

# BOARD POLICY HANDBOOK

Approved July 11, 2016



# TABLE OF CONTENTS

SECTION	TOPIC	PAGE NUMBER
A	District Authority <i>Home Rule</i>	1
AD	District Attendance Areas	1
ADA-R	School Census	1
AEA-R	School Calendar	1
AEB	School Year and Learning Opportunities <i>Prolonged or Shortened School Year</i> <i>Additional Learning Opportunities for Students</i>	2
AFC-R	Emergency Closings	2-3
AA	Legal Status and Authority	3
AB	Board of Education	3
AC	Powers and Duties	3
ACA	Election	3
ACB	Board Vacancies	4
ACC	Meetings	4
ACD	Policies	5
BBBB	New Member Orientation	1
BBBF-R	Reimbursement for Expenses	1
BBC	Board Committees	1
BBC-R	Board Committees	2
BBE	Attorney	2
BBG-R	Consultants	2
BCAC	Special Meetings Waiver <i>Waiver of Notice</i>	2-3
BCAE	Public Hearings	4
BCBD	Agenda	4
BCBF-R	Rules of Order	4
BDBF-R	Rules of Order	5
BCBG	Voting Method	5
BCBH	Minutes	5
BCBI	Public Participation	6
BCBI-R	Public Participation	6
BCBI-R	Public Participation <i>Handling of Complaints</i>	6
BCBJ-R	News Coverage <i>Broadcasting and Taping</i> <i>Camera</i> <i>Recording Devices</i>	7
BCBK	Executive Session	8
BCBK-R	Executive Session	9
BDA	Policy Development System Adoption <i>Policy Draft Writer</i> <i>Attorney Involvement</i> <i>Staff Involvement</i> <i>Community Involvement</i> <i>Student Involvement</i>	9-10
BE	School Board Records	10
BG	Membership	10
BH	School Board Member Ethics	10-11
CA	Goals and Objectives	1
CB	Ethics	1
CE	School Superintendent	2

# TABLE OF CONTENTS

CEA	Superintendent Qualifications	2
CEB	Duties	2-3
	<i>Suspend Employees</i>	
CEC	Recruitment	3
CED	Appointment	3
CEE	Travel Expense	3
CEF	Expense Reimbursement	3-4
CEG	Staff Development Opportunities	4
CEI	Evaluation	4
CEI-R	Evaluation	4-5
	<i>Purpose of Superintendent Evaluation</i>	
CEJ	Separation	5
CEK	Resignation	5
CGI	Administrator Evaluation	5-6
CK	Professional Development Opportunities	6
CM	Policy Implementation	6
CN	Records	6-7
	<i>Types</i>	
	<i>Central Office Records</i>	
	<i>Building Records</i>	
	<i>Public Access</i>	
CN	Records	7-8
CAN	Document Production, Including Electronic Information	8-9
	<i>Destroying Documents</i>	
	<i>Request for Access to Public Records Form</i>	
DA	Goals and Objectives	1
DB	Budget Planning	1
DC	Annual Operating Budget	1-2
	<i>Budget Forms</i>	
	<i>Priorities</i>	
	<i>Deadlines and Schedules</i>	
	<i>Encumbrances</i>	
	<i>Recommendations</i>	
DC-2	Annual Operating Budget	2-3
	<i>Preliminary Adoption Procedures</i>	
	<i>Hearings and Reviews</i>	
	<i>Budget Transparency</i>	
DC-3	<i>Management of District Assets/Accounts</i>	3
	Annual Operating Budget	
	<i>Fraud Prevention and Investigation</i>	
DC-4	<i>Reporting Fraud</i>	
	<i>Whistleblowers</i>	3
DC-4	Annual Operating Budget	3-4
DFE	Investment of Funds	4-5
	<i>Posting Securities</i>	
DFG	Fees, Payments and Rentals	5
DFK	Gifts and Bequests	5
DFM	Equipment and Supplies Sales	5
DH	Bonded Employees	6
DH-R	Bonded Employees	6
DIC	Inventories	6
DIC-R	Inventories	6
DJB	Petty Cash Accounts	6

# TABLE OF CONTENTS

DJE	Purchasing	7
	<i>Purchasing Authority</i>	
DJEB	Quality Control	7
	<i>Specifications</i>	
	<i>Standardization</i>	
	<i>Quantity Purchasing</i>	
	<i>Cost Control</i>	
DJED	Bids and Quotations Requirements	7-8
	<i>Bid Specifications</i>	
DJED-R	Bids and Quotations Requirements	8-9
	<i>Procedure</i>	
	<i>Responsible Bidder</i>	
	<i>Bid Specifications</i>	
	<i>Withdrawal of Bids</i>	
	<i>Rejection of Bids</i>	
DJEE	Local Purchasing	9
DJEF	Requisitions	9-10
DJEF	Purchase Orders and Contracts	10
DJEG-R	Purchase Orders and Contracts	10
DJEJ	Payment Procedure	10
DJFAB	Emergency Situations	11
DK	Student Activity Fund Management	11
	<i>Activity Fund Management</i>	
	<i>Activity Fund Deposits</i>	
	<i>Inactive Activity Funds</i>	
DK-R	Student Activity Fund Management	12
DK-R	Student Activity Fund Management	12
	<i>Activity Fund Management</i>	
EA	Goals and Objectives	1
EB	Buildings and Grounds Management	1
EB-R	Buildings and Ground Management	1
EBA	Insurance Program	1
	<i>Liability Other Than for Vehicles</i>	
EBA-R	Insurance Program	1
EBAA	Worker's Compensation	1
EBAA-R	Worker's Compensation	2
	<i>Choice of Physician</i>	
EBB	Safety	2-3
	<i>Safety Rules</i>	
	<i>Safety Unit</i>	
	<i>Warning System</i>	
	<i>Safety Inspections</i>	
EBB	Safety	3-4
	<i>Heating and Lighting</i>	
EBBA	Hazardous Waste Inspection and Disposal	4
	<i>Inspection</i>	
	<i>Disposal</i>	
	<i>Rules</i>	
EBBD	Evacuations and Emergencies	4
EBBD-R	Evacuations and Emergencies	4-5
	<i>School Closing Announcements</i>	
	<i>Bomb Threats</i>	
	<i>Planning for Emergencies</i>	
EBBE	Emergency Drills	5

# TABLE OF CONTENTS

EBBE-R	Emergency Drills	5
EBBF	Crisis Planning	5
EBBF-R	Crisis Planning	6
EBC	Security and Safety	6-9
	<i>Reporting Crimes at School to Law Enforcement</i>	
	<i>Reporting Certain Students to Administrators and Staff</i>	
	<i>Annual Reports</i>	
	<i>Staff Immunity</i>	
	<i>Report to Law Enforcement Form</i>	
	<i>Report to Staff Member Form</i>	
EBCA	Vandalism	10
	<i>Vandalism Protection</i>	
	<i>Restitution for Damage</i>	
	<i>Return of School Property</i>	
	<i>Offering a Reward</i>	
EBCA	Vandalism	11
EBE-R	Cleaning and Maintenance Programs	11
EBI	Long-Range Maintenance Program	11
EBJ	Records	11
EC-R	Equipment and Supplies Management	11-12
	<i>Receiving</i>	
ECA	HIPAA Policy	12
	<i>Staff Training Required</i>	
	<i>Compliance Required</i>	
ECH	Printing and Duplicating Services	12-15
	<i>Copyright Regulations and “fair use” rules for educators</i>	
	<i>The Purpose and Character of the Use</i>	
	<i>The Nature of the Copyrighted Work</i>	
	<i>The Amount and Substantiality of the Portion Used</i>	
	<i>The Effect of the Use Upon the Potential Market for or Value of the Copyrighted Work</i>	
	<i>Prohibited Practice</i>	
	<i>Permitted Practice</i>	
	<i>Programming for Education Purposes</i>	
	<i>Computer Software</i>	
ED	Student Transportation Management	16
EDAA	School Vehicles	16-18
	<i>Liability</i>	
	<i>Safety</i>	
	<i>Speed Limits</i>	
	<i>Safety Inspection</i>	
	<i>Records</i>	
	<i>Licensing of Drivers</i>	
	<i>Housing of School Vehicles</i>	
	<i>Transportation to Summer Athletic Events</i>	
EDDA	Special Use of School Buses	18
EDDA-R	Special Use of School Buses	18-19
EE	Food Service Management	19
	<i>Sanitation Inspections</i>	
	<i>Records</i>	
EE-R	Food Service Management	19
EF	Data Management	20
	<i>Data Dissemination</i>	
	<i>To Education Agencies</i>	
FA	Goals and Objectives	1

# TABLE OF CONTENTS

FB	Building Committees	1
FC	Memorials, Funerals, and Naming of District Facilities	1
	<i>Memorials</i>	
	<i>Funerals</i>	
	<i>Naming of Facilities</i>	
FD	Capital Outlay Long Range Planning	2
FD-R	Capital Outlay Long Range Planning	2
FDB	Long Range Needs Determination	2
GAA	Goals and Objectives	1
GAAA	Equal Employment Opportunity and Non Discrimination	1
GAAB	Complaints of Discrimination	2
GAAB	Federal Program Administration	2-3
	<i>Chapter I Programs</i>	
GAAB-R	Federal Program Administration	3
GAAC	Sexual Harassment	3-5
GAACA	Racial and Disability Harassment: Employees	5-7
GAAD	Child Abuse	7-9
	<i>DCF or Law Enforcement Access to Students on School Premises</i>	
	<i>Cooperation Between School and Agencies</i>	
	<i>Reporting Procedures</i>	
GAAE	Bullying by Employees	9
GAAF	Emergency Safety Interventions	9-18
	<i>Definitions</i>	
	<i>Prohibited Types of Restraint</i>	
	<i>Use of Emergency Safety Interventions</i>	
	<i>ESI Restrictions</i>	
	<i>Use of Seclusion</i>	
	<i>Training</i>	
	<i>Notification and Documentation</i>	
	<i>Law Enforcement, School Resource, and Campus Security Officers</i>	
	<i>Documentation of ESI Incidents</i>	
	<i>Reporting Data</i>	
	<i>Parent Right to Meeting on ESI Use</i>	
	<i>Restraint- Reporting Checklist</i>	
	<i>Seclusion - Reporting Checklist</i>	
GACC	Recruitment and Hiring	19
	<i>Recruitment</i>	
	<i>Hiring</i>	
	<i>Hiring sequence</i>	
GACCA	Nepotism	17
	<i>Supervision Limitations</i>	
GACD	Employment Eligibility Verification	19-20
	<i>Documents that Establish Identity</i>	
GADA	In-Service Education	21
GADA-R	In-Service Education	21
GAF	Staff-Student Relation	21
GAG-R	Conflict of Interest	21
GAGA-R	Nepotism	21
GAH	Staff-Community Relations	22
	<i>Participation in Community Activities</i>	
GAHB	Political Activities	22
	<i>Holding Public Office</i>	
	<i>Political Activity in the Schools</i>	
GAI	Solicitations	22

# TABLE OF CONTENTS

GAK	Personnel Records <i>Employee Personnel Files Kept by the District</i>	23
GAL	Salary Deductions	23
GAN	Expense Reimbursement and Credit Cards	23-24
GAO	Maintaining Proper Control	24
GAOA	Drug and Alcohol Free Workplace	24-25
GAOB-R	Drug Free Schools <i>Employee Conduct</i>	25-26
GAOC	Use of Tobacco Products and Nicotine Delivert Devices	26-27
GAOE	Worker's Compensation <i>Testing</i> <i>Choice of Physician</i>	27-28
GAR	Communicable Diseases <i>Additional Certifications of Health</i>	28-29
GARA	Blood-borne Pathogen Exposure Control Plan	29
GARI	Family and Medical Leave Plan	29-32
GAT	Staff Use of Communication Devices <i>Definitions</i> <i>General Use</i> <i>Use in Vehicles</i> <i>Use of District-Provided Communication Devices</i> <i>Staff Bring Your Own Device Policy</i>	32-34
GBK-R	Suspension	34-35
GBQA	Reduction of Teaching Staff	35
GBRE	Additional Duty	35
GBRF	Student and Parent Conferences	36
GCE	Assignment and Transfer	36
HAA	Legal Status	1
HAB	Goals and Objectives	1
HAC	Scope of Negotiations	1
HAE	Board Negotiating Agents	1
HAE-R	Board Negotiating Agents	1
HAF	Superintendent's Role	1
HAHBA-R	Use of School Facilities	1
HAHBB	Use of School Equipment	1
HAJ	Preliminary Agreement Disposition	2
HAK-R	Ratification Procedures	2
HAL	Announcement of Agreements	2
IB	School Site Councils	1
ICA	Pilot Projects <i>Pilot Project Evaluation</i> <i>Student Surveys</i>	1
IDACA	Special Education Services <i>Child Find, Identification, and Eligibility</i> <i>Actions and Due Process for Students</i>	2
IDACB	Section 504 Accomocations for Students	2
IDAD	Title I Program <i>Annual Parent Meeting</i>	2-3
IDEA	Student Privacy Policy <i>Student Data Restrictions</i> <i>Student Data Security Breach</i> <i>Biometric Data</i>	3-8



# TABLE OF CONTENTS

	<i>Select Student Surveys</i>	
	<i>Annual Notice of Authorized Student Data Disclosures</i>	
IFC	Community Resources	8-9
	<i>Use of Community Resource Persons</i>	
	<i>School Volunteers</i>	
IFC	Community Resources	
	<i>Use of Community Resource Persons</i>	9
IFCB	Field Trips and Excursions and/or Field Studies	
	<i>Non-Sanctioned Field Trips</i>	9-10
IFCB-R	Field Trips and Excursions	
IG	Guidance Program	10
IHF	Graduation Requirements	11
IIBF	Acceptable Use Guidelines	11
	<i>Purpose</i>	11-13
	<i>Acceptable Use Guidelines</i>	
	<i>Prohibitions</i>	
	<i>Monitoring</i>	
	<i>Internet Safety</i>	
	<i>Penalties for Improper Use</i>	
IIBJ	Computer and Device Use	13-15
	<i>Use of District Computers and Devices/Privacy Rights</i>	
	<i>Copyright</i>	
	<i>Installation</i>	
	<i>Hardware</i>	
	<i>Audits</i>	
	<i>E-mail Privacy Rights</i>	
	<i>Ownership of Employee Computer and Device Materials</i>	
	<i>Lost, Stolen, or Damaged Computers and/or Equipment</i>	
IIBGA	Children's Internet Protection Act	15-17
	<i>Goals</i>	
	<i>Access to Inappropriate Material</i>	
	<i>Inappropriate Network Usage</i>	
	<i>Eduation, Supervision and Monitoring</i>	
	<i>Disciplinary Measures</i>	
	<i>Adoption</i>	
IIBGC	Staff Online Activities	17-19
IKA	Financial Literacy	19
IKC	Teaching About Religion	19
IKCA	Human Sexuality and AIDS Education	19-20
	<i>Opt-Out Procedure and Form</i>	
	<i>Opt-Out Form</i>	
	<i>Annual Request Required</i>	
	<i>Notice of Availability</i>	
IKCA-R	Human Sexuality and AIDS	20-21
	<i>Human Sexuality and Aids Education Opt-Out Form</i>	
IKH-R	Substitute Teaching	21
ING	Animals and Plants in the School	21-23
	<i>Service Animals in the Schools</i>	
ING-R	Animals and Plants in the School	23
<hr/>		
JA	Goals and Objectives	1
JB	Attendance Records	1
JBC	Enrollment	1-4
	<i>Resident Students</i>	
	<i>Non-Resident Students</i>	

# TABLE OF CONTENTS

	<i>Non-Resident Students-Continued Enrollment</i>	
	<i>Enrollment Restriction</i>	
	<i>Enrollment Procedures</i>	
	<i>Part-Time Students</i>	
	<i>Identification of Students</i>	
	<i>Enrollment Information</i>	
	<i>Assignment to a School Building, Grade Level or Classes</i>	
	<i>Transferring Credit</i>	
	<i>Transfers from Non-Accredited Schools</i>	
JBC-R	Enrollment	4-5
	<i>First Time Enrollment</i>	
	<i>Identification of Students</i>	
	<i>Resident Students</i>	
	<i>Non-resident Students</i>	
	<i>Tuition</i>	
	<i>Assignment</i>	
	<i>Classes</i>	
	<i>School Admissions</i>	
	<i>Transfers and Withdrawals</i>	
JBCA	Homeless Students	6-9
	<i>Homeless Student Regulations</i>	
	<i>Enrollment/Placement</i>	
	<i>Services</i>	
	<i>Transportation</i>	
	<i>Records</i>	
	<i>Coordinator</i>	
JBD	Absences and Excuses	9-10
	<i>Excused/Unexcused Absences</i>	
	<i>Significant Part of a School Day</i>	
	<i>Make-Up Work</i>	
JBE	Truancy	10-11
	<i>Waiver of Compulsory Attendance Requirements</i>	
	<i>Involvement of Law Enforcement</i>	
	<i>Reporting to Parents</i>	
	<i>Dual Enrollment Students</i>	
JCAA	Due Process	11-12
JCAB	Searches of Property	11-12
	<i>Searches of Lockers</i>	
	<i>Search of Property</i>	
	<i>Use of Trained Dogs in Conducting Sweeps</i>	
JCABB	Searches of Students	12-14
	<i>Search Report Form</i>	
JCAC	Interrogation and Investigations	15-16
	<i>Coordination with Law Enforcement</i>	
	<i>Investigations Conducted by Law Enforcement Officers</i>	
	<i>Child Abuse Investigations Conducted by Law Enforcement Officers</i>	
	<i>Law Enforcement Initiated Investigations at School</i>	
	<i>Violations of Criminal Law</i>	
	<i>Taking Students into Custody</i>	
	<i>Disturbance of School Environment</i>	
JCAC-R	Interrogation and Investigations	16-18
	<i>Initiated by School Administrators and Conducted by Law Enforcement Officials</i>	
	<i>Violations of Criminal Law</i>	
	<i>Taking Students into Custody</i>	
	<i>Disturbances of School Environment</i>	

