest to appoint a spokesperson.

If it appears that the matter which the visitor wishes the board to consider will consume an amount of time the board feels cannot be spared at said meeting, the board shall invite such visitor to return at a regular or special meeting.

Handling of Complaints (See KN)

Only in those cases where satisfactory adjustment cannot be made by a principal or the superintendent, shall the superintendent refer complaints to the board.

Request to Appear Before the Board

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

1. Appearance before the board at the next regular meeting.
2. Appearance before the board in executive session.
3. Referral of your request to the appropriate administrator.

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

1. Presentations shall not exceed _____ minutes.
2. Subject matter, other than policy issues, will be referred to the administration.
3. Comments shall be limited to issues and not refer to personalities.
4. Presentations must be in good taste befitting the occasion and the dignity of the board meeting.
5. Typed copy, or an outline of your presentation, must be included with this request form.

Name _____

Address _____ Telephone _____

Individual or organization (if any) you represent _____

Organization's address _____

Signature _____ Date _____

Date received _____ Time received _____

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

News Coverage

BCBJ

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

Broadcasting and Taping

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

Approved: *April 4, 2011*

News Coverage

BCBJ-R

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

Broadcasting and Taping

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

Cameras

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

Recording Devices

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

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

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

Approved: *April 4, 2011*

Executive Session

BCBK

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

Sample Motion

I move that the board go into executive session for the purpose of discussing _____ (a statutorily approved reason); and that the board return to the open meeting at _____ o'clock in this room. The executive session is required due to

* _____.

- 1) Personnel matters for non-elected personnel;
- 2) Consultation with an attorney for the body or agency which would be deemed privileged in attorney-client relationship;
- 3) Matters relating to employer-employee negotiations whether or not in consultation with the representative or representatives of the body or agency;
- 4) Confidential data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships;
- 5) Matters relating to actions adversely or favorably affecting a person as a student, patient or resident of a public institution, except that any such person shall have the right to a public hearing if requested by that person;
- 6) Preliminary discussion relating to the acquisition of real property;
- 7) Matters relating to the security of the board, the school, school buildings or facilities or the information system of the school.

*Explanation of reason for executive session

NO BINDING ACTION SHALL BE TAKEN DURING CLOSED OR EXECUTIVE SESSIONS.

Approved: *April 4, 2011*

Executive Session

BCBK-R

When a motion is made to go into executive session, all three blanks in the sample motion (See BCBK) must be filled in as follows:

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

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

The third blank will explain why one of the seven statutorily acceptable reasons was chosen. Examples:

- 1) Personnel: To protect the privacy interests of an identifiable individual.
- 2) Consultation with an attorney: To protect attorney-client privilege, and the public interest.
- 3) Negotiations: To protect the district's right to the confidentiality of its negotiating position, and the public interest.
- 4) Confidential data: To protect a trade secret. To protect the privacy rights of a corporation, partnership, trust, etc., with regard to their financial affairs.
- 5) Matters concerning an individual, such as a student (not non-elected personnel): To protect the privacy rights of a student who is identifiable.
- 6) Preliminary discussion of real property acquisition: To protect the district's financial interest and bargaining position.
- 7) Matters relating to the security of the board or the school: To ensure the security of the school, school buildings or facilities and/or the information system of the school is not jeopardized.

Approved: *April 4, 2011*

Developing and Adopting Policy

BDA

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

Drafting Policy

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

Attorney Involvement

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

Policy Dissemination

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

Historical Policy Files

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

Public Input on Policy

Individuals or groups may submit proposed changes in board policy.

Approved: *April 4, 2011*

School Board Records (See CN)

BE

The board shall keep records necessary to document board actions. (CN)

Annual Reports (See CO)

Academic Reports (See II)

Approved: *April 4, 2011*

Memberships

BG

The board may maintain membership in the Kansas Association of School Boards and may participate in the activities of the National School Boards Association and other educational organizations or associations.

Approved: *April 4, 2011*

School Board Member Ethics

BH

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

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

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

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

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

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

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

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

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

Avoid being placed in a position of conflict of interest and refrain from using my board position for personal or partisan gain; take no private action that will compromise the board or the administration and respect the confidentiality of information that is privileged under applicable law; and

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

Approved: *April 4,2011*

Goals and Objectives

CA

The goal of school administration is to create an environment in which students can learn more effectively. All administrative duties and functions should be evaluated relative to the contributions made to improve instruction, increase student learning, and develop worthwhile citizens. The administration should select staff who will develop student abilities.

The superintendent should possess leadership qualities which motivate all staff members to improve the educational program and attain the board's goals and objectives. The superintendent, with the board's direction, shall mobilize and coordinate all available resources to develop an educational program designed to stimulate the best effort in all students.

Approved: *April 4,2011*

Ethics

CB

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

The administrator:

- Makes the well-being of students the basis for decision making and action;
- Fulfills professional responsibilities with honesty and integrity;
- Supports the principle of due process as required by law and protects the civil and human rights of all individuals;
- Obeys local, state and national laws;
- Implements the board's policies, rules and regulations;
- Pursues appropriate measures to correct those laws, policies and regulations that are not consistent with sound educational goals;

Avoids using a position for personal gain;
Accepts academic degrees or professional certificates only from duly accredited institutions;
Seeks to improve the profession through research and continuing professional development; and
Honors employment contracts until fulfillment or release.

Approved: *April 4,2011*

Line and Staff Relations

CD

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

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

Approved: *April 4,2011*

Line and Staff Relations

CD-R

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

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

Approved: *April 4,2011*

Superintendent of Schools

CE

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

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

Approved: *April 4,2011*

Qualifications

CEA

The superintendent shall have or be eligible for a Kansas superintendent's license.

Approved: *April 4,2011*

Duties

CEB

The responsibility of the superintendent shall be:

To serve as administrative head of the district;

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

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

To carry out the board's policies and rules;

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

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

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

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

To advise and recommend in business administration matters;

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

To assure that the district finances are properly managed.

Approved: *April 4,2011*

Recruitment

CEC

The superintendent search presents the board with an opportunity to recruit individuals who will implement the board's goals. The board shall recruit candidates who can best accomplish this objective. The board shall consider only candidates who meet both state and local qualifications and who display the ability to successfully carry out the superintendent's duties.

The board may solicit applications from qualified members of the staff and may list the vacancy with placement offices.

Applications for the superintendency shall be screened by a professional committee selected by the board. Finalists' district should be visited by persons designated by the board. Selected candidates shall be interviewed by the board.

Approved: *April 4,2011*

Appointment

CED

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

Approved: *April 4,2011*

Appointment

CED-R

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

Approved: *April 4,2011*

Compensation and Benefits

CEE

Compensation and benefits of the superintendent shall be determined annually by the board and shall be based on performance and the ability to carry out the board's policies.

Approved: *April 4,2011*

Travel Expense

CEF

The superintendent's use of a district motor vehicle and a district credit card shall be confined to necessary school business and reported monthly to the board. Expenses for extended

travel incurred in the performance of official duties shall be reimbursed in accordance with the provisions of GAN.

Approved: *April 4, 2011*

Staff Development Opportunities

CEG

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

Approved: *April 4, 2011*

Evaluation

CEI

The board and the superintendent shall develop an evaluation form that will provide the basis for formal evaluations and any informal discussions of the superintendent's performance. The board shall evaluate the superintendent using the appraisal instrument in accordance with the minimum statutory requirements for the first four years of employment and annually thereafter by February 15th. The appraisal instrument may be used by the superintendent as a self-evaluation instrument prior to this evaluation by the board.

Each individual board member shall complete and submit appraisal forms to the board president. The president shall allow time for necessary discussion then formulate a summary of the individual responses. The summary shall use the same format as the individual board member's appraisal form. The board president shall sign the summary. The board shall review the summary with the superintendent in an executive session.

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

The superintendent's evaluation shall be confidential and be made available only to the board, the superintendent and others as provided by law.

The evaluation instrument shall be on file with the clerk at the district office. Current evaluation procedures and policies shall be filed with the Kansas State Department of Education.

Approved: *April 4, 2011*

Evaluation (See GBI)

CEI-R

Purpose of Superintendent Evaluation

The evaluation of the superintendent by the board shall accomplish the following:

1. Provide an opportunity for the board and superintendent to periodically meet and discuss the superintendent's performance and the district's management;

2. Review, clarify and discuss the immediate and long-term goals for the district and the superintendent;
3. Establish, clarify and discuss the major functions, responsibilities and roles of the superintendent and the board;
4. Facilitate a good working relationship between the board and the superintendent;
5. Encourage and recognize good administrative performance;
6. Improve the superintendent's leadership performance and management of the district by suggesting areas of responsibility and operating techniques that may be strengthened; and
7. Establish reasonable standards for continued employment of the superintendent.

Procedures

The following procedures shall be used to evaluate the superintendent's performance:

The board shall schedule an executive work session for the purpose of an evaluation of the superintendent's performance. The district's evaluation form shall be used.

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

The superintendent shall make a mid-year and an end-of-year goals progress report as well as periodic reports to the board on the district's operation.

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

Established criteria which are applicable to all administrators;

Responsibilities defined in the superintendent's job description; and

Board/superintendent developed performance goals and objectives.

Approved: *April 4, 2011*

Separation

CEJ

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

Approved: *April 4, 2011*

Resignation**CEK**

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

Approved: *April 4, 2011*

Board-Superintendent Relations**CF**

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

Approved: *April 4, 2011*

Administrative Personnel**CG**

The board will employ administrative personnel as needed.

Compensation Guides and Contracts

All administrative personnel shall be compensated for their services with a salary determined by the board.

Qualifications and Duties

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

Recruitment

The board delegates to the superintendent the authority to identify and recommend the appointment of individuals to fill vacant administrative positions.

Assignment

Assignment of administrative personnel shall be recommended to the board by the superintendent.

Orientation

The superintendent will conduct an appropriate administrative orientation program designed to acquaint administrators with the district.

Supervision

The superintendent shall be responsible for supervising all administrative personnel. Administrative time schedules and work loads shall be dictated by the terms of the employment contract.

Administrative Intern Program

The board may cooperate with an approved administrator training institution in establishing an administrative intern program.

Personnel

The administrative staff shall recommend candidates only for those positions authorized by the board.

Travel Expense

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

Approved: *April 4, 2011*

Administrative Personnel

CG-R

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

Recruitment

All applications shall be screened by the superintendent, who may use other staff members to assist, before recommendations are made to the board.

Expenses incurred by candidates interviewed for an administrative position may be paid by the district.

Compensation Guides and Contracts

Central staff administrative contracts shall be reviewed annually. The term of each administrative contract shall be determined by the board. Contract forms for administrators shall be drawn by the board's attorney.

Qualifications and Duties

Referenced to the appropriate job description and handbook.

Approved: *April 4,2011*

Evaluation (See CEI, GBI)

CGI

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

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

Approved: *April 4,2011*

Consultants (See BBG)

CJ

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

Approved: *April 4,2011*

Professional Development Opportunities

CK

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

Approved: *April 4,2011*

Councils, Cabinets and Committees

CL

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

Method of Appointment

All administrators are automatically members of the administrative council.

Organization

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

Resources

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

Material

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

Financial

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

Approved: *April 4,2011*

Councils, Cabinets and Committees

CL-R

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

Financial

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

Approved: *April 4,2011*

Policy Implementation

CM

Failure of any administrative employee to implement board policies may result in suspension, demotion, probation, non-renewal or termination of employment in accordance with procedures set forth in these policies and rules.

Approved: *April 4,2011*

Administrative Rules

CMA

The board delegates to the superintendent the responsibility for developing recommendations, and for designing any necessary arrangements to carry out board policy and to

operate the district's schools. These rules and arrangements shall constitute the administrative regulations governing the schools and shall be considered for approval, modification or disapproval by the board.

Staff Involvement

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

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

Community Involvement

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

Student Involvement

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

Rules Adoption

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

Rules Dissemination

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

Rules Review

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

Administration in Policy Absence

In an emergency when action must be taken where the board has provided no guides for administrative action, the superintendent shall have the power to act, but any decision shall be

subject to board review at the next meeting. The superintendent should recommend any policy needs the incident has created.

Approved: *April 4, 2011*

Administrative Rules

CMA-R

No administrative rule shall be in conflict with board policy.

Rules Drafting

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

Staff Involvement

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

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

Student Involvement

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

Administration in Policy Absence

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

Approved: *April 4, 2011*

Records

CN

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

Types

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

Central Office Records

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

Building Records

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

Public Access

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

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

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

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

The board shall annually set a fee for copies of records. Advance payment of the expense of copying open records shall be borne by the individual requesting the copy. Under no

circumstances shall the documents be allowed out of their usual building location without approval of the official custodian.

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

Disposition

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

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

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

Approved: *April 4,2011*

UNIFIED SCHOOL DISTRICT NO. 413
CHANUTE, KANSAS
PUBLIC REQUEST FOR SCHOOL RECORDS

Person requesting records: _____

Address of person requesting records: _____

Specific records being requested:

_____ Approval to release records

_____ Denial to release records

_____ Delayed release of records

Reason for denial or reason for delay:

Custodian/Freedom of Information Officer

Date

For Office Use Only:

Date and time the request was made _____

Reports

CO

The board may require reports from the staff.

Types

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

Dissemination (See JR et seq.)

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

Approved: *April 4, 2011*

Reports

CO-R

Types

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

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

Approved: *April 4, 2011*

Goals and Objectives

DA

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

Approved: *April 4, 2011*

Budget Planning

DB

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

Approved: *April 4, 2011*

Annual Operating Budget

DC

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

The board encourages detailed cost analysis studies of all programs funded by the district's budget.

The superintendent shall follow the adopted budget.

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

Priorities

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

Deadlines and Schedules

Deadlines and time schedules shall be established by the board.

Encumbrances

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

Recommendations

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

Preliminary Adoption Procedures

A preliminary report of the district's budget will be submitted by the superintendent to the board on or before July 15th each year. A cover letter noting major changes from the prior year budget and relationships to the board goals will accompany the budget report.

Hearings and Reviews

The board shall conduct budget hearings according to state law.

Approved: *April 4, 2011*

Annual Operating Budget

DC-R

Preliminary Adoption Procedures

The superintendent will be responsible for developing the budget cover letter. It is recommended that the letter include a restatement of the goals and objectives of the district and a list of budget priorities. A detailed breakdown of line item expenditures will be included in the letter. Fund expenditures and line categories will also be explained in terms of how the budget meets the goals and objectives of the district and enhances completion of priority programs.

Recommendations

All recommendations of the superintendent and staff will be presented to the board no later than the regular board meeting in August.

Hearings and Reviews

All budget reports, cover letters and copies of the draft budget will be made available to interested patrons after being made available to the board.

Encumbrances

All encumbrances shall be made by the superintendent.

Approved: *April 4, 2011*

Investment of Funds

DFE

The investment of school district monies shall be the responsibility of the superintendent or designee.

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

Posting Securities

All investments of district monies shall be secured by F.D.I.C. coverage, a pledge of direct federal obligations or direct guaranteed federal agency deposits in accordance with

requirements of state law. Exceptions to the required posting of securities shall be only as provided by law and approval of the board.

Approved: *April 4, 2011*

Investment of Funds

DFE-R

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

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

Distribution of monies for investment shall be as follows:

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

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

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

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

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

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

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

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

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

Approved: *April 4,2011*

Fees, Payments and Rentals (See KG)

DFG

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

Approved: *April 4,2011*

Gifts and Requests

DFK

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

Approved: *April 4,2011*

Equipment and Supplies Sales

DFM

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

Approved: *April 4,2011*

Bonded Employees

DH

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

Approved: *April 4,2011*

Bonded Employees

DH-R

A surety bond in the amount of \$15,000 is required for the treasurer, clerk and superintendent. A blanket bond in the amount of \$15,000 will be purchased by the board for district employees as follows:

Building administrators and assistant

Delivery person

Food service supervisor

Clerical/secretary

Approved: *April 4,2011*

Inventories

DIC

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

Approved: *April 4,2011*

Inventories

DIC-R

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

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

Approved: *April 4,2011*

Audits**DID**

The board retains an auditor on an annual basis.

Approved: *April 4, 2011*

Expenditure of Funds**DJ**

All school accounts shall be audited not less than annually. Supporting documents and records to substantiate all revenue items and expenditures shall be available. Current law shall be observed with regard to accounting, expenditures, and the cash basis law.

All contracts for personnel services in excess of \$1,000.00 (\$5,000.00 when for the purpose of erecting any school building or making improvements) shall be substantiated by a written contract, one copy of which will be kept on file with the clerk of the board. Conditions of salary schedules and sick leave requirements are contractual obligations of the board when adopted and placed officially in the minutes of the board.

Purchases are to be made only upon authorized district purchase order forms issued and signed by the superintendent or his/her designee. Payment shall be made following approval by the board. All invoices shall be presented to the business agent for payment on or before the 20th of the preceding month.

No district charges for purchases shall be made without proper authorization by the proper school official.

Accounting of expenditures shall be as required by current statute. The business agent will keep a record of outstanding purchase orders.

The board shall be informed when line budget amounts are exceeded. The reason for exceeding any budget line shall be provided in the report.

Building principals shall report monthly cash balances on hand in building activity accounts.

Approved: *April 4, 2011*

Petty Cash Accounts**DJB**

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

RESOLUTION TO ESTABLISH PETTY CASH FUND

WHEREAS, the Board of Education of Unified School District No. 413, Neosho County, Kansas, has determined that the creation of a petty cash fund is an efficient method to pay expenses for school district purposes in emergencies.

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

NOW THEREFORE, BE IT RESOLVED, by the Board of Education of Unified School District No. 413, Neosho County, Kansas that a petty cash fund designated as the _____ Building Petty Cash Fund is created for the purpose of receiving and expending funds for needed district expenditures in an emergency. The fund shall be in the amount of \$_____*

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

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

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

Funds in the petty cash fund shall remain district funds but shall not be considered school money for purposes of K.S.A. 72-8202(d) and the provisions of K.S.A. 12-105(b) shall not apply.

ADOPTED by the Board of Education of Unified School District No. 413, Neosho County, Kansas, the _____ day of _____, 20____.

*Not to exceed \$1500.00

Approved: *April 4, 2011*

Purchasing**DJE**

The purchasing, receiving, storing and distribution of supplies, equipment and services for use in the district shall be managed efficiently and economically.

Purchasing Authority

The board shall appoint a purchasing agent for the district.

Approved: *April 4,2011*

Quality Control**DJEB**

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

Specifications

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

Standardization

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

Quantity Purchasing

Quantity purchasing is encouraged.

Cost Control

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

Approved: *April 4,2011*

Bids and Quotations Requirements**DJED**

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

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

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

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

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

Bid Specifications

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

Approved: *April 4, 2011*

Bids and Quotations Requirements

DJED-R

Procedure

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

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

Responsible Bidder

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

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

Bid Specifications

The board shall avoid negotiation of bid specifications after bids have been accepted and shall correct specifications if they are inadequately written and request new bids. If an error is

discovered in the bid specifications all bids shall be returned unopened and the project shall be re-bid using corrected and/or amended specifications.

Withdrawal of Bids

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

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

Rejection of Bids

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

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

Approved: *April 4,2011*

Local Purchasing

DJEE

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

Approved: *April 4,2011*

Requisitions

DJEF

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

Approved: *April 4,2011*

Requisitions

DJEF-R

All requisitions shall be submitted to the purchasing agent at a time designated by him/her. After a purchase order has been issued, the number of the purchase order shall be recorded on the requisition, and the number of the requisition shall be recorded on the purchase

order. After processing, the original copy of the requisition shall be filed in the office of the purchasing agent in numerical sequence.

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

Approved: *April 4,2011*

Purchase Orders and Contracts

DJEG

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

Approved: *April 4,2011*

Purchase Orders and Contracts

DJEG-R

Each purchase order shall include:

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

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

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

Approved: *April 4,2011*

Payment Procedures

DJEG

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

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

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

Approved: *April 4, 2011*

Purchasing Authority

DJFA

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

Approved: *April 4, 2011*

Administrative Leeway (See CMA)

DJFAB

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

Approved: *April 4, 2011*

Student Activity Fund Management (See JH)

DK

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

Activity Fund Management

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

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

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

Activity Fund Deposits

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

Inactive Activity Funds (See JH)

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

Approved: *April 4, 2011*

Student Activity Fund Management (See JH)

DK-R

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

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

Activity Fund Management

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

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

RESOLUTION TO ESTABLISH ACTIVITY FUND

WHEREAS, the Board of Education of Unified School District No. 413, Neosho County, Kansas; has determined that the creation of an activity fund is an efficient method to pay expenses for student activities, and

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

NOW THEREFORE, BE IT RESOLVED, by the Board of Education of Unified School District No. 413, Neosho County, Kansas, that an activity fund designated as the _____ fund is created for the purpose of receiving and expending funds for student activities, including athletics, music, forensics, dramatics and other board approved student extra-curricular activities.

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

Funds in the activity fund shall remain district funds but shall not be considered school money for purposes of K.S.A. 72-8202(d) and the provisions of K.S.A. 12-105(b) shall not apply.

ADOPTED by the Board of Education of Unified School District No. 413, Neosho County, Kansas, the ____ day of _____, 20 ____.

Approved: *April 4, 2011*

Unpaid Fees and Negative Account Balances

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

If, within ten days after the second notification, the debt is not paid in full or arrangements have not been made with the superintendent or superintendent's designee to pay it, a third and final notice shall be sent to the debtor.

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

Insufficient Funds Checks

The superintendent or the superintendent's designee is authorized to request charges to be filed against a person or persons giving worthless or insufficient fund checks to the school district. In addition, the board

adopts the following procedures for dealing with returned checks in the school setting.

Once the person is notified of the first returned check by mail or phone, if restitution is made within five working days from the notification, there will be no charge for a returned check. If after a second notification is sent, restitution is not made within an additional five working days, a fee of \$10.00 may be charged.

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

Approved: *March 6, 2017*

Goals and Objectives

EA

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

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

Approved: *April 4, 2011*

Buildings and Grounds Management

EB

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

Approved: *April 4, 2011*

Buildings and Grounds Management

EB-R

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

Approved: *April 4, 2011*

Insurance Program

EBA

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

Liability Other Than For Vehicles

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

Approved: *April 4, 2011*

Insurance Program

EBA-R

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

Approved: *April 4, 2011*

Workers Compensation

EBAA

The district will participate in workers compensation as required by current statute. The combined workers' compensation benefits and salary received under allowed sick leave, or other available leave, shall not exceed one full day's pay.

Approved: *April 4, 2011*

Workers Compensation

EBAA-R

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

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

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

Choice of Physician

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

Approved: *April 4, 2011*

Safety

EBB

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

Safety Rules

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

Safety Unit

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

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

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

Warning System

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

Safety Inspections

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

If repairs are necessary, the individual conducting the investigation shall immediately inform the building principal, superintendent or immediate supervisor in writing. Necessary steps either to repair or to remove the defect will be taken as soon as possible. Defects requiring expenditure of money will be reported to the board in compliance with JG. Any defects not

immediately removed, repaired or otherwise eliminated shall be blocked off with fences or other restraining devices.

Heating and Lighting

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

Approved: *April 4,2011*

Hazardous Waste Inspection and Disposal

EBBA

Inspection

Regular inspection of district facilities for hazardous waste shall be conducted by the Director of Support Operations. Written records of these inspections shall be maintained.

Disposal

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

Approved: *April 4,2011*

Hazardous Waste Inspection and Disposal

EBBA-R

Inspection and Disposal

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

Approved: *April 4,2011*

Evacuations and Emergencies

EBBD

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

Approved: *April 4,2011*

Evacuations and Emergencies

EBBD-R

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

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

School-Closing Announcements

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

Bomb Threats

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

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

Planning for Emergencies

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

Approved: *April 4,2011*

Emergency Drills

EBBE

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

Approved: *April 4,2011*

Emergency Drills

EBBE-R

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

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

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

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

Approved: *April 4,2011*

Crisis Planning (See EBBB)

EBBF

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

Approved: *April 4,2011*

Crisis Planning

EBBF-R

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

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

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

Approved: *April 4, 2011*

Death and Memorials

EBBG

1. Purpose:

From time to time the Chanute School District must confront the issue of dealing appropriately with the death of a student or staff member. The purpose of this policy is to have many decisions made, in a dispassionate environment, where emotions are not involved, prior to the crisis event. The policy was crafted with mental health considerations for the entire student population, and took into account numerous factors, including past issues regarding memorial upkeep and the district's responsibilities and roles in such sensitive situations.

2. Policy:

The district's Crisis Plan procedures will be as followed:

1. Grieving students will be excused from class to speak with appropriate staff members and counselors.
2. The Board of Education believes learning best takes place in an environment protected from undue emotional stress. Therefore, the regular school day will not be shortened or dismissed in order for students and staff to attend a funeral or memorial service. In that same vein, school activities and games will continue as scheduled, except when the Superintendent, in the event of a catastrophic event (such as an accident with multiple student/staff deaths), determines that such activities would be inappropriate.
3. Students wishing to attend the funeral or memorial services may do so with parent permission.
4. It is the belief of the school district that using school grounds or facilities for memorial and/or funeral services is not in the best interest of all students. Funeral and/or memorial services will not be held in district facilities.
5. In a situation where informal events or gatherings such as a candlelight vigil, etc., which are not school sponsored, occur on district grounds, it is requested that the school administration be notified.

6. School marquees, webpages, facebook pages, and any other district sponsored media will not be used to post messages about the deceased student or staff member without permission of the superintendent.

7. The United State flag will only be lowered to half-staff in accordance with the laws and policies of the State of Kansas.

8. No temporary memorials (i.e. decoration of locker, desk, etc), will be allowed in the school building or on school property.

9. Any selling or fundraising of memorial items during the school day or at a school event is banned, and student activity accounts may not be used to help pay for any memorials.

10. In regards to the school yearbook, a deceased student's or staff member's picture may remain in the current yearly publication. No designated memorial pages will be allowed or added in the yearbook. However, parents may be given the opportunity to purchase a "senior tribute" dedicated to their deceased child, to be included in the projected year of graduation.

11. Public benches, trees, plaques, pictures, and other memorials to honor staff or students who have died will not be allowed on school grounds. Appropriate memorials would include:

Scholarships and endowments in memory of a deceased student or staff member.

Any monetary donation or other educational materials recommended by the principal.

Disposal of the donated item, due to its being outdated or obsolete is at the discretion of the school principal.

A sympathy card from the school (possibly signed by students) and flowers at the funeral.

12. At graduation ceremonies, only one symbol representing all deceased members of a graduating class, such as a bouquet of flowers, will be allowed on the state and a school administration member is allowed to direct the audience in "a moment of silence" to collectively recognize deceased members of the graduation class.

13. Items assigned to that student, such as a locker or jersey number, should remain as assigned until after the anticipated graduation of the deceased.

14. School-wide recognition of the anniversary date of a death will not be allowed.

15. Any memorial in existence at the time of the adoption of this policy, whether in compliance with this policy or not, may be removed five years after the death of the student/staff member and offered to the family.

Approved: *June 5, 2017*

Security and Safety

EBC

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

Reporting Crimes at School to Law Enforcement

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

It is recommended the building administrator also be notified.

Reporting Certain Students to Administrators and Staff

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

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

Annual Reports

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

Staff Immunity

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

REPORT TO LOCAL LAW ENFORCEMENT

USD 413

Pursuant to K.S.A. 72-89b03, the administrator or other school employee whose signature appears below is reporting the following crimes.

(Briefly describe each incident and the person(s) involved in felonies, misdemeanors and weapons)

Date	School/Location	Student(s) or Person(s) Involved	Brief Description

School districts are required by Federal Law and K.S.A. 72-6214 to protect the privacy rights of students under the age of 18.

Signed: _____

Administrator or other school employee

cc: Superintendent of Schools, USD 413 Student(s) file

REPORT TO STAFF MEMBER USD 413

Pursuant to K.S.A. 72-89b03, administrative, professional or classified employees of a school who have information that a pupil has engaged in the following shall report the information and the identity of the student to the superintendent. The superintendent shall investigate the matter and if it is determined the student has been involved in the following, the superintendent shall provide information, and the identity of the pupil to all employees who are involved or likely to be directly involved, in teaching or providing related services to the pupil:

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

You are notified that _____, within the past 365 days, has been expelled, adjudged or convicted for an activity listed above.