# TABLE OF CONTENTS

JCB	Policies and Rules Development Involvement	18
JCB-R	Policies and Rules Development Involvement	18
JCDAA	Tobacco and Nicotine Delivery Devices	18
JCDB	Dress Code	18
JCDBB	Weapons	19-20
	<i>Weapons and Destructive Devices</i>	
	<i>Penalties for Weapon Violations</i>	
JCE	Complaints	20-21
	<i>Complaints about Discrimination</i>	
	<i>Complaints about School Rules</i>	
JDC	Probation	21
JDD	Suspension and Expulsion Procedures	21-24
	<i>Reasons for Suspension or Expulsion</i>	
	<i>Short-term Suspension</i>	
	<i>Long-Term Suspension or Expulsion</i>	
	<i>Rules which Apply in all Cases when a Student May be Suspended or Expelled</i>	
	<i>Student Rights During a Long-Term Suspension/Expulsion Hearing</i>	
	<i>Appeal to the Board</i>	
JDDA	Drug-Free Schools	24-25
	<i>Student Conduct</i>	
JDDB	Reporting to Law Enforcement	25
JDDC	Bullying	26-28
	<i>Anti-Bullying Policy</i>	
	<i>Definition of Bullying</i>	
	<i>Preventive Measures</i>	
	<i>Complaint/Investigative Procedure</i>	
	<i>Intervention/Consequences</i>	
JFB	Promotion and Retention	28
JFCA	Early Graduation	28
JGA	Student Insurance Program	28
JGA-R	Student Insurance Program	28
JGCA	Local Wellness Policy	28-29
JGC	Health Assessments and Physicals	29-30
JGC-R	Health Assessment and Physicals	30
JGCB	Inoculations	30-31
JGCB A	Automated External Defibrillators	31
JGCC	Communicable Diseases	31
JGCC-R	Communicable Diseases	31
	<i>Aides</i>	32-33
	<i>Guidelines for Dealing with Individuals Infected with AIDS in the District Schools</i>	
	<i>Case Review</i>	
JGCC-R	Communicable Diseases	33-34
	<i>Dealing with Students with AIDS</i>	
	<i>Confidentiality</i>	
	<i>Policy Review</i>	
JGCD	Health Screenings	34-35
	<i>Vision Screenings</i>	
	<i>Hearing Screenings</i>	
	<i>Dental Screenings</i>	
	<i>Selected Screenings</i>	
JGD	Student Psychological Services	34-36
JGD-R	Student Psychological Services	36
JGEAA	Crisis Planning	36
JGEB	Child Abuse	37
	<i>DCF Access to Student of School Premises</i>	

# TABLE OF CONTENTS

	<i>Cooperation between School and Agencies</i>	
JGEB-R	Child Abuse	37-38
	<i>Emergency Situations</i>	
	<i>Non-Emergency Situations</i>	
JGEC	Sexual Harassment	38-40
JGEC-R	Sexual Harassment	40
JGECA	Racial and Disability Harassment: Students	40-43
JGF-R	Student Safety	43
	<i>Safety Units</i>	
	<i>Inspection of Buildings and Grounds</i>	
	<i>Bicycle Use</i>	
	<i>Walkers and Riders</i>	
JGFA-R	Emergency Drills	44-45
JGFB	Supervision of Students	45
JGFC	Dismissal Precautions	45
JGFC-R	Dismissal Precautions	45
JGFF	Student Transportation Regulation	46
	<i>Use of Vehicles and Bicycles</i>	
	<i>Walkers</i>	
	<i>Notice</i>	
JGFF-R	Use of Motorized Vehicles	46
JGFG	Student Accidents	47
	<i>Records</i>	
JGFGA	First Aid	47
JGFGA-R	First Aid	47-48
JGFGB	Supervision of Medications	48-49
JGFGBA	Student Self-Administration of Medication	48-52
	<i>Student Eligibility</i>	
	<i>Authorization Required</i>	
	<i>Employee Immunity</i>	
	<i>Waiver of Liability</i>	
	<i>Permission for Self-Administration of Medication Form</i>	
JGFGB-R	Supervision of Medications	53-54
	<i>Prescription Drugs</i>	
	<i>Non-Prescription Drugs</i>	
	<i>Guidelines for Prescription and Non-Prescription Drugs</i>	
	<i>Inventory</i>	
JGFGBB	Accommodating Students with Diabetes	54-55
	<i>Student Eligibility</i>	
	<i>Employee Immunity</i>	
JGG	Transportation	56
JGGA	Use of Surveillance Cameras	56
JGH	School Lunch Service	56
JGHA	Free or Reduced Price Meals	57
JGHA-R	Free or Reduced Price Meals	57
JH	Student Activities	57-59
	<i>Eligibility for Activities</i>	
	<i>Adding or Eliminating Activities</i>	
	<i>Activity Fund Management</i>	
	<i>Public Input Form/Request to add/eliminate an activity</i>	
JH-R	Student Activities	60
	<i>School Activities Free Evening</i>	
JHC	Student Organizations	60-62
	<i>Student Clubs</i>	
	<i>Non-School Sponsored Student Clubs</i>	

# TABLE OF CONTENTS

	<i>Student Government</i>	
	<i>Student Publications</i>	
	<i>Non-School Sponsored Student Publications</i>	
	<i>Advertisements</i>	
	<i>Student Social Events</i>	
JHC-R	Student Organizations	60-62
	<i>Student Clubs</i>	
	<i>Student Publications</i>	
JHC-R	Student Organizations	62-65
	<i>Ads</i>	
	<i>Definitions of terms used in discussing student publication</i>	
	<i>Student Social Events</i>	
JCHAA	Gang Activity	65
JJ	Student Volunteers	65
JJ	Employment of Students	65-66
	<i>In-School Employment</i>	
	<i>Outside Employment</i>	
	<i>Vocational or Other Work Experience</i>	
JK	Solicitations	66
	<i>Solicitation of Students</i>	
	<i>Solicitation by Students</i>	
JL	Gifts	66-67
	<i>Student Gifts to Staff Members</i>	
	<i>Student Gifts to the School</i>	
	<i>Faculty Gifts to Students</i>	
JL-R	Gifts	67
	<i>Student Gifts to Staff Members</i>	
	<i>Student Gifts to the School</i>	
JM	Contests for Students	67
JN	Awards and Scholarships	67
JQ	Exceptional Students	68
	<i>Concurrent Enrollment</i>	
JQ-R	Exceptional Students	68-70
	<i>Exceptional Student Due Process Procedures</i>	
	<i>Procedural Due Process Hearing</i>	
	<i>Appeal Provision</i>	
JQA	Temporarily Disabled Students	70-71
JQE	Alternative Arrangements for Nontraditional Students	71
JQF	Married Students	71
JQH	Drop-Outs	71
JQH-R	Drop-Outs	72
JQI	Post- Secondary Students	72
JQKA	Foreign Exchange Students	72-73
	<i>Application Form – Foreign Exchange Student/Host Family</i>	
JQL	Hearing Procedures for Exceptional Students	74
JQLA	Class-size/Caseload Limits for Exceptional Students	74
JR	Student Records	74-75
JR	Student Records	75-76
JRA	Types of Records	76
	<i>Administrative Records</i>	
	<i>Supplementary Records</i>	
	<i>Tentative Records</i>	
JRB	Release of Student Records	77-80
	<i>Directory Information</i>	
	<i>Forwarding Pupil Records</i>	

# TABLE OF CONTENTS

JRC	Disposition of Records	80
JRC-R	Disposition of Records	80-81
JRD	Hearing Request	81
JRD-R	Hearing Request	81
JS	Student Fees and Charges	81-84
	<i>Credit Card Payments</i>	
	<i>Fee Schedules</i>	
	<i>Debt Collection</i>	
	<i>Forwarding Pupil Records</i>	
	<i>Guidelines for USD #466 Credit Cards</i>	
	<i>Credit Card Log</i>	
KA	Goals and Objectives	1
KBA	District or School Web Sites	1
	<i>Web Site Rules</i>	
KB-R	Public Information Program	2
	<i>School-Sponsored Information Media</i>	
KBC	Media Relations	2
	<i>News Releases</i>	
	<i>Conferences and Interviews</i>	
KBC-R	Media Relations	2
	<i>News Releases</i>	
KBCD	Extra Curricular	2-3
	<i>Press Services</i>	
	<i>Broadcasting and Taping</i>	
KBCD-R	Extra Curricular	3
	<i>Broadcasting and Taping</i>	
KBCE	Interview with Students	3
KBCE-R	Interview with Students	3
KC	Board-Community Relations	3
KCA	Protection of Privacy Rights	3
KCB	Custodial and Non-Custodial Parent Rights	3-4
KDC	Solicitations	4
KDC-R	Solicitations	4
KFD	School Volunteers	4
KG	Use of School Facilities and Equipment	5-14
	<i>Use in Accordance with Board Policies</i>	
	<i>Fees and Rental Charges</i>	
	<i>Lease Arrangements</i>	
	<i>Supervision of Non-School Groups</i>	
	<i>Insurance and/or Bonds</i>	
	<i>Legal Status of School Buildings</i>	
	<i>Regulations for Use of School Buildings</i>	
	<i>Use of Buildings by Community Colleges</i>	
	<i>Use of Buildings by Universities for Workshops, Classes or Seminars</i>	
	<i>Use of Buildings by City Recreation Commission</i>	
	<i>Use of Buildings by Bona Fide Scott County Youth Groups</i>	
	<i>Building Usage Fees Schedule</i>	
	<i>Building Usage Request</i>	
	<i>SCHS Auditorium Usage Request</i>	
KGB	Concealed Observations	15
KGC	Bullying by Parents	15-16
KGD	Disruptive Acts at School or School Activities	16
	<i>Possession of a Firearm</i>	
KGDA	Public Conduct on School Property	16-17

# TABLE OF CONTENTS

	Notice of Protections Under the Kansas Tort Claims Act	18-20
KH-R	Public Gifts	21
	<i>Gifts to Schools</i>	
KI	Free Materials Distribution in Schools	21
	<i>Political Campaign Materials</i>	
	<i>Special Interest Materials</i>	
	<i>Advertising in the Schools</i>	
KI-R	Free Materials Distribution in Schools	21-22
	<i>Political Campaign Materials</i>	
KI-R	Free Materials Distribution in Schools	22
	<i>Special Interest Materials</i>	
	<i>Advertising in the Schools</i>	
KK-R	Public Sale on School Property	22
KM	Visitors to the School	22
KMA	Patron/Parent Visitors to the Schools	23
KMA-R	Patron/Parent Visitors to the School	23
KN	Complaints	23-24
	Complaints about Discrimination or Discriminatory Harassment	24-27
	<i>Informal Procedures</i>	
	<i>Formal Complaint Procedures</i>	
	<i>Complaints about Policy</i>	
	<i>Complaints about Curriculum</i>	
	<i>Complaints about Instructional Materials</i>	
	<i>Complaints about Facilities and Services</i>	
	<i>Complaints about Personnel</i>	
	<i>Complaints about Emergency Safety Intervention Use</i>	
LA	Goals and Objectives	1
LB	School-Community Cooperation	1
LC	School Community Program	1
LDD	Federal Government Drug Free Schools	1
LDDA	Fiscal Management of Federal Grants	1
MA	Goals and Objectives	1
MD	Inter-district Relations	1
MF	Colleges and Universities	1
MI	State Education Agency Relations: Quality Assurances	1

## **A District Authority**

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

### **Home Rule**

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

## **AD District Attendance Areas**

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

### **ADA-R School Census**

Sometime during January each year, the board may direct the superintendent to conduct a census of the potential students and patrons living in the district under the age of five years and the number of potential students residing in the district between the ages of five and 17, and the number between the ages of 17 and 21. Such census shall also obtain information related to the planning of transportation services and such other information as the superintendent deems to be of assistance to the district.

### **AEA-R School Calendar**

By February 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 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.



## **AEB School Year and Learning Opportunities**

### **Prolonged or Shortened School Year**

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

Should the school year be shortened by board action, the board must take steps to ensure the school term provided includes at least the minimum number of days or hour required by Kansas law.

### **Additional Learning opportunities for Students**

The board may require additional learning opportunities for students not meeting minimum academic or behavioral standards as defined by the board or as outlined in board policy and/or handbook language. Students may be assigned to additional academic sessions taking place:

- Before or after school;
- On Saturday; and/or
- During the summer

Truancy laws, suspension and expulsion policies and law, and all appropriate portions of the student behavior code shall apply during academic sessions.

## **AFC-R Emergency Closings**

The board delegates to the superintendent the authority to close any school whenever any condition exists which, in the opinion of the superintendent, warrants the closing of one or more or all schools. In the event of unavailability, the board delegates such authority to the first available administrator in the following chain for command: assistant superintendent and building principal. Closing of school by such an administrator shall be effective until he reopens the school or until the superintendent or the board reviews and takes action on the situation. In any case of extreme emergency, the principal of any school may close such school. All school closings shall be immediately reported to the superintendent and the president of the board.

Emergency closing situation include **but are not limited to:** adverse weather conditions, building maintenance problems, public health reasons, personnel problems, budgetary problems, etc.

#### **AA Legal Status and Authority**

The Board of Education exists under and derives its power from the Constitution of the State of Kansas and the acts of the legislature thereof and is the legal agency for operating the schools of the Scott County Unified School District #466 under the laws of Kansas.

#### **AB Board of Education**

The source of power of the Board of Education is the state, not the school district. Although the state maintains, through its Department of Education, general supervision and control of its schools, it has delegated most details of administration to local Board of Education. Board members, therefore, regard themselves as persons selected by local voters to serve as agents of the state through its legislature.

It should be pointed out, however, that the state is silent on many matters which the Board must consider and in such cases, the Board must follow its own best judgment in meeting the educational challenges of the local school district.

#### **AC Powers and Duties**

The Board of Education shall organize and elect officers at the first meeting of the fiscal year which will be the regular July Board meeting. The conduct of the Scott County Unified School District #466 shall be in accord with the provisions of the General Statutes of the State of Kansas as they pertain to governing unified district school systems.

In the event a decision cannot be rendered under existing policies or rules, the Board of Education shall assume final responsibility for the decision.

#### **ACA Election**

The seven (7) member Board of Education shall be elected under the conditions of Article 20 of the Kansas Statutes. All members are elected at large in odd numbered years. The primary election shall be held four (4) weeks preceding the election on the first Tuesday in April. The general election is held the first Tuesday in April in any odd numbered year. The election shall be conducted by the Scott County Election Commissioner.

## **ACB Board Vacancies**

In the event a vacancy should occur on the Board prior to a regular election, the Board of Education shall fill the vacancy according to the provisions of KSA25-2022. However, any vacancy occurring more than fifty (50) days previous to the date provided by law for the filing of nomination papers, and leaving an unexpired term of one (1) or more years, shall be filled at the first school election thereafter. A majority vote to mean four (4) affirmative votes cast for the motion is required to fill the vacancy by a selected person.

## **ACC Meetings**

No business of the Board of Education shall be transacted except at a regular, special or an adjourned meeting of the Board, and no business shall be transacted at any meeting of the Board unless a majority of the qualified members of the Board are present, except that a motion to adjourn may be made and passed when less than a majority is present.

Regular meetings of the board are generally held the second Monday after the first Friday of each month, or if such day be a legal holiday, on the following day. Regular meetings are held at 7:00 p.m. The Board will determine a schedule of meetings and times, and have it published prior to the start of each annual term. Times and dates may be adjusted to accommodate board and district needs.

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

Unless otherwise specified, all board meetings will be held in the board meeting room in the Administration Building, 704 College.

Four members of the board shall constitute a quorum for the transaction of business.

Adjourned meetings, regular or special, may be held at such time and place as the Board may determine in the motion and vote to adjourn. New business may not be introduced at an adjourned meeting.

Notice of meetings shall be communicated to each Board member and the local newspaper.

## **ACD Policies**

These rules may be amended at any meeting of the Board at which a majority of the qualified members of the Board is present by unanimous consent of the members present.

No provision of these rules or amendments thereto shall be operative if it is in conflict with any laws of Kansas or of the United States.

The rules may be temporarily suspended by unanimous consent of the members present at any meeting attended by a majority of the qualified members of the Board.

These rules and any amendments thereto are mere rules of procedure and are promulgated and established solely for the use and the benefit of the Board of Education for the orderly conduct of its meetings. These rules do not and are not intended to create any rights or benefits for any persons transacting business or dealing with the Board of Education.

These by-laws may be amended by a unanimous vote of all board members at any regular or special meeting. They may be amended by a majority vote of the entire board at any meeting at which a thirty-day notice shall have been given.

No policy in these by-laws shall be operative if it is found to be in conflict with any laws of the State of Kansas.

### **BBBB New Member Orientation**

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

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

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

### **BBBF-R Reimbursement for Expenses**

Any payments to board members must 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-R.

### **BBC Board Committees**

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 district material to each committee.

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

A line of communication shall be established between each committee and the superintendent and/or the board as the board may require or by procedure.

The board may dissolve any advisory committee at any time.

**BBC-R        Board Committees**

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.

**BBE    Attorney**

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

**BBG-R        Consultants**

Consulting services will be obtained to the extent possible without compensation. Neither the superintendent nor any member of the staff is authorized to engage a consultant for pay without the prior consent of the board.

**BCAC        Special Meetings Waiver**

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

WAIVER OF NOTICE

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

\_\_\_\_\_  
Member, Board of Education

\_\_\_\_\_  
Member, Board of Education

\_\_\_\_\_  
Member, Board of Education

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Member, Board of Education

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Member, Board of Education

\_\_\_\_\_  
Member, Board of Education

\_\_\_\_\_  
Member, Board of Education

Attest:

\_\_\_\_\_  
Clerk, Board of Education  
Unified School District No. 466  
Scott County  
State of Kansas

## **BCAE      Public Hearings**

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

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

The board president or vice-president shall preside at public hearings and shall request every participant to state name, residence and purpose for speaking. After a hearing is called to order the board may delegate another individual to run the actual hearing.

## **BCBD      Agenda**

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

The superintendent may 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.

## **BCBF-R      Rules of Order**

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 protempore whom will serve only for that meeting or for that part of the meeting in which the president and vice-president are absent.

Any members 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 of 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.



## **BCBF-R      Rules of Order**

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.

## **BCBG      Voting Method**

The board shall take action by way of motions. No motion may be acted upon until a member of the board has duly seconded it. 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.

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

## **BCBH      Minutes**

The board shall review the minutes of each meeting as soon there-after 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.

## **BCBI Public Participation**

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

### **BCBI-R Public Participation**

Any patrons 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 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 wished 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.

### **BCBI-R Public Participation**

#### **Handling of Complaints**

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

## **BCBJ-R News Coverage**

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 new 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 camera, photographic lights and recording device at any meeting of said board should be subject to the following rules, which are designed to ensure the orderly conduct of the proceedings.

#### **Camera**

The use of cameras of 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 designated for the media and may be placed in the immediate vicinity of the board conference table only with board permission.

No camera or recording devices shall be allowed at executive session of the board.

**BCBK Executive Session**

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.**

## **BCBK-R Executive Session**

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 interest of an identifiable individual.
- 2) Consultation with an attorney: To protect attorney-client privilege, and the public interest.
- 3) Negotiations: To protect the districts 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.

## **BDA Policy Development System Adoption**

The board shall regularly review its policies and shall, as needed, amend and supplement existing policies.

### **Policy Draft Writer**

The superintendent or his designee shall draft all recommended policy changes, including new policy recommendations.

### Attorney Involvement

Policies and rules of the board may be submitted to the board's attorney or to the staff of KASB to determine the legality of said policies and rules before they are submitted to the board for final approval.

### Staff Involvement (Also GAC)

In formulating policy recommendations to be made to the board, the superintendent may involve members of the entire staff.

### Community Involvement

To the extent possible, the board may involve patrons in the development of board policy.

### Student Involvement

To the extent possible, the board may involve students in the development of board policy.

### **BE School Board Records**

The board shall keep records necessary to document board actions.