School district staff are required by both Federal Law and K.S.A. 72-6214 to protect the right of privacy of any student under the age of 18 and the student's family regarding personally identifiable records, files, data and information directly related to the student and his/her family. I acknowledge this responsibility and agree that I will disclose the above information only to other USD 413 employees and officials. Violation of these privacy rights could include sanctions up to and including termination.

Signed: _____

School employee who received the report

Signed: _____

Administrator or school employee making report

Vandalism

EBCA

Vandalism Protection

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

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

Restitution for Damages

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

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

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

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

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

Return of School Property

School property must be returned by students. If a student does not return district property, the district may refuse to forward student records according to law.

Offering a Reward

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

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

The board of education, as authorized by K.S.A. 12-1672a, hereby offers a \$_____ (up to \$500.00) reward to any person who first provides information leading to the discovery, arrest and conviction of the person or persons responsible for acts of vandalism on property, real or personal, owned by the school district or rightfully located on school district premises by its employees or students.

Persons having any knowledge are urged to contact the Superintendent of Schools at 315 Chanute 35 Parkway, Chanute, KS, telephone 620-432-2500. The board reserves the right to determine the deserving recipients of the reward in the event of corroborating and supplementary information.

Approved: *April 4, 2011*

Cleaning and Maintenance Programs

EBE

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

Sanitation

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

Approved: *April 4, 2011*

Cleaning and Maintenance Programs

EBE-R

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

Approved: *April 4, 2011*

Long-Range Maintenance Program

EBI

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

Approved: *April 4, 2011*

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

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

Approved: *April 4,2011*

Records**EBJ**

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

Approved: *April 4,2011*

Equipment and Supplies Management**EC**

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

Receiving

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

Approved: *April 4,2011*

Equipment and Supplies Management**EC-R**

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

Receiving

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

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

Approved: *April 4,2011*

Printing and Duplication Services

ECH

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

Any duplication of copyrighted materials by district employees must be done with permission of the copyright holder or within the bounds of “fair use”, as set forth in ECH-R.

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

Approved: *April 4, 2011*

Printing and Duplicating Services

ECH-R

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

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

The Purpose and Character of the Use

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

The Nature of the Copyrighted Work

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

The Amount and Substantiality of the Portion Used

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

circumstances, extracting small amounts out of an entire work would be fair use, but a quantitative test alone does not suffice.

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

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

Prohibited Practice

A teacher may not make multiple copies of a work for classroom use if it has already been copied for another class in the same institution; make multiple copies of a short poem, article, story, or essay from the same author more than once in a class term or make multiple copies from the same collective work or periodical issue more than three times a term; make multiple copies of works more than nine times in the same class term; make a copy of works to take the place of an anthology; and may not make a copy of “consumable” materials, such as workbooks.

Permitted Practice

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

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

Guidelines for Off-Air Recording of Broadcast Programming for Education Purposes

A broadcast program may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable retransmission) and retained for a period not to exceed the first 45

consecutive calendar days after date of recording. Upon conclusion of such retention period, all off-air recordings must be erased or destroyed immediately.

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

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

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

After the first 10 consecutive school days, off-air recordings may be used up to the end of the 45 calendar day retention period only for evaluation purposes by the teacher, i.e., to determine whether or not to include the broadcast program in the teaching curriculum. They may not be used for student exhibition or any other non-evaluation purpose with authorization.

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

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

Computer Software

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

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

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

Approved: *April 4, 2011*

Student Transportation Management (See EDDA and JGG)

ED

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

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

Approved: *April 4, 2011*

School Vehicles

EDAA

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

No public funds will be spent by the board to hire, rent or lease any form of transportation to be used by any student, school employee, patron or any organization to transport anyone to or from a religious activity.

Liability

All school vehicles will be adequately insured.

Safety

Every bus driver shall have authority and responsibility for the passengers riding in school buses.

Safety Inspection

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

Scheduling and Routing

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

Records

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

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

Licensing of Drivers

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

Safety

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

Safety Inspection

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

Housing of School Vehicles

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

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

Approved: *April 4,2011*

Special Use of School Buses

EDDA

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

Special uses will not be approved without insurance coverage.

Approved: *April 4,2011*

Special Use of School Buses

EDDA-R

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

1. Students traveling to or from functions or activities sponsored by organizations, the membership of which is principally composed of children of school age;
2. Community college students enrolled in the community college to or from attendance at class at the community college or to and from functions or activities of the community college. (Emergency situations only)
3. Public recreation commissions, if travel is to or from an activity related to the operation of the commission. Superintendent approval will be required on a case-by-case basis.

Approved: *April 4,2011*

Transportation Services – Non-Public Students

EDDAB

USD 413 will provide transportation of resident students attending an accredited non-public elementary or secondary school within the district's boundaries. These students will be picked up and delivered at points on district routes already established for public school students.

Approved: *April 4, 2011*

EE Food Services Management

EE

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

Sanitation Inspections

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

Records

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

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

Meal Prices

Meal prices shall be determined by the board.

Free and Reduced Price Meals

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

Unpaid Meal Charges

The district's meal charging requirements are as follows.

A charge account for students paying full or reduced price for meals may be established with the district. Students may charge no more than {\$5 for students on reduced meals and \$10 for students who pay full price for meals} meals to this account. Charging of a la carte or extra items to this account will not be permitted.

Once these amounts are reached negative in the account, the system will not allow any transactions. Students will receive a ½ PBJ sandwich or ½ cheese sandwich and milk as an alternate meal, at no charge, until funds are deposited.

Once a student's account reaches a low balance, payment reminders will be sent home with students at the elementary level on Mondays. Our student meal system automatically sends out low balance emails daily for all students. Text messages go out on Tuesday and Thursdays and voice calls on Thursday evenings.

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

Payments for school meals may be made at the school or online at www.usd413.org using the parents pull down menu and the EZ School Pay App. Students, parents, and guardians of students are encouraged to prepay meal costs.

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

Approved: *March 6, 2017*

Food Service Management

EE-R

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

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

Approved: *April 4, 2011*

Food Service – Non-Public Students

EEAB

Food services may be provided non-public students under agreement between the non-public school's administrator and the USD 413 superintendent. These services shall not cost USD 413 any loss of revenue.

Approved: *April 4, 2011*

Data Management

EF

Data Dissemination

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

To Education Agencies

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

Approved: *April 4, 2011*

Goals and Objectives**FA**

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

Approved: *April 4,2011*

Building Committees**FB**

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

Approved: *April 4,2011*

Capital Outlay Long-Range Planning**FD**

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

Approved: *April 4,2011*

Capital Outlay Long-Range Planning**FD-R**

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

Approved: *April 4,2011*

Long-Range Needs Determination**FDB**

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

Approved: *April 4,2011*

Personnel Policy Organization

GA

These policies are arranged in the following manner:

GA policies apply to all employees.

GB policies apply to teachers and other licensed staff covered by the negotiated agreement.

GC policies apply to classified/non-certified staff.

Approved: *April 4, 2011*

Goals and Objectives

GAA

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

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

Approved: *April 4, 2011*

Equal Employment Opportunity and Nondiscrimination

GAAA

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

The district is an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to hiring, compensation, terms, conditions, or privileges of employment because of an individual's race, color, religion, sex, age, disability or national origin.

Inquiries regarding compliance may be directed to the Assistant Superintendent, 315 Chanute 35 Parkway, Chanute, KS 66720, telephone 620-432-2500 or to:

Equal Employment Opportunity Commission, 400 State Avenue, 9th Floor, Kansas City, KS 66101, telephone 913-551-5655; or

Kansas Human Rights Commission, 900 SW Jackson, 8th floor, Topeka, KS, 66603, telephone 785-296-3206; or

United States Department of Education, Office for Civil Rights, 1022 North Executive Hills Boulevard, 8th floor, Kansas City, Missouri, 64153-1367, telephone 816-880-4247.

Approved: *April 4, 2011*

Complaints of Discrimination

GAAB

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

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. The Assistant Superintendent, 315 Chanute 35 Parkway, Chanute, Kansas, 66720, telephone 620-432-2500, has been designated to coordinate compliance with non-discrimination requirements contained in Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990.

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

Complaints of discrimination will be resolved using the district's discrimination complaint procedures. (See KN)

Approved: *April 4, 2011*

Sexual Harassment

GAAC

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

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school

property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

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

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

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

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

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

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

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

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

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

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

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

Approved: *April 4, 2011*

Racial Harassment: Employees

GAACA

The board of education is committed to providing a positive and productive working and learning environment, free from discrimination, including harassment, on the basis of race, color

or national origin. Racial harassment will not be tolerated in the school district. Racial harassment of employees or students of the district by board members, administrators, licensed and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

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

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

Racial harassment is racially motivated conduct which:

1. Affords an employee different treatment, solely on the basis of race, color or national origin, in a manner which interferes with or limits the ability of the employee to participate in or benefit from the services, activities or programs of the school;
2. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile working environment;
3. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with an individual's work performance or employment opportunities.

Racial harassment may result from verbal or physical conduct or written or graphic material.

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

Employees who believe they have been subjected to racial harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building principal or the district

compliance coordinator. Employees who do not believe the matter is appropriately resolved through this meeting may file a formal complaint under the district's discrimination complaint procedure. (See KN)

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

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

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

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

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

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

Approved: *April 4, 2011*

Child Abuse (See JCAC and JGEC)

GAAD

Any district employee who knows or has reason to suspect that a student has been subjected to or the victim of physical, mental or emotional abuse or neglect or sexual abuse, shall promptly report the matter to the local Kansas Department for Children and Families (DCF) office or, if the local DCF office is not open, to the local law enforcement. The employee making the report shall *not* contact the student's family or any other person to determine the cause of the suspected abuse or neglect.

DCF or Law Enforcement Access to Students on School Premises

The building principal shall allow a student to be interviewed by DCF or law enforcement representatives on school premises to investigate suspected abuse and shall act as appropriate to facilitate access to the student and to protect the student's interests during the process. State law grants the investigating agency the authority to determine whether a school employee may be present while the interview is being conducted, taking into account the child's best interests. If asked to sit in on the interview by the agency representative, the building principal or designee thereof shall oblige such request in order to provide comfort to the student throughout the process and to facilitate the investigation.

Cooperation Between School and Agencies

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

Reporting Procedure

Promptly after the report is made to the local DCF office or law enforcement agency the district employees shall notify the building principal of the report and the principal shall then notify the superintendent.

The principal may confer with the school's social worker, guidance counselor and/or psychologist, or other staff members as deemed appropriate. At no time shall the principal or any other staff member prevent or interfere with the making of any report of suspected abuse or neglect.

If available, the district employee making the initial report of suspected abuse or neglect shall provide DCF or law enforcement agency with the following information: name, address and age of the student; name and address of the student's parents or guardians or other persons responsible for the student's care; location of the student if not at the student's residence the student's gender, race and age; the reasons why the reporter suspects the student may be a child in need of care; nature and extent of injuries or description of neglect or abuse including any evidence of previous harm; and any other information that might help establish the cause of the student's condition and identity of persons responsible for harming the student.

Approved: *August 9, 2016*

Child Abuse

GAAD-R

SRS Access to Students on School Premises (See JCAC)

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

Cooperation Between School and Agencies

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

Reporting Procedure

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

If the building principal has been notified, the principal shall immediately notify the superintendent that the initial report to SRS has been made.

If appropriate, the principal may confer with the school's social worker, guidance counselor or psychologist. At no time shall the principal or any other staff member prevent or interfere with the making of a report of suspected child abuse.

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

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

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

Approved: *April 4, 2011*

Inappropriate Teacher Student Conduct

GAADA

Report of Information Suggesting Inappropriate Contact with Student.

In the event any USD413 employee becomes aware of information suggesting that any USD413 employee (including administrator, teacher or other staff member) has had inappropriate contact with any USD413 student, then this information shall immediately be reported to the building administrator who shall then notify the USD413 Superintendent. If the building administrator is not available then the report shall immediately be made directly to the Superintendent. The building administrator and Superintendent will then determine the necessary action to be taken to investigate and/or further report the information. If the information involves suspected child abuse or neglect, then the USD413 employee shall also comply with Board policies regarding reporting of suspected child abuse or neglect (see Policy GAAD).

The USD413 employee alleged to have engaged in the inappropriate contact with a student shall not have any discussions with the student about such allegations.

For purposes of this Policy, “inappropriate contact” includes any consensual or non-consensual (1) sexual activity or contact between any district employee and student that is unlawful under K.S.A. 21-5512(a)(9), and amendments thereto; (2) activity or contact between district employee and student that is not appropriate and suitable for time and place considering the teacher/student relationship even though not a violation of K.S.A. 21-5512; and (3) written or electronic (including E-mail and text and other computer/internet based messaging) communication between district employee and student that pertains to any activity or contact described in parts (1) and (2).

Approved: *August 9, 2016*

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

The board of education is committed to limiting the use of Emergency Safety Interventions (“ESI”), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student's conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition,

this policy shall be included in at least one of the following: each school's code of conduct, school safety plan, or student handbook.

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

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

“Seclusion” means placement of a student in a location where all of the following conditions are met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that he or she will be prevented from leaving the enclosed area.

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

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

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

“Physical Restraint” means bodily force used to substantially limit a student's movement, except that consensual, solicited or

unintentional contact and contact to provide comfort, assistance or instruction shall not be deemed to be physical restraint.

“Physical Escort” means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.

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

Prohibited Types of Restraint

All staff members are prohibited from engaging in the following actions with all students:

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student’s airway;
- Using physical restraint that impacts a student’s primary mode of communication;
- Using chemical restraint, except as prescribed by a licensed healthcare professional for treatment of a medical or psychiatric condition; and
- Use of mechanical restraint, *except*:
 - Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional;

- Any device used by law enforcement officers to carry out law enforcement duties; or
- Seatbelts and other safety equipment used to secure students during transportation.

Use of Emergency Safety Interventions

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to effect such physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student's behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

Seclusion Restrictions

A student shall not be subjected to seclusion if the student is known to have a medical condition that could put the student in mental or physical danger as a result of seclusion. The existence of such medical condition must be indicated in a written statement from the student's

licensed health care provider, a copy of which has been provided to the school and placed in the student's file.

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times.

All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather.

A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such room shall be free of any condition that could be a danger to the student and shall be well-ventilated and sufficiently lighted.

Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on the use of emergency safety interventions. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff

who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain documentation regarding the training that was provided and a list of participants.

Notification and Documentation

The principal or designee shall notify the parent, or if a parent cannot be notified then shall notify an emergency contact person for such student, the same day the ESI was used. Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day on which the ESI was used. The parent shall be provided the following information after the first and each subsequent incident in which an ESI is used during each school year: (1) a copy of this policy which indicates when ESI can be used; (2) a flyer on the parent's rights; (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and, once it has been developed, the complaint process of the state board of education; and (4) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident involving the use of emergency safety interventions, the foregoing information shall be provided in printed form and upon the occurrence of a

second or subsequent incident shall be provided through a full website address containing such information.

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

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

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

Reporting Data

District administration shall report ESI data to the state department of education as required.

Three (3) Incidents of ESI for Same Student

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

incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan or amend the behavior intervention plan if already in existence, unless the IEP team or Section 504 team has agreed on a different process.

If a student without an IEP or Section 504 plan has three incidents of ESI in a school year, then the school staff and the parent shall meet within ten (10) days following the third incident to discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

The student who is the subject of such meetings after a third ESI incident shall be invited to attend the meeting. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student who has not had three ESI incidents in a school year.

Local Dispute Resolution Process

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the ESI.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings and recommended action to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written

complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education. Once such a procedure has been developed, a parent may file a complaint under the state board of education complaint process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

Approved: *December 7, 2015*

Positions

GACA

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

Approved: *April 4, 2011*

Job Descriptions

GACB

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

Approved: *April 4, 2011*

Recruitment and Hiring

GACC

Recruitment

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

Hiring

The board shall approve the employment of all employees. The employment of any staff member is not official until the contract or other document is signed by the candidate and approved by the board.

Background Checks

As a condition of initial employment, an applicant who cannot certify they have continuously resided in Kansas for the past ten years shall be subjected to a statewide and nationwide criminal history records check by the Kansas Bureau of Investigation (KBI). The check shall conform to applicable federal standards and include the taking of the applicant's fingerprints. The board of education shall pay the costs of the background check.

Hiring Sequence

1. The verbal offer of employment to the candidate;
2. Verbal acceptance by the candidate;
3. Background check initiated, if required;
4. Contract or other appropriate document sent to the candidate and candidate's acceptance signified by a signed document returned to the superintendent; and
5. Approval of the contract or other documents by the board.

Provisional Employment

The board may offer provisional employment to an applicant pending receipt of the results of the criminal history records check required by law. Any agreement for provisional employment shall specify that the employment is subject to termination by the board, without further proceedings and without reference to any other law or contractual agreement, if the results of the criminal history records check reveal that the applicant has been convicted of any offenses specified in law.

Approved: *April 4, 2011*

APPLICANT JOB APPLICATION ACKNOWLEDGEMENTS

(The following statements should be included on all job applications)

1. I certify that all the information provided by me in this application is true and complete. I understand that any misstatement, falsification, or omission of information is grounds for refusal to hire or, if I am hired and the same is discovered thereafter, termination.
2. I authorize any of the persons or organizations references in this application to give you any and all information concerning my previous employment, education, or any other information, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability for any damages that may result from furnishing such information to you. I authorize any background checks by any third party.
3. I authorize you to request, receive, and verify all information given on this application and I release you from all damages that may result from your doing so.
4. I authorize you to conduct a criminal background investigation using any and all methods necessary to successfully complete such investigation and I release you from all liability for any damages that may result from your doing so.

Signature of Applicant

Date

AFFIDAVIT OF CONTINUOUS RESIDENCY

State of Kansas)

) SS:

Neosho County)

I, _____, of lawful age and being first duly sworn on my oath, allege and state as follows:

- 1. That I have been a permanent resident of the State of Kansas for the past _____ years.
- 2. That I have resided at the following addresses for the last 10 years. (List most recent first)

Address (Street Address, Town or City and Zip Code	From	To

Name

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 20_____.

Notary Public

My appointment expires: _____

Nepotism**GACCA**

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

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

Approved: *April 4,2011*

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

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

Approved: *April 4,2011*

Employment Eligibility Verification (Form I-9)**GACD-R**

The superintendent shall maintain a file on all of the district's employees hired after November 6, 1986, proving that each employee has verified their identity, employment status, U.S. citizenship, or legal alien status. Evidence to be used to verify identity, employment status, U.S. citizenship, or legal alien status should include at least two of the following documents, one of which contains a current photo of the employee: birth certificate, social security card, or a current driver's license; or one of the following: U.S. passport, certificate of U.S. citizenship, certificate of naturalization, unexpired foreign passport, or resident alien card.

Approved: *April 4,2011*

Assignment and Transfer**GACE**

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

Approved: *April 4,2011*

Employee Development Opportunities

GAD

All plans for self-improvement involving expenditure of district funds, or which require time away from the employee's assigned responsibilities shall be approved in advance by the superintendent.

Approved: *April 4,2011*

Employee Development Opportunities

GAD-R

All plans for self-improvement which involves the expenditure of public funds shall be approved in advance by the superintendent.

The attendance of representatives of the school at professional meetings shall be as follows:

1. Board members may attend regional, state, and national meetings with expenses paid subject to prior approval of the school board.
2. The board will provide for the superintendent, high school principal, middle school principal, elementary school principal, and assistant superintendent to attend one national meeting yearly with all expenses paid.
3. The board will pay all expenses for trips to meetings that require the presence of an official representative of the board and/or school district.
4. The inservice committee will administer a board adopted budget for professional meetings and other inservice activities as per adopted policy.
5. Any representative of the school is expected to use the most economical means of travel, and where several are attending a meeting, it is expected that travel will be consolidated so the expense of the board will be minimal.
6. In general, employees will be reimbursed for reasonable expenses incurred when attending conferences that have advanced approval of the superintendent. Due to budgetary restrictions or to the expense of a particular conference, reimbursed expenses may be limited by the superintendent (the employee would have prior notification of this limitation).

Approved: *April 4,2011*

Complaints**GAE**

Any employee may file a complaint with their supervisor concerning a school rule, regulation, policy or decision that affects the employee. The complaint shall be in writing, filed within ten (10) days following the event complained of, and shall specify the basis of the complaint. The supervisor shall meet with the employee and provide a written response within ten (10) days. If the employee disagrees with the decision, the employee may appeal to the superintendent. The superintendent's decision shall be final. Employees covered by the negotiated agreement shall follow procedures outlined in that document.

Approved: *April 4, 2011*

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

Staff members shall at all times maintain professional relationships with students which are conducive to an effective educational environment. Staff members shall not subject or allow students to be subjected to bullying or harassment. Staff members shall not have any interaction or contact of a romantic and/or sexual nature with any student at any time regardless of the student's age or consent.

Approved: *August 9, 2016*

Conflict of Interest**GAG**

District employees are prohibited from engaging in any activity which may conflict with or detract from the effective performance of their duties. No employee will attempt, during the school day or on school property, to sell or endeavor to influence any student or school employee to buy any product, article, instrument, service or other items which may directly or indirectly benefit the school employee. No school employee will enter into a contract for remuneration with the district other than a contract for employment unless the contract is awarded on the basis of competitive bidding.

Approved: *April 4, 2011*

Participation in Community Activities**GAH**

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

Approved: *April 4,2011*

Political Activities (See GBRK and GCRK)

GAHB

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

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

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

Approved: *April 4,2011*

Solicitations (See KDC)

GAI

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

Approved: *April 4,2011*

Gifts (See JL, KH)

GAJ

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

Gifts to Staff Members

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

Approved: *April 4,2011*

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

GAK

Personnel files required by the district shall be confidential and in the custody of the records custodian and/or the superintendent. Employees have the right to inspect their files upon proper notice under the supervision of an administrator.

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

All records and files maintained by the district should be screened periodically by the custodian of records.

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

Approved: *April 4, 2011*

Personal Appearance

GAM

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

Approved: *April 4, 2011*

Travel Expenses

GAN

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

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

Approved: *April 4, 2011*

Maintaining Proper Control

GAO

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

Approved: *April 4, 2011*

Drug Free Workplace**GAOA**

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

Approved: *April 4,2011*

Drug Free Workplace**GAOA-R**

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

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

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

Within 30 days after the notice of conviction is received, the school district will take appropriate action with the employee. Such action may include suspension, placement on probationary status, or other disciplinary action including termination. Alternatively, or in addition to any action short of termination, the employee may be required to participate satisfactorily in an approved drug abuse assistance or rehabilitation program as a condition of continued employment. The employee shall bear the cost of participation in such program. Each employee in the district shall be given a copy of this policy.

This policy is intended to implement the requirements of the federal regulations promulgated under the Drug Free Workplace Act of 1988, 34 CFR Part 85, Subpart F. It is not intended to supplant or otherwise diminish disciplinary actions which may be taken under board policies or the negotiated agreement.

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

Approved: *April 4,2011*

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

The unlawful possession, use, sale or distribution of illicit drugs and alcohol by school employees on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

Approved: *April 4, 2011*

Drug Free Schools**GAOB-R**Employee Conduct

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

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

Prior to applying sanctions under this policy, employees will be afforded due process rights to which they are entitled under their contracts or the provisions of Kansas law. Nothing in this policy is intended to diminish the right of the district to take any other disciplinary action which is provided for in district policies or the negotiated agreement. This policy is not intended to change any right, duty or responsibilities in the current negotiated agreement.

If it is agreed that an employee shall enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the employee. Drug and alcohol counseling and rehabilitation programs are available for employees of the district. A list

of available programs along with names and addresses of contact persons for the program will be provided by the board clerk upon request.

Employees are responsible for contacting the directors of the programs to determine the cost and length of the program, and for enrolling in the programs.

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

Approved: *April 4, 2011*

Use of Tobacco Products in School Buildings

GAOC

The use of tobacco products in any form is prohibited in any building or vehicle, owned, leased or rented by the district used for pupil attendance purposes. (See JCDA A)

Approved: *April 4, 2011*

Drug and Alcohol Testing

GAOD

All district employees performing job functions which require the employee to maintain a commercial driver's license shall be tested for alcohol and drugs as required by current federal law. Board approved rules and regulations necessary to implement the testing program shall be on file with the clerk.

Each new employee who is required to undergo alcohol and drug testing shall be given a copy of the appropriate district regulations.

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

Approved: *April 4, 2011*

Workers Compensation and Disability Benefits

GAOE

Whenever an employee is absent from work and is receiving workers compensation benefits due to a work-related injury or is receiving district paid disability insurance, the employee may use available paid sick leave to supplement the workers compensation or district paid disability insurance payments. In no event shall the employee be entitled to a combination of workers compensation benefits, district paid disability insurance, and salary in excess of his/her full salary. Available paid sick leave may be used for this purpose until (1) available paid

sick leave benefits are exhausted; (2) the employee returns to work; or (3) employment is terminated. Sick leave shall be deducted on a prorated amount equal to the percentage of salary paid by the district.

This policy shall not apply to those employees covered under the negotiated agreement.

Approved: *April 4, 2011*

Salary Deductions

GAOF

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

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

Approved: *Aug 4, 2014*

Communicable Diseases

GAR

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

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

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

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

Approved: *April 4, 2011*

Communicable Diseases

GAR-R

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

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

1. The nature of the risk;
2. The duration of the risk;
3. The severity of the risk; and
4. The probability that the disease will be transmitted to cause harm to the employee or to others who will share the same setting.

AIDS

In each case involving an employee with AIDS, the board shall reserve the right to make a final decision regarding the employment status of the employee after taking into account the recommendations of the Review Board, the risks and benefits to both the employee and to others in the proposed work setting.

No information regarding employees with communicable diseases shall be released by district personnel without the employee's consent except to comply with state or federal statutes.

Guidelines for Dealing with Employees Infected with HIV in the District Schools

The district establishes the following guidelines for dealing with the problems presented by school employees who have or could transmit HIV to others school employees or students. The guidelines will be reviewed periodically and revised as necessary to reflect new medical information regarding HIV. Based upon the present knowledge that HIV is primarily transmitted by blood or sexual contact, and that casual person-to-person contact as would occur among school employees appears to pose no risk, individuals known to be infected with HIV virus should not be restricted from the work setting unless otherwise medically indicated.

Case Review

The determination of the appropriate education setting for HIV infected individuals will be made on a case-by-case basis by a Review Board. The school nurse or county health nurse

will serve as Chairperson of the Review Board and serve as the contact source for all referred cases.

In each case the Review Board shall consider: the nature of the risk, the duration of the risk, the severity of the risk, and the probability that the disease will be transmitted or cause harm to the employee or to others who will share the same setting.

The Review Board may consist of, but not necessarily be limited to, the employee's physician, school officials including the superintendent of schools, building principal, the employee and/or a representative of the employee, the county health officer, and other individuals as deemed necessary. The school attorney may assist the Review Board as an observer and advise the board on legal questions.

Dealing with School Employees with HIV

The Review Board shall develop additional procedures to periodically assess the employee's condition to assist in determining the employee's status to work. Establishment of a plan for periodic review of the employee's status shall be established by the Review Board at the initial meeting.

Confidentiality

To the extent possible, knowledge of the employee's condition shall be retained within the Review Board members. In some situations it may be necessary that other personnel also be advised. This will be determined by the superintendent.

Approved: *April 4, 2011*

Bloodborne Pathogen Exposure Control Plan

GARA

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

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

Approved: *April 4, 2011*

Family and Medical Leave

GARI

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

Approved: *April 4, 2011*

SAMPLE: FAMILY AND MEDICAL LEAVE PLAN

Family and medical leave as required by federal law shall be granted for a period of not more than 12 weeks during a 12-month period. For purposes of this policy, a 12-month period shall be defined as a fiscal year beginning on July 1 and ending the following June 30. Spouses employed by the district may only take an aggregate of 12 weeks of leave for a birth or adoption of a child or to care for a child with a serious health condition.

Leave is available because of (1) the birth of a son or daughter of the employee and to care for the son or daughter; (2) the placement of a son or daughter with the employee for adoption or foster care; (3) the need to care for a spouse, son, daughter or parent of the employee because of a serious health condition; (4) a serious health condition of the employee that prevents the employee from performing the job functions. (Leave for reason 1 or 2 must be taken within 12 months of birth or placement.)

The leave shall normally be unpaid leave. However, if the employee has any paid vacation, personal, sick or disability leave that is available for use because of the reason for the leave, the paid leave shall be used first and counted toward the annual family and medical leave. The superintendent will notify the employee of the beginning date of family and medical leave and the amount of the employee's accrued paid leave designated as family and medical leave.