### **BG Membership**

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

### **BH School Board Member Ethics**

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 meetings:

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 expression 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 board 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.

## **CA Goals and Objectives**

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

## **CB Ethics**

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, their 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 that 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 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.



## **CE School Superintendent**

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 is 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.

## **CEA Superintendent Qualifications**

The superintendent shall possess, or be eligible for, a Kansas district leadership license.

## **CEB Duties**

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 education 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 providing adequate personnel for the operation of educational 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;
- Is charged with the responsibility of all measures of the improvement of teacher's in-service. He shall issue bulletins, circulars and other curricular materials for the improvement of instruction;

- To administer the budget as enacted by the board, acting at all times in accordance with legal requirements and adopted policies of the board; and
- To make such assignments, reassignments, and changes as are in his professional judgment necessary to secure the highest efficiency of the entire staff.

### Suspend Employees

The Superintendent may place employees on administrative leave with pay for up to 30 days.

### CEC Recruitment

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

The board may select a professional search service who shall screen all applications and recommend finalists to the board for interviews. The board shall interview selected candidates. Board members may visit each finalist's district.

### CED Appointment

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

### CEE Travel Expense

The superintendent's use of district motor vehicles 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 provision of GAN.

### CEF Expense Reimbursement

The superintendent's use of a district motor vehicle and district credit card shall be confined to necessary school business. The board shall annually prescribe limits and restrictions

on the use of credit cards and shall monitor monthly receipts and reimbursement expenses.

All rewards points or cash back payments earned using district credit cards are district property and shall be either applied to future district credit card purchases or remitted to the district treasurer for accounting and deposit.

Expenses for district travel in personal vehicles or extended travel incurred in the performance of official duties shall be reimbursed in accordance with the provisions of GAN.

### **CEG Staff Development Opportunities**

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

### **CEI Evaluation**

The board and the superintendent shall develop an evaluation form that will provide the basis for formal evaluations and any informal discussion 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 15<sup>th</sup>. 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 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.

## **CEI-R Evaluation**

### **Purpose of the Superintendent Evaluation**

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

- Provide an opportunity for the board and superintendent to periodically meet and discuss the superintendent's performance and the district's management;
- Review, clarify and discuss the immediate and long-term goals for the district and the superintendent;
- Establish, clarify and discuss the major functions, responsibilities and roles of the superintendent;
- Encourage and recognize good administrative performance;
- Improve the superintendent's leadership performance and management of the district by suggesting areas of responsibility and operation techniques that may be strengthened; and
- Establish reasonable standards for continued employment of the superintendent.

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

- Established criteria that are applicable to all administrators;
- Responsibilities defined in the superintendent's job description;
- Board/Superintendent developed performance goals and objectives.

## **CEJ Separation**

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

## **CEK Resignation**

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.

## **CGI Administrator Evaluation**

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

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

### **CK Professional Development Opportunities**

The superintendent may require administrators to attend conferences, workshops or other activities which will directly benefit the schools. All reasonable expenses will be paid by the district to attend meetings required by the superintendent. All reasonable expenses within budget limitations will be paid by the district to attend meetings requested by the administrator and approved by the superintendent. The superintendent will determine and approve of “reasonable expenses”.

### **CM Policy Implementation**

Failure of any administrative employee to implement board policies may result in suspension, demotion, probation, non-renewal or termination of employment.

### **CN Records**

The board shall designate a Freedom of Information Officer (the superintendent) with the authority to establish and maintain a system in accordance with the Kansas Open Records Act and may assign another district employee (the 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 limited to the following: activity funds and student records.

### 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.

### CN Records

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 for the expense of copying open records, reimbursement for time spent collecting or disseminating information (by paper or electronically) shall be borne by the individual requesting the copy. The cost shall be \$0.25 per copy and a cost assessment equivalent to \$20.00/hr. for time spent preparing or producing information not regularly produces for board meetings with a minimum \$5.00 charge per request. 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 superintendent is designated as official custodian of all district office records maintained by the district. Each building principal is designated as official custodian of all records established and maintained at the building level. In addition to those records required by law, the clerk) shall be responsible for preparing and keeping other records necessary for the district's efficient operation.

District employees shall follow the guidelines found in the student records policies.

### **CNA Document Production, Including Electronic Information**

#### **Destroying Documents**

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

**REQUEST FOR ACCESS TO PUBLIC RECORDS**  
**Scott County Schools**  
**USD #466**

It is declared to be public policy of this school district that public records shall be open for inspection by any person unless protected by HB2327 (1983 Session Laws of Kansas), and this Act shall be applied to promote such policy.

Person requesting records:

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Proof of Identity determined by \_\_\_\_\_

(Driver's License, Birth Certificate, etc. Description of records for which access is requested)

Specific records being requested:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Approved to release records granted on \_\_\_\_\_ date \_\_\_\_\_

\_\_\_\_\_ Denial to release records \_\_\_\_\_ date \_\_\_\_\_

\_\_\_\_\_ Delayed release of records \_\_\_\_\_

Reason for denial or delay:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fees charged and payable at the time access is granted:

Access Fee \_\_\_\_\_

Copying Fee \_\_\_\_\_

Computer Time Fee \_\_\_\_\_

Other Fees \_\_\_\_\_

**TOTAL DUE** \_\_\_\_\_

\_\_\_\_\_  
Superintendent of Schools/Official Custodian of Records/Freedom of Information Officer

Date Received \_\_\_\_\_ Date of Action \_\_\_\_\_

Date Paid \_\_\_\_\_ Check No. \_\_\_\_\_ Cash \_\_\_\_\_



## **DA Goals and Objectives**

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.

## **DB Budget Planning**

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.

## **DC Annual Operating Budget**

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

The superintendent shall follow the adopted budget.

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

### **Budget Forms**

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

### **Priorities**

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

### **Deadlines and Schedules**

Deadlines and time schedules shall be established by the board.

## Encumbrances

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

## Recommendations

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

## **DC-2 Annual Operating Budget**

### Preliminary Adoption Procedures

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

### Hearing and Reviews

The board shall conduct budget hearings according to state law.

### Budget Transparency

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

### Management of District Assets/Accounts

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

provides ongoing internal controls. The superintendent shall review the accounting system with the board.

### **DC-3 Annual Operating Budget**

#### **Fraud Prevention and Investigation**

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

#### **Reporting Fraud**

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

#### **Whistleblowers**

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

### **DC-4 Annual Operating Budget**

Complaints, reports, or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the bases for the complaints, reports, or inquiries. They should be directed to the superintendent. If the

superintendent is implicated in the complaint, report, or inquiry, it should be directed to the board of education. The district may be unable to fully evaluate a vague or general complaint, report, or inquiry that is made anonymously.

### **DFE Investment of Funds**

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

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

#### **Posting Securities**

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

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

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

Distribution of monies for investment shall be as follows:

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

Monies shall be invested with the highest bidder in such amount as the bidder will accept, and any remaining amounts shall be invested with the next highest bidder in order of interest rate offered. No bidder shall be eligible to receive any fund 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 saving 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 and saving and loan which have offices in counties in which a part of the school district is located or in adjoining counties.

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

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

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 treasure 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 regulation. The superintendent shall report monthly to the board on the district's investments.

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

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

**DKF Gifts and Bequests**

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

**DFM Equipment and Supplies Sales**

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

**DH Bonded Employees**

The board shall purchase a blanket or surety bond of school employees. The board shall determine the amount of the bond.

**DH-R Bonded Employees**

The board of education has determined surety bond amounts as follows:

District Clerk	\$10,000
District Treasurer	\$100,000
Principals/Asst.	\$10,000 each
Superintendent	\$10,000
Building Secretaries	\$10,000 each

**DIC Inventories**

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

**DIC-R Inventories**

The superintendent shall develop an inventory record system. All inventory records shall be updated annually showing deletions and additions of district-owned property, the estimated value, estimated original cost, 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. The superintendent will develop inventory forms. The custodian of records will file one copy of each inventory taken in an attendance center in that building and one copy shall be filed in the central office with the clerk

## **DJB Petty Cash Accounts**

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.

## **DJE Purchasing**

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 the purchasing agent for the district.

## **DJEB Quality Control**

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

## **DJED Bids and Quotations Requirements**

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

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

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

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

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

### **Bid Specifications**

The district's purchasing agent shall write all bid specifications. 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.

## **DJED-R Bids and Quotations Requirements**

### **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 be arranged in order from low to high before they are presented to the board for action.

### **Responsible Bidder**

All other elements being similar, 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 rebid 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.

The board shall not consider any bid received after the publicized date and time.

### 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 information in, or reject any parts of a bid.

### **DJEE Local Purchasing**

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.

### **DJEF Requisitions**

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

All requisitions shall be submitted to the purchasing agent by the designated deadline. After 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 shall not be used in ordering supplies and equipment for the personal use or purchase by employees.

### **DJEF Purchase Orders and Contracts**

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.

### **DJEG-R Purchase Orders and Contracts**

Each purchase order shall include:

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

All purchase orders shall be number 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 when a bonafide 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.

### **DJEJ Payment Procedure**

Payment of bills shall be considered by the board at regular board meetings upon the recommendation of the superintendent.

Upon receipt of a request for payment by a district vendor, and upon receipt of all goods or satisfactory completion of all services from said vendor, the district will authorize payment to said vendor.

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.

## **DJFAB Emergency Situations**

In the event of an emergency situation, the superintendent shall have the authority to make expenditures necessary to keep the schools open or to open schools. The board or regular meeting as soon as possible shall ratify any such purchase.

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

## **DK Student Activity Fund Management**

Any activity that 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**

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.

## **DK-R Student Activity Fund Management**

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.

## **DK-R Student Activity Fund Management**

### 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.

## **EA Goals and Objectives**

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.

## **EB Buildings and Grounds Management**

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

## **EB-R Buildings and Grounds Management**

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

## **EBA Insurance Program**

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 moneys.

## **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.

## **EBA-R Insurance Program**

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.

## **EBA Worker's Compensation**

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.

## **EBAA-R Worker's Compensation**

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 converge from 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.

## **EBB Safety**

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.

### **EBB Safety**

If repairs are necessary, the individual conducting the investigation shall immediately inform the building principal, superintendent or immediate supervisor in writing. Necessary steps either to repair or to remove the defect will be taken as soon as possible. Defects requiring expenditure of money (in excess of \$2500-\$5000) will be reported to the board. Any defects not immediately removed, repaired, or otherwise eliminated shall be blocked off with fences or other restraining devices.

### Heating and Lighting

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

The use of space heaters in district buildings is permitted so long as all heaters are: UL listed and approved; plugged directly into the wall outlet and not used with an extension cord; and have a 3 foot clearance from any combustible items that may catch fire. Combustible items

include, but are not limited to paper products, clothing, and blankets. Staff members who wish to bring their own space heater shall first get the approval of their immediate supervisor.

### **EBBA Hazardous Waste Inspection and Disposal**

#### **Inspection**

Regular inspection of district facilities for hazardous waste shall be conducted by the superintendent or his designee. 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.

#### **Rules**

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

### **EBBD Evacuations and Emergencies**

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.

#### **EBBD-R Evacuations and Emergencies**

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

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

#### **School-Closing Announcements**

When the superintendent believes the safety of students is threatened by severe weather or other circumstances, parents and students shall be notified of school closings or cancelations by announcements made over a combination of: radio/television/website/text notification.



### Bomb Threats

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

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

### Planning for Emergencies

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

### **EBBE Emergency Drills**

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.

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

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.

### **EBBF Crisis Planning**

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.

## **EBBF-R Crisis Planning**

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.

## **EBC Security and Safety**

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 and by this policy, report felonies and misdemeanors committed at school, on school property or at school-sponsored activities.

### **Reporting Crimes at School to Law Enforcement**

Unless reporting would violate the terms of any memorandum of understanding between the district and local 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, program, or event shall immediately report this information to local law enforcement.

Reportable events would include:

any act which constitutes the commission of a felony or a misdemeanor; or  
any act which involves the possession, use, or disposal of explosives, firearms, or other weapons as defined in current law.

It is recommended the building administrator also be notified.

### **Reporting Certain Students to Administrators and Staff**

Administrative, professional or paraprofessional employees of a school who have information that any of the following has occurred shall report the information and the identity of the student responsible to the superintendent.

Reportable events include:

- A student being expelled for conduct which endangers the safety of others;
- A student being expelled for commission of felony type offenses;

- A student being expelled for possession of a weapon;
- A student being adjudged to be a juvenile offender for an offense, which, if committed by an adult, would constitute a felony, except a felony theft offense involving no direct threat to human life;
- A student being tried and convicted as an adult for any felony, except theft involving no direct threat to human life.

The superintendent shall investigate the matter and, if it is confirmed, the superintendent shall provide appropriate information and the identity of the student responsible to all employees who are involved in or likely to be directly involved in teaching or providing related services to the student.

#### 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, employees, and others.

#### Staff Immunity

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

USD #466  
 Report to  
 Scott County Law Enforcement

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)

Date	School/Location	Student/s or Person/s involved	Brief Description
1.			
2.			
3.			
4			
5.			

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

(Administrator or other school employee)

cc: Superintendent of Schools  
 Student/s file

**SCOTT COUNTY SCHOOLS**

**Report to Staff member USD 466**

Pursuant to K.S.A. 72-90b03, administrative professional or paraprofessional employees of a school who have information that a pupil has engaged in the following shall report the information and identity of the student to the superintendent. The superintendent should investigate the matter and if it is determined the student has been involved in the following, the superintendent shall provide information, and the identity of the pupil to all employees who are involved or likely to be directly involved, in teaching or providing related services to pupil:

1. Any student who has been expelled for conduct which endangers the safety of others;
2. Any student who has been expelled for commission of felony type offenses;
3. Any student who has been expelled for possession of weapon;
4. Any student who has been adjudged to be a juvenile offender and who 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 466 employees and officials. Violation of these privacy rights could include sanctions up to and including termination.***

Signed: \_\_\_\_\_

School employee who receives the report

Signed: \_\_\_\_\_

## **EBCA Vandalism**

### **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 Damage**

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.

Juveniles or their parents shall make restitution payment to the business office, and accounts shall be kept. Persons of legal age shall be held responsible for their own payments. If necessary, provision 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**

Students must return school property. 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.

### **EBCA Vandalism**

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, authorized by K.S.A. 12-1672a, hereby offers a \$\_\_\_\_\_ (up to \$500.00) reward to any person who first provided 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 704 S. College Street, Scott City, KS, 67871, telephone number 620-872-7600. The board reserves the right to determine the deserving recipients of the reward in the event of corroborating and supplementary information.

### **EBC-R Cleaning and Maintenance Programs**

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

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

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

### **EBJ Records**

All record 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.

### **EC-R Equipment and Supplies Management**

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 locations 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 filed and delivered.

## **ECA HIPAA Policy**

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

## Staff Training Required

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

## Compliance Required

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

## **ECH Printing and Duplicating Services**

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

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

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



## **Copyright Regulations and “fair use” rules for educators**

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

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

### The Purpose and Character of the Use

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

### The Nature of the Copyrighted Work

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

### The Amount and Substantiality of the Portion Used

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

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

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

### Prohibited Practice

No one may make multiple copies of a work for classroom use if it has already been copied for another class in the same institution; make multiple copies of a short poem, article, story, or essay from the same author more than once in a class term or make multiple copies from the same collective work or periodical issue more than three times a term; make multiple copies of works more than nine times in the same class term; make a copy of works to take the place of an anthology; and may not make a copy of “consumable” materials, such as workbooks.

### Permitted Practice

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

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

### 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 formalize home instruction, during the first 10

consecutive school days in the 45 calendar day retention period. “School days” are school session days—not counting weekend, holidays, vacations, examination periods or other schedule 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 without authorization.

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

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

### Computer Software

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

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

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

## **ED Student Transportation Management**

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.

### **EDAA School Vehicles**

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

#### Liability

All school vehicles will be adequately insured.

#### Safety

For the purposes of this policy, “school transportation provider” is defined to include school bus drivers, school passenger vehicle drivers, and other school employees who may transport students.

Every school transportation provider shall have a valid driver’s license. Such drivers shall have full authority and responsibility for the passengers riding in school vehicles.

Students or other persons riding in school buses or school vehicles who violate district policy or bus and/or school vehicle rules will be reported to the proper administrative official. Violations of these policies and/or rules may result in disciplinary action by school officials or reports to law enforcement as appropriate.

#### Speed Limits

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

#### Safety Inspection

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

## Records

Every school transportation provider will keep accurate records pertaining to each assigned vehicle. The types of records shall be developed by the superintendent.

Any record developed by the administration for the purpose of monitoring vehicle use will include, but may 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 transportation providers to register with the superintendent annually the validity of license certification by the Kansas Department of Revenue. If a school transportation provider'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 vehicle and transporting students.

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

## Housing of School Vehicles

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

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

## Transportation to Summer Athletic Events

The board authorizes the superintendent to approve the use of school buses or other school vehicles in transporting district students to summer athletic activities such as, but not limited to, camps, 7-on-7, and summer league games.

Any staff requests for such use shall be submitted to the superintendent and/or transportation director 2 weeks before the activity and shall include information concerning the

time, date, and duration of trip; the purpose of the transportation; the projected number of students requiring transportation for such event; the type of bus(es) or vehicle(s) requested; which district staff member(s) will be accompanying the student(s) on such trips; and whether or not additional school transportation providers would be required to provide such transport.

The superintendent may grant or deny such requests after taking into consideration the following factors: 1) the expense of providing requested transport; 2) the availability of funds for such purpose; 3) the availability of adequate staff to chaperone and/or provide transportation; 4) the availability of and/or the coverage of liability insurance for this purpose; 5) priority of assignment and availability of necessary vehicles; 6) Title IX and other fairness considerations in granting use or repeated use to a particular group of student athletes; and 7) other good cause as determined by the superintendent.

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

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

Special uses will not be approved without insurance coverage and drivers' valid driver's licenses on file at the district office.

#### **EDDA-R Special Use of School Buses**

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

- Parents and/or other adults when traveling to or from school-related functions or activities;
- Students traveling to or from functions or activities sponsored by organizations, the membership of which is principally composed of children of school age;
- Persons engaged in field trips related to an adult education program maintained by the district;
- Governing bodies of townships, city or county who transport individuals, groups or organizations;

- Nonpublic school students when traveling to or from interschool or intra-school functions or activities;
- Community college students enrolled in the community college to or from attendance at class at the community college or to and from functions or activities of the community college;
- A four-year college or university, area vocational school, or area vocational-technical school for transportation of students to or from attendance at class at the four-year college or university, area vocational school or area vocational-technical school, or for transportation of students, alumni and other members of the public to or from functions or activities of these organizations;
- Public recreation commissions, if travel is to or from an activity related to the operation of the commission;
- Another school district if there is a cooperative and shared-cost arrangement with that district;
- Other requests will be considered on an individual basis.

### **EE Food Service Management**

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.

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

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

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

### **EF Data Management**

#### **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.



## **FA Goals and Objectives**

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

## **FB Building Committees**

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

## **FC Memorials, Funerals, and Naming of District Facilities**

Requests to use district buildings and/or facilities for displaying a permanent memorials, hosting funeral or memorial services, or honoring a person with its name shall be considered in accordance with the following provisions.