The employee is eligible for family and medical leave upon completion of 12 months of service in the district and employed at least 1250 hours during the preceding year.

During the period of any unpaid family and medical leave the board shall continue to pay the employer's share of the cost of group health benefits in the same manner as paid immediately prior to the leave. Any employee portion of the cost shall be paid by the employee to the clerk of the board on the payroll date or other time as the employee and superintendent may agree. The board may terminate group health coverage if the employee payment is not received within 30 days of the due date.

When leave is foreseeable, the employee shall give written notice 30 days in advance. If leave is not foreseeable, notice will be given as soon as practicable.

Upon the employee providing notice of need for leave, the employer will notify the employee of:

- a. the reasons that leave will count as family and medical leave,
- b. any requirements for medical certification,

- c. employer requirement of substituting paid leave,
- d. requirements for premium payments for health benefits and employee responsibility for repayment if employer pays employee share,
- e. right to be restored to same or equivalent job,
- f. any employer required fitness-for-duty certification.

Family leave (reasons 1 or 2) may not be used intermittently or on a part-time basis without the prior approval of the superintendent.

The superintendent may require an instructional employee to continue leave until the end of a semester if the leave begins more than five (5) weeks before the end of a semester, lasts more than three (3) weeks and the return would occur during the last three (3) weeks of the semester.

If the leave is for a reason other than the employee's serious health conditions, the superintendent may require an instructional employee to continue leave until the end of a semester, if:

1. the leave begins in the last five (5) weeks of a semester, will last more than two (2) weeks and the return to work would occur in the last two (2) weeks of a semester, or
2. the leave begins in the last three (3) weeks of a semester, and lasts more than five (5) days.

Approved: *April 4, 2011*

Military Leave

GARID

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

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

Army, Navy, Marine Corps, Air Force or Coast Guard.

Army Reserve, Navy Reserve, Marine Corps Reserve, Air Force Reserve or Coast Guard Reserve.

Army National Guard or Air National Guard.

Commissioned Corps of the Public Health Service.

Any other category of persons designated by the President in time of war or emergency.

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

Active duty.

Active duty for training.

Initial active duty for training.

Inactive duty training.

Full-time National Guard duty.

Absence from work for an examination to determine a person’s fitness for any of the above types of duty.

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

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

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

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

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

TIME SPENT ON MILITARY DUTY	RETURN TO WORK OR APPLICATION FOR REEMPLOYMENT
Less than 31 days:	Must return at the beginning of the next regularly scheduled work period on the first full day after release from service, taking into account safe travel home plus an eight (8) hour rest period
More than 30 but less than 181 days:	Must submit an application for reemployment within 14 days of release from service
More than 180 days:	Must submit an application for reemployment within 90 days of release from service

The individual's separation from service must be under honorable conditions in order for the person to be entitled to reemployment rights. Documentation showing eligibility for reemployment can be required. The employer has the right to request that an individual who is absent for a period of service of 31 days or more provide documentation showing:

1. The application for reemployment is timely;
2. the five-year service limitation has not been exceeded; and
3. separation from service was under honorable conditions.

If documentation is not readily available or it does not exist, the individual must be reemployed. However, if after reemploying the individual, documentation becomes available that shows one or more reemployment requirements were not met, the employer may terminate the individual, effective immediately. The termination does not operate retroactively.

Questions should be directed to Veterans' Employment and Training Service, U.S. Department of Labor.

Kansas law also requires reemployment if an individual is called to active duty by the state.

Approved: *April 4, 2011*

Supervision

GBH

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

Approved: *April 4, 2011*

Evaluation

GBI

The board shall adopt an approved evaluation instrument. The instrument shall govern evaluation of teachers, shall be filed in the central office with the clerk of the board and the state board of education and may be published in the teachers' handbooks.

Availability of Evaluation Documents

Completed evaluation documents shall be available to the employee, the superintendent, assistant superintendent, other administrators under whose supervision the teacher works, and others authorized by law. (See GAK)

Evaluation Criteria

Evaluation criteria shall be established by the board.

Approved: *April 4, 2011*

Suspension

GBK

The superintendent shall have the authority to suspend licensed employees with pay until the suspension is resolved by board action at the next regular or special meeting of the board.

Approved: *April 4, 2011*

Suspension

GBK-R

The superintendent may suspend licensed employees with pay for any one or more of the following: alleged violation of board policy, rule or regulation; the filing of a complaint against the employee with any civil or criminal authority; the alleged commission of an offense involving moral turpitude; or other good cause.

An employee may be suspended with pay. If the suspension is imposed on an employee pending dismissal, the employee is entitled to pay until the employee has had a due process hearing before the board. The hearing shall determine whether further suspension shall be with or without pay and whether the employee will be terminated.

Approved: *April 4, 2011*

Non-renewal and Termination

GBN

Non-renewal or termination shall be in accordance with Kansas law.

Approved: *April 4, 2011*

Non-renewal and Termination

GBN-R

It is the policy of the district that employment status is based on the total services provided by each licensed employee. Persons are eligible to continue in the employment of the district if they:

1. Abide by the district's code of ethics;
2. Abide by the rules and regulations established by the board;
3. Act as exemplars to students;
4. Carry out all their duties and responsibilities at standards required by the district;

and

5. Contribute effectively to enhancing student performance.

It is further the policy that unsatisfactory licensed employees will be terminated or non-renewed through due process procedures required by law. Further, it is fully understood that tenure is due process protection and not job security.

Reasons for termination or non-renewal of licensed personnel include but are not limited to the following:

1. Seriously disturbs or injures the mental or physical health of students.
2. Lack of cooperation with administrators, with teachers, or with parents.

3. Inferior classroom management.
4. Failure to take responsibility for discipline.
5. Inferior human relations.
6. Ineffective teaching.
7. Filing of a formal complaint against the employee with any court or with the board charging the employee with the commission of an offense involving moral turpitude or immorality.
8. Mental or physical illness causing ineffective performance and attendance.
9. Loss of effectiveness as a teacher.
10. Provisions outlined in the district's Drug Free Workplace Policy and Drug Free Schools and Communities Act Policy.

All administrative recommendations for dismissal and non-renewal of licensed personnel given to the board shall be accompanied by a detailed documentation justifying such recommendation.

Non-renewal of Non-tenured Teachers

Reasons for non-renewal shall not be stated either in writing or verbally in any notice of non-renewal given to a non-tenured teacher. No hearing shall be afforded a non-tenured teacher except as provided by law.

Approved: *April 4, 2011*

Resignation

GBO

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

Approved: *April 4, 2011*

Resignation

GBO-R

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

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

Approved: *April 4, 2011*

Reduction of Teaching Staff**GBQA**

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

Approved: *April 4, 2011*

Reduction of Teaching Staff**GBQA-R**

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

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

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

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

Any licensed employee who has not been reemployed as a result of reduction of the teaching staff shall be considered for reemployment if a vacancy exists for which the teacher would qualify. Licensed employees who may be eligible for reemployment are required to notify the district of their current address. The superintendent will recommend to the board reinstatement of any teacher he/she deems qualified and able to serve the best interests of the district. The board shall not be required to consider reinstatement of any teacher after a period of one year from the date of non-renewal.

Approved: *April 4, 2011*

Work Schedule (See JGFB)**GBR**

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

Approved: *April 4, 2011*

In-Service Education (See GBRH and GAN)**GBRC**

There shall be a program of in-service education for employees which meets minimum statutory and state board of education requirements. The program shall promote continuous professional development, diversification in academic foundations or subject knowledge, improved job effectiveness and enhanced skills. When appropriate, the superintendent shall consult with the staff about in-services.

All appropriate employees shall attend in-service education sessions unless excused by the superintendent. In-service programs may utilize all or a portion of the work day.

Approved: *April 4, 2011*

Staff Meetings**GBRD**

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

Approved: *April 4, 2011*

Additional Duty**GBRE**

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

Approved: *April 4, 2011*

Non-School Employment**GBRG**

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

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

Approved: *April 4, 2011*

Consulting**GBRGA**

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

Approved: *April 4, 2011*

Tutoring for Pay**GBRGB**

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

Approved: *April 4, 2011*

Leaves and Absences**GBRH**Paid Leave

Full-time employees will be credited with 12 days of paid leave on the first day of the fiscal year. Unused leave will be accumulated to a maximum of 100 days. The annual credit of 12 days will be applied to employee absences. The maximum number of days available in any fiscal year is 100 days.

The paid leave may be used as sick leave, bereavement leave/emergency leave or personal leave.

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

Emergency leave may be used for the death or illness of family or friends not listed above. Emergency leave is limited to 5 days per year and will be deducted from paid leave.

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

Personal leave is for the purpose of conducting personal activities that may not be completed outside the workday. Personal leave is limited to 3 days per fiscal year and will be

deducted from paid leave allowed. Requests for personal leave must be given to the employee's supervisor at least one week in advance of the period of leave.

If the employee leaves the employment of the district for any reason other than retirement, no payment will be made for unused sick leave. A person retiring from the district may be paid for unused leave as approved by the board.

Unpaid Leave

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

Jury Leave

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

Approved: *April 4, 2011*

Disability Leave

GBRIBA

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

Approved: *April 4, 2011*

Substitute Teaching

GBRJ

Qualified substitute teachers shall be secured for the district.

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

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

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

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

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

Approved: *April 4, 2011*

Substitute Teaching

GBRJ-R

Candidates will receive a substitute's handbook, an explanation of the substitute program, application forms, and necessary tax forms and other records to be completed.

The handbook shall include information on when and how candidates should apply to be substitutes, the rates of pay, the time of the morning or day that substitutes can expect to be called for duty, instructions on where to report for all district attendance centers, maps of the school district and of each attendance center, a current copy of the school calendar, a copy of the board's educational philosophy (see IA), suggestions for working with students, a statement of expectations the district has for substitutes, a list of tasks the substitute must complete before leaving for the day and a sample report form for reporting incidents that may take place during the day.

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

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

Approved: *April 4, 2011*

Political Activities (See GAHB)

GBRK

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

Approved: *April 4, 2011*

Ethics

GBU

An educator in the performance of assigned duties shall:

1. actively support and pursue the district's educational mission. (See IA);
2. recognize the basic dignity of all individuals;
3. maintain professional integrity;
4. avoid accepting anything of substantial value offered by another which is known to be or which may appear to influence judgment or the performance of duties;
5. accurately represent professional qualifications; and

6. be responsible to present any subject matter in a fair and accurate manner (IAA and IKB)

Approved: *April 4, 2011*

Compensation and Work Assignments

GCA

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

Work Assignments

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

Overtime

The employee shall not work more than 40 hours per week without the prior permission of the appropriate supervisor. (See GCR)

Compensation for Out-of-Town/Overnight Trips (See GAN)

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

Regular or overtime pay as appropriate for time away from Chanute MINUS:

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

Approved: *April 4, 2011*

Classified Employee Evaluation

GCI

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

Approved: *April 4, 2011*

Classified Employee Evaluation

GCI-R

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

Approved: *April 4, 2011*

Suspension

GCK

The superintendent shall have the authority to suspend classified employees with pay until the suspension is resolved by board action.

Approved: *April 4, 2011*

Non-School Employment

GCRF

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

Approved: *April 4, 2011*

Leaves and Absences

GCRG

Paid Leave

Full-time employees will be credited with 12 days of paid leave on the first day of the fiscal year. Unused leave will be accumulated to a maximum of 100 days. The annual credit of 12 days will be applied to employee absences. The maximum number of days available in any fiscal year is 100 days.

The paid leave may be used as sick leave, bereavement leave/emergency leave or personal leave.

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

Emergency leave may be used for the death or illness of family or friends not listed above. Emergency leave is limited to 5 days per year and will be deducted from paid leave.

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

Personal leave is for the purpose of conducting personal activities that may not be completed outside the workday. Personal leave is limited to 3 days per fiscal year and will be deducted from paid leave allowed. Requests for personal leave must be given to the employee's supervisor at least one week in advance of the period of leave.

If the employee leaves the employment of the district for any reason other than retirement, no payment will be made for unused sick leave. A person retiring from the district may be paid for unused leave as approved by the board.

Unpaid Leave

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

Jury Leave

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

Approved: *April 4, 2011*

Vacations

GCRH

Full-time classified employees may be granted a paid vacation each year.

Approved: *April 4, 2011*

Vacations

GCRH-R

Two weeks (10 working days) vacation is granted annually. New employees working less than one year (July 1 through June 30) are granted one day vacation for every month employed as of May 31st. (Maximum of 10 days.)

Employees are granted three weeks (15 working days) vacation annually after being employed five (5) consecutive years and four weeks (20 working days) vacation annually after being employed fifteen (15) consecutive years.

Vacation time is to be approved in advance by the superintendent or designee. The superintendent may designate paid vacation schedules, i.e., spring break, for any or all employees.

Vacation time is to be used annually and is not accumulative.

Approved: *April 4, 2011*

Paid Holidays

GCRI

Paid holiday leave may be granted to classified employees.

Approved: *April 4, 2011*

Paid Holidays

GCRI-R

The following paid holidays are granted: Labor Day, Veterans Day (if school is not in session), Thanksgiving (3 days), Christmas (2 days), New Years Day, Good Friday (if school is not in session), Memorial Day, and Independence Day.

Employees are to be on the job a minimum of thirty (30) working days to be eligible for a paid holiday.

Approved: *April 4, 2011*

Political Activities (See GAHB)

GCRK

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

Approved: *April 4, 2011*

Legal Status

HAA

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

Approved: *April 4, 2011*

Goals and Objectives

HAB

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

Approved: *April 4, 2011*

Scope of Negotiations (See HAI)

HAC

Negotiations shall cover topics that are mandatorily negotiable under current law and items both parties agree to negotiate and which are permitted by law.

Approved: *April 4, 2011*

Board Negotiating Agents

HAE

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

Approved: *April 4, 2011*

Board Negotiating Agents

HAE-R

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

Approved: *April 4, 2011*

Superintendent's Role

HAF

The superintendent shall not be the chief negotiator for the board. The superintendent shall only act in an advisory capacity.

Approved: *April 4, 2011*

Use of School Facilities

HAHBA

School facilities shall be made available for negotiating sessions.

Approved: *April 4, 2011*

Use of School Facilities

HAHBA-R

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

Approved: *April 4, 2011*

Use of School Equipment

HAHBB

The board may make school equipment available for negotiating sessions.

Approved: *April 4, 2011*

Negotiations Procedures

HAI

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

Distribution of Information

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

Research Assistance

Upon request, the board shall furnish to the association any information which is public record. The board may agree to furnish other information in a form determined by the board.

Minutes and Records

The board's team shall keep reasonably detailed minutes and records of all negotiating sessions.

Reporting to Staff and Board

The board's team shall keep the board fully advised at all times as to the status of negotiations. The board shall report to the staff such information as the board deems advisable.

Reporting to the Media and Public

The board reserves the right to release to the media and public information regarding negotiations.

Approved: *April 4, 2011*

Negotiations Procedures

HAI-R

Minutes and Records

One member of the board's team may be designated to keep reasonably detailed minutes and records of all negotiating sessions. Following each session, a person may transcribe the minutes and notes and distribute the minutes to the board.

Reporting to the Staff and Board

The board shall, through the superintendent, be fully advised as to the status of the negotiating sessions. The board may be furnished copies of the minutes and records of each session. The board shall, through the superintendent, report to the staff information as the board deems advisable.

Reporting to the Media and Public

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

Research Assistance

Information not currently available in the form requested by the association, at the discretion of the board, may be supplied if the association reimburses the board for any additional expenses. (See CN)

Approved: *April 4, 2011*

Preliminary Agreement Disposition

HAJ

All tentative agreements shall be reported to the board.

Approved: *April 4, 2011*

Ratification Procedures

HAK

The board will not engage in piecemeal ratification of agreements. The board will not take action on the total "package of agreements" until after the teachers' association has acted upon the same package of agreements. If after the completion of impasse procedures, the board and teachers' association have not reached agreement, the board shall take action to conclude the matter as provided by law.

Approved: *April 4, 2011*

Ratification Procedures

HAK-R

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

Approved: *April 4, 2011*

Announcement of Agreement

HAL

The board may announce its ratification of the agreement.

Approved: *April 4, 2011*

Slowdowns

HAN

The board opposes work slowdowns by its teachers.

Approved: *April 4, 2011*

Slowdowns

HAN-R

If any district teachers engage in a practice commonly known as a “slowdown,” the board shall immediately direct the superintendent and other administrators to investigate the situation and report back to the board instances in which a teacher is not performing in accordance with the terms of the contract. The board shall take whatever action may be deemed appropriate, including termination of the teacher.

Approved: *April 4, 2011*

Boycotts and Strikes

HAO

The board opposes boycotts and strikes by its teachers.

Approved: *April 4, 2011*

Boycotts and Strikes

HAO-R

The superintendent may prepare a comprehensive plan to follow if district teachers strike. This plan shall be kept confidential, with only key personnel having knowledge of its contents.

Approved: *April 4, 2011*

Philosophy

IA

Mission Statement

Unified School District 413 empowers each student with the knowledge and skills needed to be a productive citizen and life-long learner.

Beliefs

The staff, administration, and Board of Education believe:

- All children can learn.
- Children learn at different rates and in different ways.
- Students, parents, community, and school are active partners.
- Every child is entitled to a quality education in a safe, nurturing environment.
- Every person should be treated with respect.
- High expectations result in high achievement.
- A quality education extends beyond the core curriculum.

All students shall have an equal opportunity to pursue and acquire knowledge and to master the curriculum's objectives. The program shall provide for student mastery of basic skills, higher order thinking skills, the ability to work in groups and individually, individual physical and mental well-being and other varied needs and interests of students. The curriculum shall be outcomes-oriented and the instructional program research-based.

The educational process shall be a comprehensive program undertaken in cooperation with parents, institutions and community programs.

Approved: *April 4, 2011*

Academic Freedom

IAA

No arbitrary limitations shall be placed by teachers upon study, investigation, presentation and interpretation of facts and ideas when pursued in accordance with the approved curriculum.

Approved: *April 4, 2011*

School Site Councils

IB

A site council shall be established in each building in the district (District Site Council DSC) and in each building in the district (Building Site Council BSC). The DSC and BSC review and provide feedback on the work of the District Leadership Team (DLT) and the Building Leadership Team (BLT). This includes needs and assessment, goal area selection of the accreditation process, leadership goal and action plan development, evidence/data, and analysis of growth.

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

Approved: *August 7, 2017*

Curriculum Development (See IDA)

IC

The licensed staff shall cooperatively develop an integrated, comprehensive outcomes-oriented K-12 curriculum based on valid educational research and current State Board of Education requirements, and which includes goals and learning objectives for review and consideration by the board. When approved by the board of education the district goals and learning outcomes shall be used by the staff as the basis for developing and implementing instructional programs.

Professional Learning Communities (PLC)

All teaching staff will be a member of a Professional Learning Community (PLC) within the building in which they are assigned. Each PLC will work cooperatively with district and building administration to develop the curriculum. Decisions made and agreed to by the majority of the PLC will determine the action taken by the entire group with agreement and permission of administration.

Modification

Any additions, deletions or major alterations of a course of study shall be approved by the board.

Personnel

Outside resource and district personnel may be used in curriculum development. (See

BBG)

Financial Resources

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

Evaluation (See IJ)

Approved: *August 7, 2017*

Pilot Projects

ICA

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

For the purpose of this policy, pilot project means any research or experimentation program or project designed to explore or develop new, unproven teaching methods or techniques. All instructional materials, including teachers' manuals, films, tapes or any other supplementary instructional material which will be used in connection with a pilot project shall be available for inspection by parents or guardians of the students engaged in the program or project.

Pilot Project Evaluation

Before any pilot project proposal is submitted to the board for approval, an evaluation format shall be developed and included with the pilot project. (See IJ; JR et seq.)

Approved: *April 4, 2011*

Teaching Methods (See ICA)

ICAA

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

Approved: *April 4, 2011*

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

ID

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

Modification

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

Personnel

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

Financial Resources

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

Evaluation (See IJ)

Approved: *August 7, 2017*

Educational Program (See IC)

IDA

The academic program shall assist students to grow intellectually, to master the curriculum objectives, and to prepare for further education or training. The board shall consider the district's basic educational program each year. And, when approved, the program shall constitute the district's basic curriculum/

Curriculum Handbooks

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

Educational Goals and Objectives

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

Other Educational Programs

Other educational programs provided by the district shall be in one of the following categories:

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

Approved: *April 4, 2011*

Special Programs

IDAA

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

Partnerships

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

Work-Study Programs

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

Approved: *April 4, 2011*

Special Programs

IDAA-R

Partnerships

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

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

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

Work-Study Programs

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

Approved: *April 4, 2011*

Support Programs

IDAB

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

Drug Education

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

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

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

Student Mental Health

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

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

Dropout Prevention

Programs to prevent students from dropping out of school or to encourage dropouts to return to school shall be created by the district..

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

At-Risk Students

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

Guidance

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

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

Homebound Instruction

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

1. The parent makes the request for homebound instruction; and
2. The family physician recommends homebound instruction in writing.

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

Approved: *April 4, 2011*

Exceptional Programs

IDAC

In addition to the basic programs approved by the board, the district shall provide programs to meet exceptional needs. Program information approved by the board shall maintained by the building principal.

Approved: *April 4, 2011*

IDAD **Title I Programs**

IDAD

The board shall ensure the district's Title I programs operate in accordance with federal laws and conditions. The superintendent is responsible for administering the district's Title I program; assessing the educational needs of all students, particularly the needs of educationally disadvantaged children;

developing appropriate communication channels between all parties; to the extent practicable, providing full opportunities for the participation of parents/guardians with limited English proficiency, parents/guardians with disabilities, and parents/guardians of migrant children, including providing information and school reports required under federal law in a format and language such parents/guardians can understand; developing in-service training for parents and staff; and developing appropriate evaluation procedures.

Annual Parent Meeting

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

Approved: *June 1, 2015*

IDAD-Regulation-Title I Programs

Regulation – Title I

Parental Involvement Encouraged

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

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

- Assistance in understanding.
 - State academic content and achievement standards;
 - How to monitor their child's progress; and
 - Title I regulations.
- Activities that include promoting cooperation between the district and other agencies or school/community groups (such as parent-teacher groups, Head Start, Parents as Teachers, etc.) to furnish learning opportunities and disseminate information regarding parenting skills and child/adolescent development.
- Implementing strategies to involve parents in the educational process, including: Joint development of a school-parent compact that outlines the shared responsibilities of the school and the parent for high student achievement by:
 - Keeping families informed of opportunities for involvement and encouraging participation in various programs.
 - Providing access to educational resources for parents/families to use together with their children.
 - Keeping families informed of the objectives of district educational programs as well as of their child's participation and progress within these programs.
 - Allowing parents reasonable access to staff who work with their children.
 - Providing professional development opportunities for teachers and staff to enhance their understanding of effective parent involvement strategies.
 - Promoting activities, which emphasize the importance of parent-school communication.

Activities to Enable Parental Participation

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

- Provide input into district policies that affect Title I programs and their children.
- Understand and participate in school improvement efforts.

- Volunteer time within classrooms and school programs.
- Perform regular evaluations of parent involvement at each school and at the district level.
- Provide access, upon request, to any instructional material used as part of the educational curriculum.
- Provide information in a language understandable to parents, if practical.

Scheduling for Parents' Convenience

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

Annual Evaluation

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

Approved: *June 1, 2015*

Proposed changes (if any) made to policy IDAD

Administrators and other school employees present:

Name	Title/Position	Building

Copies to: Clerk of the Board; Superintendent of Schools; School Principal

Approved by Board of Education as Policy/Regulation: *June 1, 2015*

Title I Programs

IDAD-R

The board shall designate annually one meeting date for the purpose of providing parents of Title I students an opportunity to meet with the administration in order to participate in the design and implementation of the Title I program. All parents of Title I students shall be invited to this meeting.

The board shall strongly encourage parental involvement in the district's Title I program. The board shall design a program to encourage parental participation that may include but not be limited to the following activities: providing parents with access to meeting space and materials; providing parents with information concerning current Title I law, regulations, and instructional programs; and training programs to instruct parents how to become involved in their child's Title I program.

In order to fully meet the federal guidelines established for Title I programs, the board shall: provide timely notification to parents about their child's Title I selection, instructional objectives, progress reports, and parental recommendations; establish dates and sites for parent-teacher conferences; help parents promote a child's education at home by providing suggestions, educational materials, and training programs; help promote parental participation in school activities; designating parent coordinators in the district; and establish parent advisory councils in order to consult with parents about how the district can work with parents to achieve Title I program objectives, and solicit parent's suggestions in the planning, development, and operation of the program.

Approved: *April 4, 2011*

IDAE Student Privacy Policy

IDAE

(See BCBK, ICA, ICAA, II, and JR et seq.)

The superintendent, the board and staff shall protect the right of privacy of students and their families in connection with any surveys or physical examinations conducted, assisted, or authorized by the board or administration. The district shall annually provide parents notice of their rights under the Protection of Pupil Rights Amendment and the Student Data Privacy Act, at the

beginning of each school year, and at any other time the school district policies in the area are substantially changed.

Student Data Restrictions

Any student data submitted to or maintained in a statewide longitudinal student data system shall only be disclosed in accordance with the Student Data Privacy Act. Disclosure of all other student data or student record information maintained is governed by the Family Educational Rights and Privacy Act (“FERPA”).

Annual written notice presented to parents and legal guardians of district students shall: 1) require parent or guardian’s signature; and 2) shall state student data submitted to or maintained in a statewide longitudinal data system only be disclosed as follows.

Student data may be disclosed to:

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

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

IDAE Student Privacy Policy

IDAE-2

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

- purpose, scope and duration of the data-sharing agreement;
- recipient of student data use such information solely for the purposes specified in agreement;

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

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

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

The district may disclose:

IDAE Student Privacy Policy

IDAE-3

- Student directory information when necessary and the student’s parent or legal guardian has consented in writing;
- directory information to an enhancement vendor providing photography services, class ring services, yearbook publishing services, memorabilia services, or similar services;
- any information requiring disclosure pursuant to state statutes;

- student data pursuant to any lawful subpoena or court order directing such disclosure; and
- student data to a public or private postsecondary educational institution for purposes of application or admission of a student to such postsecondary educational institution with the student’s written consent.

Student Data Security Breach

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

Biometric Data

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

IDAE Student Privacy Policy

IDAE-4

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

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

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

- conducting child abuse investigations.

Select Student Surveys

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

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

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

IDAE Student Privacy Policy

IDAE-5

Students may be questioned:

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

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

Approved: *August 4, 2014*

College Classes (See JBE and JQ)

IDCE

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

Concurrent Enrollment

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

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

Approved: *April 4, 2011*

Athletics

IDFA

Athletic practice for competition shall not be conducted during physical education classes or be counted for credit or as part of the school term.

Approved: *April 4, 2011*

Instructional Arrangements

IE

Each building principal shall organize the instructional program in a manner compatible with these policies.

Class Size

Class size shall be determined by: class enrollment, teacher availability, budget and facility limitations.

Scheduling for Instruction

Class schedules shall be developed to meet district instructional goals and learning objectives.

Pre-enrollment

The administration shall develop and coordinate pre-enrollment activities each spring.

Approved: *April 4, 2011*

Charter Schools

IEB

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

Approved: *April 4, 2011*

Textbooks, Instructional Materials and Media Centers

IF

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

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

Textbook selection criteria shall be established by the board.

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

Approved: *April 4, 2011*

Textbooks, Instructional Materials and Media Centers

IF-R

Selection Criteria: Textbooks and Instructional Materials

Textbooks and instructional materials shall provide:

1. An effective education for all students;
2. Factual knowledge, literary appreciation, aesthetic values and ethical standards;
3. Practice for students to develop abilities in critical thinking, communication, mathematics and science skills;
4. Information which helps students develop an appreciation of American cultural, ethnic and racial diversity and balanced views concerning international, national, state and local issues and problems; and
5. Sufficient flexibility for meeting the special needs of individuals and groups.

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

Selection Criteria: Media Center Materials

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

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

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

Collection Development

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

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

Challenges of Materials (See IKD, KN)

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

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

Review Committee

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

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

The committee's charge shall be:

1. To review the material and prepare a written report containing conclusions and recommendations within 30 days;
2. To direct a written report to the board; and
3. To send the complainant a copy of the report.

The Review Committee Shall:

Examine and evaluate the material as a whole; consider the district's policy, procedure and philosophy for selection of textbook, instructional materials and media center materials; and weigh strengths and weaknesses and form opinions based upon the selection criteria.