### **Memorials**

As places designed primarily to support learning, school sites should not serve as the main venue for permanent memorials for students or staff. Permanent memorials for deceased students or staff shall be limited in form to perpetual awards or scholarships for district students.

Any permanent memorials in existence before the adoption of this policy can only be removed by board action.

### **Funerals**

Use of school facilities for funerals is discouraged. If requests are made to hold funeral or memorial services at district facilities, such requests will only be considered if any services are scheduled after school has dismissed for the day or on weekends.

The superintendent shall handle requests for funeral and memorial services and shall report the disposition of those requests to the board.

### **Naming of Facilities**

The board will consider requests from school and community groups to name an athletic or other school activity facility, building, or a portion thereof for a person provided the proposed name has special significance and/or the person has made an outstanding contribution to the school or the school system or has been deceased for at least 10 years. The board shall consider naming requests after they are recommended by the superintendent.

**FD Capital Outlay Long Range Planning**

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.

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

The Superintendent shall report recommendations concerning the district's capital outlay needs to the board each spring.

**FDB Long Range Needs Determination**

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.

## **GAA Goals and Objectives**

The goal of the personnel policies set forth in this policy section is to create the best possible educational climate for the children of the school district. To this end, these personnel policies are designed to prevent misunderstanding by the district's personnel of their duties, responsibilities, and privileges.

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

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

## **GAAA Equal Employment Opportunity and Non discrimination**

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 practice 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 maybe directed to (Position, address, phone number of the district compliance coordinator) or to:

Equal Employment Opportunities Commission  
400 State Ave., 9<sup>th</sup> Floor  
Kansas City, KS 66101  
(913) 551-5655

or

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

or

United States Department of Education  
Office of Civil Rights  
One Petticoat Lane  
1010 Walnut Street, Suite 320  
Kansas City, Missouri 64106

## **GAAB      Complaints of Discrimination**

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

Discrimination against any individual on the basis of race color, national origin, sex, disability, age, or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. The superintendent or superintendent's designee, 704 S. College Street, Scott City, KS, 67871, 620-872-7600 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

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

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

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

## **GAAB      Federal Program Administration**

Federally funded programs are a vital and necessary adjust to the educational program of the district's schools.

### **Chapter I Programs**

The board shall ensure that the district's Chapter I programs operated in accordance with federal laws and conditions. The superintendent is responsible for administering the district's Chapter I programs, assessing the educational needs of all students, particularly the needs of

educationally deprived children, developing appropriate communication channels between all parties, developing inservice training for parents and staff, and developing appropriate evaluation procedures.

### **GAAB-R Federal Program Administration**

In order to fully meet the federal guidelines established for Chapter I programs, the board shall: provide timely notification to parents about their child's Chapter 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 parent's suggestions in the planning, development, and operation of the program.

### **GAAC Sexual Harassment**

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, certified 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. Violations 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 in policy KN.

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

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

Any employee who witnesses an act of sexual harassment or received a complaint of harassment from another employee or a student shall report the complaint to the building

principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

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

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.

#### **GAACA      Racial and Disability Harassment: Employees**

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

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. Disability harassment is unlawful discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. All forms of racial

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

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

Harassment prohibited by this policy includes racially or disability-motivated conduct which:

- 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.
- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile working environment;
- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with an individual's work performance or employment opportunities.

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

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

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

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial or disability harassment under the



definition outlined above. Unacceptable conduct may or may not constitute racial or disability harassment, depending on the nature of the conduct and its severity pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may also result in employee discipline.

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

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

Initiation of a complaint of racial or disability harassment in good faith will not adversely affect the job security or status of an employee, nor will it affect his or her compensation. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a racial or disability 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 or disability harassment may result in corrective or disciplinary action against the complainant.

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

## **GAAD Child Abuse**

Any district employee who has reason to know or suspect that a child has been injured as a result of physical, mental, or emotional abuse or neglect or sexual abuse, shall promptly report the matter to the local Department for Children and Families (DCF) office or to the local law enforcement agency if the Department for Children and Families (DCF) office is not open. Employees may file a report of suspected abuse anonymously to either DCF by phoning 1-800-922-5330 or to local law enforcement officials. The Code for Care of Children also provides civil immunity from prosecution if the report is made in good faith.

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

### **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 and shall act as appropriate to facilitate the agency's access to the child 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 conducting it, the building principal or designee thereof shall oblige such request in order to provide comfort to the child throughout the process and to facilitate the investigation.

### **Cooperation Between School and Agencies**

Principals shall work with DCF and law enforcement agencies to develop a plan or 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 Procedures**

The employee shall promptly report to the local DFC office or law enforcement if DFC 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 DFC has been made. If appropriate, principal may confer with the school's social worker, guidance counselor or psychologist. At no time shall the principal or any other staff member prevent or interfere with the making of a suspected child

abuse report.

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

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

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

**GAAE      Bullying by Employees**

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

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

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

**GAAF      Emergency Safety Interventions**

The board of education is committed to limiting the use of Emergency Safety Intervention (“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. Notice of the online availability of this policy shall be provided to parents during enrollment each year.

### Definitions

“Campus police officer” means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72–8222, and amendments thereto.

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

“Emergency Safety Intervention” is the use of seclusion or physical restraint, but does not include physical escort or the use of time-out.

“Incident” means each occurrence of the use of an emergency safety intervention.

“Law enforcement officer” and “police officer” mean a full-time or part-time salaried officer or employee of the state, a county, or a city, whose duties include the prevention or detection of crime and the enforcement of criminal or traffic law of this state or any Kansas municipality. This term includes a campus police officer.

“Legitimate law enforcement purpose” means a goal within the lawful authority of an officer that is to be achieved through methods or conduct condoned by the officer’s appointing authority.

“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; (6) a foster parent, unless the student is a child with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.

“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.

“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.

“School resource officer” means a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement

between the local law enforcement agency and the district.

“School security officer” means a person who is employed by a board of education of any school district for the purpose of aiding and supplementing state and local law enforcement agencies in which the school district is located, but is not a law enforcement officer or police officer.

“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.

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

#### 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 treatments for a student’s medical or psychiatric condition by a person appropriately licensed to issue such treatments; and

Use of mechanical restraint, *except*:

Protective or stabilizing devices required by law or used in accordance with an order from a person appropriately licensed to issue the order for the device;

Any device used by a certified law enforcement officer to carry out law enforcement duties; or

Seatbelts and other safety equipment when 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.

#### ESI Restrictions

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

Such written statement shall include an explanation of the student's diagnosis, a list of any reasons why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. Notwithstanding the provisions of this subsection, a student may be subjected to ESI, if not subjecting the student to ESI would result in significant physical harm to the student or others.

#### Use of Seclusion

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, 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 ESI. 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 written or electronic documentation regarding the training that was provided and a list of participants, which shall be made available for inspection by the state board of education upon request.

#### Notification and Documentation

The principal or designee shall notify the parent the same day as an incident. The same-day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of contacting the parent. A parent may designate a preferred method of contact to receive the same-day notification. Also, a parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day.

Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include: (A) The events leading up to the incident; (B) student behaviors that necessitated the ESI; (C) steps taken to transition the student back into the educational setting; (D) the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI; (E) space or an additional form for parents to provide feedback or comments to the school regarding the incident; (F) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and (G) email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items in subparagraphs (A), (B) and (C) if the triggering issue necessitating the ESIs is the same.

The parent shall be provided the following information after the first and each subsequent incident 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 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 of ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by email. Upon the occurrence of a second or subsequent incident, the parent shall be provided with a full and direct website address containing such information.

### Law Enforcement, School Resource, and Campus Security Officers

Campus police officers and school resource officers shall be exempt from the requirements of this policy when engaged in an activity that has a legitimate law enforcement purpose. School security officers shall not be exempt from the requirements of this policy.

If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day using the parent's preferred method of contact. A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of an emergency safety intervention, or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

### Documentation of ESI Incidents

Except as specified above with regard to law enforcement or school resource officer use of emergency safety interventions, 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 ESI,
- Type of ESI,
- Length of time the ESI was used,
- School personnel who participated in or supervised the ESI,
- Whether the student had an individualized education program at the time of the incident,
- Whether the student had a section 504 plan at the time of the incident, and whether the student had a behavior intervention plan at the time of the incident.

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



### Parent Right to Meeting on ESI Use

After each incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such meeting verbally, in writing, or by electronic means. A school shall hold a meeting requested under this subsection within 10 school days of the parent's request. The focus of any such meeting shall be to discuss proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future.

For a student with an IEP or a Section 504 plan, such student's IEP team or Section 504 plan team shall 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.

For a student with a section 504 plan, such student's section 504 plan team shall discuss and consider the need for a special education evaluation. For students who have an individualized education program and are placed in a private school by a parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent should request an individualized education program team meeting. If the parent requests an individualized education program team meeting, the private school shall help facilitate such meeting.

For a student without an IEP or Section 504 plan,, the school staff and the parent shall 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 shall be invited to attend the meeting at the discretion of the parent. 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 if such student would benefit from such measures.

## Local Dispute Resolution Process

If a parent believes that an emergency safety intervention has been used on the parent's child in violation of state law or board policy, the parent may file a complaint as specified below.

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. Once an informal complaint is received, the administrator handling such complaint shall investigate such matter, as deemed appropriate by the administrator. 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 incident.

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 of fact and recommended corrective action, if any, 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 30<sup>th</sup> 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 and shall be mailed to the parents and the state department within 30 days of the board's receipt of the formal complaint.

If desired, a parent may file a complaint under the state board of education administrative review process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

## Restraint- Reporting Checklist

### Definitions:

- “Mechanical restraint” – any device or object used to limit a person’s movement, except that a protective or stabilizing device either ordered by a person appropriately licensed to issue the order for the device or required by law shall not be considered to be a mechanical restraint. This term does not include any device used by a law enforcement officer, campus police officer, or school security officer in carrying out law enforcement duties.
- “Physical restraint” – bodily force used to substantially limit a person’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.
- “Imminent risk of harm” – an immediate and impending threat of a person causing substantial physical injury to self or others.

### Restrictions on the use of restraint:

- Physical restraint should not be used for purposes of discipline, punishment, or staff convenience.
- A student should not be subjected to mechanical restraint.
- Restraint should be used only if a student presents a danger of *imminent risk of harm* to self or others *and* only as a last resort to protect the safety of all involved.

*Please check all that apply for each incident of restraint*

**Bodily force was used to substantially limit the student’s movement.**

†

**A device or object was used to limit the student’s movement.**

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If **EITHER** box is checked, the incident counts toward the restraint report.

The following information is necessary in order to complete the quarterly restraint report:

- Building and District Number
  - If different than district, special education interlocal or cooperative number
- Student ID #
- Length of Restraint (in minutes)

## Seclusion - Reporting Checklist

A student is considered to be in seclusion when:

- 1) **placed** in an enclosed area by school personnel;
- 2) **purposefully isolated** from other adults and peers; **and**
- 3) **prevented** from leaving the enclosed area.

*Please check all that apply for each incident of seclusion*

**The student was placed in an enclosed area by school personnel.**

†

**The student was purposefully isolated from others (adults and peers).**

**The student was prevented from leaving the enclosed area.**

*The student did not have egress.*

Non-examples of seclusion include:

- In-school suspensions;
- Saturday School;
- Before lunch/after school detention;
- Self-directed time-out initiated by the student; and
- Timeouts (standing by the teacher, standing against the fence, sitting in the hallway, student desk moved away from other student desks, student excluded from classroom activities)

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If **ALL** boxes are checked, the incident counts toward the seclusion report.

The following information is necessary in order to complete the quarterly seclusion report:

- Building and District Number
  - If different than district, special education interlocal or cooperative number
- Student ID #
- Time in/Time out (do not log time student spent in the seclusion room when others were present in the room with the student or when the child was provided egress such as a bathroom/lunch break, or to seek assistance on homework, etc)

If any box is left unchecked, the incident is not reported for the purpose of state reporting requirements.

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**GACC Recruitment and Hiring**

**Recruitment**

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

**Hiring**

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

**Hiring sequence**

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

**GACCA Nepotism**

The superintendent shall make reasonable efforts to determine whether a candidate for employment is related to a board member or an administrator of the district. If a candidate is related to a board member or administrator, the superintendent will make this fact known to the board.

**Supervision Limitations**

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

**GACD Employment Eligibility Verification**

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

## Documents that Establish Identity

To establish employment eligibility only, a person must present a document such as a Social Security Card, a U.S. birth certificate, or one of the other documents listed.

For individuals 18 years of age or older:

- Driver's license or ID card issued by a state or outlying possession of the United States, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address.
- ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address
- School ID card with a photograph
- Voter's registration card
- U.S. military card or draft record
- Military dependent's ID card
- U.S. Coast Guard Merchant Mariner Card
- Native American tribal document
- Driver's license issued by a Canadian government authority

For persons under age 18 who are unable to present a document listed above:

- Form M-274 (Rev. 11/01/2007)
- School record or report card
- Clinic, doctor or hospital record
- Day-care or nursery school record

If a person is unable to present the required document(s) within three business days of the date employment begins, he or she must present (within 3 business days) a receipt that he/she has applied for a required document. The person then must present the actual document with the receipt period ends. The person must have indicated on or before the time employment began, that he or she is already eligible to be employed in the United States. Receipts showing that a person has applied for an initial grant of employment authorization, or for renewal of employment authorization, are not acceptable.

### **GADA In-Service Education**

There shall be a program of in-service education for employees which meets minimum statutory requirements, and which promotes 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 affected by the in-service.

### **GADA-R In-Service Education**

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 workday.

### **GAF Staff-Student Relations**

Staff members shall maintain professional relationships with students which are conducive to an effective educational environment. Staff members shall not submit students to Bullying, harassment or discrimination prohibited by board policy.. Staff members shall not have any interaction of a romantic and/or sexual nature with any student at any time regardless of the student's age or consent.

### **GAG-R Conflict of Interest**

Any district employee shall report alleged violations of the conflict of interest policy to the superintendent. The superintendent shall make an initial investigation to determine whether the policy has been violated. Upon evidence of a violation, the superintendent shall report to the board for a board determination. If a district employee has been found to violate the conflict of interest policy, the board will order the employee, in writing, to cease and desist from all such activities. If the employee fails to comply, the board may suspend or terminate the employee, pursuant to the provisions of GBK-R and GCK.

### **GAGA-R Nepotism**

The superintendent shall make reasonable efforts to determine whether a candidate for employment in the district is related to a board member. If a candidate is related to a board member, the superintendent will make this fact known to the board.

## **GAH Staff-Community Relations**

Staff members are encouraged to reside within the boundaries of the district.

### **Participation in Community Activities**

Staff members are encouraged to participate in community activities and organizations, if these activities do not infringe upon school time.

## **GAHB Political Activities**

### **Holding Public Office**

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

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

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

### **Political Activity in the Schools**

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

## **GAI Solicitations**

Persons seeking to sell, solicit, or display on school premises any item requiring the expenditure of district funds must first secure permission from the building principal or superintendent. Appointments with district staff during duty hours shall be held at a time approved by the appropriate supervisor. If a vendor violates this policy, the vendor may be suspended from making appointments with and soliciting school employees. Notices of suspension shall be provided to district administration personnel, the vendor's supervisor and the board.



## **GAK Personnel Records**

### **Employee Personnel Files Kept by the District**

Personnel files required by the district shall be confidential and in the custody of the appropriate building supervisor 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 be made in writing and submitted to the appropriate record custodian who shall administer the request as required by law.

All records and files maintained by the district should be screened annually by the custodian of records and obsolete materials shall be discarded.

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

## **GAL Salary Deductions**

Salary deductions shall be made if required by law, permitted by board policy or are agreed to in the negotiated agreement.

## **GANA Expense Reimbursement and Credit Cards**

Non-administrative staff use of a district credit card, if authorized by the staff member's immediate supervisor, shall be confined to necessary school business and shall be subject to any guidelines for such use established by the board or district administration. Unless otherwise specified in guidelines established pursuant to this policy, staff members shall retain any receipt(s) for district credit card expenditure(s) and shall provide them to the staff member's immediate supervisor as soon as practicable following the expenditure.

The superintendent may designate administrative and other staff members to whom a district credit card will be issued. The board shall annually prescribe limits and restrictions on the use of district credit cards and shall monitor monthly receipts and reimbursement expenses. In no case will credit card expenditures in excess of excess of \$1,000/\$10,000 in one {month/year} (Supt. \$10,000/yr; HS \$10,000/yr; MS \$2,500/yr; ES \$5,000/yr) be authorized for any non-administrative staff member without the prior approval of the superintendent.

All rewards points or cash back payments earned using district credit cards are district property and shall be either applied to future district credit card purchases or remitted to the

district treasurer for accounting and deposit. Accountings of district credit card use shall be provided to the board for review on a monthly basis, and a record of district credit card usage shall be maintained. Expenses for district travel in personal vehicles or extended travel incurred in the performance of official duties shall be reimbursed in accordance with the provisions of GAN.

### **GAO Maintaining Proper Control**

Each employee is responsible for maintaining proper control in the school. Unless otherwise specified in board policy, 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.

### **GAOA Drug and Alcohol Free Workplace**

Maintaining a drug free work place is important in establishing an appropriate learning environment for the students of the district. Unless otherwise specified in this policy, the unlawful manufacture, distribution, sale, dispensation, possession, or use of a controlled substance is prohibited at school, on or in school district property; and at school sponsored activities, programs, and events. Possession and/or use of a controlled substance by an employee for the purposes of this policy shall only be permitted if such substance was obtained directly, or pursuant to a valid prescription or order issued thereto, from a person licensed by the state to dispense, prescribe, or administer controlled substances and any use is in accordance with label directions.

### **Alternative I**

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

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

Any employee who is convicted under a criminal drug statute for a violation occurring at the workplace must notify the superintendent of the conviction within five days after the conviction. The superintendent shall then ensure that notice of such conviction is given to any granting agency within 10 days of receiving notice thereof.

Within 30 days after the notice of conviction is received, the school district will take appropriate action with the employee. Such action may include, suspension, placement on

probationary status, or other disciplinary action including termination. Alternatively, or in addition to any action short of termination, the employee may be required to participate satisfactorily in an approved drug abuse assistance or rehabilitation program as a condition of continued employment. The employee shall bear the cost of participation in such program. Each employee in the district shall be given a copy of this policy.

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

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

### **GAOB Drug Free Schools**

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

### **Employee Conduct**

As a condition of continued employment in the district, all employees shall abide by the terms of this policy. Employees shall not manufacture, distribute, dispense, possess, use, and/or be under the influence of illicit drugs, controlled substances, and/or alcoholic beverages at school; on, in, or while utilizing school property; or at school sponsored activities, programs, or events.

Possession, use, and/or being under the influence of a controlled substance by an employee for the purposes of this policy shall only be permitted if such substance was:

1. Obtained directly from, or pursuant to a valid prescription or order, issued to such employee from a person licensed by the state to dispense, prescribe, or administer controlled substances; and
2. Used, if at all, in accordance with label directions.

Compliance with the terms of this policy is mandatory. Employees who are found violating the terms of this policy will be reported to the appropriate law enforcement officers. Additionally, an employee who violates the terms of this policy may be subject to any or all of the following sanctions:

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

Prior to applying sanctions under this policy, employees will be afforded any 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. 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. A list of area drug and alcohol counseling and rehabilitation programs, along with names and addresses of contact persons for the programs, is on file with the board clerk.

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

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

### **GAOC Use of Tobacco Products and Nicotine Delivery Devices**

The use of tobacco products in any form and/or of any nicotine delivery device is prohibited for staff members in any school building owned or operated by the district; within 10 feet of entrances, open windows, and air intake vents of such buildings; in other district facilities; and in school vehicles. (Any use of tobacco products or nicotine delivery devices on district property shall be only in areas designated for such purpose.)

For the purposes of this policy, “nicotine delivery device” means any device that can be used to deliver nicotine to the person inhaling from the device. Such definition shall include, but may not be limited to, any electronic cigarette, cigar, cigarillo, pipe, or personal vaporizer.

**GAOE Workers Compensation**

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

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

An injured employee must notify the designated employer’s workers compensation coordinator or, if the coordinator is unavailable, his or her supervisor within 20 days of the injury or within 20 days of repetitive trauma in order to be eligible for benefits.

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

Any employee who is off work and receiving workers compensation benefits shall be required to provide the designated workers compensation coordinator with a written doctor’s release before the employee is allowed to return to work. In addition, should the employee be released to return to work by a doctor and fail to do so, all benefits under paid leave shall terminate, and those benefits under workers compensation shall be restricted as provided by current statute.

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

In no event shall the employee be entitled to a combination of workers compensation benefits, district paid disability insurance, and salary in excess of his/her full salary. Available paid leave may be used for this purpose until 1) available paid leave benefits are exhausted; 2) the employee returns to work; 3) the employee is released by the medical provider and a position is offered by the employer, but the employee declines to return to work; or 4) employment is terminated. Paid leave shall be calculated on a prorata amount equal to the percentage of salary paid by the district.

#### Testing

The board, through its designated workers compensation coordinator, may require a post-injury chemical test as authorized by K.S.A. 44-501 *et seq.*, and, if such test is refused, all workers compensation benefits shall be forfeited by the employee.

#### Choice of Physician

The board shall have the right to choose a designated health care provider to provide medical assistance to any employee who suffers an injury while performing their job. However, if the injured employee chooses to go to a medical provider other than the designated provider, the recovery for such expenses shall be limited to \$500.00.

#### **GAOF Salary Reductions**

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

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

#### **GAR Communicable Diseases**

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

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

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

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

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

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

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

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

#### Additional Certifications of Health

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

#### **GARA Blood-borne Pathogen Exposure Control Plan**

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

#### **GARI Family and Medical Leave Plan**

Family and medical leave as required by federal law shall be granted for a period of up to 12 weeks during a 12-month period. For purposes of this policy, a 12-month period shall be defined as a fiscal year beginning on July 1 and ending the following June 30. Spouses who are

eligible for FMLA leave and are both employed by the district may be limited to a combined total of 12 weeks of leave during any 12-month period if the leave is taken for birth of the employee's son or daughter or to care for the child after birth, for placement of a son or daughter with the employee for adoption or foster care or to care for the child after placement, or to care for the employee's parent with a serious health condition.

Leave is available for the following:

- (1) the birth of a son or daughter of the employee and to care for the newborn child;
  - (2) the placement of a son or daughter with the employee for adoption or foster care and to care for the newly placed child;
  - (3) to allow the employee to care for the employee's spouse, son, daughter, or parent with a serious health condition;
  - (4) a serious health condition of the employee that makes the employee unable to perform the functions of his or her job;
  - (5) any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to achieve active duty) in support of a contingency operation; and
  - (6) the need to care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member
- Eligible employees are, for reason (6) only, entitled to a combined total of 26 workweeks of leave during a 12-month period.

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

The employee is eligible for family and medical leave if he or she has been employed by the district for at least 12 months and has worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the FMLA leave.



During the period of any unpaid family and medical leave, the board shall continue to pay the employer's share of the cost of group health benefits in the same manner as paid immediately prior to the leave. Any employee portion of the cost shall be paid by the employee to the clerk of the board on the payroll date or other time as the employee and superintendent may agree prior to the commencement of the leave. The board may terminate group health coverage if the employee's portion of the payment is not received within 30 days of the due date, so long as written notice of the delinquency in payment and the notice of intent to terminate coverage are sent at least 15 days prior to the termination.

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

Upon the employee providing notice of need for leave, the employer will notify the employee of the following within 5 business days, absent extenuating circumstances:

- whether or not the employee is eligible for FMLA leave, and
- the reasons that leave will or will not count as family and medical leave;
- any requirements for medical certification;
- employer requirement of substituting paid leave;
- requirements for premium payments for health benefits and employee
- responsibility for repayment if employer pays employee share;
- right to be restored to same or equivalent job; and
- any employer required fitness-for-duty certifications.

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.

Leave for reason 1 or 2 must be taken within 12 months of the date of birth or placement of the child. Family leave for reasons 1 or 2 may not be used intermittently or on a part-time basis without the prior approval of the superintendent.

If the leave is for a reason other than the employee's serious health conditions or for a qualifying exigency as described in section (5) above, the superintendent may require an instructional employee to continue leave until the end of a semester, if:

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

### **GAT Staff Use of Communication Devices**

The board encourages district employees to use technology, including communication devices, to improve efficiency and safety. The district expects all employees to use communication devices in a responsible manner that does not interfere with the employee's job duties. Employees who violate district policies and procedures governing the use of communication devices may be disciplined, up to and including termination, and may be prohibited from possessing or using communication devices while at work. Communication devices may not be used in any manner that would violate the district's policy on student-staff relations.

### **Definitions**

“Communication device” is defined to include all portable devices that send or receive calls or text messages, allow the retrieval of email, or provide access to the Internet. Communication devices shall include, but may not be limited to cell phones, smart phones, iPads, and tablets.

“Use/Using” for the purposes of this policy mean answering or talking on the phone; sending or responding to a text, e-mail, or other communication; opening and viewing pictures or digital recordings; opening and listening to music or audio communications; accessing social media websites; playing games on such device; continuously checking a communication device; or any activity with a communication device that interferes with the employee’s job duties or appropriate supervision of students.

### **General Use**

The district prohibits employees from using any communication device that interrupts or disrupts the performance of duties by the employee or otherwise interferes with district operations, as determined by the employee's supervisor. This prohibition applies regardless of

whether the communication device used is owned by the employee or provided by the district. Employees are responsible for keeping communication devices secure and, if possible, password protected.

Supervision of students and the provision of academic instruction are priorities in the district, and employees who are responsible for supervising and/or providing academic instruction to students must concentrate on these tasks at all times. Employees shall not use communication devices when they are responsible for supervising students or when their doing so interrupts or interferes with classroom instruction unless any of the following conditions occurs:

- The device is being used to instruct the students being supervised at the time;
- The use is necessary to the performance of an employment-related duty;
- The employee has received specific and direct permission from a supervisor to do so; or
- There is an emergency.

Even when these conditions exist, the employee is responsible for obtaining assistance in adequately supervising students during the approved use so that students are supervised at all times.

#### Use in Vehicles

Regardless of other provisions of this policy, unless there is an emergency, employees shall not use communication devices when:

- Driving district-provided vehicles;
- Operating a vehicle in which a student is being transported when the transportation is provided as part of the employee's job; or
- Supervising students who are entering or exiting a vehicle, crossing thoroughfares, or are otherwise attempting to safely reach their destinations.

Even in emergency situations, employees should first take all possible safety precautions before using communication devices. Employees are subject to local, state, and federal laws governing use of cell phones while driving and will be solely responsible for all traffic violation liabilities resulting from their use of a phone while driving.

#### Use of District-Provided Communication Devices

The district may provide communication devices and service to some employees to assist them in carrying out their employment-related duties on and off district property. Use of a

district-provided communication device is a privilege. The superintendent or designee has sole discretion as to which employees will be provided communication devices and may recall any previously issued communication device. Employees do not have any expectation of privacy in district-provided communication devices or any information stored on them, and such devices may be confiscated and searched at any time.

Employees are expected to exercise reasonable care to protect district-provided communication devices from damage or theft and must report any such incidents immediately.

The district may require employees to reimburse the district for any damage or theft that was the result of the employee's negligence. Users of district-provided communication devices must abide by any use limitations included in the district's service contract.

#### Personal Use of District-Provided Communication Devices

Personal use of district-provided communication devices is permissible as long as the use does not exceed the limits of the applicable plan. An employee whose use exceeds plan limitations will be required to reimburse the district for all expenses beyond those covered by the plan and may have privileges suspended or revoked unless the employee can show that all use was for employment-related duties and the device was not used for personal reasons. The amount of personal use of a communication device or service paid for under E-Rate can be no greater than the cost allocation submitted in the request for the E-Rate discount.

#### Staff Bring Your Own Device Policy

Use of employees' personal communication devices during work hours shall be restricted to classroom or work-related activities. Such personal communication devices may only be used by the staff member and are not for student use. The security of personal computing devices is solely the responsibility of the staff member. Any loss resulting from damage or theft of personal communication devices in the school setting is not the responsibility of the district.

#### **GBK-R Suspension**

The superintendent may suspend certified employees with pay for any or more of the following reasons: alleged violation of board policy, rule or regulation; the filing of a formal complaint against the employee with any civil authority or with the board charging the employee with the alleged commission of an offense involving moral turpitude; and 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.

**GBQA      Reduction of Teaching Staff**

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

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

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

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

If all of the teachers in the area identified for reduction have similar certifications, qualifications, training, skills, evaluations and interests, the teacher(s) who best meets the needs of the district, considering the factors outlined above and any other relevant factors, will be retained.

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

**GBRE Additional Duty**

The board may establish other educational assignments that may extend beyond the school day or time class is in session. Compensation for such assignments, if any, will be as specified in the negotiated agreement.

**GBRF Student and Parent Conferences**

Teachers shall be available for student and/or parent conferences at mutually convenient times. The principal may schedule individual or building-wide parent-teacher conferences as necessary.

**GCE Assignment and Transfer**

The board reserves the right to assign, reassign, and subject to the “Negotiated Agreement; transfer all employees.

### **HAA Legal Status**

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

### **HAB Goals and Objectives**

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

### **HAC Scope of Negotiations**

Negotiations shall cover only topics that are mandatorily negotiable under current law.

### **HAE Board Negotiating Agents**

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

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

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

### **HAF Superintendent's Role**

The superintendent shall not be the chief negotiator for the board. The superintendent shall primarily act in an advisory capacity.

### **HAHBA-R Use of School Facilities**

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 cost of any other facilities shall be paid for by the board.

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

The board may make school equipment available for negotiating sessions.

**HAJ Preliminary Agreement Disposition**

All tentative agreements shall be reported to the board

**HAK-R Ratification Procedures**

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

**HAL Announcement of Agreements**

The board may announce its ratification of the agreement.



## **IB School Site Councils**

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

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

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

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

## **ICA Pilot Projects**

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

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

## **Pilot Project Evaluation**

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

## **Student Surveys**

Except as provided in board policy IDAE with regard to surveys about a student's or the student's parents' or guardians' personal beliefs or practices on issues such as sex, family life, morality, or religion, any instrument designed to survey students, either by district staff or by an outside agency or individual, shall be made available for inspection by parents or guardians before the survey is administered.

## **IDACA Special Education Services**

In accordance with the provisions of Federal and state law, it is the policy of this district to provide a free appropriate public education for every exceptional child (as defined by K.S.A. 72-962) who is a resident of this district or attends a private or parochial school located in this district. Special education services are provided for such children, including individual educational programs offered in the least restrictive environment.

### **Child Find, Identification, and Eligibility**

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

### **Actions and Due Process for Students**

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

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

## **IDACB Section 504 Accommodations for Students**

In accordance with the provisions of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act, the district is committed to providing students with disabilities the opportunity to participate in and benefit from its programs and activities. Accordingly, the district will make reasonable modifications to its programs and activities to accommodate otherwise qualified students with disabilities, unless such modifications would impose an undue burden on the operation of the particular program or activity or would fundamentally alter the nature or purpose of the program or activity. No district board member, employee, or contractor shall retaliate against any person because of his or her exercise of rights under Section 504.

## **IDAD Title I Program**

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.

### **IDAE Student Privacy Policy**

The superintendent, the board and staff shall protect the right of privacy of students and their families in connection with any surveys or physical examinations conducted, assisted, or authorized by the board or administration. The district shall annually provide parents notice of their rights under the Protection of Pupil Rights Amendment and the Student Data Privacy Act, at the beginning of each school year, and at any other time the school district policies in the area are substantially changed.

### Student Data Restrictions

Any student data submitted to or maintained in a statewide longitudinal student data system shall only be disclosed in accordance with the Student Data Privacy Act. Disclosure of all other student data or student record information maintained is governed by the Family Educational Rights and Privacy Act (“FERPA”).

Annual written notice presented to parents and legal guardians of district students shall: 1) require parent or guardian’s signature; and 2) shall state student data submitted to or maintained in a statewide longitudinal data system only be disclosed as follows.

Student data may be disclosed to:

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

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

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

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

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

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

The district may disclose:

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

#### Student Data Security Breach

If there is a security breach or unauthorized disclosure of student data or personally identifiable information of any student submitted to or maintained on a statewide student longitudinal data system, each affected student or the parent or legal guardian of the student, if a

minor, shall be immediately notified, and an investigation into the causes and consequences of the breach or unauthorized disclosure will be conducted.

### Biometric Data

The district shall not collect biometric data from a student or use any device or mechanism to assess a student's physiological or emotional state, unless the adult student or the parent or legal guardian of the minor student consents in writing. "Biometric data" includes measurable biological or behavioral characteristics that can be used for automated recognition of an individual, such as fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting.

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

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

### Select Student Surveys

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

the parent or guardian is notified in writing; and

the parent or guardian of the student gives written permission for the student to participate.

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

Students may be questioned:

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

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

## **Annual Notice of Authorized Student Data Disclosures**

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

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

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

- purpose, scope and duration of the data-sharing agreement;
- recipient 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.

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

The district may disclose:

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

**As the parent or legal guardian of [name of student(s)], I acknowledge that I have been provided with notice of authorized student data disclosures under the Student Data Privacy Act.**

-----  
Parent Signature

-----  
Date



## **IFC Community Resources**

The board encourages the utilization of community resources in the instructional program of the school.

### **Use of Community Resource Persons**

The use of community resource personnel is encouraged where a legitimate educational objective may be advanced.

### **School Volunteers**

The use of school volunteers is encouraged whenever a legitimate educational objective may be advanced.

## **IFC Community Resources**

The administration and certified staff shall maintain and keep up to date lists of available resource people residing in the district. The certified staff shall also maintain and keep up to date lists of suitable community resources that may be utilized for field trips and other such excursions.

### **Use of Community Resource Persons**

Under certain circumstances, community resource personnel may be paid an honorarium if approved by the board in advance.

## **IFCB Field Trips and Excursions &/or Field Studies**

Field trips may be approved by the principal when reasonable educational objectives can be established.

Advance request for field trips and field studies including transportation and other resource needs shall be submitted by the transportation and other resource needs shall be submitted by the teacher to the principal. Each building principal shall develop a form to notify parents of a forthcoming field trip. The form shall include the nature of the trip, departure time, expected return time, name of sponsor(s) and mode of travel. The form shall also include a space where a parent may ask that a child be excused and the reasons for the excuse.

## Non-Sanctioned Field Trips

Non-sanctioned field trips organized by employees acting as independent contractors/agents involving students on a volunteer, self-supporting basis are not approved by the board and are not considered a part of the curriculum. Total responsibility for privately planned field trips or tours rest with the individual(s) and agency sponsoring them. The district assumes no legal or financial responsibilities for non-sanctioned field trips.

Every attempt should be made to schedule non-board approved trips during weekends and/or vacation periods. If travel arrangements necessitate that some school days are missed, normal procedures for staff and students absences must be followed.

If recruitment of students is sought through the schools, the request for recruitment shall be made in accordance with those of private citizens. Recruitment efforts may occur during class time or the employer's work day.

### **IFCB-R Field Trips and Excursions**

The principal must approve all field trip requests. Field trip requests that are not clearly educational in nature shall be denied. Under no circumstances may any student participate in a field trip without first producing a field trip permission form signed by student's parent or guardian. Travel arrangements must be coordinated with the activities director. Appropriate supervision is to be maintained at all times, and rests solely with the instructor chaperoning the trip.

The teacher shall notify the principal of each trip planned and of the resources needed in advance of the trip. Each building principal shall develop appropriate forms to notify parents of forthcoming field trips and excursions. 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 this child be excused and the reasons for the excuse. Electronic forms are preferred.

All possible precautions will be taken to protect band instrument on school sponsored trips. The board will not be responsible for any damage to a student owned instrument. Insurance is available at a very low rate and recommended that each student secure this insurance. If the student does not have insurance, he will carry and be responsible for his/her own instrument.

## **IG Guidance Program**

The guidance program shall be organized to meet the needs, interests and abilities of all individual students each with their own particular capabilities, aptitudes and personalities.

The counselor shall perform guidance services within the guidelines of district philosophy, job description and established policies of the board.

## **IHF Graduation Requirements**

The board may adopt graduation requirements exceeding the minimums set forth by state regulation. Unless otherwise provided herein, in order to qualify for graduation, the board requires each candidate to earn 24 academic credits of a type meeting state and district requirements beginning with the class of 9<sup>th</sup> grade.

Exceptions may be granted by the board to waive local graduation requirements that are in excess of the state minimum requirements for students on a case by case basis.

The board shall award a student a diploma if the student is at least 17 years old; is enrolled or resides in the district; was in custody of the Secretary of the Kansas Department of Corrections (KDOC), the Secretary for DCF, or a federally recognized Indian tribe in this state at any time on or after the student's 14<sup>th</sup> birthday; and has achieved at least the minimum high school graduation requirements adopted by the state board of education.

Other situations which may warrant waiver of graduation requirements in excess of the minimum requirements adopted by the state board include, but may not be limited to, the following circumstances:

- If such student is an adult learner whose four-year cohorts have graduated; or
- If such student is attending an alternative school or program and has experienced high mobility, teen pregnancy, long-term illness, or other hardship conditions.

## **IIBF Acceptable Use Guidelines**

### **Purpose**

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

### Acceptable Use Guidelines

Users shall adhere to the following guidelines of acceptable use:

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

### Prohibitions

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

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

### Monitoring

The school district reserves the right to monitor, without prior notice, any and all usage of the computer network and district Internet access, including, but not by way of limitation, e-mail transmissions and receptions. Any information gathered during monitoring may be copied, reviewed, and stored. All such information files shall be and remain the property of the school

district, and no user shall have any expectation of privacy regarding his/her use of the computer network or the district Internet.