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

Removing Challenged Materials

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

Approved: *April 4, 2011*

USD 413
REQUEST FOR REVIEW OF A TEXTBOOK,
INSTRUCTIONAL MATERIAL,
OR
MEDIA CENTER MATERIAL

Request initiated by _____

Telephone _____ Address _____

Complainant represents: _____self; or if a group:

Name of group _____

The material I object to is a: film _____ recording _____ magazine _____ pamphlet _____
textbooks _____ other _____

Book or other material _____

Author (if known) _____

Publisher (if known) _____

1. Are you familiar with the district policy, procedure and philosophy regarding selection of textbooks, instructional materials and media center materials? _____ Y _____ N

2. To what in the material do you object? (Please be specific; cite pages or items.)

3. What do you feel might be the result of using this material?

4. Did you read or view all this material? _____ If no, how were the parts selected for reading or viewing?

5. What do you believe is the theme of this material? _____

6. What would you recommend the school do with this material?

7. In its place, what material of equal educational quality would you recommend that would convey as valuable a picture and perspective?

8. Additional comments: _____

Administrator

Signature of complainant

Date received: _____

Supplemental Instructional Materials**IFAB**

Videos, video clips, movies and other media shall be reviewed for their appropriateness for the grade level at which they will be used. Videos and other forms of media may be used if all copyright guidelines have been followed and if they are specifically related to the curriculum. (See ECH) Showing movies or using media for the purpose of entertainment is prohibited without prior permission from the principal.

Approved: *April 4, 2011*

Outside Speakers (See IKB)**IFBH**

With administrative approval, outside speakers may be invited to meet with groups of students as part of the educational process.

The board shall establish rules governing the selection and behavior of outside speakers.

Approved: *April 4, 2011*

Outside Speakers**IFBH-R**

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

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

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

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

With prior board approval an honorarium may be paid to outside speakers.

Approved: *April 4, 2011*

Community Resources**IFC**

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

School Volunteers (See KFD)

Approved: *April 4, 2011*

Community Resources

IFC-R

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

Approved: *April 4, 2011*

Field Trips

IFCB

Field trips can provide opportunities for growth and enhance the curriculum. Building administrators believe that field trips should be a building level decision. Field trips shall be approved by the building principal.

Field trips in excess of 150 miles shall require approval by the board or superintendent. All school trips out of the country shall require board approval.

Approved: *April 4, 2011*

Field Trips

IFCB-R

An appropriate form to notify parents of forthcoming field trips and excursions shall be used by the principals. The form shall include the nature of the trip, departure time, expected return time, names of sponsors, mode of travel, and anticipated costs to the student. The form shall include a space where a parent may ask that his/her child be excused and the reasons for the excuse.

A field trip schedule will be developed by school administrators so that field trips will be complementary to the curriculum and that they will not be repetitive in experience for students.

All requests must meet the following criteria:

1. Field trip requests are generated from staff input and curriculum alignment.
2. There is building administrator and parent support.
3. Field trip requests are to be made in writing and submitted to the building administrator in enough time that the administrator can review the requests.
4. Each teacher, team, and/or group needs to indicate how the trip will support the curriculum and/or meet the specifications of the school improvement plan.
5. Curriculum outcomes or benchmarks need to be addressed as to what the students are expected to learn. Provide curriculum web, if necessary.
6. Provide a specific list of introductions and follow-up activities that will support

using this amount of the school day and school budget (i.e., vocabulary, journal writing, research projects, reports, etc. Include time line for these activities.)

7. Indicate how physical needs will be met. (Restroom, food, drink, medicine, extra clothing, if necessary, etc.)
8. List extra personnel that will be needed for supervision of children. All provisions for exceptionalities of students must be met.
9. The field trip estimated cost will be submitted to the building administrator. (Admission costs, if any.)
10. All elementary field trips are supported through building level budgets.
11. Encourage that elementary students be home before 6:00 p.m.
12. Exceptions to the listed/recommended field trips for each grade level must comply with the policy guidelines.
13. All extended overnight field trips must have approval from the board of education. (Foreign language class to Mexico, Paris, etc.)

Approved: *April 4, 2011*

CONSENT TO PARTICIPATE IN FIELD TRIP OR OTHER ACTIVITY AND CONSENT
FOR TREATMENT

I, _____, the parent and legal guardian of
_____ give my consent for my child to participate in the field trip/other
activity described here: _____
on _____ date. I further give my legal consent and authorize any
representative of USD 413 to authorize emergency medical treatment, including any necessary
surgery or hospitalization, for my above-named child, for any injury or illness of an emergency
nature he/she incurred while participating in the field trip or other activity noted above by any
physical or dentist licensed in accordance with the provisions of the Kansas Healing Arts Act,
K.S.A. 65-2801, and any hospital.

I agree to pay and assume all responsibility for medical and hospital expenses and any
emergency services incurred on behalf of my child.

I acknowledge and agree that USD 413 is not responsible for any medical, hospital
expenses and/or other charges that are incurred in the medical treatment or hospitalization of my
child. A photocopy of this document shall have the same force and effect as the original. If my
child requires emergency medical treatment, I understand that school personnel will make a
reasonable attempt to contact me to seek my permission to authorize that treatment. To facilitate
contacting me, I agree to continue to provide current work and home phone numbers to the
school.

Parent or Legal Guardian Date

Parent or Legal Guardian Date

Grading System**IHA**

The district shall have methods for assessing and reporting the quality of student academic progress to parents as approved by the board.

Approved: *April 4, 2011*

Homework**IHB**

Homework shall not be used as a means to discipline students. Homework shall be assigned as needed to reinforce lessons introduced in the classroom.

Approved: *April 4, 2011*

Make-up Opportunities. (See JBD, JDD)**IHEA**

Within time limits established by the administration, all teachers shall supply make-up work assignments when requested. The time limits shall be included in the staff and student handbooks each year.

Approved: *April 4, 2011*

Graduation Requirements**IHF**

The board may adopt graduation requirements exceeding the minimums set forth by state regulations.

Approved: *April 4, 2011*

Graduation Requirements**IHF-R**

Each student must successfully complete a total of 25 units for a diploma of graduation. Seven (7) units will be accepted from the ninth grade year, while a minimum of 18 units will be required in grades ten through twelve. Graduation from Chanute Senior High School requires a minimum of seven semesters – grades 9-12 with the final semester taken in residence. Students wishing to graduate in seven semesters must petition the principal prior to the second semester of their junior year. Final semester transfer students will need administrative approval for graduation.

Approved: *April 4, 2011*

Educational Testing Program (See JR et seq.)

II

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

Test Integrity

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

Reporting Test Results

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

Approved: *April 4, 2011*

Computer Use (See GAA and JCDA)

IIBG

Use of District Computers/Privacy Rights

Computer systems are for educational and professional use only. All information created by staff and students shall be considered district property and shall be subject to unannounced monitoring by district administrators. The district retains the right to discipline any student, up to and including expulsion and any employee, up to and including termination, for violations of this policy.

Copyright (See ECH)

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

Installation

No software, including freeware or shareware, may be installed on any district computer until cleared by the network administrator. The administrator will verify the compatibility of the software with existing software and hardware, and prescribe installation and de-installation

procedures. Freeware and shareware may be downloaded only onto workstation removable storage devices, not hard drives. Program files must have the superintendent's approval to be installed on any district server or computer. Students shall not install software on district computers or computer systems.

Hardware

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

Audits

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

Privacy Rights

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

Ownership of Employee/Student-Produced Computer Materials

Computer materials or devices created as part of any assigned district responsibility or classroom activity undertaken on school time shall be the property of the board. The board's rules governing ownership of employee or student-produced computer materials are on file with the clerk and are available upon request.

Approved: *April 4, 2011*

Staff Online Activities (See GAF, GBU, IIBG, IIBGA, KGA)

IIBGC

Employees are encouraged to use district electronic mail and other district technology resources to promote student learning and communication with parents of students and education-related entities. If those resources are used, they shall be used for purposes directly related to work-related activities. Technology-based materials, activities, and communication tools shall be appropriate for and within the range of the knowledge, understanding, age, and maturity of students with whom they are used.

District employees, including, but not limited to, classroom teachers and extracurricular activity coaches and sponsors, may set up blogs and other social networking accounts using district technological resources and following district policy and guidelines to promote

communications with students, parents, and the community concerning school-related activities and for the purpose of supplementing classroom instruction. Social networking sites and other online communication options offering instructional benefits may be used for the purpose of supplementing classroom instruction and to promote communications with students and parents concerning school-related activities.

In order for district employees and activity sponsors to utilize a social networking site for instructional, administrative, or other work-related communication purposes, they shall comply with the following:

1. They shall request prior permission from the superintendent or the superintendent's designee.
2. If permission is granted, staff members will set up the site following any district guidelines developed by the superintendent and approved by the board. If the expenditure of district funds is required to complete the set-up or maintenance of the site, the requesting staff member shall present an itemized summary of such costs to the superintendent. {Board/Superintendent} approval shall be required prior to the expenditure of district funds for such purpose.
3. Guidelines shall specify whether access to the site must be given to school/district administrators and technology staff.
4. If written parental consent is not otherwise granted through acceptable use policy forms provided by the district, staff shall notify parents of the site and obtain written permission for students to become "friends" of the site prior to the students being granted access. This permission shall be kept on file at the school as determined by the principal.
5. Once the site has been created, the sponsoring staff member is responsible for the following:
 - a. Monitoring and managing the site to promote safe and acceptable use and compliance with district policies; and
 - b. Observing confidentiality restrictions concerning release of personally identifiable student information under state and federal law.

Staff members are discouraged from creating personal social networking accounts to which they invite current or future students to be friends. Employees taking such action do so at their own risk. All employees shall be subject to disciplinary action if their conduct relating to use of technology or online resources violates this policy or other applicable board policy, statutory, or regulatory provisions governing employee conduct or the protection of student record information; or if it impairs the staff member's job performance or effectiveness in the work setting. District staff shall endeavor to protect the health, safety, and emotional well-being

of students and confidentiality of student record information both in the school setting and in their online actions. Conduct in violation of this policy, including, but not limited to, conduct relating to the use of technology, social networking, or online resources, may form the basis for disciplinary action up to and including termination from employment.

Approved: *August 7, 2017*

Unmanned Aerial Vehicle (UAV, Drone)

IIBH

Chanute USD 413 is committed to providing all students and staff with technology-based learning opportunities. Access to Unmanned Vehicle (UAV) technology in Chanute 413 is a privilege and has responsibilities.

Responsibilities: Any representative of Chanute USD 413, including but not limited to staff members, students, coaches, sponsors or parents representing the district or any affiliated clubs shall operate any and all district aerial drones in accordance with this policy and all applicable Federal Aviation regulations such as [FAA Advisory Circular 91-57](#). Included in these regulations are the following guidelines:

- Operator must complete UAV flight training as directed by program requirements
- Operator must not operate UAV within 3 miles of any airport without prior notification and confirmation from the airport authorities
- Operator must not operate UAV above the altitude of 200 ft. above ground level
- Operator must maintain safe control and line of sight with UAV during all stages of operation
- Data collected by UAV can only be used for educational purposes and may not be sold for profit or competitive gain
- Operator may not operate UAV over any property without first obtaining signed consent by personnel with authority from the property owner or their legal representative
- Operator assumes all risk to damage to property and bodily injury that may occur do to unsafe operation of a district owned UAV
- Non-district owned UAV may not be operated over any district owned property without the written consent of the Superintendent or Assistant Superintendent of Schools

Inappropriate Use: Inappropriate uses of UAV include, but are not limited to the following:

- Violation of any local, state (K.S.A. 21-5808 (Criminal Trespass), K.S.A. 47-1826 (Agricultural Research)) or federal statutes (FAA Advisory Circular 91.57)
- Taking pictures of property or persons without consent
- Violating safe operating protocols as defined by UAV user manual and classroom/teacher guidelines
- Failing to follow district policy while using the district UAV technology or failing to follow other policies or guidelines by district administration or their designees
- Harassing, defined as persistently annoying or another, interfering with another's work, insulting, or attacking others

Violations: District staff shall monitor for inappropriate use of district UAV technology as defined by this policy. Violators may be subject to disciplinary action, up to and including suspension and/or expulsion for students or suspension and/or termination for employees.

Approved: *December 7, 2015*

Evaluation of Instructional Program (See IC, ICA, II & MK) IJ

The superintendent shall develop guidelines to evaluate a portion of the instructional program each year. This evaluation shall be part of the district's school improvement efforts as required by current regulation.

Approved: *April 4, 2011*

Evaluation of Instructional Program (See IC, ICA, II & MK) IJ-R

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

Approved: *April 4, 2011*

Controversial Issues (See IAA) IKB

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

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

Approved: *April 4, 2011*

Human Sexuality and AIDS Education IKCA

Opt-Out Procedure and Form

A parent or guardian (or student eighteen years of age or older) may use the district opt-out provision to remove the student from some portion or all of human sexuality and AIDS classes included in the district's required curriculum.

Approved: *April 4, 2011*

Human Sexuality and AIDS Education

IKCA-R

Opt-Out Procedure

Following appropriate review of the curriculum goals on file at the board of education office, the parent or guardian must complete the district opt-out form and state the portion(s) of the curriculum in which the student is not to be involved.

Any parent or guardian (or student over eighteen years of age) who does not want the student involved in all or some portion of the Human Sexuality and AIDS education classes of the district shall be provided a written copy of the district goals and objectives for the appropriate Human Sexuality and AIDS class to which the student is assigned. This information may be provided to the parent or guardian upon request prior to the opening of school.

Notice of the availability of the Human Sexuality and AIDS curriculum goals and objectives will be made to the public by means of student handbooks.

Opt-Out Form

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

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

No parent or guardian (or student eighteen years of age) shall be allowed to make a written opt-out request prior to the opening day of class of the year the opt-out request applies. Opt-out requests shall be required annually and are valid only for the school year in which they are submitted.

Approved: *April 4, 2011*

HUMAN SEXUALITY AND AIDS EDUCATION

I, _____, parent/guardian of
_____, request that my child be removed from those portions
of the Human Sexuality/AIDS instruction noted below:

I have had the opportunity to review the curriculum goals and objectives or have had the
opportunity to have them explained to me by a school official.

Date

Signature of Parent/Guardian

Religion in Curricular or School Sponsored Activities

IKD

No religious belief or non-belief shall be promoted or disparaged by the district or its employees. Students and staff should be tolerant of each other's religious views. Students and staff members may be excused from participating in practices contrary to their religious beliefs unless there are clear issues of overriding concern which prevent it.

Teaching About Religion

Teachers may teach about religion, religious literature and history but are prohibited from promoting, expounding, criticizing or ridiculing a religion. Religious texts may be used to teach about religion, but the use of religious texts is prohibited if used to promote a particular religious doctrine.

Religion in the Curriculum and School Activities

In compliance with these rules, religious themes may be presented in the curriculum and as part of school activities.

Religious Symbols in the Classroom

Temporary display of religious symbols is permitted as part of the curriculum.

Religious Holidays (See AEA)

Holidays which have a religious and a secular basis may be observed.

Graduation and Other Ceremonies

School ceremonies shall be secular in nature.

Approved: *April 4, 2011*

Religion in Curricular or School Sponsored Activities

IKD-R

Religion in the Curriculum and School Activities

Music, art, literature and drama having a religious theme or basis are permitted as part of the curriculum or as part of a school activity if they are presented in a balanced and objective manner and are a traditional part of the cultural and religious tradition of a particular holiday or field of study. The emphasis on religious themes in the arts, literature and history should be only as extensive as necessary for a balanced and thorough study of these areas. These studies should never foster any particular religious tenets or demean any religious beliefs or non-beliefs.

Religious Symbols in the Classroom

The temporary use of religious symbols such as a cross, menorah, crescent, Star of David, crèche, symbols of native American religions or other symbols that are a part of a

religious holiday are permitted as a teaching aid if they are displayed as an example of a holiday's cultural and religious heritage.

Religious Holidays (See AEA)

School vacations shall have secular designations, e.g., Winter Vacation, Spring Break.

Graduation and Other Ceremonies

The district seeks to maintain traditions significant to the community. While recognizing the significance of tradition, the board requires that graduation exercises and dedication ceremonies be secular in nature. Inspirational addresses which do not promote religion may be permitted at these ceremonies.

Approved: *April 4, 2011*

Religious Objections to Activities

IKDA

A parent or guardian (or a student eighteen years of age or older) may request that the student be excused from participating in activities for religious reasons. The parent, guardian, or adult student must complete the district opt-out form for religious objections, stating the specific activity, the portion of the curriculum in which the activity exists, and the reasons for the request. The request may be granted, or denied, or partially granted and partially denied.

This policy shall not be interpreted to allow parents to prevent the dissemination of information which parents find religiously objectionable. Rather, this policy only extends to actual participation by their child in an activity, the performance of which is contrary to the child's religious teachings.

Approved: *April 4, 2011*

Religious Objections to Activities

IKDA-R

A parent or guardian seeking to opt-out their child from activities contrary to the child's religious teachings must complete the district's Activity Participation Opt-Out Form regarding religious objections which is available in the board office. Parents desiring to opt-out their children from activities due to religious reasons must return the completed and signed form to the principal. The form must be submitted within a reasonable amount of time prior to the scheduled activity in order to allow time for the principal to consider the request. The completed form shall be kept on file with the clerk and the superintendent shall receive a copy.

The principal shall review the request and determine whether the request should be granted or denied. The principal shall notify the parents of the decision within a reasonable amount of time after the request is submitted. If the parents are dissatisfied with the principal's decision, they may appeal, in writing, to the superintendent.

If the opt-out request is granted, students who opt-out of activities for religious reasons may still be required to view the activity, to learn the subject matter of the activity, or to discuss the activity. The student may be reassigned during the activity or given alternative class assignments.

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

Approved: *April 4, 2011*

ACTIVITY PARTICIPATON OPT-OUT FORM

I, _____ (parent/guardian) request that my child,
_____, be excused from participating in certain activities
for religious reasons.

From what activity do you wish your child to be excused?

Identify where in the curriculum the activity exists. (Please identify the grade level, class,
building.)

For what reason do you wish your child to be excused. (Please state the particular religious
objection to this activity, including the religious teaching you believe this activity violates.)

I understand that I am requesting the school to excuse my child from certain activities and that
my request is subject to review and determination by the school. I further understand that if my
request is granted, my child may still be required to view the activity, discuss the activity or may
otherwise be exposed to the subject matter of the activity.

Parent/Guardian Signature

Administrator Signature

Date Received

Assemblies**IKE**

Each building principal may schedule assemblies as needed.

Approved: *April 4, 2011*

Assemblies**IKE-R**

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

Approved: *April 4, 2011*

Lesson Plans**IKI**

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

Approved: *April 4, 2011*

Animals and Plants in the School**ING**

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

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

Approved: *April 4, 2011*

Goals and Objectives**JA**

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

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

Approved: *April 4, 2011*

Equal Educational Opportunities (See GAAA)**JAA**

It is the policy of the board to offer an educational program which attempts to meet the needs of the students of the district. All school personnel will be encouraged to utilize the suggestions of students in the development and formulation of policies, rules and regulations which are directly related to student concerns. All administrators and teachers, in developing curriculum and activity program recommendations for the consideration of the board, shall give a high priority to the meeting of individual student needs in the overall context of school concerns.

If you have questions regarding the above, please contact the Assistant Superintendent, 315 Chanute 35 Parkway, Chanute, Kansas, 66720. Phone 620-432-2500.

Approved: *April 4, 2011*

Attendance Records**JB**

Daily attendance records shall be maintained for each student in each school. The primary responsibility for recording attendance shall be assigned to teachers using forms prescribed by the superintendent. A cumulative attendance record for each student shall be kept in the principal's office.

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

Approved: *April 4, 2011*

Enrollment**JBC****Resident Students**

A resident student is any child who has attained the age of eligibility for school attendance and lives with a parent or a person acting as a parent who is a resident of the district. Children who are homeless as defined by Kansas law and who are located in the district will be admitted as resident student. For purposes of this policy, parent means the natural parents, adoptive parents, step-parents or foster parents. For purposes of this policy, person acting as a parent means a guardian or conservator, a person liable by law to care for or support the child, a person who has actual care and control of the child and provides a major portion of support or a person who has actual care and control of the child with written consent of a person who has legal custody of the child. (See JQKA)

Non-resident Students

Non-resident students are those who do not meet the definition of a resident student. Non-resident students may be admitted only to the extent that staff, facilities, equipment and supplies are available.

Enrollment Procedures

The superintendent shall establish orderly procedures for enrolling all students, including pre-enrollment, changes in enrollment, normal enrollment times and communication to parents and to the public. Any student who has been suspended or expelled from another district will not be admitted to the district unless approved by the board.

Identification of Students

All students enrolling in the district for the first time shall provide required proof of identity. Students enrolling in kindergarten or first grade shall provide a certified copy of their birth certificate or other documentation which the board determines to be satisfactory. Students enrolling in grades 2-12 shall provide a certified transcript or similar pupil records.

Enrollment Information

The enrollment documentation shall include a student's permanent record card with a student's legal name as it appears on the birth certificate, or as changed by a court order and the name, address, and telephone number of the lawful custodian. The records shall also provide the identity of the student as evidenced by a certified birth certificate, copy of a court order placing the student in the custody of Kansas Social and Rehabilitation Services, a certified transcript of the student, a baptismal certificate or other documentation the board considers satisfactory. If proper proof of identity is not provided within 30 days of enrolling, the superintendent shall notify local law enforcement officials as required by law and shall not notify any person claiming custody of the child.

Assignment to a School Building, Grade Level or Classes

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

Transferring Credit

In the middle school and in the senior high school, full faith and credit shall be given to units earned in other accredited schools, unless the principal determines there is valid reason for not doing so.

Transfers from Non-Accredited Schools

Students transferring from non-accredited schools will be placed by the principal. Initial placement will be made by the principal after consultation with parents or guardians and guidance personnel. Final placement shall be made by the principal based on the student's documented past educational experiences and performance on tests administered to determine grade placement.

Approved: *April 4, 2011*

JBCA Homeless Students (See EDAA and JBC)

JBCA

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

Coordinator

The board shall designate a homeless coordinator for the district.

Approved: *June 1, 2015*

Homeless Student Regulations Required by Federal and State Law

Homeless students shall, by definition, include the following:

1. Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or

transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.

2. Children and youth who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
3. Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
4. Migratory children who meet one of the above-described circumstances.

Enrollment/Placement (See JBC)

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

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

The district must provide a written explanation, including a statement regarding the right to appeal, to the homeless child or youth's parent or

guardian, or to the homeless youth if unaccompanied, if the district sends the child or youth to a school other than the school of origin or other than a school requested by the parent or guardian.

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

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

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

Services

Each homeless child or youth shall be provided services comparable to services offered to other students in the district including, but not limited to, transportation services; educational services for which the child meets the eligibility criteria, such as educational programs for disadvantaged students,

students with disabilities and gifted and talented students; vocational programs and technical education; school meals programs; preschool programs; before- and after-school care programs; and programs for students with limited English proficiency. Homeless students will not be segregated in a separate school or in a separate program within a school based on the students' status as homeless.

Transportation (See EDAA, JBC and JGG)

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

Records (See JR and JGCB)

Any records ordinarily kept by the school, including immunization records, academic records, birth certificates, guardianship records and evaluations for special services or programs of each homeless child or youth shall be maintained so that appropriate services may be given the student, so that necessary referrals can be made and so that records may be transferred in a timely fashion when a homeless child or youth enters a new school district. Copies of records shall be made available upon request to students or parents in accordance with the Family Educational Rights and Privacy Act.

Coordinator

The Board designates the following individual to act as the district's homeless coordinator: (Name of Office) (Business Address) (Phone-Fax) The district shall inform school personnel, service providers and advocates working

with homeless families of the duties of the district homeless coordinator. The homeless coordinator will ensure that:

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

Approved: *June 1, 2015*

Complaint Form

PROGRAMS FOR HOMELESS STUDENTS

(Assignment to a School Other than School of Origin/School Requested by the Parent)

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

Explanation of decision: _____

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

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

Approved: *June 1, 2015*

Absences and Excuses (See IHEA, JDD and JBE)

JBD

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

Approved: *April 4, 2011*

Absences and Excuses

JBD-R

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

Excused/Unexcused Absences

The definition of an excused/unexcused absence will be in the student handbooks approved by the board of education.

Significant Part of a School Day

A student absent 50% or more of a school day is absent a significant part of a school day.

Make-Up Work

It is the student's responsibility to obtain make-up assignments from teachers following an excused or unexcused absence.

Approved: *April 4, 2011*

Truancy (See JBD)

JBE

The building principal shall report students who are inexcusably absent from school to the appropriate authority.

Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first. Students who are absent for a significant part of any school day shall be considered truant.

Prior to reporting to either S.R.S. (if the student is under 13) or the county or district attorney (if the student is over 13), a letter shall be sent to the student's parent(s) or guardian notifying them that the student's failure to attend school without a valid excuse shall result in the student being reported truant.

Waiver of Compulsory Attendance Requirements

Students 16 or 17 years of age may be exempted from compulsory attendance regulations if the parent(s) or person acting as parent attend(s) the counseling session required by law and signs the appropriate consent and waiver form; if the student earns a GED; or if the student is exempted from compulsory attendance requirements pursuant to a court order.

Involvement of Law Enforcement

Law enforcement officers may return truant children to the school where the child is enrolled, to the child's parent or guardian or to another location designated by the board to address truancy issues.

Reporting to Parents

If a truant child is returned to school by a law enforcement official, the principal shall notify the parent or guardian.

Dual Enrollment Students (See IDCE and JQ)

Eligible students who are enrolled in a board-approved dual enrollment program shall not be considered truant for the hours during the school day they attend classes at a Regent's university, community college, technical college, vocational educational school or Washburn University.

Approved: *April 4, 2011*

PARENT CONSENT AND WAIVER FOR CHILD 16 OR OLDER TO BE EXEMPT FROM
COMPULSORY ATTENDANCE REQUIREMENT

I, _____ (parent(s) or person acting as parent),
understand that pursuant to Kansas law, _____ (student) is required to
attend school until he/she receives a high school diploma or general educational development
(GED) credential or reaches the age of 18, whichever occurs first.

Pursuant to K.S.A. 72-1111, as amended, Unified School District No. 413 encourages
_____ (student) to remain in school or to pursue an education alternative.

The academic skills listed below have not been achieved by _____
(student)

- 1.
- 2.
- 3.
- 4.

Based on _____ (source of information) the difference in
future earning power between a high school graduate and a high school drop out is
\$_____.

_____ (student) is encouraged to attend one of the following
alternative education programs:

- 1.
- 2.
- 3.

I (we) the undersigned hereby give written consent to allow _____
(student) , who is [16] [17] years of age, to be exempt from the Kansas compulsory attendance
requirement and state we have attended the final counseling session conducted by USD No. 413
in which the above information was presented to us.

Signature of Student

Signature of Parent(s) or Person Acting as Parent

Date

Date

LIFETIME EARNINGS INFORMATION

FOR HIGH SCHOOL PRINCIPALS

Education Level	Total Lifetime Earnings
Less than high school diploma	\$1,052,647
High school diploma	\$1,418,890
Some college – no degree	\$1,702,780
Associate Degree	\$1,769,090
Bachelor's Degree	\$2,498,260
Master's Degree	\$2,865,460
Doctorate Degree	\$3,897,650
Professional Degree	\$5,137,355
Bachelor's Degree or higher	\$2,834,510

Source: Current calculations are available from the site listed below.

Day and Newburger 2002; calculations at <http://www.census.gov/prod/2002pubs/page23-210.pdf>

Readmissions**JBG**

Students whose enrollment has been terminated, either voluntarily or otherwise, may be readmitted by following the procedures established by the board.

Approved: *April 4, 2011*

Readmissions**JBG-R**

At the appropriate time, all applications for readmission to school shall be submitted in writing to the building principal. If the student applying for readmission has been previously expelled from the school, the principal shall attempt to establish communication with the parent or guardian and to counsel with both parents and student concerning readmission. If the student who is applying for readmission has previously withdrawn, either formally or otherwise, the principal or counselor shall assist the student in planning a schedule, in obtaining the necessary books and supplies and in being reestablished as an active participant in the school program.

Approved: *April 4, 2011*

Release of a Student During the School Day**JBH**

Building principals shall not release a student during the school day except upon a written or verbal request from the student's lawful parent or person acting as a parent.