### Internet Safety

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

### Penalties for Improper Use

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

### **IIBG Computer and Device Use**

#### Use of District Computers and Devices/Privacy Rights

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

## Copyright

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

## Installation

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

## Hardware

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

## Audits

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

## E-mail Privacy Rights

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

## Ownership of Employee Computer and Device Materials

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

## Lost, Stolen, or Damaged Computers and/or Equipment

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

## **IIBGA Children's Internet Protection Act**

The district shall implement and enforce an internet safety plan meeting the requirements of both the federal and the Kansas Children's Internet Protection Acts (CIPA). The superintendent shall develop a plan to implement the Children's Internet Protection Acts.

Such plan shall include technology protection measures and such other measures as deemed appropriate to address the following issues:

- Access by minors to inappropriate matter on the Internet and World Wide Web,
- The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications,
- Unauthorized access, including so-called "hacking," and other unlawful activities by minors online;
- Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- Measures designed to restrict minors' access to materials that may be harmful to them.

For the purposes of this policy, "minor" shall be defined to mean any student who is under 18 years of age. The board charges the superintendent to develop the CIPA implementing plan so that all of the protections provided by this policy and the corresponding plan may be afforded to all district students, regardless of their age.

If the district is providing public access to any computer, the CIPA plan shall also implement and enforce technology protection measures to ensure no minor has access to visual depictions that are child pornography, harmful to minors, or obscene. This plan shall be on file with the board clerk and in each school office with Internet access, and copies shall be made available upon request. The superintendent shall ensure compliance with CIPA by completing Federal Communication Commission forms as required.

## **IIBGA Children's Internet Protection Plan**

### **Goals:**

It is the policy of USD 466 to take the following technology protection or other specified measures in order to better protect our district students from harmful online and electronically transmitted content:

- install blocks or Internet filters to the district network in order to limit access by both minors and adults to child pornography and visual depictions or materials that are obscene, inappropriate, or harmful to minors and/or the transmission thereof;
- monitor the online activities of students while at school, at school sponsored activities, or while utilizing the district's network, computer system, computers, e-mail system, or electronic devices having access to the Internet;
- address issues related to the safety of students when using e-mail, chat rooms, and other electronic communication;
- educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms as well as on cyberbullying awareness and response;
- hinder unauthorized access (hacking) and other unlawful on-line activities by students; and
- prevent unauthorized disclosure, use, or dissemination of personal information regarding minors, which shall include, but may not be limited to, personally identifiable information contained in student records; and
- comply with the Children's Internet Protection Act.

### **Access to Inappropriate Material**

To the extent practicable, technology protection measures or Internet filters shall be used to block or filter the Internet or other forms of electronic devices from accessing child pornography as well as obscene, inappropriate, or harmful material given the age and maturity levels of district students. It is the district's goal to implement and enforce technology protection measures under this plan in such a way as to ensure no minor has access to visual depictions that are child pornography, harmful to minors, or obscene.

Subject to administrative approval, technology protection measures may be minimized only for bonafide research or other lawful purposes that are closely monitored by district staff.



## **Inappropriate Network Usage**

To the extent practicable, steps shall be taken to promote the safety and security of users of the district's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, in accordance with CIPA, measures to prevent inappropriate network usage shall include frequent monitoring of the District's network, computer systems, and equipment to detect any unauthorized access to prohibited materials as described earlier in this plan, hacking, and other unlawful activities by students or staff members. Such monitoring shall also strive to detect unauthorized disclosure, use, and dissemination of personally identifiable information regarding students.

## **Education, Supervision and Monitoring**

It shall be the responsibility of all members of the District's staff to educate, supervise, and monitor appropriate usage of online computer network access to the internet in accordance with this policy and CIPA. If, during the course of such monitoring, a student or staff member discovers a violation of this policy, the student or staff member shall make a report as follows: Students shall report suspected violation of this policy to any classroom teacher. Staff members shall report suspected violations of this policy to their immediate supervisor when possible.

## **Disciplinary Measures**

The district retains the right to discipline any student, up to and including expulsion, and any employee, up to and including termination, for violation of this policy.

## **Adoption**

This Children's Internet Protection Act Safety Plan was adopted by the Board of USD 466 at a public meeting, following normal public notice and a hearing, on (October 13, 2014).

## **IIBGC Staff Online Activities**

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:

They shall request prior permission from the superintendent or the superintendent's designee.

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.

Guidelines shall specify whether access to the site must be given to school/district administrators and technology staff.

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.

Once the site has been created, the sponsoring staff member is responsible for the following:

Monitoring and managing the site to promote safe and acceptable use and compliance with district policies; and

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.

### **IKA Financial Literacy**

The board supports the goal of providing district students with sufficient knowledge of economic systems to make informed, financial choices. In furtherance of this goal, the board directs the superintendent to develop and implement a plan to incorporate outcome-based personal financial literacy education into the district's instructional program.

The superintendent shall document district efforts to provide financial literacy education opportunities for district students and shall provide, upon request, feedback or information to the Kansas State Department of Education on such efforts.

### **IKC Teaching About Religion**

Teachers may teach about religion, religious literature and history but are prohibited from teacher, 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 teach a particular religious doctrine or in any other way except as outlined above.

### **IKCA Human Sexuality and AIDS Education**

#### **Opt-Out Procedure and Form**

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

#### **Opt-Out Form**

Parents or guardians (or students eighteen years of age or older) may obtain the opt-out request form from the Clerk of the Board or Principal. The signed form will be kept on file in the Clerk of the Board or Principal's office.

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

#### Annual Request Required

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

#### Notice of Availability

Public notice of the availability of the Human Sexuality and AIDS curriculum goals and objectives shall be made by means of district buildings.

#### **IKCA-R Human Sexuality and AIDS**

The appropriate building principal will receive a copy of the signed form so that the named student can be correctly omitted 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.

**HUMAN SEXUALITY**

**AND**

**AIDS EDUCATION**

**OPT-OUT FORM**

I, \_\_\_\_\_, parent/guardian of  
\_\_\_\_\_, request that my child, named herein,  
be removed from those portions of the Human Sexuality and AIDS instruction noted below:

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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

## **IKH-R Substitute Teaching**

The superintendent or his representative shall be responsible for developing a substitute's handbook to be given to the prospective substitutes. The handbook shall include information on when and how candidates should apply to be substitutes, can expect to be called for duty, instructions on where to report for all attendance centers of the districts, maps of the school district and of each attendance center school building, a current copy of the school calendar, a copy of the board's educational philosophy, professional expectations, hints on working with students, a statement of expectations the district has for those who substitute (similar to those expected of regular teaching staff), a list of things the substitute must do before leaving for the day and a sample report form for reporting incidents that may take place during the day.

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

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

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

### **Service Animals in the Schools**

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

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

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

Persons bringing animals and plants into the school must receive prior permission from the supervising teacher and the building principal. Animals, including all vertebrates, invertebrates, and toxic plants such as poison ivy or sumac, may be brought into the classroom for educational purposes. This policy and its rules shall be published in the student handbook.

### **ING-R Animals and Plants in the School**

Under no circumstances are animals to be transported on school buses.

Domesticated animals must be inoculated against rabies at the student's expense before the student may bring such animal to school. Animals must be adequately housed and cared for in screened cages. Handling of animals and plants by students must be on a voluntary basis. Only the teacher and student designated by the teacher are to handle the animals.

Teacher must assume primary responsibility for the humane, proper treatment of any animal in the classroom

Teachers must be aware of federal and state laws regulating the handling of animals.

If animals are to be kept in the classroom on days when classes are not in session, the teacher must make arrangements for their feeding, care and safety.

All experiments using live animals must have prior approval of the principal.

If a staff member or student has been bitten by an animal, the incident must be reported immediately to the school office by the supervising teacher. Principals assume the responsibility to notify public authorities to have the animal impounded for observation. Principals will attempt to notify the parents.

## **JA Goals and Objectives**

These student policies are designed to prevent misunderstanding by students about their rights and responsibilities. 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 consistent with board policy, approved by the board, and adopted, by reference, as a part of these policies and regulations.

## **JB Attendance Records**

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 also be maintained.

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

## **JBC Enrollment**

### **Resident Students**

A “resident student” is any child who has attained the age of eligibility for school attendance and lives with a parent or a person acting as a parent who is a resident of the district. Children who are “homeless” as defined by Kansas law and who are located in the district will be admitted as resident students. For purposes of this policy, “parent” means the natural parents, adoptive parents, step-parents, and foster parents. For purposes of this policy, “person acting as a parent” means a guardian or conservator, a person liable by law to care for or support the child, a person who has actual care and control of the child and provides a major portion of support, or a person who has actual care and control of the child with written consent of a person who has legal custody of the child.

### **Non-resident Students**

Non-resident students are those who do not meet the definition of a resident student. Although the district is not required to admit non-resident students, non-resident students may be admitted to the extent that staff, facilities, equipment, and supplies are available. Other criteria regarding students seeking non-resident student admittance may be considered prior to acting on any annual non-resident student application as specified in this policy.



### Non-resident Students-Continued Enrollment

Non-resident students admitted to the district shall be evaluated each spring by district administration on the following criteria: whether the student made academic progress; regularity and punctuality of attendance; and disciplinary record, specifically whether the student complied with the student conduct code and avoided 1) major disciplinary problems and/or 2) a large number of referrals for minor disciplinary problems.

Students may be readmitted or denied admission for the next school year based on the results of these evaluations. However, if the student has a disability, the student's ability to meet these expectations shall be considered prior to denying continued enrollment in the district. Parents shall be informed of any administrative decision on non-resident student applications no later than two weeks from date of application.

### Enrollment Restriction

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

### Enrollment Procedures

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

### Part-Time Students

Part-time students may enroll with the (board's/administration's) permission if they complete all paperwork in a timely fashion and are in attendance no later than September 20<sup>th</sup>. Part-time students may be admitted only to the extent that staff, facilities, equipment, and supplies are available and the students follow the district's student conduct policies and rules.

### Identification of Students

All students enrolling in the district for the first time shall provide required proof of identity. Students enrolling in kindergarten or first grade shall provide a certified copy of their birth certificate, a certified copy of the court order placing the child in the custody of the Secretary of the Department for Children and Families, or other documentation which the board determines to be satisfactory. Students enrolling in grades 2-12 shall provide a certified

transcript, similar pupil records or data, or other documentary evidence the board deems satisfactory.

If proper proof of identity is not provided within 30 days of enrolling, the superintendent shall notify local law enforcement officials as required by law and shall not notify any person claiming custody of the child.

#### Enrollment Information

The enrollment documentation shall include a student's permanent record card with a student's legal name as it appears on the birth certificate or as changed by a court order and the name, address, and telephone number of the lawful custodian. The records shall also provide proper proof of identity.

#### Assignment to a School Building, Grade Level, or Classes

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

#### Transferring Credit

In {middle school/junior high} and high school, full faith and credit shall be given to units earned in other accredited schools at the time the student enrolls in the district, unless the principal determines there is valid reason for not doing so. For online credit approval procedures after enrollment, see board policy IIBGB.

#### Transfers from Non-Accredited Schools

Students transferring from non-accredited schools will be placed by the principal. Initial placement will be made by the principal after consultation with parents or guardians and guidance personnel. Final placement shall be made by the principal based on the student's documented past educational experiences and performance on tests administered to determine grade level placement.

## **JBC-R Enrollment**

The superintendent, in cooperation with the principals, shall establish an advance enrollment date for all students. Enrollment procedures will be communicated to the news media, and every attempt will be made to enlist the cooperation of the media in informing the public of the enrollment procedures to be followed.

### **First-Time Enrollment**

The proof of identity for students enrolling for the first time in the district may include, but may not be limited to, such items as the student's birth certificate, a copy of a court order placing the student in the custody of the Kansas Social and Rehabilitation Services, a certified transcript of the student, a baptismal certificate, or other documentary evidence that the board considers satisfactory.

If the identity of the student is not proven by documentary evidence within 30 days, the enrolling officer shall notify the local law enforcement agency as required by law.

### **Identification of Students**

School personnel shall provide law enforcement personnel with access to school premises when such persons are conducting an investigation in order to determine the identity of a student.

School personnel shall be present at all times during an investigation. All school personnel shall observe strict confidentiality regarding the investigation.

Information acquired about a student during any investigation regarding the identity of that student shall not be used for any purpose other than establishing the student's identity.

### **Resident Students**

The superintendent shall ascertain that all students who apply for admission to the schools are resident of the district. In the event that there is doubt about the legal residence of a student, the superintendent shall refer the question to the school attorney who shall prepare a written report to the board.

### **Non-resident Students**

Any non-resident student who desires to be admitted to the schools of the district will make application to the superintendent. In the event a non-resident student is denied admission to the schools of the district, the student may request a hearing before the board. The decision of the board on any such hearing shall be final.

### Tuition

The tuition for any student which is to be paid by another district shall be paid on the date provided in the agreement with that district. In any event that tuition for a non-resident student is to be paid by the parent or guardian; such tuition shall be paid in full at the time of enrollment in the amount determined by the board.

### Assignment

The building principal shall be initially responsible for assignment of all students with the school. In the event that a parent or guardian is dissatisfied within a student assignment, he/she shall confer with the principal, and if is not satisfied with the principal's explanation of the basis for the assignment, he/she may confer with the superintendent. In the event that a parent is still dissatisfied, the assignment may be appealed in writing to the board.

### Classes

The building principal shall be responsible for assigning students to classes. In the elementary schools, the principal, in determining the grade level for any new student, may take into consideration the previous schooling of the student but may assign the student to a lower grade level or high grade level; if in his judgment the best interests of the student would be served thereby. In the middle (junior high) school and in the senior high school full faith and credit shall be given to units earned in other accredited schools, unless the principal shall determine that there is valid reason for not doing so.

### School Admissions

Students, attending or having attended a non-accredited school, who wish to attend school in the district, must be tested by an appropriate guidance counselor to determine grade level placement. Grade placement will be made by the school officials after consultation with the parents or guardians, guidance personnel and the superintendent or designated representative. Criteria for final placement shall include past educational experience and successful performance and/or examination at the level of initial assignment.

### Transfers and Withdrawals

It shall be the responsibility of the principal of the appropriate school to determine whether a student has transferred or withdrew from school. Any student who is absent from school for more than five consecutive days shall be presumed to have transferred or withdrawn, unless the principal may determine by investigation that such is not the case.

## **JBCA Homeless Students**

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.

### **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**

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 non-homeless 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

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

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 shall designate a homeless coordinator for the district.

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, for 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 decision, 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.

#### **JBD Absences and Excuses**

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

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

#### **Excused/Unexcused Absences**

The definition of "excused absence" includes the following:

Personal illness;

Health-related treatment, examination, or recuperation;

Serious illness or death of a member of the family;

Obligatory religious observances;

Participation in a district-approved or school sponsored activity or course;

Absences prearranged by parents and approved by the principal; and

Students of active duty military personnel may have additional excused absences at the discretion of the principal for visitations relative to leave or deployment.



All absences which do not fit into one of the above categories would be considered an unexcused absence. A student serving a period of suspension or expulsion from the district shall not be considered inexcusably absent.

#### Significant Part of a School Day

An absence of two or more hours in any school day shall be considered an absence for a significant part of the school day.

#### Make-Up Work

It is the student's responsibility to obtain make-up assignments from teachers following an excused or unexcused absence.

#### **JBE** Truancy

Unless reporting would violate the terms of any memorandum of understanding between the district and the authority to which reports would be made the building principal shall report students who are inexcusably absent from school to the appropriate authority.

Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first. School year means the period from July 1 to June 30. Students who are absent without a valid excuse for a significant part of any school day shall be considered truant.

Prior to reporting to either the Department for Children and Families (if the student is under 13) or the county or district attorney (if the student is 13 or more years of age but less than 18 years of age), a letter shall be sent to the student's parent(s) or guardian notifying them that the student's failure to attend school without a valid excuse shall result in the student being reported truant.

#### Waiver of Compulsory Attendance Requirements

Students 16 or 17 years of age may be exempt from compulsory attendance regulations if the parent(s) or person acting as parent attend(s) the counseling session required by law and signs the appropriate consent and waiver form; if the student earns a GED; or if the student is exempt from compulsory attendance requirements pursuant to a court order.

#### Involvement of Law Enforcement

Law enforcement officers may return truant children to the school where the child is enrolled, to the child's parent or guardian or to another location designated by the board to address truancy issues.

### Reporting to Parents

If a truant child is returned to school by a law enforcement official, the principal shall notify the parent or guardian.

### Dual Enrollment Students

Eligible students who are enrolled in a board-approved dual enrollment program shall not be considered truant for the hours during the school day they attend classes at a Regent's university, community college, technical college, vocational educational school or Washburn University.

### JCAA Due Process

When appropriate circumstances dictate, students will be afforded due process as required by current law.

### JCAB Searches of Property

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.

Whenever the principal is mentioned in this policy, it shall be construed to include the superintendent "or designated representative."

### 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 combination 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 in Conducting Sweeps

At the request of the principal or on a schedule agreed upon by the service provider and the principal, law enforcement officers or licensed private agencies contracting with the school for such service, may use trained dogs on school premises to identify student property which may contain illegal or illicit materials and to determine whether materials, such as drugs, weapons, or other materials which may threaten the general health, welfare, and safety of the students and/or staff are present in the district parking lot, hallways, locker, classrooms, and/or locker rooms. Students will never be sniffed by the dogs used to conduct the sweeps.

#### **JCABB Searches of Students**

Principals are authorized to search students if there is reasonable suspicion that district policies, rules or directives are being violated. Strip searches shall not be conducted by school authorities. All searches by the principal shall be carried out in the presence of another adult witness.

The students shall be told why a search is being conducted. The student shall be requested to empty items such as, but not limited to, pockets, purses, shoulder bags, book bags, and briefcases. The principal shall attempt to call the student's parent/s and may call law enforcement. Items which the principal believes may be connected with illegal activity shall remain in the custody of the principal unless the items are turned over to law enforcement officials. If the student refuses to cooperate, the principal may take disciplinary action and/or seek assistance from law enforcement.

If law enforcement assistance is present, further search of the student shall be with cooperation and assistance of law enforcement officials. The principal shall remain with the students 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.

Written documentation of each search shall be maintained by the principal.  
(Whenever the principal is mentioned in this rule, it shall be construed so as to include the superintendent or “designated representative.”)

**SEARCH REPORT FORM**

Name of Student \_\_\_\_\_

Parents contacted \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

Time of search \_\_\_\_\_

Place of search \_\_\_\_\_

Reason or reasons for the search \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Law enforcement officials were called by \_\_\_\_\_

Name of the person who conducted the actual search \_\_\_\_\_

Name 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
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Law Enforcement \_\_\_\_\_

	Name	Time	Results
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Other: \_\_\_\_\_

## **JCAC Interrogation and Investigations**

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 as necessary and may request further investigation of the alleged violation.

### **Coordination with Law Enforcement**

School administrators {and/or school security officers} shall/may meet periodically with local law enforcement officials to discuss the district's policies and rules regarding law enforcement contacts with the district.