Approved: *April 4, 2011*

Release of a Student During the School Day**JBH-R**

Before releasing a student during the school day, the building principal shall be responsible for verifying the identity of the person seeking release of the student.

If the principal is not satisfied with the identification provided by the person seeking release of a student, the student's release may be refused.

Students shall not be allowed to run personal errands for school employees off school premises during the school day.

Approved: *April 4, 2011*

Due Process

JCAA

When appropriate circumstances dictate, students will be afforded due process as required by current law.

Approved: *April 4, 2011*

Searches of Property

JCAB

Principals are authorized to search property if there is reasonable suspicion that district policies, rules or directives are being violated. In addition all lockers shall be subject to random searches without prior notice or reasonable suspicion. All searches by the principal shall be carried out in the presence of another adult witness.

Approved: *April 4, 2011*

Searches of Property

JCAB-R

Search of Lockers

Lockers in the district schools shall be under supervision of the principal. Students shall have no expectation of privacy in any school locker.

The combinations and/or keys to all locker locks shall be in the possession of the principal and stored in a place designed to guard against unauthorized access or use. The principal may search any locker at any time without notice. Students shall not place locks, other than those approved by the school, on any locker.

Searches of Property

Any person other than the principal who wishes to search a student's locker or property shall report to the principal before proceeding. In no event shall any person be permitted to search a student's locker or property without the principal's consent unless the person has a valid search warrant authorizing a search.

If a law enforcement officer desiring to search a student's locker or property has a search warrant, the principal shall permit the search which shall be made in the presence of the principal.

Prohibited items found during the search shall remain in the custody of either the building principal or the law enforcement officer. If any items are turned over to law enforcement officials the principal shall receive a receipt for the items.

Use of Trained Dogs to Search

At the request of the administration, law enforcement officers or licensed private agencies may use trained dogs on school premises to identify student property which may contain illegal or illicit materials and to determine whether materials are present which may threaten the general health, welfare and safety of students and/or district employees.

(Whenever the principal is mentioned in this rule, it shall be construed so as to include the superintendent or “designated representative.”)

Approved: *April 4, 2011*

Searches of Students

JCABB

Principals are authorized to search students if there is reasonable suspicion that district policies, rules or directives are being violated. Strip search shall not be conducted by school authorities. All searches by the principal shall be carried out in the presence of another adult witness.

Approved: *April 4, 2011*

Searches of Students

JCABB-R

The student shall be told why a search is being conducted. The student shall be requested to empty items such as, but not limited to, pockets, purses, shoulder bags, book bags and briefcases. The principal shall attempt to call the student’s parent(s) and may call law enforcement. Items which the principal believes may be connected with illegal activity shall remain in the custody of the principal unless the items are turned over to law enforcement officials. If the student refuses to cooperate, the principal may take disciplinary action and/or seek assistance from law enforcement. (See JDD and JCAC)

If law enforcement assistance is present, further search of the student shall be with cooperation and assistance of law enforcement officials. The principal shall remain with the student and be present during any search of the student made by law enforcement officials on school property. The principal shall receive and file a receipt for items turned over to law enforcement officials.

If the principal believes a student is in possession of an object which can jeopardize the health, welfare or safety of the student or others, the student shall be removed to a safe location.

This determination may be based on any information received by the principal or any member of the faculty or staff.

A written report of each search shall be made by the principal and submitted to the superintendent. The superintendent shall keep a copy of the written report on file.

(Whenever the principal is mentioned in this rule, it shall be construed so as to include the superintendent or “designated representative.”)

Approved: *April 4, 2011*

SEARCH REPORT FORM

Name of the student _____

Parents contacted ____yes ____no

Time of search _____ Date _____

Place of search _____

Reason or reasons for the search

Law enforcement officials were called by _____

Name of the person who conducted the actual search _____

Names of the persons present while the student was being searched:

Result of the search

Object(s) confiscated

1. _____

2. _____

3. _____

Notifications:

Parent/Guardian _____

Name Time Results

Law enforcement _____

Name Time Results

Other _____

Name Time Results

cc: Students File and Superintendent

Interrogation and Investigations

JCAC

(See EBC, GAAD, JCABB, JCEC and JHCAA)

Building administrators, school security officers, and others designated by the superintendent may conduct investigations and question students about infractions of school rules or the student conduct code.

If there is reason to believe a violation of a criminal law has been committed, the principal, or school security officer with authorization of the principal, shall notify the appropriate law enforcement agency (LEA) as necessary and may request further investigation of the alleged violation.

Coordination with LEA

School administrators and the school security officer, if any, should meet periodically with the local LEA to discuss the district's policies and rules regarding law enforcement contacts with the district.

Investigations Conducted by LEA

When a LEA and/or school security officer wants to question a student during school hours on a topic unrelated to child abuse or the building principal shall make a reasonable attempt to contact the student's parents, guardian or representative prior to questioning, and this should be documented by the principal. If a student's parents, guardian or representative is not present during such questioning of the student, the principal may be present.

Child Abuse and Neglect Investigations Conducted by LEA

The administration and all district employees shall cooperate with an LEA that is conducting an investigation of suspected child abuse or neglect. For any investigations concerning known or suspected abuse or neglect, school staff shall follow the procedures outlined in board policy GAAD instead of the requirements of this policy.

LEA Initiated Investigation at School

In cases not involving the investigation of suspected child abuse or neglect, the LEA shall not be permitted to initiate and conduct investigations involving the questioning of students during school hours unless the student's parent or guardian has given the school permission to allow the questioning, or a court issued warrant has been presented to the principal for such purpose, or in demonstrated emergency situations. If a demonstrated emergency is found, the principal shall require identification of law enforcement officials and reasons for the interrogation or investigation of a student. If the principal is not satisfied with either the identification or the reason, the request shall not be granted the principal shall promptly notify the superintendent and the officer's superiors of the reasons for the refusal.

Approved: *August 9, 2016*

Interrogation and Investigations

JCAC-R

Initiated by School Administrators and Conducted by Law Enforcement Officers

When law enforcement officers conduct an investigation and/or question a student(s) during school hours, the building principal shall make reasonable attempts to contact parents, guardian or representative of the student(s) prior to questioning. To the extent possible, reasonable requests of the parents, guardian or representative shall be observed. Notification or attempted notification of parents, guardian or representative shall be documented by the administrator involved. If a student's parents, guardian or representative is not present during questioning of a student, the principal shall be present.

Initiated and Conducted by Law Enforcement Officers

The administration shall cooperate with law enforcement officers who are conducting investigations of suspected child abuse. (See GAAD) Law enforcement officers shall not be permitted to conduct investigations during school hours except in demonstrated emergency situations. If a demonstrated emergency is found, the principal shall require identification of law enforcement officials and reasons for the interrogation or investigation of a student. If the principal is not satisfied with either the identification or the reason, the request shall not be granted. The principal shall attempt to notify the superintendent and the officer's superiors of the reasons for the refusal.

Violations of Criminal Law

Information on criminal conduct shall be turned over to law enforcement officials. (See EBC)

Taking Students Into Custody

Students shall not be voluntarily released by school officials to law enforcement authorities unless the student has been placed under arrest or taken into custody by law enforcement or SRS. Reasonable effort shall be made to notify the student's parents, guardian or representative when students are removed from school for any reason by law enforcement authorities.

Notification efforts shall be documented. Parents shall not be notified by school officials when their child is taken into custody by SRS and/or law enforcement as a result of allegations of abuse or neglect.

When a student has been taken into custody or arrested on school premises without prior notification to the building principal, the school staff present shall ask the law enforcement officer to notify the principal of the circumstances as quickly as possible.

Disturbance of School Environment

Law enforcement officers may be requested to assist in controlling disturbances at school and if necessary to take students or other persons into custody.

Approved: *April 4, 2011*

Conduct

JCD

Students shall assume their share of responsibility in maintaining a positive school climate in all classes and activities.

Approved: *April 4, 2011*

Student Conduct

JCDA

Each principal shall develop rules and regulations to govern student conduct consistent with board policies. The rules shall be reviewed by the board and adopted as policy by reference. A copy of the current rules shall be filed with the state board of education.

Approved: *April 4, 2011*

Student Conduct

JCDA-R

The rules of conduct shall be published in student handbooks. (See JA)

Violation of any provisions of the behavior code may result in disciplinary action up to and including suspension and/or expulsion. (See JDD)

Approved: *April 4, 2011*

Tobacco Use (See GAOC)

JCDAA

Smoking by students and/or the possession and use of any other tobacco product is prohibited in any attendance center, at school-sponsored events or on school property.

Administrators may report students who are in violation of this policy to the appropriate law enforcement agency.

Approved: *April 4, 2011*

Alcohol Use (See JCDA, JDD)

JCDAB

The consumption and/or possession of any alcoholic beverage by students is prohibited in any attendance center, on school grounds or at any school-sponsored activity.

Any student who consumes any alcoholic beverage before entering any school grounds or attendance center, at any school-sponsored activity off school grounds or traveling to and from any school-sponsored activity, shall be refused entrance and admission and may be suspended or expelled in accordance with the provisions of JDD and current law.

District personnel may refer students to any medical, treatment or social service agency when such student is reasonably believed to be abusing or incapacitated by the use of alcohol or other drugs.

Approved: *April 4, 2011*

JCDBB Weapons (See EBC, JDC, JDD, JHCAA and KGD)

JCDBB

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

Weapons and Destructive Devices

As used in this policy, the term “weapon” and/or destructive device shall include, but shall not be limited to:

- any item being used as a weapon or destructive device;
- any facsimile of a weapon
- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- the frame or receiver of any weapon described in the preceding example;
- any firearm muffler or firearm silencer;
- Any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine or similar device;
- any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
- any bludgeon, sand club, metal knuckles or throwing star;
- any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement.
- any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

Penalties for Possession

Possession of a firearm or other weapon listed under the “Weapons and Destructive Devices” heading above shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis.

Possession of a weapon of a type other than described under the “Weapons and Destructive Devices” heading above, including, but not limited to, pocket knives, sling shots, ammunition, or possession of a facsimile of a weapon may result in disciplinary action up to and including suspension and/or expulsion. Expulsion hearings for possession of a weapon shall be conducted by the superintendent or the superintendent’s designee.

Students violating this policy shall be reported to the appropriate law enforcement agency(ies) and if a juvenile, to DCF or the Commissioner of Juvenile Justice.

Approved: *June 1, 2015*

Complaints (See JDDC and KN)

JCE

Complaints about Discrimination

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

Any incident of discrimination including acts of harassment shall promptly be reported by district employees for investigation and corrective action by the building principal or district compliance coordinator. Any student or employee who engages in discriminatory conduct or harassment shall be subject to disciplinary action, up to and including expulsion from school or termination of employment.

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

Any student who believes that he or she has been discriminated against may file a complaint with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of discrimination or harassment from a student shall inform the student of the employee’s obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the report shall be made to the district compliance coordinator. Any student

complaint of discrimination shall be resolved under the district's discrimination complaint procedures in policy KN. The district prohibits retaliation or discrimination against any person for opposing discrimination or harassment, participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.

Complaints About School Rules

Any student may file a complaint with the principal concerning a school rule as it applies to the student. The complaint shall be in writing, filed within 20 days following the application of the rule, and must specify the basis for the complaint. The principal shall investigate the complaint and inform the student of the resolution within 10 days after the complaint is filed.

Approved: *August 9, 2016*

Corporal Punishment

JDA

Principals, designated representatives and teachers are authorized to impose corporal punishment on students for disciplinary reasons whenever, in their judgment, the act or acts of a student warrant such punishment. Such punishment shall be administered in private either by the principal, designated representative or teacher but in the presence of another adult witness.

Approved: *April 4, 2011*

Corporal Punishment

JDA-R

Corporal punishment will not be used as a first line of discipline for misbehavior but shall be used only after alternative disciplinary measures such as counseling with students and/or parents or detention have been used without success, except for those acts of misconduct which are severely antisocial or disruptive in nature. Corporal punishment shall be used only in relation to behavior arising in the student-school relationship.

No corporal punishment shall be cruel, unusual or excessive. Such punishment shall be administered by striking the student on the buttocks with a paddle. No such punishment shall be inflicted so as to cause any permanent or disabling injury to the student. No punishment shall be administered in anger or with malicious intent. The extent of the punishment shall correspond to the seriousness of the offense as is possible. The punishment shall also take into account the general health and physique of the student.

Corporal punishment may also be administered for any violation of the behavior code (JCDA and JCDA-R). In addition to the foregoing, each building principal may adopt rules for corporal punishment which specify offenses which may result in the use of corporal punishment. Any such rules must be approved by the board.

Discipline should at all times be corrective and not punitive. Corporal punishment will be used only in the presence and by approval of the principal. An employee witness will always be present when corporal punishment is used.

The superintendent shall receive a written report from the person administering any such punishment within 24 hours of the administration of the punishment. The report shall be kept in a file in the central office. Reports may be given to the board or upon request by the board.

Approved: *April 4, 2011*

Detention

JDB

Detention periods may be established by building principals and administered according to established rules.

Approved: *April 4, 2011*

Probation

JDC

Any punishment, suspension or expulsion may be deferred by the person having authority to do so, and the student involved may be placed on probation for a set period of time. Said punishment, suspension or expulsion shall remain deferred so long as the conditions of probation are met by the student.

Approved: *April 4, 2011*

Probation

JDC-R

Any student placed on probation shall be given a written list of the terms and conditions of his/her probation. The student shall sign a statement to the effect that he/she has had said terms and conditions fully explained to him/her, that he/she understands them, that he/she is willing to abide by them and that, if he/she fails to do so, the punishment originally imposed may be reinstated at the discretion of the person granting such probation.

Approved: *April 4, 2011*

Suspension and Expulsion Procedures (See IHEA, JBD, JCDBB) JDD

Except as limited by Section 504 or IDEA, a student may be suspended or expelled, for reasons set forth in Kansas law. Any student who is suspended for a period of more than 10 days or expelled shall receive a copy of the current suspension and expulsion law and this policy.

Suspension/expulsion hearings shall be conducted by the superintendent/designee or other licensed employee, or committee of licensed employees of the school in which the pupil is enrolled, or by any other hearing officer appointed by the board.

Approved: *April 4, 2011*

Suspension and Expulsion Procedures

JDD-R

Reasons for Suspension or Expulsion

Students may be suspended or expelled for one or more of the following reasons:

1. Willful violation of any published, adopted student conduct regulation;
2. Conduct which substantially disrupts, impedes, or interferes with school operation;
3. Conduct which endangers the safety or substantially impinges on or invades the rights of others;
4. Conduct which constitutes the commission of a felony;
5. Conduct which constitutes the commission of a misdemeanor;
6. Disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operation; and
7. Possession of a weapon at school, on school property or at a school-sponsored event.

Short-term Suspension

Except in an emergency, a short-term suspension (not exceeding ten school days) must be preceded by oral or written notice of the charges to the student and an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than 72 hours after imposition of a short-term suspension.

Written notice of any short-term suspension shall be delivered to the student's parent or guardian within 24 hours after the suspension has been imposed. Short-term suspension hearings may be conducted by any person designated in policy as having the authority to suspend.

At the informal suspension hearing, the student shall have the right to be present and notified of: the charges and the basis for the accusation. The student shall have the right to make statements in his/her defense after receiving notice of the charges.

Long-Term Suspension or Expulsion

Before a student is subject to long-term suspension (not to exceed 90 school days) or expulsion (not to exceed 186 school days), a hearing shall be conducted by a hearing officer who has authority to suspend or expel. The superintendent/principal shall designate a hearing officer authorized by the board. Formal hearings shall be conducted according to procedures outlined in current Kansas law and:

1. The student and parents or guardians shall be given written notice of the time, date and place of the hearing.
2. The notice shall include copies of the suspension/expulsion law, and appropriate board policies, regulations and handbooks.
3. The hearing may be conducted by either a licensed employee or committee of licensed employees authorized by the board, the chief administrative officer, or other licensed employee of the district in which the student is enrolled, or by an officer appointed by the board.
4. Expulsion hearings for weapons violations shall be conducted in compliance with Kansas law by persons appointed by the board.
5. Findings required by law shall be prepared by the person or committee conducting the hearing.
6. A record of the hearing shall be available to students and parents or guardians according to Kansas law.
7. Written notice of the result of the hearing shall be given to the student and to parents and guardians within 24 hours after determination of such result.

Rules Which Apply in all Cases When a Student May be Suspended or Expelled

1. Refusal or failure of the student and/or the student's parents to attend the hearing shall result in a waiver of the student's opportunity for the hearing.
2. A student suspended for more than 10 school days or expelled from school shall be provided with information concerning services or programs offered by public and private agencies which provide services to improve the student's attitude and behavior.
3. A student who has been suspended or expelled shall be notified of the day the student can return to school.
4. If the suspension or expulsion is not related to a weapons violation, the principal may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation. (See JDC)

5. If the expulsion is related to a weapons violation the superintendent may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation if the student is allowed to return. (See EBC, JCDBB and JDC)

6. The days a student is suspended or expelled are not subject to the compulsory attendance law.

7. During the time a student is suspended or expelled from the school, the student may not:

- (a) Be on school property or in any school building without the permission of the principal.
- (b) Attend any school activity as a spectator, participant or observer.

A student over the age of 18 or the parents or guardian of a student who is suspended for more than 10 days or expelled from school may appeal to the board within 10 calendar days of receiving written notice of the hearing results.

When a suspension is imposed during the school day, the student shall not be removed from school until a parent has been notified. If a parent cannot be notified during regular school hours, the student shall remain at school until the regular dismissal time.

Student Rights During a Long-Term Suspension/Expulsion Hearing

The student shall have the right:

1. To counsel of his/her own choice;
2. To have a parent or guardian present;
3. To hear or read a full report of testimony of witnesses;
4. To confront and cross-examine witnesses who appear in person at the hearing; to present his or her own witnesses;
5. To testify in his or her own behalf and to give reasons for his or her conduct;
6. To an orderly hearing; and
7. To a fair and impartial decision based on substantial evidence.

Appeal to the Board

The following conditions shall apply if a student who is age 18 or older or the student's parent or guardian files a written appeal of a suspension or expulsion:

1. Written notice of the appeal shall be filed with the clerk within 10 calendar days of the hearing.

2. The board shall schedule an appeal with the board or a hearing officer appointed by the board within 20 calendar days;

3. The student and the student's parent shall be notified in writing of the time and place of the appeal at least 5 calendar days before the hearing.

4. The hearing shall be conducted as a formal hearing using rules similar to those noted earlier for expulsion hearings.

5. The board shall record the hearing.

6. The board shall render a final decision within 5 calendar days after the conclusion of the appeal hearing.

Approved: *April 4, 2011*

Drug Free Schools

JDDA

Maintaining drug free schools is important in establishing an appropriate learning environment for the district's students. The unlawful possession, use, sale or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and communities Act, P.L. 102-226, 103 St. 1928.

Approved: *April 4, 2011*

Drug Free Schools

JDDA-R

Student Conduct

As a condition of continued enrollment in the district, students shall abide by the terms of this policy.

Students shall not manufacture, distribute, dispense, possess or use illicit drugs, controlled substances, or alcoholic beverages at school, on or in school district property or at any school sponsored activity, program, or event.

For the purposes of this policy, the specified terms shall be defined as follows:

“Illicit drugs” means any substance which an individual may not legally sell, possess, use, distribute, or purchase under either Federal or Kansas Law. For the purposes of this policy, “illicit drugs” includes, but is not limited to, all scheduled drugs as defined by Kansas Law, all

prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose.

“Week” for the purposes of this policy is defined as stated in the Kansas State High School Activities Association (“KSHSAA”) transfer rule. The school the student attends must be in session 3 or more days to be considered a “week”. Vacation days/weeks do not count towards time suspended unless school is in session 3 or more days the same week. Suspensions imposed during times when school is not in session at least three days during the week shall continue until the next succeeding full week pursuant to the KSHSAA transfer rule has transpired to be counted as a week of suspension.

Any student violating the terms of this policy will be reported to law enforcement officials as required by law and will be subject to any one or more of the following sanctions:

1. First Offense. A first time violator shall be subject to the following sanctions:
 - (a) Disciplinary action up to and including short-term suspension;
 - (b) Suspension from all student activities for a period of not less than 4 weeks.
 - (c) Any student who participates in school athletics/activities may be subject to

additional requirements as written in the building policies and applicable handbooks.

2. Second Offense. A second time violator shall be subject to the following sanctions:

- (a) Disciplinary action up to and including long-term suspension;
- (b) Suspension from all student activities for a period of not less than 18 weeks.
- (c) A student placed on long-term suspension under this policy may be

readmitted on a probationary status if the student provides proof of completion of a drug and alcohol rehabilitation program approved by the district. The minimum length of suspension will be determined by the superintendent or his/her agent. A list of drug and alcohol counseling and rehabilitation programs is available for district students. If a student agrees to enter and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents. A list of available programs along with names and addresses of contact persons for the programs is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.

(d) Any student who participates in school athletics/activities may be subject to additional requirements as written in the building policies and applicable handbooks.

3. Third and Subsequent Offenses. A student who violates the terms of this policy for the third time, and any subsequent violations, shall be subject to the following sanctions:

(a) Disciplinary action up to and including expulsion from school for the remainder of the school year;

(b) Suspension from participation and attendance at all school activities for one calendar year.

(c) A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student provides proof of completion of a drug and alcohol education and rehabilitation program at a district approved program. The minimum length of suspension will be determined by the superintendent or his/her agent.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and current law. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. A copy of this policy will be provided to all students and their parents. Parents of all students will be notified that compliance with this policy is mandatory.

(d) Any student who participates in school athletics/activities may be subject to additional requirements as written in the building policies and applicable handbooks.

Approved: *June 3, 2013*

Bullying

JDDC

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

The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the board. Students who have bullied others in violation of this policy may be subject to disciplinary action,

up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

As used in this policy, the following definitions apply:

1. Bullying is defined as: any intentional gesture or any intentional written message through an electronic device, verbal or physical act or threat that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

- (a) Harming a student or staff member, whether physically or mentally and or by defamation of character;
- (b) Damaging a student's or staff member's property;
- (c) Placing a student or staff member in reasonable fear of harm.
- (d) Placing a student or staff member in reasonable fear of damage to the student's or staff member's property.
- (e) Cyber-bullying, or
- (f) any other form of intimidation or harassment prohibited by any policy of USD 413.

2. Cyber-bullying means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, on-line games and websites.

3. School vehicle means any school bus, school van, other school vehicle and private vehicle used to transport students or staff members to and from school or any school-sponsored activity or event.

Approved: *April 4, 2011*

Suicide Prevention

JDDD

The purpose of this policy is to protect the health and well-being of all district students by having procedures in place to prevent, assess the risk of, intervene in, and respond to suicide. The district: (a) Recognizes that physical, behavioral, and emotional health is an integral component of a student's educational outcomes, (b) further recognizes that suicide is a leading cause of death among young people, (c) has an ethical responsibility to take a proactive approach in preventing deaths by suicide, and (d) acknowledges the school's role in providing an

environment which is sensitive to individual and societal factors that place youth at a greater risk for suicide and one which helps to foster positive youth development.

As required by the SB 323, the Jason Flatt Youth Suicide Awareness Act, USD 413 will provide programs for all school staff regarding suicide awareness and prevention. This will include (a) at least an hour of training each calendar year based on programs approved by the state board of education. The training requirement may be met through independent self-review of suicide prevention training material; and (b) a building crisis plan developed for each school building. The building crisis plan shall include the following: (1) steps for recognizing suicide ideation; (2) appropriate methods of intervention; and (3) a crisis recover plan.

Approved: *June 5, 2017*

Guidance Program

JE

The guidance and counseling services of the district may be made available to any student. The guidance program may assist students in the area of educational guidance, personal guidance and vocational guidance.

Approved: *April 4, 2011*

Guidance Program (See IG)

JE-R

In the program of educational guidance, the guidance counselor will acquaint students with the educational system and its offerings. Students will be given assistance in selecting and enrolling in programs and courses.

Guidance and counseling on a personal basis shall attempt to assist students to understand themselves, their capabilities and limitations; to identify alternate courses of action; and to make appropriate personal decisions.

Vocational guidance will be available to assist students in career goals and objectives and to pursue programs of study related to those ends and assistance in job placement may be given students both directly and by working with other agencies.

Approved: *April 4, 2011*

Academic Achievement

JF

Each student should be encouraged to achieve the highest academic standing commensurate with his/her abilities.

Reporting (See JR et seq.)

Periodic reports shall be issued to the parents of all students on the academic progress of the student. Parent and student conferences shall be held at regularly scheduled intervals.

Report Cards (See JR et seq.)

Report cards shall be issued to each student at the end of each specific grading period for each subject taken. Reasons for deficiencies and/or failures shall be given.

Approved: *April 4, 2011*

Academic Achievement

JF-R

Report Cards (See JR et seq.)

Report cards will be given to students five days following the end of each nine weeks grading period. Report cards will be returned with a parental acknowledgement to the teacher within five school days of the date of distribution. Standard reporting forms for each grade level will be developed.

Approved: *April 4, 2011*

Student Conferences

JFAB

Teachers will make themselves available to students for conferences concerning their academic achievement at mutually convenient times.

Approved: *April 4, 2011*

Parent Conferences

JFAC

Parents shall be encouraged to request a conference with teachers at any time convenient to all parties.

Building principals shall establish a schedule for parent-teacher conferences. Conferences shall be scheduled at least once each semester in each building.

Approved: *April 4, 2011*

Promotion and Retention

JFB

The policy of the district is to encourage and assist each student to progress in a continuous growth pattern of academic achievement in harmony with normal intellectual, social and emotional development. The best interest of the student will be the guiding philosophy for determining acceleration, promotion or retention.

Approved: *April 4, 2011*

Graduation

JFC

Formal public graduation activities will be conducted only at the high school level. Graduation exercises will be under the control and direction of the building principal.

Approved: *April 4, 2011*

Graduation

JFC-R

All students who have completed the requirements for graduation shall be entitled to participate in graduation exercises unless participation is denied for appropriate reasons.

Approved: *April 4, 2011*

Student Welfare

JG

The district will endeavor to provide a suitable environment conducive to the general health, safety and welfare of each student in school attendance and in school-sponsored activities.

Approved: *April 4, 2011*

Student Insurance Program

JGA

The board recommends that all students be covered by some type of accident insurance. Such insurance may be provided by each student's parents through personal insurance coverage or through the student group insurance program available from each building principal.

Any medical expense not covered by the student's accident insurance, the KSHSAA catastrophic insurance or activities insurance is the responsibility of the parents.

Approved: *April 4, 2011*

Student Health Assessments and Physicals (See JGCB)

JGC

All students up to the age of nine shall submit evidence they have undergone a health assessment prior to entering kindergarten or before enrolling in the district for the first time.

All students engaged in activities covered by appropriate KSHSAA rules shall provide the building principal with proof of a physical examination.

Approved: *April 4, 2011*

Student Health Assessments and Physicals

JGC-R

A copy of this policy and a copy of the applicable state law shall be distributed to all students new to the district at the beginning of the school year or at the time of first enrollment. The superintendent shall issue a news release each year prior to enrollment regarding the health assessment requirements of current state law.

Students who fail to provide documentation that they have completed a health assessment as required by law may be excluded from school by the superintendent until legal requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law. Parents/guardians shall also be given notice that they may request a hearing on the issue.

Cooperation With Other Agencies

Every building principal shall cooperate with local, county and state health agencies in disseminating materials designed to encourage parents to maintain a healthy environment and good health standards for their children.

The nurse shall be responsible for the general conduct of health programs approved by the board and required by current law.

Approved: *April 4, 2011*

Local Wellness Policy

JGCA

The board shall promote and monitor a local wellness program. The program shall:

1. Include goals for nutrition education, physical activity and other school-based activities designed to promote student wellness in a manner that the board determines is appropriate;
2. Include nutrition guidelines for all foods available in each school during the school day; the objectives of the guidelines shall be to promote student health and to reduce childhood obesity;
3. Assure that guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture, as those regulations and guidance apply to schools;
4. Establish a plan for measuring implementation of the local wellness policy, including designation of one or more district employees who shall be charged with operational responsibility for ensuring the wellness policy is effectively enforced; and

5. Involve parents, students, representatives of the school food authority, the school board, administrators and the public in the development of the school wellness policy.

Approved: *April 4, 2011*

Inoculations

JGCB

All students enrolling in any district school shall provide the building principal with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. Booster shots required by the Secretary of the Department of Health and Environment are also required.

A copy of this policy and the applicable state law shall be distributed to students, prospective students or their parents on or before May 15th of each school year. The superintendent shall issue a news release each August explaining the required inoculations and booster shots. Parents may delegate in writing their authority to consent to immunizations. If the parent is not reasonably available, and the authority to consent has not been denied as provided in law, individuals other than the parent may consent to the immunizations as provided for in current law.

Students who fail to provide the documentation required by law may be excluded from school by the superintendent until statutory requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law. Students who are not immunized against a particular disease(s) may be excluded from school during any outbreak.

Each principal shall forward evidence of compliance with the inoculation law to other schools or school districts when requested by the school or by the student's parents/guardians.

Approved: *April 4, 2011*

Automated External Defibrillators

JGCBA

If the board approves their use in district schools and other facilities, automated external defibrillators shall be used only by qualified persons as required by law.

To be qualified, a district employee shall have completed all training, and have demonstrated proficiency in the use of the AED as required by current law. Approved: *April 4, 2011*

Communicable Diseases

JGCC

Any student noted by a physician or the school nurse as having a communicable disease may be required to withdraw from school for the duration of the illness in order to give maximum health protection to other students. The student will be readmitted to regular classes upon termination of the illness, as authorized by the student's physician or as authorized by a health assessment team.

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

Approved: *April 4, 2011*

Communicable Diseases

JGCC-R

In the event that a student is absent from regular classes for more than three consecutive days or the principal has been notified that a student has a communicable disease, the principal shall determine whether a release shall be obtained from the student's physician before the student reenters school.

Decisions regarding the type of education and the setting for provision of educational services for a student with a severe communicable disease of long duration shall be based on the behavior, neurological development, and physical condition of the student and the expected type of interaction with others in that setting. These decisions are best made using the team approach including the student's physician, public health personnel, the student's parent or guardian, and personnel associated with the proposed care or educational setting.

Approved: *April 4, 2011*

Crisis Planning

JGEAA

The board directs the superintendent to develop and implement a Crisis Management Plan to deal with any crisis which may arise in an attendance center. The administration and staff must have a plan on file in each building and a copy of the plan shall be filed with the clerk. Staff will be trained in the implementation of the building crisis plan. All such plans shall be approved and adopted by the board. As necessary, students and parents will be informed about the details of any approved crisis plan.

Crisis plans approved by the board shall be subject to regular review by the administration. If the plan is implemented at any time, the board shall receive a report at the

next meeting which outlines how well the plan worked. The report shall include administrative recommendations to improve the plan.

Approved: *April 4, 2011*

Child Abuse

JGEB

To comply with the child abuse law, any teacher or other school employee who suspects that a child's physical or mental health or welfare is being adversely affected by abuse or neglect will immediately report such suspicions in the following manner:

Reporting Procedure

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

If the building principal has been notified, the principal shall immediately notify the superintendent that the initial report to SRS has been made.

If appropriate, the principal will confer with the school's social worker, guidance counselor or psychologist. At no time shall the principal or any other staff member prevent or interfere with the intent to prevent the making of a report of suspected child abuse.

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

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

In all cases reported to SRS, it is recommended that an oral report to the principal be made as soon as possible and be followed by a written report.

In Kansas, anyone making a report in accordance with state law or participating in a resulting judicial proceeding is presumed to be acting without malice and in good faith and, in so doing, is immune from any civil or criminal liability that might otherwise be imposed.

Approved: *April 4, 2011*

Sexual Harassment

JGEC

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

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

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

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when: (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of sexual harassment and take prompt corrective action to end the harassment.

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another licensed staff member. Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal or district compliance coordinator shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure. (See KN)

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

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

When a complaint contains evidence of criminal activity or child abuse, the building principal or district coordinator shall report such conduct to the appropriate law enforcement or SRS authorities. (See GAAD)

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

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participate in an investigation of a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

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

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

Approved: *April 4, 2011*

Racial Harassment: Students

JGECA

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

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

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

Racial harassment is racially motivated conduct which:

1. Affords a student different treatment, solely on the basis of race, color or national origin, in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school;
2. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or
3. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services, activities or programs of the school.

Racial harassment may result from verbal or physical conduct or written graphic material.

The district encourages all victims of racial harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of racial harassment and take prompt corrective action to end the harassment.

Any student who believes he or she has been subject to racial harassment or has witnessed an act of alleged racial harassment, should discuss the alleged harassment with the building principal, other administrator, the guidance counselor, or another licensed staff member. Any school employee who receives a complaint of racial harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure. (See KN)

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially motivated.

An employee who witnesses an act of racial harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of racial harassment to appropriate school officials may face disciplinary action. School administrators who fail to

investigate and take appropriate corrective action in response to complaints of racial harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the compliance coordinator shall report such conduct to the appropriate law enforcement or SRS authorities. (See GAAD)

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

The filing of a complaint or otherwise reporting racial harassment shall not reflect upon the student's status or grades. Any action of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a racial harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

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

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

Approved: *April 4, 2011*

Safe Routes to School

JGECC

Support for Safe Routes to School

District supports Safe Routes to School programs and activities because active transportation can:

- * Increase physical activity levels for students,
 - * Improve student health,
 - * Decrease automobile congestion and related danger of injury to students,
 - * Reduce air pollution and related greenhouse gas emissions,
 - * Reduce costs related to busing, and
 - * Improve attendance rates and student achievement.

District further supports efforts to increase participation in Safe Routes to School programs and

activities in those schools with the fewest resources, and among low-income students, students with health challenges, and those with physical and mental disabilities.

School Teams

District shall encourage individual schools to establish a School Team focused on Safe Routes to School to implement school planning, funding, and implementation efforts for Safe Routes to School programs, taking into account the unique needs and circumstances of individual schools, their students, and surrounding neighborhoods and infrastructure. The School Team shall undertake the following:

- * Identify existing school policies that support or inhibit effective Safe Routes to School programs and infrastructure improvements; work with principal to build on supportive policies and improve negative policies;
- * Develop and implement strategies grounded in the "Five E's" (education, encouragement, engineering, enforcement, and evaluation) to establish and promote Safe Routes to School programs and activities in the school;
- * In prioritizing project and program needs at school, consider, among other things, personal and traffic safety concerns, crash data, infrastructure deficiencies, equity issues such as free/reduced lunch status., and existing and potential patterns of students walking and bicycling to school;
- * Identify infrastructure challenges on school campus and in surrounding neighborhood and develop a plan to address them;
- * Identify potential sources of funding, such as federal and state grants, to support the school-based Safe Routes to School program;
- * Evaluate the efficacy of Safe Routes to School policies, programs, and activities.

Traffic Safety Education

District supports the provision of traffic safety education and trainings on active transportation skills to all students and teachers.

Incorporation into Student and Parent Handbooks

All schools shall incorporate this Safe Routes to School Policy into their Student and Parent Handbooks.

Incorporation into School Wellness Policy

This Safe Routes to School Policy is hereby incorporated into District's School Wellness Policy. District shall ensure that the School Wellness Policy reflects this addition.

Assessing Recommended Routes to School

District encourages individual schools to perform a walk audit (or other similar assessment) to (a) assess traffic and safety conditions in the vicinity of the school, (b) identify safety conditions needing mitigation, and (c) based on those assessments, begin to identify recommend routes to school. Schools may conduct this assessment as a classroom activity, through the use of school staff, volunteers, or parent associations, or in collaboration with the School Team. Where identified hazards or concerns fall within the jurisdiction of District, District shall assess and seek to mitigate as promptly as possible. When identified hazards or concerns lie outside of District's jurisdiction, District shall work with City of Chanute (or other the appropriate entity) to mitigate them. If the identified condition cannot be fully mitigated at present, District shall encourage City of Chanute or the appropriate entity to have such conditions marked with appropriate signage and further mitigated when funding becomes available.

Crossing Guards

District, in partnership with the administrator of the crossing guard program, if applicable, shall work together with City of Chanute, Safe Routes to School District Task Force, and School Teams, if applicable, to ensure that an effective process exists for hiring, funding, training, locating, supervising, and properly equipping crossing guards for District schools. District, in partnership with the aforementioned entities, if applicable, shall work to ensure the equitable distribution of crossing guards among District schools in light of specific safety hazards and the number of students affected by such hazards. If the number of crossing guards at a particular school is insufficient, District shall, in partnership with the aforementioned entities, if applicable, seek additional funding or resources to increase the number of crossing guards at such school.

Bicycle Parking and Related Storage Facilities

District shall ensure that each school provides sufficient storage facilities for bicycles, scooters, skateboards, or similar human-powered devices to encourage active transportation to and from school. District shall seek the input of active transportation advocates to ensure that the quality of such facilities is satisfactory. Further, District shall ensure that the quantity of storage facilities increases in proportion to demand. Individual schools may not unreasonably restrict storage of active transportation devices in designated areas during school hours.

Approved: *August 9, 2016*

Student Safety

JGF

The district will endeavor to provide a safe environment for students while in school attendance or in extra-curricular activities.

Bicycle Use

Each building principal will formulate plans and procedures for the safe use of and parking of bicycles on school property.

Walkers and Riders

Any student who uses school-provided transportation will be under the jurisdiction of the vehicle driver while in the vehicle and will be subject to all rules and regulations developed by the superintendent and building principals to cover such activities.

Students who walk to and from school are urged to become familiar with traffic safety laws governing such activities.

Approved: *April 4, 2011*

Student Safety

JGF-R

The superintendent together with the staff will develop and determine the necessary rules and regulations relative to student safety.

It shall be the responsibility of each building principal to instruct the faculty to stress the importance of safety to the students periodically during the school year.

Each teacher will be provided with an outline of safety rules and regulations for the district as recommended by the superintendent and approved by the board.

Local building safety rules and regulations will be explained to students at the beginning of each school year and periodically thereafter by the building principal or classroom teacher.

Safety Units

Those teachers who instruct in hazardous curriculum areas such as physical education, shop or science laboratories will teach a unit of work each year or semester dedicated to safety rules inherent in the particular subject matter.

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

Each student enrolled in a hazardous curriculum area will be given a test concerning the appropriate safety rules of the particular class. The test results will be kept on file until the end of the school year or the end of the class term, whichever is sooner. No student will be permitted to participate in the class until satisfactory knowledge of the safety rules is demonstrated to the teacher.

Teachers will conduct periodic review of safety rules during the school year.

Inspection of Buildings and Grounds

The building principal, together with appropriate staff, will make frequent inspections of areas of the building and grounds which may be potential safety hazards. If any such hazards are

found, the building principal will order the hazard removed, corrected or marked in some appropriate way as a “dangerous area.” (See JG-R)

Students will be notified of such “dangerous areas.”

All hazards or “dangerous areas” will be reported in writing to the superintendent if the costs exceed the local building maintenance budget, and the building principal will immediately submit a requisition to the superintendent asking for the appropriate funds to correct the situation. (See JG-R)

All equipment ordered by the district shall be inspected for any defects immediately at the time of assembly and periodically thereafter by the appropriate administrator. Such defects, if found, shall be brought to the attention of the vendor for repair or replacement.

Bicycle Use

At the beginning of each school year, every student will be notified in writing by the principal of the rules and regulations concerning the use of bicycles at school.

Walkers and Riders

Every building principal will issue instructions to the faculty to review with the students at the first of every school year all traffic regulations for pedestrians along with other safety rules and regulations.

Approved: *April 4, 2011*

Emergency Drills (See AFC-R)

JGFA

Each building principal on a periodic basis will conduct the minimum emergency drills required by law to instruct students in the proper procedures to follow in contingencies such as a tornado alert, civil defense disaster, fire or any other such emergencies.

Since many parents may not be at home during an actual emergency period when there is less than one hour of warning time, the district will keep all students under school jurisdiction and supervision. The staff will remain on duty with the students during such emergency periods. Parents may come to the designated premises to pick up their children if they so desire under procedures as outlined in the rules and regulations which pertain to this policy or to specific publication designed to implement civil defense procedures pertaining to emergency situations.

Approved: *April 4, 2011*

Emergency Drills

JGFA-R

Each building principal will develop a written plan for all emergency drills required by law. Each emergency plan developed for individual buildings will include a “student pick-up” procedure through which parents may come to school and pick up their children during an emergency as defined by these rules and regulations.

Each plan for emergency drills will be forwarded to the superintendent.

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

Each teacher will explain the emergency plan to students under their jurisdiction at a time to be determined by the principal.

Parents of students enrolled in the district will be notified of the emergency plans at the beginning of each school year.

In the fall of each year, the principal will conduct a practice drill following the explanation of the emergency plan to the students.

Approved: *April 4, 2011*

Supervision of Students

JGFB

Students will be under the supervision of appropriate school personnel at all times when they are under the jurisdiction of the school.

Each building principal shall coordinate and assign teachers, aides or paraprofessionals to supervise students engaged in school related activities. For the safety of each student, no activity sponsored by the school will be allowed to begin without appropriate supervision.

Approved: *April 4, 2011*

Dismissal Precautions (See AFC-R)

JGFC

In the event of an emergency, such as a blizzard or any other event during the school day which interferes with the normal conduct of school affairs, school will be dismissed only upon action of the superintendent or designated representative. The superintendent shall formulate plans and procedures to instruct all students and their parents of the rules and regulations pertaining to emergency school dismissal.

If adverse weather conditions exist, the building principals will consult with the superintendent concerning dismissal of school.

Approved: *April 4, 2011*

Dismissal Precautions**JGFC-R**

School will not be dismissed because of storms that arise during the school day as long as it is feasible for students and teachers to remain at school in safety.

Parents are urged not to send their children to school when storm conditions exist or when road conditions are such as to create a definite hazard.

If the superintendent decides the weather to be of such a nature that the safety of students is threatened, he/she will notify the radio station and have a school closing announcement broadcast. Other methods of parental notification may be used.

Every student will be notified of these rules and regulations at the beginning of each school term.

In the event of a bomb scare or similar emergency, the principal may immediately vacate the school building and conduct the students to a place of safety.

The principal will notify the police station, the county sheriff's office or the Kansas Highway Patrol of the threat and request a thorough inspection of the buildings and grounds.

If students are evacuated from the building, if no threat is found to the safety of the students and if there is sufficient time remaining in the school day to warrant continuation of classes, school may be resumed.

Emergency procedures will be formulated by the superintendent and administrative staff covering situations where the local building administrator or staff has been isolated or incapacitated by any group during an emergency situation. Such plans are to be held in strict confidence by each staff member having a direct responsibility in the implementation of the plan.

Approved: *April 4, 2011*

Use of Motorized Vehicles**JGFF**

There is a need for some students to drive motorized vehicles to school. There is also a need for safety regulations governing the use of motorized vehicles on or near school property. The building administrator shall formulate plans and procedures regulating the driving, parking and use of student motorized vehicles during the school day. Failure of student drivers to observe the district's regulations governing student use of motorized vehicles may result in disciplinary action.

Approved: *April 4, 2011*

Student Accidents

JGFG

Accident and illness may occur in the classroom and on school grounds. All school personnel shall be prepared to follow the necessary first aid procedures and other rules described in this section.

Any school employee who discovers an accident involving a student on school property shall report the accident to the building principal or designated representative and follow the rules approved by the board.

Approved: *April 4, 2011*

Student Accidents

JGFG-R

Generally, school employees are not trained to administer medical treatment to students.

In the event of a student accident which appears to require medical treatment other than emergency first aid, all school employees will follow the plans and procedures which have been developed by the superintendent and building principals to cover such emergencies.

The superintendent will develop procedures to be followed in case of a student accident or injury. Such procedures will be explained to all employees at the beginning of each school year.

Only qualified employees may diagnose or in any way treat a student suspected of injury other than attempting to make the student as comfortable as possible while waiting for competent medical treatment. Qualified employees, for the purpose of this policy, are those employees who have successfully completed an approved Red Cross first aid program or who have otherwise been approved by the superintendent to administer treatment.

Primary first aid procedures to be followed include visually determining, if possible, the extent of the injury and having the school's secretary or a licensed staff member call the parents. (See JGFGA First Aid)

If the parents are notified, the injury should be described and appropriate action determined with consent of the parents.

If the parents cannot be reached, the family physician or alternate physician if permitted by parents/guardians of the student should be notified; and

Under no circumstances will any of the school's employees attempt to administer medical treatment to any injured student, except as provided under JGFGA First Aid.

Records

An information card for each student containing the following information shall be on file in the building principal's office:

Names and addresses of parents, their home and business phone numbers;

Names of some other persons to be called in the event of an accident and their phone number(s);

Names of the family physician and his/her office phone number;

Permission to call the family physician in the event parents cannot be reached and permission to act on his/her advice;

Permission to consult with another physician if the family physician cannot be reached; and

Any physical condition of the student for which it would be considered appropriate to indicate a medical alert.

Approved: *April 4, 2011*

First Aid

JGFGA

The district may provide appropriate first aid and CPR training for identified personnel. This training may be provided as a part of the district's in-service plan or other program established by the board.

First aid and CPR may be administered to students only by those school employees qualified by training approved by the district and then only in case of emergency. School employees shall not attempt to treat any student injury after the initial treatment of emergency first aid. The district will not assume liability for employees acting outside the scope of their authority under these policies.

Approved: *April 4, 2011*

First Aid

JGFGA-R

Personnel identified by the district as eligible to receive first aid and CPR training may include those who are regularly assigned to the work site such as: the building principal or head teacher, the building secretary, the physical education instructor, and other personnel as the district may identify.

First aid shall be limited to the applying of simple bandages or infection preventatives and to any justifiable emergency aid such as stopping excessive bleeding to prevent further injury, disability or death.

Neither diagnosis nor treatment, except under emergency conditions, are within the responsibilities of school, since school personnel are not trained to make what are essentially medical decisions.

At least one person in every school building in the district shall be qualified to administer first aid and CPR.

Approved: *April 4, 2011*

Supervision of Medications

JGFGB

The supervision of oral and injectible medications shall be in strict compliance with the rules and regulations of the board. Diagnosis and treatment of illness and prescribing drugs and medicines are not the responsibility of the public schools and are not to be practiced by any school personnel, including school nurses, unless authorized in the following rules. The Nurse Practices Act makes it illegal for school nurses to administer prescription medications and treatment that have not been prescribed by a medical person authorized to prescribe medication. The law also prohibits any acts of diagnosis.

Approved: *April 4, 2011*

Supervision of Medications

JGFGB-R

Prescription Drugs

In certain explained circumstances when medication is necessary so that the student can remain in school, the school may cooperate with parents in the supervision of prescription medication that the student will use. The parents must submit a written request to the building administrator requesting the school's cooperation and releasing the school district and personnel from liability.

Under the following rules, the supervision of prescription medications by school personnel, including school nurses, is authorized:

School personnel shall not be required to be custodians of any prescription medication except in circumstances where it is essential that students take such medication during school hours. The medication shall be examined by the school employee administering the medication

to determine that it appears to be in the original container, to be properly labeled and to be properly authorized by the written order of a licensed medical person. Only oral medications shall be administered except in emergency situations. The school nurse shall be responsible for the overall administration of medication in schools, and may delegate this to an LPN or unlicensed staff member after receipt of the medication, initial assessment and training of the staff member. Should questions arise about the administration of any medication, the nurse may be contacted in person or by telephone.

Where practical, this policy shall be shared with all local physicians, dentists and other professionals who have a license to prescribe medications. Forms should also be made available to the health care providers in the community.

Any changes in type of drugs, dosage and/or time of administration shall be accompanied by physician permission and a newly labeled pharmacy container.

Building administrators may choose to discontinue the administration of medication if the administrator first notifies the parents or medical person with an explanation in advance of the date of discontinuance.

Non-Prescription Drugs

Non-prescription drugs may be administered during school hours if the drugs are in their original container and the parent/guardian and a physician has signed a medication permit giving permission for school staff to administer the drug.

The public school shall not provide students with aspirin or any other medication. Deciding whether any drug is needed is a form of diagnosis and dispensing medication is a form of treatment. Unauthorized administration of unprescribed medications shall not be practiced by any school personnel, including school nurses.

Over-the-counter medications shall not be supplied by the school employees or kept in athletic areas, and shall not be administered to students unless written physician permission to administer is also provided.

Guidelines for Prescription and Non-Prescription Drugs:

The administration of the authorized medication shall be logged by the building administrator or designee in the school's medical diary which shall be maintained and filed by the administrator for future reference. An individual record shall be kept of each medication administered. The record shall include student identification, date prescribed, name of

medication, time and date(s) administered, signature of person administering the medication and a section for comments.

After medication is administered, students shall be observed for possible reactions to the medication. This observation may occur at the site of administration or in the classroom.

In the administration of medication, the school employee shall not be deemed to have assumed any legal responsibility other than acting as a duly authorized employee of the school district.

All medication maintained in the schools shall be kept in a locked container. This includes medication requiring refrigeration.

Inventory

Medications shall be inventoried every semester by a licensed health professional (registered nurse, licensed practical nurse, physician, and/or pharmacist). Out-of-date stock shall be returned to the parent or destroyed.

Approved: *April 4, 2011*

Student Self-Administration of Medications

JGFGBA

The self-administration of medication is allowed for eligible students in grades K-12. As used in this policy medication means a medicine for the treatment of anaphylaxis or asthma including, but not limited to, any medicine defined in the current federal regulation as an inhaled bronchodilator or auto-injectible epinephrine. Self-administration is the student's discretionary use of an approved medication for which the student has a prescription or written direction from a health care provider.

As used in this policy health care provider means a physician licensed to practice medicine and surgery; an advanced registered nurse practitioner, or a licensed physician assistant who has authority to prescribe drugs under the supervision of a responsible physician.

Student Eligibility

An eligible student shall meet all the following requirements:

1. A written statement from the student's health care provider stating the name and purpose of the medication(s); the prescribed dosage; the time the medication is to be regularly administered; any additional special circumstances under which the medication is to be administered; and the length of time for which the medication is prescribed;
2. Written consent from the student's parent or guardian;

3. The student shall also demonstrate to the health care provider or the provider's designee and the school nurse or the nurse's designee the skill level necessary to use the medication and any device that is necessary to administer the medication as prescribed. In the absence of a school nurse, the school shall designate a person who is trained to witness the demonstration.

Authorization Required

The health care provider shall prepare a written treatment plan for managing the student's asthma or anaphylaxis episodes and for medication use by the student during school hours. The student's parent or guardian shall annually complete and submit to the school any written documentation required by the school, including the treatment plan prepared by the student's health care provider. Permission forms shall be updated during enrollment.

Employee Immunity

All teachers responsible for the student's supervision shall be notified that permission to carry medication and self-administer has been granted. The school district shall provide written notification to the parent or guardian of a student that the school district and its officers, employees and agents are not liable for damage, injury or death resulting directly or indirectly from the self-administration of medication.

Waiver of Liability

The student's parent or guardian shall sign a statement acknowledging that the school district and its officers, employees or agents incur no liability for damage, injury or death resulting directly or indirectly from the self-administration of medication and agreeing to release, indemnify and hold the schools and its officers, employees and agents, harmless from and against any claims relating to the self-administration of medication allowed by this policy.

Additional Requirements:

1. The school district shall require that any back-up medication provided by the student's parent or guardian be kept at the school in a location to which the student has immediate access if there is an asthma or anaphylaxis emergency.

2. The school district shall require that all necessary and pertinent information be kept on file at the student's school in a location easily accessible if there is an asthma or anaphylaxis emergency.

3. Eligible students shall be allowed to possess and use approved medications at any place where the student is subject to the jurisdiction or supervision of the school district, its officers, employees or agents.

4. The board may adopt policy or handbook language which imposes additional requirements relating to the self-administration of medication allowed for in this policy and may establish a procedure for, and the conditions under which, the authorization for student self-administration of medication may be revoked.

A student shall be denied the opportunity to self-administration of medications if:

1. A student fails to register with school officials or fails to submit all required paperwork and consents.
2. A student does not follow proper administration of medications.
3. A student fails to adequately secure medications at school.
4. A student shares or attempts to share (a prescription) medication with another student.

Approved: *April 4, 2011*

USD 413 CHANUTE PUBLIC SCHOOLS
PERMISSION FOR SELF-ADMINISTRATION OF MEDICATION

Name of Student _____

School _____ Grade _____

Diagnosis _____

Medication _____ Dosage _____

Time(s) to be given at school _____

Comments _____

I hereby give my permission for my son/daughter to administer the above medication at school. I understand that it is my responsibility to furnish this medication. I acknowledge that the school incurs no liability for any injury resulting from the self-administration of medication and agree to indemnify and hold the school, and its employees and agents, harmless against any claims relating to the self-administration of such medication. I understand that this must be renewed annually.

My child has been instructed on self-administration of the medication and is authorized to do so in school.

Additional Requirements.

A student shall be denied the opportunity to self-administer medications if:

1. The "permission for Self-Administration of Medication: form has not been completed by the parent/guardian and the prescribing Health Care Provider.
2. A student does not follow the proper administration of medications.
3. A student fails to adequately secure the medications at school.
4. A student shares or attempts to share (a prescription) medication with another student.
5. A student sells or attempts to sell (a prescription) medication to another student.

Signature of Parent/Guardian

Date

Signature of Health Care Provider (Physician, ARNP, PA)

Transportation**JGG**

Bus transportation shall be provided to and from school for those students who qualify. Transportation may be provided by the district for all school activities. Transportation may be denied to students who are detained after school for disciplinary reasons.

All rules shall be published in the student handbook.

Approved: *April 4, 2011*

Transportation**JGG – R**

Students who use school-provided transportation shall be under the jurisdiction of the vehicle driver while in the vehicle. Students shall be subject to the district's student behavior code and other regulations developed by the superintendent and approved by the board.

Bus drivers shall report violations of the rules to the building principal who may discipline students. The principal may suspend or revoke the transportation privilege of a student who violates any rule or regulation.

When the district provides transportation to an activity, participating students are prohibited from driving personal automobiles to and from district-sponsored activities held during or after the school day.

Approved: *April 4, 2011*

Use of Video Cameras**JGGA**

The district may use video cameras to monitor student activity.

Approved: *April 4, 2011*

Use of Video Cameras**JGGA-R**

Video cameras may be used to monitor students riding in district vehicles and to monitor student behavior in or around any district facility.

Video tapes that are records of student behavior shall be secured in a locked file until the tapes are either reused or erased. The video tape shall be considered a student record and shall be subject to current law for the release of student record information. (See JRB)

Approved: *April 4, 2011*

School Food Service Program**JGH**

The district will provide each student with the opportunity to participate in the school food service program. Rules and regulations governing this activity will be developed by the superintendent and those building principals in whose building a school food service program is being operated. These rules and regulations will be published in the student handbook following board approval.

Approved: *April 4, 2011*

Free or Reduced Price Meals**JGHA**

Free or reduced price meals are provided for students who are qualified under district, state and federal rules and regulations governing this program.

Approved: *April 4, 2011*

Free or Reduced Price Meals**JGHA-R**

The necessary forms, rules and regulations governing this program will be provided by the superintendent or the appropriate building principal to any student and his/her parents to determine their eligibility to receive free or reduced price meals.

In order to determine which students are eligible for free or reduced price meals, the food service director together with the superintendent and appropriate building principals will design a form to be made available to every parent in August of each year in conformance with state and federal requirements for free or reduced price meal eligibility.

Those students qualifying for free or reduced price meals will be notified by the director of food services.

A conscious effort will be made by each school participating in the program to see that such qualified students are not singled out and discriminated against because they receive free or reduced price meals.

Approved: *April 4, 2011*

Student Activities

JH

The staff is encouraged to capitalize on the educational possibilities of student activities. Any student activity or club which involves the expenditure of district funds shall be subject to prior approval of the principal.

Activity Fees

A general student activities fee may be established by the building principal with the approval of the board. The fees will admit each student to all school sponsored sporting activities and non-sporting activities listed in the student handbook in the respective attendance center. Any other student fees for approved activities or clubs may be established by the building principal with the approval of the board.

Activity Fund Management (See DK)

Approved: *April 4, 2011*

Student Activities

JH-R

The building principal shall be responsible for the organization of all student activities. With the assistance of delegated members of the faculty, the principal shall approve all student activities and make certain that adequate supervision is available.

Approved: *April 4, 2011*

Student Organizations

JHC

Students may form clubs and other groups organized to promote or pursue specialized activities outside the regular classroom. Membership in school organizations, whether school sponsored or non-school sponsored, must be open to all interested and eligible students. The building principal and the board shall approve school sponsored student organizations, and a staff member shall attend the meetings or activities or supervise use of the facilities by all student organization as an advisor or supervisor.