### **Investigations Conducted by Law Enforcement Officers**

When law enforcement officers question a student on a topic unrelated to a report of child abuse during school hours {or school security officers question a student concerning an alleged violation of criminal law}, the building principal shall make a reasonable attempt to contact a parent, guardian or representative of the student(s) prior to questioning. Notification or attempted notification of parents, guardian or representative shall be documented by the administrator involved. If a student's parents, guardian or representative is not present during such questioning of a student, the principal may be present.

### **Child Abuse Investigations Conducted by Law Enforcement Officers**

The administration shall cooperate with law enforcement officers who are conducting investigations of suspected child abuse. For any investigations concerning known or suspected child abuse, school staff shall follow the procedures outlined in board policy GAAD instead of the requirements of this policy.

### **Law Enforcement Initiated Investigations at School**

In cases not involving the investigation of known or suspected child abuse, law enforcement officers shall not be permitted to initiate and conduct investigations involving the questioning of students during school hours unless the student's parent or guardian has given the school permission to allow the questioning, a valid warrant has been presented to the principal for such purpose, or in demonstrated emergency situations. If a demonstrated emergency is

found, the principal shall require identification of law enforcement officials and reasons for the interrogation or investigation of a student. If the principal is not satisfied with either the identification or the reason, the request shall not be granted. The principal shall attempt to notify the superintendent and the officer's superiors of the reasons for the refusal.

#### Violations of Criminal Law

Information on criminal conduct shall be turned over to law enforcement officials.

#### Taking Students Into Custody

Students shall not be voluntarily released by school officials to law enforcement authorities unless the student has been placed under arrest or taken into custody by law enforcement or Department for Children and Families ("DCF") authorities pursuant to a child abuse investigation. Except as otherwise specified in this policy, reasonable effort shall be made to notify the student's parents, guardian or representative when students are removed from school for any reason. Parents shall not be notified by school officials when their child is taken into custody by DCF and/or law enforcement as a result of allegations of abuse or neglect. {If a student is taken into custody by a campus police officer, school administrators shall also make a good-faith effort to contact parents.} Notification efforts shall be documented.

When a student has been taken into custody or arrested on school premises without prior notification to the building principal, the school staff present shall ask the law enforcement officer to notify the principal of the circumstances as quickly as possible and shall themselves contact the principal with any information they have regarding the child being taken into custody.

#### Disturbance of School Environment

Law enforcement officers may be requested to assist in controlling disturbances at school and, if necessary, to take students or other persons into custody.

### **JCAC-R Interrogation and Investigations**

#### Initiated by School Administrators and Conducted by Law Enforcement Officials

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 may be present.

## **JCAC-R Interrogation and Investigations**

### **Investigations Initiated and Conducted by Law Enforcement Officers**

The administration shall cooperate with law enforcement officers who are conducting investigations of suspected child abuse. Law enforcement offices 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 not related to school shall be turned over to law enforcement officials.

### **Taking Students into Custody**

Students shall not be voluntarily released by school officials to law enforcement authorities unless the student has been placed under arrest or taken into custody by law enforcement or SRS. Reasonable effort shall be made to notify the student's parents, guardian or representative when students are removed from school for any reason by law enforcement authorities. If a student is taken into custody by a campus police officer, school administrators shall also make a good faith effort to contact parents. Notification efforts shall be documented. Parents shall not be notified by school officials when their child is taken into custody by SRS and/or law enforcement as a result of allegations of abuse or neglect.

When a student has been taken into custody or arrested on school premises without prior notification to the building principal, the school staff present shall ask the law enforcement officers to notify the principal of the circumstances as soon as possible.



## Disturbances 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.

## **JCB Policies and Rules Development Involvement**

The board shall consider ideas and recommendations from students of the school system in adopting policies, rules and regulations governing the conduct of students and their rights and responsibilities.

## **JCB-R Policies and Rules Development Involvement**

Each building principal shall develop a plan whereby students may present their ideas in regard to rules and regulations governing their conduct. At least once each year principals may submit ideas and suggestions to the superintendent for consideration by the board.

## **JCDAA Tobacco and Nicotine Delivery Devices**

Use and/or possession of any tobacco product or nicotine delivery device by students is prohibited in any district facility; in school vehicles; at school-sponsored, activities, programs, or events, and on school owned or operated property.

Administrators may report students who are in violation of this policy to law enforcement as appropriate.

For the purposes of this policy, “nicotine delivery device” means any device that can be used to deliver nicotine to the person inhaling from the device. Such definition shall include, but may not be limited to, any electronic cigarette, cigar, cigarillo, pipe, or personal vaporizer.

## **JCDB Dress Code**

Neatness, decency, and good taste are guidelines of the district dress code. Students must dress in a manner that is not obscene; offensive; or substantially or materially disruptive to the learning environment. Apparel that is sexually suggestive; promotes violence, illegal activities, drugs, alcohol, and/or tobacco; or is determined to be gang related is prohibited.

Student apparel and grooming must also meet requirements of any courses which are part of the approved curriculum in which they are enrolled.

Dress codes shall be published in the appropriate student handbooks.

## **JCDBB      Weapons**

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon at school, on school property, or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

### **Weapons and Destructive Devices**

As used in this policy, the term “weapon” and/or destructive device shall include, but shall not be limited to:

- Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- The frame or receiver of any weapon described in the preceding example;
- Any firearm muffler or firearm silencer
- Any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine, or similar device;
- any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant and which has any barrel with a bore of more than 1/2 inch in diameter;
- any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples and from which a destructive device may be readily assembled;
- any bludgeon, sand club, metal knuckles, or throwing star;
- any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife or any knife having a blade that opens, falls, or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;
- any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

### Penalties for Weapon Violations

Possession of a weapon and/or destructive device listed under the “Weapons and Destructive Devices” heading of this policy shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion be modified on a case-by-case basis.

Possession of, handling of, and/or transmitting a weapon of a type other than described under the “Weapons and Destructive Devices” heading above, an item being used as a weapon or destructive device, or a facsimile of a weapon may result in disciplinary action up to and including suspension and/or expulsion. Expulsion hearings for weapons violations shall be conducted by the superintendent or the superintendent’s designee.

Students violating this policy shall be reported to the appropriate law enforcement agency(ies) and, if a juvenile, to the Secretary for DCF or the Secretary of KDOC as appropriate.

Possession of an air gun at school, on school property, or at a school supervised activity will not be prohibited for students participating in an air gun-related activity sponsored by an organization held at school or when in transit to or from such activities held off district property.

### **JCE Complaints**

#### Complaints About Discrimination

The district is committed to maintaining a working and learning environment free from discrimination, insult, intimidation, or harassment due to race, color, religion, sex, age, national origin, or disability.

Any incident of discrimination including acts of harassment shall promptly be reported for investigation and corrective action by the building principal or district compliance coordinator. Any student or employee who engages in discriminatory conduct shall be subject to disciplinary action, up to and including termination from employment or expulsion from school.

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the district’s programs and activities is prohibited. (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, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.

#### **Complaints About School Rules**

Any student may file a complaint with the principal concerning a school rule or regulation as it applies to the student. The complaint shall be in writing, filed within 20 days following the application of the rule or regulation, and must specify the basis for the complaint. The principal shall investigate the complaint and inform the student of the resolution within 10 days after the complaint is filed.

#### **JDC Probation**

Any punishment, suspension or expulsion, may be deferred by the superintendent, principal, or designee. The student involved may be placed on probation for a set period of time. The punishment, suspension, or expulsion, shall remain deferred so long as the student meets the conditions of the probation. If a student is placed on probation, written notification shall be sent to the student's parent or guardian. Any decisions on probation for students found to be in violation shall be handled by the superintendent.

A student placed on probation shall be given a written list of the terms and conditions of the probation. The student shall sign a statement that: the terms and conditions have been explained, the student understands the condition, the student agrees to abide by the conditions, and failure to abide by the conditions may be reason to reinstate the original punishment.

#### **JDD Suspension and Expulsion Procedures**

Except as limited by Section 504 or IDEA, a student may be suspended or expelled, for reasons set forth in Kansas law. Any student who is suspended for a period of more than 10 days

or expelled shall receive a copy of the current suspension and expulsion law and this policy. Suspension/expulsion hearings shall be conducted by the superintendent/designee or other certificated employee, or committee of certificated employees of the school in which the pupil is enrolled, or by any other hearing officer appointed by the board.

#### Reasons for Suspension or Expulsion

- Students may be suspended or expelled for one or more of the following reasons:
- Willful violation of any published, adopted student conduct regulation;
- Conduct which substantially disrupts, or impedes, or interferes with school operation;
- Conduct which endangers the safety or substantially impinges on or invades the rights of others;
- Conduct which constitutes the commission of a felony;
- Conduct at school, on school property, or at a school supervised activity which constitutes the commission of a misdemeanor;
- Disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operation; and
- Possession of a weapon at school, on school property or at a school-sponsored event.

#### Short-term Suspension

Except in an emergency, a short-term suspension (not exceeding ten school days) must be preceded by oral or written notice of the charges to the student and an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than 72 hours after imposition of a short-term suspension.

Written notice of any short-term suspension shall be delivered to the student's parent or guardian within 24 hours after the suspension has been imposed. Short-term suspension hearings may be conducted by any person designated in policy as having the authority to suspend.

At the informal suspension hearing, the student shall have the right to be present and to be 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 or one calendar year for certain weapon and/or destructive device violations), a hearing shall be conducted by a hearing officer who has been

authorized by the board. Formal hearings shall be conducted according to procedures outline in current Kansas law and:

- The student and parents or guardians shall be given written notice of the time, date and place of the hearing.
- The notice shall include copies of the suspension/expulsion law, and appropriate board policies, regulations and handbooks.
- The hearing may be conducted by either a certified employee or committee of certified employees authorized by the board, the chief administrative officer, or other certified employee of the district in which the student is enrolled or by an officer appointed by board.
- Expulsion hearing for weapons violations shall be conducted in compliance with Kansas law by persons appointed by the board
- Findings required by law shall be prepared by the person or committee conducting the hearing.
- A record of the hearing shall be available to students and parents or guardians according to Kansas law.
- Written notice of the result of the hearing shall be given to the pupil and to parents and guardians within 24 hours after determination of such result.

Rules Which Apply in all Cases When a Student May be Suspended or Expelled:

- Refusal or failure of the student and/or the student's parents to attend the hearing shall result in a waiver of the student's opportunity for the hearing.
- A student suspended for more than 10 school days or expelled from school shall be provided with information concerning services or programs offered by public and private agencies which provide services to improve the student's attitude and behavior.
- A student who has been suspended or expelled shall be notified of the day the student can return to school
- If the suspension or expulsion is not related to a weapons violation, the principal may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation.
- 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.
- The days a student is suspended or expelled are not subject to the compulsory attendance law.
- During the time a student is suspended or expelled from school, the student may not:

\*Be on school property or in any school building without the permission of the Principal.

\*Attend any school activity as a spectator, participant or observer.

A student over the age of 18 or the parents or guardian of a student who is suspended for more than 10 days or expelled from school may appeal to the board within 10 calendar days of receiving written notice of the hearing results.

When a suspension is imposed during the school day, the student shall not be removed from school until a parent has been notified. If a parent cannot be notified during regular school hours, the student shall remain at school until the regular dismissal time.

#### Student Rights During a Long-Term Suspension/Expulsion Hearing

The student shall have the right:

- To counsel of his/her own choice;
- To have a parent or guardian resent;
- To hear or read a full report of testimony of witnesses;
- To confront and cross-examine witnesses who appear in person at the hearing; to present his or her own witnesses;
- To testify in his or her own behalf and to give reasons for his or her conduct;
- To an orderly hearing; and
- To a fair and impartial decision based on substantial evidence.

#### Appeal to the Board

The following conditions shall apply if a student who is age 18 or older or the student's parent or guardian files a written appeal of a suspension or expulsion:

- Written notice of the appeal shall be filed with the clerk within 10 calendar days of receiving the results of the hearing.
- The board shall schedule an appeal with the board or a hearing officer appointed by the board within 20 calendar days.
- The student and the student's parent shall be notified in writing of the time and place of the appeal at least 5 calendar days before the hearing.
- The hearing shall be conducted as a formal hearing using rules similar to those noted earlier for expulsion hearings.
- The board shall record the hearing.
- The board shall render a final decision no later than the next regularly scheduled board meeting after the conclusion of the appeal hearing.

#### JDDA Drug-Free Schools

Maintaining drug-free schools is important in establishing an appropriate learning environment for the district's students. Unless otherwise specified in this policy, the possession, use, sale, distribution, and/or being under the influence of illicit drugs, controlled substances,

and/or alcohol by students at school, on or in school property, or at school sponsored activities or events is prohibited.

Possession, use, and/or being under the influence of a controlled substance by a student for the purposes of this policy shall only be permitted if such substance was:

1. Obtained directly from, or pursuant to a valid prescription or order, issued to such student from a person licensed by the state to dispense, prescribe, or administer controlled substances;
2. In the case of use or possession, approved and administered, if administered at all, in accordance with board policy JGFGB and/or board policy JGFGBA; and
3. Used, if at all, in accordance with label directions.

### Student Conduct

As a condition of continued enrollment in the district, students shall abide by the terms of this policy.

Students shall not manufacture, sell, distribute, dispense, possess, use, and/or be under the influence of illicit drugs, controlled substances, or alcoholic beverages at school, on or in school district property, or at any school activity, program, or event. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to:

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-8901, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. If a student agrees to enter and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents.

A list of area drug and alcohol counseling and rehabilitation programs, along with names and addresses of contact persons for the programs, is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.

A copy of this policy will be provided to all students and the parents of all students. Parents of all students will be notified that compliance with this policy is mandatory.



## **JDDB Reporting to Law Enforcement**

Unless reporting would violate the terms of any memorandum of understanding between the district and local law enforcement whenever a student engages in conduct which constitutes the commission of any misdemeanor or felony at school, on school property, or at a school supervised activity and/or has been found 1) in possession of a weapon, 2) in possession of a controlled substance or illegal drug, or 3) to have engaged in behavior at school which has resulted in or was substantially likely to have resulted in serious bodily injury to others, the (principal/superintendent) shall report such act to the appropriate law enforcement agency.

## **JDDC Bullying**

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

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

Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

## **Anti-Bullying Policy**

Scott County Schools is committed to creating a safe, caring, respectful learning environment for all students. Bullying of students or persons by another person or persons occurring in the schools is strictly prohibited and will not be tolerated. For the purposes of the policy, “school” includes school buildings, school grounds, and school-sponsored social events trips, sporting events, vehicles and bus stops. Reported incidents of bullying will be investigated promptly and thoroughly by school administration.

### Definition of Bullying

Bullying is a pattern of aggressive, intentional or deliberately hostile behavior that occurs repeatedly and over time. Bullying behaviors normally fall into three categories: physical, emotional, and verbal. Bullying may include but are not limited to: intimidation, assault, extortion, oral or written threats, teasing, putdowns, name-calling, threatening looks, gestures or action, perpetuating rumors, false accusations, hazing, social isolation, and cyber bullying.

### Preventative Measures

**1. Student Instruction/Awareness**

Bullying behaviors are unacceptable. Ongoing instruction is to be provided through classroom instruction at the elementary level and through the “Boys Town” model at the middle and high school levels.

**2. Staff Awareness/Action**

School Personnel shall receive regular in-service training on anti-bullying and the “Boy’s Town” model (at the appropriate levels) to ensure a consistent approach is used on a school-wide basis. The school administration requires all staff members who observe, suspect, or become aware of an act of bullying to immediately notify an administrator.

**3. Student/Parent Action**

The school district encourages students and parents who become aware of an act of bullying (by students, staff, or parents) to immediately report the incident(s) to a school administrator for further investigation. Any individual who retaliates against another for reporting bullying will also be subject to consequences.

### Complaint/Investigative Procedure

All individuals shall be informed of their right to protection against bullying behaviors and the right to file a complaint if they believe they have been the victim of bullying behavior. School administrators are responsible for investigating each complaint, determining if the complaint is legitimate in accordance with the above definition, and taking appropriate corrective action. Any individual (be they the victim or the bystander) may initiate a complaint by completing a confidential reporting form and returning it to a building administrator.

### Intervention/Consequences

Reports of bullying are taken seriously and shall be dealt with quickly and effectively. If an individual is found to be exhibiting bullying behavior, the consequences shall depend on both the results of the investigation and the severity of the incident. Consequences may include but are

not limited to mediation, a parent conference, counseling, suspension from school or activity, expulsion, or referral to local law enforcement agency.

### **JFB Promotion and Retention**

Students may be promoted when they have demonstrated mastery of the board-approved learning objectives.

The final decision to promote or retain a student shall rest with the principal after receiving information from parents/guardians, teachers, and other appropriate school personnel.

### **JFCA Early Graduation**

Students who complete all state and local graduation requirements may request permission to graduate early.

A student who wishes to graduate from high school early may request permission to do so. The student and parents shall consult with high school administrative and/or guidance personnel in order to develop a graduation plan. The board shall approve or deny each request based on the circumstances of the individual student. The student's request shall be in writing, addressed to the superintendent, state the reasons supporting the request, and include a copy of the graduation plan and a letter of support from the student's parents. The letters of request shall be sent to the superintendent, who shall forward them to the board.

### **JGA Student Insurance Program**

Parents or guardians shall be notified annually in writing of student insurance provided by the district and that medical expenses not covered by such policies are the responsibility of the students.

### **JGA-R Student Insurance Program**

The superintendent and building principals will develop the most economical and comprehensive student group insurance plan available for consideration by the board during the regular board meeting in July of each year.

On the first day of regular classes, each principal will notify the parents of students enrolled in the building of the availability of the student group insurance program, the cost thereof, the procedure for enrolling students and the method of making claims against the insurance carrier.

Each building principal will initiate bookkeeping procedures to ensure the maintenance of a complete record of each student enrolled in the insurance program.

One copy of a building's roster of students enrolled in the student group insurance program will be kept in the building principal's office and one copy in the office of the superintendent.

### **JGCA      Local Wellness Policy**

The board is committed to providing a school environment that promotes student wellness as part of the total learning experience for its students. To this this end, the board shall promote and monitor a local wellness program. The program shall:

- Include goals for providing proper student nutrition at school, nutrition education, physical activity, and other school-based activities designed to promote student wellness in a manner that the board determines is appropriate;
- Include nutrition guidelines for all foods available in each school during the school day, with the objectives of the guidelines to be promoting student health and reducing childhood obesity;
- Ensure foods and beverages sold at breakfast and lunch meet the nutrition guidelines for the School Breakfast Program and National School Lunch Program;
- Provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students;
- Provide opportunities, support, and encouragement for students in grades K-12 to be physically active on a regular basis;
- Assure that guidelines for reimbursable school meals shall not be less restrictive than Federal and state statutes, regulations, and guidance issued by the Secretary of Agriculture, as they apply to schools;
- Involve parents, students, representatives of the school food authority, district physical education teachers, school health professionals, the school board, administrators, and the public in the development, implementation, and periodic review of the school wellness policy; and
- Establish a plan for measuring implementation of the local wellness policy, including designation of one or more district employees who shall be charged with operational responsibility for ensuring the wellness policy is effectively enforced, is periodically measured, and that assessments of the implementation of the local school wellness policy available to the public. Such assessments shall measure the extent to which schools in

the district are in compliance with this policy, shall compare the district's wellness policy with other model local school wellness policies, and shall describe the progress made in attaining the goals of this policy.