Student Clubs

The administrator shall establish regulations for the operation of school sponsored clubs and for the use of school facilities by non-school sponsored clubs.

School sponsored clubs shall be under the direct control of school personnel. Every school sponsored club shall have a constitution which has been approved by the building principal on file in the school office. To the extent that non-curriculum related school sponsored

clubs are allowed to meet in school facilities during non-instructional time, non-school sponsored student clubs may also meet in school facilities.

Non-School Sponsored Student Clubs

Non-school sponsored clubs shall submit a request for use of school facilities to the administrator prior to using the facilities. A faculty member (or other adult approved in advance by the board) shall attend the meetings as a supervisor but shall not participate in the group's activities.

Student Government

Student councils under the direct control of the building principal or designated faculty representative may be established. Student councils may exercise only the authority expressly delegated to them by the building principal.

Student Publications

School sponsored student publications shall be under the supervision of the building principal or designated faculty representative.

Students who have facts and opinions should be allowed to express them in print as well as through oral communications. However, student editors and writers must observe the same legal responsibilities as those imposed upon conventional newspapers and communication media. No student shall distribute any school publication which:

1. Is obscene according to current legal definitions;
2. Is libelous according to current legal definitions; or
3. Creates a material or substantial disruption of normal school activity or

appropriate discipline in the operation of the school.

Student publications which are not libelous, disruptive or obscene may be distributed on school property during school hours at times and in areas designated by the building principal. Distribution in violation of this policy may result in suspension, expulsion or other discipline of the students involved.

If a decision to disapprove distribution of a publication is made, the principal shall state reasons for the decision to the student(s).

If the student is dissatisfied with the principal's decision, the student may appeal the decision to the superintendent.

Advertisements

Ads concerning drug paraphernalia, any controlled substances, or any illegal activity are prohibited in school sponsored publications.

Non-School Sponsored Student Publications

Non-sponsored student publications may be distributed on school property at times and in areas designated by the building principal. Distribution of any non-school sponsored publication may be halted if the material is obscene or libelous, or creates a material or substantial disruption of normal school activity or appropriate discipline in the operation of the school. Distribution in violation of this policy may result in suspension, expulsion or other discipline of the students involved.

Approved: *April 4, 2011*

Gang Activity

JHCAA

Gang activities which threaten the safety or well-being of persons or property on school grounds or at school activities, or which disrupt the school environment, are prohibited.

The superintendent shall establish procedures and regulations for disciplinary action to be taken against any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in gang-related activities. (See JGAC, JCDBB and JDD)

District staff shall be provided inservice training in gang behavior and characteristics to facilitate identification of students involved in gang activities.

Approved: *April 4, 2011*

Employment of Students

JJ

While formal education with its related services is a primary function of the district, the board recognizes that employment during school hours may be desirable for some students and necessary for some students. Student employment, then, must strike a balance between “education for living” on the one hand and “education for making a living” on the other. The district’s first objective is that students satisfactorily complete their educational requirements of state law, the State Board of Education and the board.

Students may be employed by the district for certain positions which conform to budget limitations and personnel requirements.

Students will not be excused from school for employment purposes when such work infringes upon their school work.

Approved: *April 4, 2011*

Employment of Students

JJ-R

School Employment

School employment for students will be of a non-hazardous nature.

Outside Employment

The principal will report all violations of the board's policy on outside employment to the superintendent for his disposition.

Students who desire to work on a regular part-time basis during the school day must first secure the approval of the principal and file a work schedule with him. Such work schedule will not conflict with any of the particular student's class schedule. Any deviations from this schedule must be reported immediately to the principal by the student. Students who work in conjunction with work-experience activities common to board-approved vocational programs must have all work schedules, which are cooperatively developed by the employer and the supervising teacher, approved by the principal prior to the beginning of any work activity.

Approved: *April 4, 2011*

Solicitations

JK

Except as approved by the building principal, commercial firms shall not be permitted to solicit students during school hours in attendance centers or on school grounds.

All special sales projects by students are subject to the approval of the principal. This policy shall include sale of advertising, magazines and merchandise.

Commercial schools, colleges or other agencies shall be permitted to meet with seniors or solicit prospective students only when the invitation and arrangements are approved by the school district administration. Counseling of students relative to continuation of their schooling or to job placement by outside organizations shall be handled through the guidance department under the supervision of the guidance counselor according to law.

Solicitation by Students

Solicitations by students within the schools or on school grounds for any cause is prohibited except as they relate to school sponsored activities.

Approved: *April 4, 2011*

Gifts (See GAJ, KH)

JL

Because of the potential for abuse, the giving or receiving of gifts between faculty or staff and students shall be discouraged.

Student Gifts to Staff Members

Students shall be discouraged from collecting money, allocating activity funds or purchasing gifts for faculty members.

Students Gifts to the School

Student organizations, with prior approval of the organization sponsor and building principal, may donate a portion of the organization's funds to a school or to the district for specific purposes enumerated by them. Such donations must have final approval of the superintendent or the board.

Faculty Gifts to Students

Faculty members are discouraged from giving gifts to individual students or to classes of students during school hours in any attendance center or on school property.

Approved: *April 4, 2011*

Contests for Students

JM

No student shall enter any contest as a representative of a school unless such contest is acceptable to the KSHSAA and approved by the board.

Students shall be advised by the appropriate sponsor that accepting cash or merchandise for participation in an activity may jeopardize the student's amateur standing and eligibility with KSHSAA.

Each faculty sponsor bears the responsibility for monitoring student activity sponsorship and must make his/her students aware of those activities which put them in violation of this policy and KSHSAA regulations.

Approved: *April 4, 2011*

Awards and Scholarships**JN**

Student awards for having represented a school in the district shall be limited to those approved by the administration and the board. Awards for interscholastic activities shall be limited to those approved by the KSHSAA.

Approved: *April 4, 2011*

Exceptional Students (See IDCE and JBE)**JQ**

All programs for exceptional students shall be managed in accordance with the local plans for exceptional students, the policy and rules of the local board, and the rules and regulations of the state board of education.

Concurrent Enrollment

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

Approved: *April 4, 2011*

Physically Handicapped Students**JQA**

Physically handicapped students including those temporarily disabled by illness, operation or accident authenticated by a physician's order, will be eligible for homebound instruction; however, all programs will meet the criterion of the least restrictive environment.

Students who are temporarily handicapped are encouraged to attend school if able. If the student is unable to attend school and is ineligible for homebound instruction, it shall be the responsibility of the student or parents to secure lesson assignments from each of the student's teachers in order to keep abreast of the student's school work.

Approved: *April 4, 2011*

Pregnant Students**JQE**

A pregnant student has the right to continued schooling in regular school classes. In the event an individual pregnant student desires to withdraw from school during pregnancy, the district along or in conjunction with other community institutions will furnish her with such assistance as is possible to enable her to return to school on a full-time basis.

Approved: *April 4, 2011*

Pregnant Students**JQE-R**

Each pregnant student's case will be handled on an individual basis by the school's staff in relation to full participation in school activities.

The administration may request a physician's statement covering participating in school activities; the administration may deny such participation in the best interests of the student.

Approved: *April 4, 2011*

Married Students**JQF**

Married students shall have access to the same educational opportunities, special services and considerations that are provided other students enrolled in the district.

Marital status shall not affect the rights and privileges of students to take part in any extracurricular activity offered by the school.

The administration is authorized, in terms of the statements above, to make special arrangements for attendance, promotion, graduation, etc., for married students who wish to continue and complete their education in the schools of the district.

Approved: *April 4, 2011*

Married Students**JQF-R**

To clarify questions that may arise and to make possible fair arrangements for all cases in which married students may be involved, the board has established the following regulations and principles:

They may be classified as special students for attendance purposes, subject to mutual consent.

All cases will be handled on an individual basis. Consideration will be shown by the administration so that the best possible arrangement regarding credits and graduation can be made.

Approved: *April 4, 2011*

Drop-Outs (See JB)

JQH

The district's employees will make an effort to encourage students to continue their education until completion of their high school program.

Approved: *April 4, 2011*

Drop-Outs (See IDDA)

JQH-R

In the event a student does drop out of school, the school counselor will make an attempt to determine whether the student will return to regular classes and to follow up on each case history in the eventuality the student fails to reenroll in school.

The school district's counselor and other employees working with drop-outs shall present a report to the board analyzing such case histories with recommendations, if any, for improvement of the educational program to reduce further drop-outs.

Approved: *April 4, 2011*

Post-Secondary Students

JQI

The district encourages post-secondary students to attend high school classes in subject areas open to them.

Approved: *April 4, 2011*

Foreign Exchange Students

JQKA

Foreign exchange students from organizations approved each year by the KSHSAA shall be admitted to the district on a tuition-free basis. Other foreign exchange students who meet residency requirements may be allowed to enroll in the district under rules established by the board. Students who enter the country on an F-1 visa may be required to pre-pay tuition equal to the current cost per pupil as calculated by the State Department of Education. (See JBC)

Approved: *April 4, 2011*

APPLICATION FORM
FOREIGN EXCHANGE STUDENT/HOST FAMILY
(To Be Completed by Host Family and School Administrator)

Host Family Information

Name _____

Address _____ City _____ State _____

Zip Code _____ Phone No. _____

Names, ages, and class of host family children attending the schools of the district:

<u>Name</u>	<u>Age</u>	<u>Class or Grade Level</u>
1) _____		
2) _____		
3) _____		
4) _____		

Foreign Exchange Student

Name _____ Nationality _____ Age _____

Address _____ City _____

Country _____ Phone No. _____

Sponsoring Agency _____

School diploma received from home country? Yes No

Check courses that student has completed. (Verified from official transcript)

_____ English Number of verified units _____

_____ Science Number of verified units _____

_____ Social Studies Number of verified units _____

_____ Physical Education Number of verified units _____

_____ Native Language Class Number of verified units _____

We, acting as host family, assume full responsibility for _____ while he/she is residing with us. We are not sponsoring the student for personal profit and will ensure that all of the policies, rules, and regulations of the board are followed.

Date Signature of Head of Host Family

All programs for the intellectually gifted students shall be managed in accordance with the policy and rules of the local board and the rules of the State Board of Education.

Approved: *April 4, 2011*

Student Records

JR

Records are maintained for the invaluable assistance they provide the professional staff in dealing with students as individuals. It is the policy of the board to assure that the welfare of each individual student is the only criterion used in releasing information from student personal files.

All student records are to be treated as confidential and primarily for local school use unless otherwise stipulated. Where records include information on more than one student, the parents of any student shall have access to copies of that part of the record that pertains to their child. Each school shall establish appropriate procedures for the granting of a request by parents for access to their child's school records within a reasonable period of time, but in no case more than 45 days after the request has been made.

In situations where the parents of a student are divorced or separated each parent, custodial and/or non-custodial, has equal rights to their student's records unless a court order specifies otherwise. Private agreements between the student's parents shall not be recognized by the district's personnel.

Parents shall have an opportunity for a hearing to challenge the content of their child's school records to ensure that the records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of students; to provide an opportunity for the correction or deletion of any such inaccurate, misleading or otherwise inappropriate data contained therein; and to insert into such records the parent's written explanation of the content of the records.

Any eligible parent/guardian or student may inspect the personal records of the student during regular school office hours. The district reserves the right to interpret selected records to students and/or parent/guardians at the time of the inspection.

When a student attains 18 years of age, the permission or consent required of and the rights accorded to the parents of the students shall thereafter only be required of and accorded to the student.

The parents of students, or the students if they are 18 years of age, or older, must be informed annually by the superintendent or his designated representative of the rights accorded

them by this section. In addition, the public must be informed annually by the superintendent or his designated representative of the categories of information the institution has determined to be directory information.

Approved: *April 4, 2011*

Types of Records

JRA

Student record files shall include but shall not be limited to the following: administrative, supplemental and tentative record files.

Approved: *April 4, 2011*

Types of Records

JRA-R

Information about students that is collected and stored by any school personnel shall be separated into one of the following three classifications:

Administrative records. This classification includes official administrative records that constitute the minimum personal information necessary for operating the educational system. It shall include birth date, sex, race, names, telephone numbers, addresses and places of employment of parents, academic work completed, grades, attendance records, withdrawal and reentry records, honors and activities, date of graduation and follow-up records of a student.

Supplementary records. This classification includes verified information that is important in operating the educational system but is of a more sensitive nature and of less historical importance. It includes: test data, such as scores on standardized achievement, aptitude and intelligence tests; observational data such as systematically gathered teacher or counselor evaluations and observations of social and personal assets; clinical findings and verified report of serious or recurrent deviant behavior patterns; general data such as health data, family background information and educational and vocational plans.

Tentative records. This classification includes useful information that has not been verified or is not clearly needed beyond the immediate present. It includes unevaluated reports of teachers or counselors that may be needed in ongoing counseling or disciplinary actions.

Approved: *April 4, 2011*

Public Use

JRB

The general public does not have the right to inspect a student's personal record files.

The custodian of records may make certain directory information available without parental or eligible student's consent if public notice of the categories of information designated as directory information given. After such public notice has been given, the parents have the right to object to the release of the information without their consent. Directory information includes the following information about the student: the student's name, address, telephone number, picture, parent or guardian, date and place of birth; major field of study; weight, height, participation in and eligibility for officially recognized activities and sports; dates of attendance or grade placement; honors and awards received; and the most recent educational agency or school attended by the student.

The custodian may disclose student's education records to the following persons without the prior consent of the parents:

1. Other school officials, including teachers within the district who have legitimate educational interests.
2. Officials of other schools or school systems in which the student intends to enroll upon the condition that the student's parents will be notified of the transfer, receive a copy of the record if desired and have an opportunity for a hearing to challenge the content of the record.
3. Authorized persons to whom a student has applied for or from whom a student has received financial aid.
4. State and local officials or authorities to whom such information is specifically required to be reported or disclosed pursuant to state statute.
5. Organizations conducting studies for educational agencies for the purpose of developing, validating or administering student tests or programs.
6. Accrediting organizations.
7. Parents of a student 18 years of age if parents claim the student as a dependent for income tax purposes.
8. Appropriate persons if knowledge of any information is necessary to protect the health or safety of the student or other persons in an emergency.

Permission for access will be granted to a third party if the student or his/her parent/guardian requests it. Any such request must be in writing to the official custodian of the student's record file.

No personally identifiable information contained in personal school records shall be furnished to any person other than those listed herein and only under the following conditions: when there is written instruction from the student's parents or the eligible student specifying the records, the reasons and the person(s) to whom the release is to be made, with a copy of the records to be released to the student and/or parents if so desired; or when such information is requested in compliance with a judicial order, or pursuant to any lawfully issued subpoena, upon condition that parents and the student are notified of all such orders or subpoenas in advance of the compliance.

Nothing contained in this policy shall preclude authorized representatives of the Comptroller General of the United States, the Secretary and an administrative head of an educational agency or state authorities from having access to student or other records which may be necessary in connection with the audit and evaluation of federally supported education programs or the enforcement of the federal legal requirements which relate to such programs, provided that, except as the collection of personally identifiable data is specifically authorized by federal law, the data collection by such official with respect to individual students shall not include information (including social security numbers) which would permit the personal identification of such students or their parents after the data so obtained has been collected.

With respect to the above, all persons, agencies or organizations desiring access to the records of a student shall be required to sign a written form which shall be kept permanently with the file of the student, but only for inspection by the parents/guardian, student or a school official and his assistants responsible for record maintenance, indicating specifically the legitimate educational or other interest of each person, agency or organization has in seeking this information. Such forms shall be available to parents and to the school official and his assistants responsible for record maintenance as a means of auditing the operation of the system.

Personal information shall be transferred to a third party only on the condition that such party shall not permit any other party to have access to such information without the written consent of the parents of the student or the student if age 18 or older.

The board and staff shall protect the rights of privacy of students and their families in connection with any surveys or data-gathering activities conducted, assisted or authorized by the board or administration. Regulations established under this policy shall include provisions controlling the use, dissemination and protection of such data.

Approved: *April 4, 2011*

Disposition of Records (See BCBK, CN, CAN, ECA, IDEA, JRA, JRB and KBA) JRC

All student records will be maintained and screened periodically.

Administrative records shall be permanent records and maintained by the school for an indefinite period of time. When the student graduates, supplementary records shall be destroyed or shall be transferred to the administrative record if they have permanent usefulness. Tentative records shall be destroyed when the use for which they were collected is ended. However, tentative records may be placed in the supplementary classification if the continuing usefulness of the information is demonstrated and its validity verified.

The official custodian shall review a student's records when the student moves from elementary to a middle school or junior high, from a middle school or junior high to high school and upon high school graduation. During each review obsolete or unnecessary information shall be removed and destroyed.

Following a reasonable amount of time after a student has graduated or ceases to attend school in the district, the records of the student that are determined to be appropriate for retention may be stored in a format designated by the administration.

Approved: *April 4, 2011*

Hearing Request

JRD

When a hearing has been requested by parents or an eligible student for the purpose of challenging the content of the student's education record, the procedure to be followed in the hearing shall be as provided in board policy.

Approved: *April 4, 2011*

Hearing Request

JRD-R

If a hearing is requested, it shall be conducted and the decision rendered by a person who does not have a direct interest in the hearing outcome.

The parent of the student or eligible student shall be given notice of the date, place and time of the hearing within a reasonable time in advance of the hearing.

The parents or the eligible student may be assisted or represented by individuals of his/her choice at his/her own expense, including an attorney. Parents or the eligible student shall be afforded a full and fair opportunity to present relevant evidence.

The decision shall be rendered in writing within a reasonable time after the hearing concludes. The decision of the school shall be based solely upon the evidence presented at the hearing and include a summary of the evidence and the reasons for the decision.

Approved: *April 4, 2011*

Goals and Objectives (See IB)

KA

The goal of educational public relations is to facilitate a process of communication between the district and its internal and external publics. The public relations program is intended to develop better public understanding of the district's goals, objectives, accomplishments, and needs.

The community shall be informed about school functions and activities, the accreditation status of each school, and the progress of school improvement efforts. Patron involvement is encouraged.

Approved: *April 4, 2011*

Public Information Programs (See CEE, CG and KBA)

KB

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

Newsletters and other Media

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

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

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

Approved: *April 4, 2011*

District or School Web Sites (See KB, IIBG and ECH)

KBA

The board may establish a district web site and may allow creation of web sites for individual schools. A district web site shall be under the control of the superintendent/designee and school web sites shall be supervised by the principal/designee.

Web Site Rules

Detailed rules relating to web sites are found in appropriate handbooks or in documents approved by the board and filed with the clerk and/or principals.

School rules shall include the following areas:

1. Date privacy and FERPA regulations. (See JRB)
2. Copyright rules, relating to access and use of materials and the property rights of the district, students or employees who create material. (See ECH and IIBG)
3. Board and administration shall determine web site content and monitor use by employees and students.

District and school web sites are maintained to support the public relations and educational programs of the district and/or the schools. Web sites may be modified or terminated at any time by board action.

Approved: *April 4, 2011*

Media Relations

KBC

Upon presentation of proper credentials, media members on assignment will be admitted free of charge to all school extra curricular activities. To the extent possible, space will be provided at sporting and special events for members of the working media to cover extra curricular activities.

Broadcasting and Taping

The superintendent is authorized to establish rules and regulations for broadcasting and taping district activities.

The appropriate building principal shall be responsible for determining eligibility and issuing passes to press members on assignment to cover school events. Members of the broadcast media shall notify the superintendent prior to the event they wish to cover so arrangements may be made for their equipment.

News Releases

News and information concerning building events and programs may be released to the media with the approval of the principal. District news releases prepared for public distribution by district employees or students shall have the superintendent's approval prior to release. The superintendent shall, upon request, prepare official district news releases for the board.

Conferences and Interviews

News conferences and interviews shall be scheduled so they do not disrupt regular educational activities. Representatives of the news media seeking to interview a student during school hours must first have the principal's approval and permission from the student's parent or guardian.

Approved: *April 4, 2011*

Extra Curricular

KBCD

Members of the working press will be admitted free of charge to all school extra curricular activities of the district upon presentation of proper credentials.

Press Services

To the extent possible, space will be provided at all sports and special events for members of the working press to cover the extra curricular activities.

Broadcasting and Taping

The principal is authorized to establish rules and regulations for the broadcasting and taping of extra curricular activities of the district.

Approved: *April 4, 2011*

Extra Curricular

KBCD-R

The appropriate building principal shall be responsible for determining eligibility and issuing passes to members of the working press wishing to cover school events.

Broadcasting and Taping

Members of the broadcast media shall notify the principal prior to the event they wish to cover in order that arrangements may be made for their equipment.

Approved: *April 4, 2011*

Interviews With Students**KBCE**

Representative of the news media seeking to interview a student during regular school hours must first have approval of the building principal.

Approved: *April 4, 2011*

Interviews With Students**KBCE-R**

The building principal shall regulate all interviews with students so that such interviews do not interfere with the educational activities of the students involved.

Approved: *April 4, 2011*

Information Campaign**KBE**

All information campaigns of the district will be under the direction of the superintendent.

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

Approved: *April 4, 2011*

Information Campaigns**KBE-R**

Upon request, the superintendent shall report to the board on the progress of any information campaigns initiated by the board.

Approved: *April 4, 2011*

Board-Community Relations**KC**

The board is committed to keeping the community informed about school functions and solicits patron involvement so that these relations may be sustained or improved.

Approved: *April 4, 2011*

Solicitations**KDC**

The board shall discourage all solicitations of and by staff members during regular school hours and at school-sponsored activities.

Approved: *April 4, 2011*

Solicitations**KDC-R**

Agents, solicitors and salesmen shall not be permitted to take time of teachers or students from educational activities. The students and faculty of the district shall not promote commercial or private financial interests, either through direct sales or through promotion of competitive goods or services.

This rule applies to those activities, promotions and sales originating outside the school. Exception to this rule may be made as outlined below.

Materials and projects submitted for consideration under this rule must be made in writing to the superintendent. Requests will be considered in light of the proposal's direct contribution to the educational values in the school. Consideration shall be on the basis of unreasonably added work for staff members.

Any individuals or organizations violating the policy on solicitations shall be reported to the board by the superintendent. Violators may be denied further access to school premises by board action.

Approved: *April 4, 2011*

School Volunteers (See EBAA and IFC)**KFD**

School volunteers work under the school staff's direction with the principal's approval.

School volunteers are bound by the policies, rules and regulations of the district, serve without financial compensation and are not covered by workers' compensation.

Approved: *April 4, 2011*

Use of School Buildings, Facilities and Grounds**KG**

The board may allow use of school buildings, facilities and school grounds by responsible community groups and individuals. Use of any school building, facility or grounds, however, shall not interfere with daily school use or any school-sponsored activity. The superintendent shall make such inquiry as may be appropriate to determine whether the group or individual is "responsible" and may require, as a condition of such use, that the group or individual produce references and information.

Fees and Rental Charges

The board recognizes there are groups and/or organizations within the area with primary goals of community betterment and providing varying degrees of services to district students.

The intent of the board is that for-profit groups will be responsible for reimbursing the district's actual costs for the facility use and the reasonable value of the facility, and that non-profit groups, particularly those whose primary mission or goal is the betterment of district students, will have significantly reduced or no costs. To this end, the board directs the superintendent to establish a rate schedule of fees for use of a school building, facility or grounds. This schedule to be presented to the board for review and discussion.

Board Review

Any group or person who feels aggrieved by this policy, or the superintendent's decisions on use of a school building, facility or grounds or the fees charged for the same, has the right to address the board by making a written request to the clerk of the board at least 7 days prior to a regularly scheduled board meeting. The board will then make a final decision on the matter.

Lease Arrangements

The board shall approve the form lease agreement for the sports complex. The superintendent or the designee of the superintendent shall have the authority to sign this lease agreement.

Supervision of Non-School Groups

Whenever any school building, facility or grounds is used by non-school groups or individuals, the superintendent or the building principal shall have the option of designating a school employee or representative to be on duty to see that the school building, facility or grounds are properly used. A school employee may not be required to be on duty, when, in the option of the superintendent/principal, it is not necessary.

Insurance and/or Bonds

The board reserves the right to require bonds (cash or otherwise), insurance, or other damage deposits, acceptable to the board before allowing use of the schools' buildings, facilities or grounds. Use is subject to limited access and availability. Any damages occurring during use shall be the responsibility of the individual and/or organization using the school building, facility or grounds.

Facility Use Rules

1. Use of a school building, facility or grounds by responsible community groups and individuals may be allowed by the board on a temporary basis. Upon request, the group or individual shall produce references and such other information as the superintendent deems

appropriate in order to verify that the group or individual is “responsible” and otherwise satisfies the terms of this policy.

2. Fees for a school building, facility or grounds are for the same being equipped “as is” and additional fees will be charged for pianos, chairs, projectors, public address systems, etc., not in the facility. Payment for the use of a school building, facility or grounds is to be made in advance, and additional charges may be assessed after the fact if the individual or group fails to abide by the agreement. The superintendent shall have the discretion to waive and/or adjust fees and/or a security deposit in appropriate cases.

3. No alternation to any school building, facility or grounds shall be made without the prior written permission of the superintendent.

4. The individual or group using the school building, facility or grounds shall assume responsibility for care of the school building, facility or grounds, and all personal property, equipment and fixtures therein, shall return the same in broom clean and as good a condition as at the start of the use, and shall pay for any damages related to such use.

5. Safety, fire and health standards must be met at all times.

6. The individual or group using the building, facility or grounds shall ensure that at all times during such use there will be no tobacco, illegal drugs, alcoholic beverages or firearms, either by the individual, the group or participants, at the school building, facility or grounds.

7. The superintendent may require the individual or group to retain such guards or security services as the superintendent deems necessary during the use, or to reimburse the school district for its expenses associated with the same.

8. This policy shall be administered by the superintendent, or the superintendent’s authorized designee, and the superintendent’s decisions are subject to review by the board upon timely filing of a written protest with the clerk of the board. The superintendent shall have the discretion of establishing priority for use of school buildings, facilities and ground.

9. Any individual or group using a school building, facility or grounds shall comply with the requirements of all Board Policies. Such groups and individuals shall not discriminate in the admission or access to a school building, facility or grounds on the basis of race, color, national origin, religion, sex, age or disability.

Approved: *April 4, 2011*

SCHOOL BUILDING, FACILITY OR GROUNDS USE PERMIT

This permit authorizes the use of the school building, facility or grounds as listed. The person/organization to whom this permit is issued agrees to accept responsibility for the care of the building, facility or grounds and the compliance with USD 413 board policy covering such use by non-school groups. (Policy KG)

Person/Organization to Whom Issued: _____

Address: _____

Name of Representative of Group/Organization _____

Telephone _____ Fax _____ E-Mail _____

Purpose of Use _____

Specific Building/Facility/Grounds Needed _____

Date of Use: _____ Start Time _____ End Time _____

Room(s) Needed _____

Equipment/Services Needed _____

Insurance and Other Special Requirements for Use _____

Use Charge for Services/Facilities Listed \$ _____

Other Charges \$ _____

Date and Amount Paid _____ \$ _____

Principal's Approval _____ Date _____

Superintendent's Approval _____ Date _____

This form must be signed by the person to whom it is issued and presented by that person to the school custodian/representative on the date(s) shown. Your attention is directed to the USD 413 "Use of School Buildings, Facilities and Grounds" board policy.

I have read and I am familiar with the USD 413 board policy "KG Use of School Buildings, Facilities and Grounds" and I agree that I will be responsible to see that there is full compliance with the same.

Name and Title

Date

SPORTS COMPLEX LEASE AGREEMENT

Now on this _____ day of _____, 20 _____, this Lease Agreement is by and between the Board of Education of Unified School District No. 413 (USD 413), and _____ (Lessee).

1. **DESCRIPTION OF PROPERTY** – USD 413 hereby leases to Lessee, and Lessee leases from USD 413 the following part of USD 413’s sports complex facility located on West 35th Street in Chanute, Kansas

_____ hereinafter called the “property”. This lease is limited to the portion of the facility specifically described above.

2. **USE OF THE PROPERTY** – the property shall be used for the following purpose only

3. **TERM** – This lease shall commence on _____ at _____ (a.m./p.m.), and end on _____ at _____ (a.m./p.m.)

4. **RENT** – Lessee shall pay USD 413 \$ _____ rent, due in advance upon the execution of this lease.

5. **SECURITY DEPOSIT** – Lessee shall upon execution of this lease pay USD 413 a deposit of \$ _____, which shall be retained by USD 413, without any obligation for interest, as security for Lessee’s performance under this lease. USD 413 shall, within 30 days after the expiration of this lease, refund the security deposit to Lessee, less any amounts withheld by virtue of the terms of this lease or by lessee’s default.

6. **CONDITON OF PROPERTY AT COMMENCEMENT OF LEASE** – Lessee has examined the property, including all improvements thereon, and accepts the same “as is” and in its present condition; Lessee acknowledges that the property is in good order and repair, except as follows _____

7. **CONDITION OF PROPERTY UPON EXPIRATION OF LEASE** – Lessee shall not modify or alter the property. Upon the expiration of this lease, lessee shall peaceably and quietly surrender possession of the property in “broom clean” condition and in as good a condition as at the beginning of this lease.

8. **COMPLIANCE WITH LAWS AND ORDINANCES** – Lessee shall, at Lessee’s expense, comply with the requirements of all municipal, state, county and federal authorities pertaining to the property and the use thereof by lessee, and lessee shall faithfully observe all such ordinances, rules, laws and regulations now in force or which may hereafter be in force. Lessee shall obtain and maintain at all times during the use of the property such permits as may be required by any municipal, state, county or federal authority.

9. **INSURANCE** – Lessee shall, during the term of this lease, obtain, maintain and pay the entire expense of a general public liability insurance policy protecting the parties to this lease with indemnity for bodily injury or property damage in amounts not less than \$ _____ for

injury or death and \$ _____ for property damage which might arise out of Lessee's use, maintenance or occupation of the property. Lessee shall be responsible for obtaining insurance on the Lessee's personal property. Lessee shall provide USD 413 with a copy of said liability insurance policy or policies prior to taking possession of the property. In no event shall Lessee's insurer be subrogated to any rights which Lessee may have or acquire against USD 413.

10. INDEMNITY – Lessee shall indemnify and hold USD 413, and its employees, agents and representatives, harmless from any claim, cause of action or demand for death, injury or damage arising out of Lessee's use of the property. This indemnity obligation includes any attorney fees or costs incurred by USD 413 in defending or responding to such claim, cause of action or demand.

11. NON-WAIVER OF BREACH – No failure by USD 413 to insist upon strict performance of any term of this Lease or to exercise any right or remedy available on a breach thereof, and no acceptance of full or partial rent during the continuance of any such breach shall constitute a waiver of any such breach or any term or condition. No term or condition of this lease which the Lessee is required to perform, and no breach thereof, shall be waived, altered or modified except by written instrument signed by USD 413.

12. ASSIGNMENT – Lessee shall not have the right to assign this lease or sublet any part of the property.

13. LIENS – Lessee shall not permit or allow any mechanic's or other liens to be placed upon the property, and if any such lien is filed, Lessee shall cause the lien to be immediately discharged and released.

14. FACILITY USE RULES – Lessee acknowledges receipt of a copy of the USD 413 board policy on "Use of School Buildings, Facilities and Grounds" (KG) and "Facility Use Rules"; said policy and rules are specifically incorporated into this lease and Lessee agrees to fully comply with the same.

15. DEFAULT – In the event Lessee breaches or fails to fulfill any term or condition of this lease, then Lessee shall be deemed in default and all rights of Lessee under this lease shall immediately be forfeited at the option of USD 413 and Lessee shall have no further right to possession of the property. The forfeiture of Lessee's rights shall in no way prejudice, reduce or impair USD 413's rights or remedies under this lease. Upon Lessee's default USD 413 shall have the right to immediately re-enter and repossess the property and remove Lessee from the property, and to further remove all other persons from the property whose rights are derived from Lessee.

16. ATTORNEY'S FEES – If USD 413 employs an attorney because of a violation of any term of this lease by Lessee, USD 413 shall be entitled to recover all attorney fees, court costs and other expenses associated with breach of this lease.

17. MISCELLANEOUS:

17.1 This lease shall extend to and be binding upon the heirs, executors, administrators, successors and assigns of the parties.

17.2 This lease shall be construed under the laws of the State of Kansas. The sole and exclusive venue for any action arising out of this lease is the District Court of Neosho County, Kansas.

17.3 Time is of the essence in this lease.

In witness whereof, the parties have hereunto set their hands effective the day and year first above written.

LESSOR
The Board of Education of
Unified School District No. 413

LESSEE

Superintendent’s Schedule of rates for use of school buildings, facilities and grounds:

SCHOOL BUILDING/FACILITIES/GROUNDS	RATE/CHARGE
High School:	
Gym	\$500
Auditorium	\$500
Cafeteria	\$500
Classroom	\$200
Library	\$250
Other	\$250
Sports Complex Facility on West 35 th Street:	
Field – day use	\$250
Field – night use	\$500
Locker Room	\$100
Concession Stand	\$100
Other	\$200
Royster Middle School:	
Gym	\$300
Cafeteria	\$300
Commons Area	\$250
Library	\$250
Wrestling Room	\$200
Classroom	\$200
Other	\$200
Elementary School:	
Gym	\$300
Cafeteria	\$300
Classroom	\$200
Library	\$250
Other	\$200
Royster Stadium – day use	\$250
Royster Stadium – night use	\$350

All charges are based on a “per day” charge, which will mean 8 hours. For use over 8 hours an additional day charge may be assessed. Use of facilities for 4 hours or less will be charged 50% the daily rate. The charges include time for one custodian. Should the services of additional personnel be required due to the nature or the use request, the charges will be based on \$15 per hour for each additional employee. When kitchen equipment is used, a school cook must be present.

Use of District Personal Property and Equipment

KGA

Requests for use of district equipment by individuals or outside organizations shall be submitted to the superintendent. Any request shall be granted or denied pursuant to guidelines for using equipment developed by the administrator and approved by the board. The superintendent may establish a deposit for use of school equipment before it is removed from the school grounds or other district property. The deposit will be paid to the principal and will be refunded when the equipment is returned in working order.

Personal Use

No district equipment shall be used by staff for personal reasons at school or away from its designated station without the prior approval of the superintendent, the building principal or superintendent's designee.

Approved: *April 4, 2011*

SCHOOL PERSONAL PROPERTY AND EQUIPMENT USE PERMIT
USD 413 CHANUTE PUBLIC SCHOOLS

This permit authorizes use of the school equipment as listed. The person to whom this permit is issued agrees to accept responsibility for care of the equipment and compliance with school board policy KGA.

Person to whom issued _____

Address _____ Telephone Number _____

Group or Organization Represented _____

Equipment Needed _____

Date(s) of Use _____

Start Time _____ End Time _____

Insurance and Other Special District Requirements for Use _____

Date _____ Amount Paid \$ _____

Principal's Approval _____ Date _____

Superintendent's Approval _____ Date _____

This form must be signed by the person to whom it is issued and presented to the person responsible for the equipment on the date(s) shown. Please read all the provisions and guidelines related to this agreement. I have read the Equipment Use Agreement and Guidelines and I agree that I will be responsible to see that there is full compliance with them.

Copy to requester, building principal and district office

Signature of Approved Borrower _____

Date _____

Use of School Equipment

KGB

School equipment is not to be used for non-school activities except in special circumstances and only if approved by the superintendent or assistant superintendent.

Approved: *April 4, 2011*

Supervision of Non-School Groups

KGC

A school employee shall be on duty to see that the building and equipment are properly used whenever any school facility is used by non-school groups or individuals.

A school employee may not be required to be on duty when, in the opinion of the building principal, it is not necessary. In this case, the sponsors and the principal accept full responsibility for the building's use.

Approved: *April 4, 2011*

Crowd Control at School Sponsored Activities (See EBC)

KGD

Disorder and disruption of school activities will not be tolerated, and persons attempting to endanger the safety of students, school personnel or other adults; to damage school property, to interfere with school activities or the educational process, will be asked to leave the premises.

The school administration and staff are responsible for handling any problem caused by adults or students. The final decision for determining if assistance is needed is the responsibility of the school principal. In the absence of the principal, the determination shall be made by the assistant principal or person designated to be in charge of the building or activity. The superintendent shall be notified of any serious problem at the school.

Criminal Possession of a Firearm (See JCDBB)

It shall be illegal for any person, other than a law enforcement officer, to possess a firearm in or on any school property, school grounds, or any district building or structure used for student instruction, or attendance or extracurricular activities of pupils, or at any regularly scheduled school sponsored activity or event. This prohibition includes concealed weapons even if the person has a legal permit. Appropriate signs shall be posted as directed by the board.

Refusal to surrender or immediately remove from school property or grounds, or any regularly scheduled school sponsored activity or event, any firearm in the possession of any person, when so requested or directed by an authorized school employee or any law enforcement officer shall be reported to law enforcement.

Supervision of Non-School Groups

Whenever any school building, facility or grounds is used by non-school groups or individuals, the superintendent or the building principal shall have the option of designating a school employee or representative to be on duty to see that the school building, facility or grounds are properly used. A school employee may not be required to be on duty when, in the opinion of the superintendent/principal, it is not necessary

Insurance and/or Bonds

The board reserves the right to require bonds (cash or otherwise), insurance, or other damage deposits, acceptable to the board before allowing use of the schools' buildings, facilities or grounds. Use is subject to limited access and availability. Any damages occurring during use shall be the responsibility of the individual and/or organization using the school building, facility or grounds.

Facility Use Rules

1. Use of a school building, facility or grounds by responsible community groups and individuals may be allowed by the board on a temporary basis. Upon request, the group or individual shall produce references and such other information as the superintendent deems appropriate in order to verify that the group or individual is "responsible" and otherwise satisfies the terms of this policy.
2. Fees for a school building, facility or grounds are for the same being equipped "as is" and additional fees will be charged for pianos, chairs, projectors, public address systems, etc., not in the facility. Payment for the use of a school building, facility or grounds is to be made in advance, and additional charges may be assessed after the fact if the individual or group fails to abide by the agreement. The superintendent shall have the discretion to waive and/or adjust fees and/or a security deposit in appropriate cases.
3. No alteration to any school building, facility or grounds shall be made without the prior written permission of the superintendent.
4. The individual or group using the school building, facility or grounds shall assume responsibility for care of the school building, facility or grounds, and all personal property, equipment and fixtures therein, shall return the same in broom clean and as good a condition as at the start of the use, and shall pay for any damages related to such use.
5. Safety, fire and health standards must be met at all times.

6. The individual or group using the building, facility or grounds shall ensure that at all times during such use there will be no tobacco, illegal drugs, alcoholic beverages, weapons, firearms or pyrotechnics/fireworks, either by the individual, the group or participants, at the school building, facility or grounds.

7. The superintendent may require the individual or group to retain such guards or security services as the superintendent deems necessary during the use, or to reimburse the school district for its expenses associated with the same.

8. This policy shall be administered by the superintendent, or the superintendent's authorized designee, and the superintendent's decisions are subject to review by the board upon timely filing of a written protest with the clerk of the board. The superintendent shall have the discretion of establishing priority for use of school buildings, facilities and grounds.

9. Any individual or group using a school building, facility or grounds shall comply with the requirements of all board policies. Such groups and individuals shall not discriminate in the admission or access to a school building, facility or grounds on the basis of race, color, national origin, religion, sex, age or disability.

Approved: *April 4, 2011*

Gifts to Schools

KH

Any organization or individual making a gift to the district shall have the prior approval of the board. All gifts will be regarded as district property.

Persons or organizations desiring to make gifts to the schools should contact the superintendent.

Approved: *April 4, 2011*

KI Distributing Materials in Schools (See JHCA, JK and JR et seq.) KI

In accordance with rules adopted by the board, the superintendent reserves the right to refuse distribution to students any material by outside individuals or groups which creates a material or substantial interference with normal school activity or appropriate discipline in the operation of the school.

Materials Produced by Outside Groups—including Religious Materials

The principal may establish rules and regulations which control the time, place and manner in which non-school/educational materials are displayed and disseminated in the building or on school property. No student shall be forced to participate in the distribution or receipt of any non-school materials in the schools.

Political Campaign Materials

The board encourages responsible use of political materials as part of the board-approved curriculum. No student shall be forced to participate in the distribution or receipt of any political materials.

Advertising in the Schools

No advertising for commercial purposes shall be permitted in the school buildings or on the grounds of the district without prior board approval. Advertising in student publications shall be regulated by rules and regulations developed by the superintendent. Advertising in the student publications may promote products by brand name. Ads promoting the sale of any controlled substance, drug paraphernalia or any other illegal material or activity are prohibited.

KI Distributing Materials in Schools

KI-2

Mailing Lists

No mailing lists of students shall be given to individuals, organizations or vendors for the purpose of distributing materials.

Approved: *January 5, 2015*

District Advertising Guidelines (Supplement to KI)

It is not the intent of these guidelines, or of Policy KI which it supports, to endorse, support or recommend the commercial advertisers who pay to represent their information. Nor is it the intent of the sale of commercial advertising by the district to act as a public forum regarding the

expression of political subjects, religious viewpoints, or controversial matters which are inconsistent with the educational mission of the district, or which could be perceived as bearing an endorsement by Chanute Public Schools. The district retains discretion to decline any advertising inconsistent with these objectives or its educational mission.

Materials Produced by Outside Groups

The principal may establish rules and regulations which control the time, place, and manner in which non-school/educational materials, including religious materials, are displayed and disseminated in the building or on school property. No student shall be forced to participate in the distribution or receipt of any non-school materials in the schools.

Commercial Advertising

The district will permit commercial signage or advertising at certain specified locations on district owned or leased property in accordance with Policy KI and this supplemental guideline. District-approved signage locations are non-public forums intended for the sole purpose of generating revenue for district activity and athletic programs and/or supplementing district budget needs. All commercial advertising, regardless of location, must receive district leadership approval prior to distribution or posting and must following the guidelines as described below. The Superintendent or designee reserves the right to amend or disallow any advertising it deems inappropriate.

Commercial advertising shall be permitted on a limited and space-available basis only, for the sole purpose of supporting district schools, students, programs, teams and other extracurricular activities not for the purpose of establishing a forum for communication.

Before any signage or advertising is produced, the district will enter into a contract with the advertiser which will specify the terms and conditions of the proposed signage or advertising, including the fee to be paid to the district for the signage or advertising as well as the term of the contract. Purchase, installation and maintenance of the signage or advertising will be the sole responsibility of the advertiser. During the term of the contract, Superintendent will monitor the signage and advertising and will notify the advertiser in writing if it is in need of repair. Failure of the advertiser to properly maintain signage or advertising will result in its removal. The term of the contract will not be extended if signage or advertising is removed because of the need for maintenance or repair. In general, if the sign is seen as unfit in any way by the Superintendent or designee, it will be removed.

Guidelines

All signage or advertising must be consistent with the educational nature of the district. Permitted advertising is limited to goods and services. It is not intended to open Chanute Public Schools or its facilities or grounds to advertising outside the scope of goods and services. Political advertising, advertisements promoting particular personal or religious beliefs or advertisements addressing controversial topics or positions are prohibited by this policy.

Advertising will not be accepted from businesses, individuals or organizations:

Whose goods and services are illegal if possessed by or sold to a minor (i.e. alcohol, tobacco, etc.) provided that businesses which sell alcoholic beverages, tobacco, or other such products incidental to the sale or delivery of non-objectionable products or services shall be permitted so

long as the advertising does not feature the prohibited products or services (i.e., Dillon's, Wal-Mart, Applebee's, etc).

Whose goods and services are prohibited by district policies.

Whose theme or messages are inconsistent with the curriculum or educational mission of the district.

Whose theme, message, goods and services are deemed inappropriate for the school community as determined by the Board of Education, superintendent, or superintendent's designee.

Whose policies or practices discriminate on any basis prohibited by law.

Whose message contains expression that:

- is libelous, slanderous or obscene
- commands, requests, induces, encourages, commends or promotes conduct that is defined by law as a crime or conduct that constitutes a ground or grounds for suspension or expulsion of students
- creates a material or substantial disruption of the normal school activity
- is inconsistent with high standards of English and journalism
- includes hate language
- violates intellectual property rights (i.e. copyright, patent, trademark, trade secret, etc.)
- improperly invades the privacy of students and staff.

Signage or advertising at each visibility level will be of a specific and uniform size for all advertisers at that level. Signage or advertizing at each visibility level will be of a specific and uniform production quality, with similar installation methods, for all advertisers at that level.

In general, any signage or advertising will be deemed in need of maintenance or repair when it evidences chipped paint, significant fading, or physical damage.

District leadership has the right to refuse any signage and/or advertising based on these guidelines or on the basis of businesses, services or individuals whose product, service, image or message is not consistent with the district's educational mission.

Advertising in student publications shall comply with the requirements of the Kansas Student Publications Act.

Approved: *January 5, 2015*

Sale of District Property

KK

The board may dispose of property in a manner the board deems to be in the district's best interest. Whenever excess district property is to be sold at auction, all sales shall be to the highest bidder. No credit shall be extended.

Approved: *April 4, 2011*

Visitors to the School

KM

The board encourages patrons and parents to visit district facilities. Patron visits shall be scheduled with the teacher and the building principal.

Notices shall be posted in school buildings to require visitors to check in at the office before proceeding to contact any other person in the building or on the grounds.

Any person who visits a building and/or grounds of the district will be under the jurisdiction of the building principal who shall be responsible for developing rules and regulations governing the presence of visitors in the buildings.

The principal has authority to request assistance from law enforcement if any visitor to the district's buildings or grounds refuses to leave or creates a disturbance. Violation of this rule may lead to removal from the building or grounds and denial of further access to the building or grounds. Violators of this board policy may be subject to the state trespass law.

Approved: *April 4, 2011*

Complaints (See BCBI, GAACA, GAAB, GAAF, IF, IKD, and JCE)

KN

The board encourages all complaints regarding the district to be resolved at the lowest possible administrative level. Whenever a complaint is made directly to the board as a whole or to a board member as an individual, it will be referred to the administration for study and possible resolution.

Complaints About Discrimination or Discriminatory Harassment

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

Complaints of discrimination or harassment against a district employee should be addressed to the employee's supervisor, the building principal, or the district compliance coordinator. A student's complaints of discrimination or harassment by a district employee or by another student should be addressed to the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the complaint is against the building principal the complaint shall be reported to the

district compliance coordinator or superintendent. Complaints by any other person alleging discrimination or harassment should be addressed to the building principal or the district compliance coordinator. Complaints about discrimination or harassment will be resolved through the following procedures:

Informal Procedures

The building principal should attempt to resolve a complaint in an informal manner at the building level. Any district employee who receives a complaint of discrimination or harassment from a student, another employee or any other individual shall inform the individual of the employee's obligation to report the complaint to the building principal. The building principal should discuss the matter with the person making the complaint to determine if it can be resolved. If the matter is resolved to the satisfaction of the person making the complaint, the building principal shall document the nature of the complaint and the proposed resolution and forward this record to the district compliance coordinator. Within 20 days after the complaint is resolved in this manner, the principal should contact the person making the complaint to determine if the resolution of the matter remains acceptable. If the matter is not resolved to the satisfaction of the person making the complaint the person may initiate a formal complaint.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence. The district prohibits retaliation or discrimination against any person for opposing discrimination or harassment, participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.

Formal Complaint Procedures

If a complaint cannot be resolved informally, then a formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged discrimination or harassment. If the person making a complaint does not wish to file a written complaint and the matter has not been adequately resolved, the building principal may initiate the complaint. Forms for filing written complaints are available in each building office and the central office.

A formal complaint should be filed as soon as possible after the conduct occurs, but not later than 180 days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.

If appropriate, an investigation shall follow the filing of the formal complaint. If the complaint is against the superintendent, the board shall appoint an investigating officer. In other instances, the investigation shall be conducted by the building principal, the compliance coordinator or another individual appointed by the board. The investigation shall be informal but thorough. All interested persons, including the complainant and the person against whom the complaint is lodged, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.

A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and a copy forwarded to the person making the complaint and the person against whom the complaint is lodged no later than 30 days after the filing of the formal complaint.

If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.

If the investigation results in a recommendation that a district employee be suspended without pay or terminated, procedures outlined in board policy, the negotiated agreement or state law will be followed.

Records relating to formal complaints and their resolution shall be forwarded to and maintained in a confidential manner by the district compliance coordinator.

The person making the complaint and the person against whom the complaint is lodged may ask for a review of the determination of the formal complaint. The review shall be heard by the district compliance coordinator, a hearing officer appointed by the board, or by the board itself as determined by the board. The request for review shall be made within 20 days after the date of the written determination. The review officer/board shall review the evidence gathered by the investigator and the investigator's report, and shall afford the person making the complaint and the person against whom the complaint is lodged an opportunity to submit further evidence, orally or in writing, within 10 days after the request for review is filed. The review officer board will issue a written determination of the complaint's validity and a description of its resolution within 30 days after the request for review is filed.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence. The district prohibits retaliation or discrimination against any person for opposing discrimination or harassment, participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.

Use of this formal complaint procedure is not a prerequisite to the pursuit of any other remedies including the right to file a complaint with the Office for Civil Rights of the U.S. Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.

Complaints About Policy

The superintendent shall report any unresolved complaint about policies to the board at the next regularly scheduled board meeting.

Complaints About Curriculum (See IF)

The superintendent shall report a failure to resolve any complaint about curriculum to the board at the next regularly scheduled board meeting.

Complaints About Instructional Materials

The building principal shall report any unresolved complaint about instructional materials to the superintendent immediately after receiving the complaint.

Complaints About Facilities and Services

The superintendent shall report any unresolved complaint about facilities and services to the

board at the next regularly scheduled board meeting.

Complaints About Personnel

The superintendent or the building principal involved shall report any unresolved complaint about district employees to the board at the next regularly scheduled board meeting.

Complaints About Emergency Safety Intervention Use

Complaints concerning the use of emergency safety interventions by district employees shall be addressed in accordance with the local dispute resolution process outlined in board policy GAAF.

Approved: *August 9, 2016*

Complaints

KN-R

About Discrimination or Discriminatory Harassment (See GAAA, GAAB, GAAC, GAACA, JGEC and JGECA)

Complaints of discrimination or discriminatory harassment by an employee should be addressed to the employee's supervisor, the building principal, or the district compliance coordinator. Complaints by a student should be addressed to the building principal, another administrator, the guidance counselor, or another licensed staff member. Any school employee who receives a complaint of discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. Complaints by any other person alleging discrimination should be addressed to the building principal or the district compliance coordinator. Complaints about discrimination, including complaints of harassment, will be resolved through the following complaint procedures:

Informal Procedures

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

compliance coordinator. Within 20 days after the complaint is resolved in this manner, the building compliance coordinator shall contact the complainant to determine if the resolution of the matter remains acceptable. If the matter is not resolved to the satisfaction of the individual in the meeting with the building compliance coordinator, or if the individual does not believe the resolution remains acceptable, the individual may initiate a formal complaint.

Formal Complaint Procedures

1. A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. If an individual does not wish to file a written complaint and the matter has not been adequately resolved, the building principal may initiate the complaint. Forms for filing written complaints are available in each building office and the central office.

2. A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.

3. If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board shall appoint an investigating officer. In other instances, the investigation shall be conducted by the building principal, the compliance coordinator or another individual appointed by the board. The investigation shall be informal but thorough. All interested persons, including the complainant and the person against whom the complaint is lodged, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.

4. A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and a copy forwarded to the complainant no later than 30 days after the filing of the complaint.

(a) If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.

(b) If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy, the negotiated agreement or state law will be followed.

5. Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the district compliance coordinator.

6. The complainant may appeal the determination of the complaint. Appeals shall be heard by the district compliance coordinator, a hearing officer appointed by the board, or by the board itself as determined by the board. The request to appeal the resolution shall be made within 20 days after the date of the written resolution of the complaint at the lower level. The appeal officer shall review the evidence gathered by the investigator and the investigator's report, and shall afford the complainant and the person against whom the complaint is filed an opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is filed. The appeal officer will issue a written determination of the complaint's validity and a description of its resolution within 30 days after the appeal is filed.

7. Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies including the right to file a complaint with the Office for Civil Rights of the U.S. Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.

About Policy

The superintendent shall report any unresolved complaint about policies to the board at the next regularly scheduled board meeting.

About Curriculum (See IF)

The superintendent shall report a failure to resolve any complaint about curriculum to the board at the next regularly scheduled board meeting.

About Instructional Materials

The building principal shall report any unresolved complaint about instructional materials to the superintendent immediately after receiving the complaint.

About Facilities and Services

The superintendent shall report any unresolved complaint about facilities and services to the board at the next regularly scheduled board meeting.

About Personnel

The superintendent or the building principal involved shall report any unresolved complaint about personnel to the board at the next regularly scheduled board meeting.

Approved: *April 4, 2011*

COMPLAINT OF DISCRIMINATION FORM
USD 413

The policies of the Board of Education of USD 413 prohibit discrimination on the basis of race, color, national origin, disability, religion and sex in all programs and activities of the district. Additionally, discrimination on the basis of age is prohibited in employment. Harassment of individuals on any of these grounds is strictly prohibited. Individuals who believe they have been discriminated against on any of these grounds may file a complaint with the following discrimination coordinators:

District Discrimination Coordinator: _____

Building Discrimination Coordinator: _____

Name of Complainant _____

Address _____ Telephone _____

Nature of the Complaint – I believe that I have been subjected to discrimination on the basis of:

____ Race ____ Sex ____ Age ____ Color ____ Sexual Harassment ____ Disability

____ National Origin ____ Racial Harassment ____ Religion

____ Harassment on the basis of _____

Please describe the incident or act complained of. Please include information about: Who was the person engaging in the conduct? What was the nature of the conduct? When did it occur? Where did it occur? What effect did the incident have on you?

Were there any witnesses to this incident? If yes, who?

What action do you believe the school should take with regard to this incident?

If this matter proceeds to a formal or informal hearing, will you appear and testify as to your knowledge of the matter? ____ Yes ____ No

Goals and Objectives**LA**

The board shall seek to establish a satisfactory working relationship with governmental agencies and private organizations having an interest in the schools.

Approved: *April 4, 2011*

School-Community Cooperation**LB**

The board shall seek to foster cooperation between the schools and community groups and organizations.

Approved: *April 4, 2011*

School-Community Programs**LC**

The board shall consider establishing programs sponsored jointly by the district and community groups or organizations whenever, in the board's judgment, these programs cannot or should not be wholly under the board's control.

Approved: *April 4, 2011*

Federal Government-Drug Free Schools**LDD**

The unlawful possession, use, sale or distribution of illicit drugs and alcohol by students or school employees on school premises or as a part of any school activity is prohibited. This policy, and any curriculum used in conjunction with it, shall be evaluated at least every-other year using criteria developed by the superintendent and approved by the board. The board shall receive a report after each of these reviews is conducted. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act. P.L. 102-226 (See IDAB, GAOA, GAOB, and JDDA)

Approved: *April 4, 2011*

Family Night**LED**

No school activity is to take place on Wednesday night or on Sunday without written permission of the superintendent. These times are set aside for family activities. If the superintendent permits any exceptions to this policy, notice shall be given to the board at their next regular or special meeting.

Approved: *April 4, 2011*

Goals and Objectives**MA**

The board shall seek to work harmoniously with educational agencies having an interest in the district's schools.

Approved: *April 4, 2011*

Inter-District Relations**MD**

The board shall work cooperatively with other districts to provide services to students when it is in the best interest of students and the district.

Approved: *April 4, 2011*

Colleges and Universities**MF**

The board may consider use of student teachers in district classes.

Contract Required

A written student teaching contract with appropriate colleges and universities shall be prepared and presented to the board for their consideration and approval.

Other Relationships

Other relationships between the district and institutions of higher education may be considered upon recommendation of the administration.

Approved: *April 4, 2011*

State Education Agency Relations: Quality Assurances**MI**

The board is committed to school improvement for all schools, academic achievement for all students, and results-based professional development for all district staff members. The board maintains the goal of full accreditation for all district schools. Good faith efforts shall be made by all staff to implement district school improvement plans. The board shall monitor compliance. The superintendent shall regularly report to the board on the district's progress in meeting state and federal academic requirements.

The board shall fully inform the public in languages commonly used in the community about school improvement plans, the progress of school improvement efforts, the accreditation status of each district school, and other pertinent information as the board may direct.

Approved: *April 4, 2011*

Educational Accreditation Agency Relations (See IJ)

MK

The district may maintain membership in the North Central Association of Colleges and Secondary Schools or other educational accreditation agencies.

Approved: *April 4, 2011*