### **JGC Health Assessments and Physicals**

All students under 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 athletic activities covered by KSHSAA rules shall provide the building principal with proof of a physical examination and clearance to participate.

Principals shall work cooperatively with local, county, and state health agencies to disseminate materials related to the availability of health assessments and inoculations.

### **JGC-R Health Assessment and Physicals**

Principals shall work cooperatively with local, county and state health agencies to disseminate on or before May 15<sup>th</sup> of each year materials related to the availability of health assessments and inoculations.

The district nurse will be responsible for the general conduct of such health programs which are deemed advisable by the board.

The building principal may require proof of physical examination for any student engaged in activities covered by board policy.

### **JGCB Inoculations**

All students enrolling in any district school shall provide the building principal with proof of immunizations 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.

Notice of this policy and the applicable state law shall be distributed to students, prospective students or their parents on or before May 15<sup>th</sup> of each school year. The superintendent shall issue a new release each August explaining their required inoculations and booster shots. Parents may delegate in writing their authority to consent to immunizations. At the beginning of a school year, school boards shall provide information on immunizations applicable to school age children to parents and guardians of students in grades six through 12. The information on immunizations shall include:

- (1) A list of sources for additional information; and

(2) related standards issued by the national centers for disease control and prevention.

Students who fail to provide the documentation required by law may be excluded from school by the superintendent until statutory requirements are satisfied. Notice of exclusion shall be given to the parent/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.

#### **JGCBA Automated External Defibrillators**

If the board approves their use in district schools and other facilities, automated external defibrillators shall be properly maintained as required by law and used in accordance with recommended instructions.

#### **JGCC Communicable Diseases**

Any student noted by a physician or the school nurse as having a communicable disease may be required to withdraw from school for the duration of the illness 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.

If a student is absent from regular classes for more than three consecutive days or the principal has been notified that a student has a communicable disease, the principal shall determine whether a release shall be obtained from the student's physician before the student re-enters school.

Decisions regarding the type of education and the setting for provision of educational services for a student with a severe communicable disease of long duration shall be based on the child's medical condition, the child's behavior and neurological development, and the expected type of interaction with others in the educational setting. Final decisions will be made by school administration after receiving input from the student's physician, the student's parents or guardian, and personnel associated with the proposed care or educational setting.

## **JGCC-R Communicable Diseases**

### **AIDS**

In each case involving a student with an AIDS, ARC, or a seropositive test for the HTLV-III virus, the board shall reserve the right to make a final decision regarding the placement of the student after taking into account the recommendations of the health assessment team, the risks and benefits to both the infected student and to the others in the proposed educational setting.

No information regarding students with communicable diseases shall be released by district personnel without the students', parents' or guardians' consent or in order to comply with state or federal statutes.

### **Guidelines for Dealing with Individuals Infected with AIDS in the District Schools**

- A. The district establishes the following guidelines for dealing with the problems present by students and school employees who have or could transmit AIDS to other students or school employees. The guidelines should be reviewed periodically and revised as necessary to reflect new medical information regarding AIDS.
- B. Based upon the present knowledge that AIDS is primarily transmitted by blood or sexual contact, and that casual person-to-person contact as would occur among school children appears to pose no risk, individuals known to be infected with HTLV-III virus should not be restricted from the school setting unless otherwise medically indicated. Those individuals include the following: students and school personnel with positive antibodies to the HTLV-III virus; students and school personnel who have illness due to the virus but do not meet the AIDS Case definition; and student and school personnel with AIDS.

### **Case Review**

The determination of the appropriate educational setting for HTLV-III infected individuals should be done on a case-by-case basis by a Review Board and should be weighed against the risk and benefits to both the infected individual and to others who will share the same

setting. The school nurse will serve as Chairperson of the Review Board and is the contact source for all referred cases.

### **JGCC-R Communicable Diseases**

- A. In the case of a student, the Review Board may consist of, but necessarily limited to, the student's physician, appropriate school officials including the school principal, guidance counselor, student's primary teacher, office secretary to keep a written record of the proceedings, superintendent of schools, the student's parents or guardian and the county health officer. The school attorney may act as an observer to advise the Review Board on legal questions.

### **Dealing with Students with AIDS**

- A. Most school-aged children and adolescents infected with HTLV-III should be allowed to attend school in an unrestricted manner with the approval of the student's physician. HTLV-III infection, in these recommendations, includes cases of AIDS, ARC and seropositivity since the potential for transmission of the virus is present in any of these three clinical conditions. Based on present data, the benefits of unrestricted school attendance of these students outweigh the possibility that they will transmit the infection in the school environment.
- B. Some infected students may pose a greater risk than others in the school setting. Students who lack control of their body secretions, who display behavior such as biting, or have open skin sores which cannot be covered, require a more restricted school environment until more is known about the transmission of the virus under these conditions. Alternative settings may be provided in these instances.
- C. In most cases where the student's regular educational program is altered because of the risk of infecting other, the Review Board will meet regularly to evaluate and assess the need for alternatives to continuing in the regular school setting. Also, those students who have AIDS and have an unrestricted program will be re-evaluated and re-assessed by the Review Board to determine if a need may exist for alternatives to continuing in the regular school setting. Hygienic practices of an infected student may improve with maturation or deteriorate if the condition worsens. The Review Board may determine that a risk exists and the student be



recommended for removal from the classroom and an appropriate alternative education program be established until a subsequent review determines that the risk has abated. A plan for periodic review should be established at the time a decision has been made, by the appropriate official, to exclude a child.

- D. Before HTLV-III infected individuals attend class in a district school, they will participate in a conference with appropriate school personnel at which time reasonable expectations regarding the individual's responsibilities in the school setting will be discussed. Appropriate recommendations are to be developed from these discussions and submitted to the appropriate official.

#### Confidentiality

The student's teacher(s), the guidance counselor, the office secretary, the school principal, the school nurse, the designated school custodian(s), the superintendent, the county health officer and the school attorney may be among the appropriate personnel who would be knowledgeable about the student's case. In some situations, it may be necessary that other personnel also be advised. This will be determined by the superintendent.

#### Policy Review

In view of the new medical information that is coming forward with regards to AIDS and as medical advancements are made in this area, these recommendations may be updated or changed as needed.

#### **JGCD Health Screenings**

Vision and hearing screenings will be conducted in the district as part of the overall health services program. Frequency of the screenings will be in accordance with state law. When appropriate, other screenings deemed beneficial to students, such as dental screenings, may be performed in the school health program.

When these screenings cannot be performed by district staff, the board authorizes the superintendent to identify healthcare service providers to provide them. Such healthcare service providers shall be required to enter into a contract with the district prior to providing any screenings or other services to students in the school setting.

### Vision Screenings

Each year vision screening procedures will be conducted for students new to the district, including kindergarteners. Such procedures will be provided for other students at a frequency of not less than once every two years unless otherwise specified by state law. Students known to have vision difficulties and students referred by teachers, parents, and/or physicians will be screened regardless of grade level.

### Hearing Screenings

Each year hearing screening procedures will be conducted for students new to the district, including kindergarteners. Such procedures will be provided for other students at a frequency of not less than once every three years unless otherwise specified by state law. Students known to have hearing difficulties and students referred by teachers, parents, and/or physicians will be screened regardless of grade level.

Under certain conditions, hearing screening services are provided for students residing within district boundaries who are enrolled in accredited non-public schools. These services are coordinated between the administration of the accredited nonpublic school and district administration and require a request from the student's parent or guardian. Implementation of the program for nonpublic school students follows the same guidelines as for district students.

### Dental Screenings

Free dental inspections will be offered to students, planned for by designated school staff, and conducted by appropriate dental care providers.

### Selected Screenings

Other screening procedures may be deemed appropriate and beneficial to students. Designated staff will assist in the planning and implementation of other screening programs following standard procedures.

Screening results, and referrals when necessary, will be communicated to parents.

In accordance with state law, the parent or guardian of any child entering school for the first time shall be informed of the availability of sickle cell screening and of the location of the nearest facility providing blood tests for sickle cell trait and sickle cell anemia.

## **JGD Student Psychological Services**

Various psychological services are available to students throughout the district, cooperative education programs, the county and the state. Results of any such psychological service, testing program or consultation services will be kept in strict confidence by school authorities and shall be governed by JR through JRD.

## **JGD-R Student Psychological Services**

Under the rules and regulations of the district's cooperative special education program, each building principal will identify, with the help of the district nurse and/or guidance center staff, every student in need of the district's psychological services.

Every student in need of this service will be referred to the appropriate staff member in order that consultation with the student and his parents can be arranged.

All psychological data collected by the district's staff will be held in strict confidence and secure at all times from access by unauthorized personnel.

All psychological data collected by the staff will be available only to building principals and guidance personnel, parents, or other persons authorized by law to have access to such information.

## **JGEAA Crisis Planning**

The board directs the superintendent to develop and implement an organized 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.

## **JGEB Child Abuse**

Any employee of the district who has reasonable cause to know or suspect that a child has been subject to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect will immediately report or cause a report to be made to the local DCF office or to the local law enforcement agency if the DCF office is not open.

School employees will not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of the school employees to prove that the child has been abused or neglected.

### **DCF Access to Students of School Premises**

The building principal is authorized to act in loco parentis to protect the interests of the student when allowing a student to be interviewed by DCF representatives on school premises.

### **Cooperation between School and Agencies**

Elementary and secondary schools, DCF and law enforcement agencies shall be cooperative with each other in the investigation of reports of suspected child abuse or neglect. To the extent that safety and practical consideration allow law enforcement officers on school premises for the purposes of investigating a report of suspected child abuse or neglect shall not be in uniform.

## **JGEB-R Child Abuse**

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:

### **Emergency Situations**

An emergency situation included but is not limited to life-threatening situations, reports of sexual abuse, obvious physical impairment and marks of abuse or overt behavior changes.

The building principal shall notify the superintendent of the disposition of the initial report to the DCF.

### Non-Emergency Situations

It is recommended that the person suspecting abuse or neglect shall report his suspicions to the building principal. The principal will confer with the school social worker, guidance counselor or psychologist, if any, and notify the local DCF office. At no time shall the principal or any other staff members prevent or interfere with the intent to prevent the making or a report of suspect child abuse.

As much 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.

An oral report to the principal must be made as soon as possible and will 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.

### **JGEC Sexual Harassment**

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

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

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

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when: (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of sexual harassment and take prompt corrective action to end the harassment.

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal or district compliance coordinator shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure in policy KN.

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

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

### **JGEC-R Sexual Harassment**

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the principal, guidance counselor, or another certified staff member. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a complaint under the district's discrimination complaint procedure.

The filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect grades, future employment or assignments. Confidentiality will be maintained throughout the complaint procedure.

### **JGECA Racial and Disability Harassment: Students**

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

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

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to 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.

Prohibited conduct under this policy includes racially or disability-motivated conduct which:

- Affords a student different treatment, solely on the basis of race, color, national origin, or disability in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school;
- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or
- Is sufficiently severe, persuasive or persistent so as to have the purpose or effect of interfering with the student's academic performance or ability to participate in or benefit from the services, activities or programs of the school.

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

The district encourages all victims of racial or disability harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of racial or disability harassment and take prompt corrective action to end the harassment.

Any student who believes that he or she has been subjected to racial or disability harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of racial or disability harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal or district compliance coordinator shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the



student may initiate a formal complaint under the district's discrimination complaint procedure in policy KN.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial or disability 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 ground 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.

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

An employee who witnesses an act of racial or disability harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of racial or disability harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints or racial harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the building coordinator or district coordinator shall report such conduct to the appropriate law enforcement or DCF authorities.

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

The filing of a complaint or otherwise reporting racial or disability harassment shall not reflect upon the individual's status or grades. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted, or participated in an investigation, proceeding, or hearing involving a racial or disability harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

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

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

### **JGF-R Student Safety**

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, as the case may be, 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 reviews of safety rules during the school year.

#### **Inspection of Buildings and Grounds**

The building principal, together with his custodial 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.” 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.

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 his/her school.

#### Walkers and Riders

Every building principal will issue instructions to his family to review with the students at the first of every school year all traffic regulations for pedestrians along with other safety rules and regulations.

#### **JGFA-R      Emergency Drills**

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 pickup” 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 his jurisdiction at a time to be determined by the building principal.

Parents of students enrolled in the district will be notified of the emergency plan 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.

Within one week thereafter, each building principal will conduct a surprise drill. Otherwise such drills will be held as deemed appropriate by the building principal. However, at least one of three tornado drills must be held prior to the tornado season beginning in April of each year.

### **JGFB Supervision of Students**

Students shall be supervised by school personnel when they are under the jurisdiction of the school.

Each building principal shall coordinate and assign teacher, aides or paraprofessionals to supervise students engaged in school sponsored activities. All school sponsored activities shall be supervised by an adult approved by the administration.

Each building principal shall ensure appropriate staff members are available for supervising students at specific times and in designated areas.

### **JGFC Dismissal Precautions**

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 rule and regulations pertaining to emergency school dismissal.

If adverse weather conditions exist, the building principals will consult with the superintendent concerning dismissal of school.

### **JGFC-R Dismissal Precautions**

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.

## **JGFF Student Transportation Regulation**

### Use of Vehicles and Bicycles

The superintendent shall develop procedures regulating the driving, parking, and use of vehicles and the use and parking of bicycles during the school day. Failure to observe district regulations may result in disciplinary action.

Rules and regulations concerning use of vehicles and bicycles on school property shall be approved by the board and {shall/may} be included in the student handbook.

### Walkers

Students who walk to and from school are urged to become familiar with traffic safety laws governing such activities, to be alert to their surroundings, and to exercise caution while crossing streets in high traffic areas.

### Notice

At the beginning of each school year, district staff will provide students with appropriate notice of the rules and regulations pertinent to this policy.

## **JGFF-R Use of Motorized Vehicles**

All rules and regulations concerning use of motorized vehicles on high school property will be submitted to the board for approval.

All such rules and regulations will be given annually to each student driver and his parents.

Such rules and regulations shall include but will not be limited to the following:

Students who are observed driving recklessly on or near school property will be reported by any district employee to the high school principal. The principal will warn the driver in the incident at the first opportunity thereafter, and a written notice will be mailed to the parents of the driver;

After a second warning, the student will be reported to the local civil authorities; and

Further violation of these rules and regulations may result in disciplinary action by the school pursuant to the disciplinary code.

Students shall not drive nor ride in vehicles during school hours unless prior approval is obtained by the building principal.

## **JGFG Student Accidents**

When a staff member becomes aware that a student has been involved in an accident at school, on school property or at a school-sponsored event, the staff member shall follow the rules for the care of an injured student and report the accident to the building principal. If a student has an accident which appears to require medical treatment, an employee shall send for medical help and to make the student as comfortable as possible while waiting for medical assistance to arrive. If an employee is qualified to administer first aid, that aid may be given. Qualified employees, for the purpose of this policy, are those employees who have successfully completed an approved Red Cross first aid program or the school nurse.

When appropriate, the student's parent(s) shall be notified of the injury as soon as possible to determine appropriate action. If the student needs medical attention and the parents cannot be reached, the principal shall seek emergency medical treatment.

### **Records**

Appropriate records documenting student accidents shall be maintained.

## **JGFGA First Aid**

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 the 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.

## **JGFGA-R First Aid**

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 personnel, 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.

### **JGFGB      Supervision of Medication**

The supervision of medications shall be in strict compliance with the rules and regulations of the board as carried out by district personnel. Diagnosis and treatment of illness and the prescribing of drugs and medicines are not the responsibility of the public schools and are not to be practiced by any school personnel, including school nurses, unless authorized.

In certain circumstances when medication is necessary in order that the student remain in school, the school may cooperate with parents in the supervision of medication that the student will use. However, the medical person authorized to prescribe medication or the parent if it is a non-prescription medication must send a written order to the building administrator who may supervise the administration of the medication or treatment. The parents must submit a written request to the building administrator requesting the school's cooperation in such supervision and releasing the school district and personnel from liability.

School personnel shall not be required to be custodians of any medication except as required by a written order of a licensed medical person or in the case of nonprescription medication when requested in writing by the parents.

The medication shall be examined by the school employee administering it to determine that it appears to be in the original container, to be properly labeled, and to be properly authorized by the written order of licensed medical person. Two containers, one for home and one for school, should be requested from the pharmacist.

Any changes in type of drugs, dosage, and/or time of administration should be accompanied by updated physician and parent permission signatures and a newly labeled pharmacy container.

All medication maintained in the school setting should be kept in a locked container. This includes medication requiring refrigeration.

Medications should be inventoried every semester. Out-of-date stock should be returned to parent or destroyed.

Over-the-counter medications should not be maintained on any school premises, including athletic areas, unless written parent permission to administer is obtained.

The building administrator may choose to discontinue the administration of medication provided that the parents or medical person are notified in advance of the date and the reasons for the discontinuance.

After medication is administered, students should be observed for possible reactions to the medication. This observation may occur at the site of administration or in the classroom as a part of the normal routine.

This policy shall be shared with all local physicians and dentists where practicable. Forms should also be made available to the health care providers in the community.

An individual record should be kept of each medication administered. The record should include student identification, date prescribed, name of medication, time and date(s) administered, signature of person administering and section for comments.

In the administration of medication, the school employee shall not be deemed to have assumed any legal responsibility other than acting as a duly authorized employee of the school district.

### **JGFGBA Student Self-Administration of Medication**

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, and medication defined in current federal regulation as an inhaled bronchodilator or auto-injectable 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:

- 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;
- The length of time for which the medication is prescribed;
- The student shall also demonstrate to the health care provider or the provider's designee and the school nurse or the nurse's designee the skill level necessary to use the medication and any device that is necessary to administer the medication as prescribed. In the absence of a school nurse, the school shall designate a person who is trained to witness the demonstration.

### Authorization Required

The health care provider shall prepare a written treatment plan for managing the student's asthma or anaphylaxis episodes and for medication use by the student during school hours. The student's parent or guardian shall annually complete and submit to the school any written documentation required by the school, including the treatment plan prepared by the student's health care provider. Permission forms shall be updated during enrollment.

### Employee Immunity

All teachers responsible for the student's supervision shall be notified that permission to carry medications and self-administer has been granted. The school district shall provide written notification to the parent or guardian of a student that the school district and its officers, employees and agents are not liable for damage, injury or death resulting directly or indirectly from the self-administration of medication.

### Waiver of Liability

The student's parent or guardian shall sign a statement acknowledging that the school districts and its officers, employees or agents incur no liability for damage, injury or death resulting directly or indirectly from the self-administration of medication and agreeing to release, indemnify and hold the school and its officers, employees and agents, harmless from and against any claims relating to the self-administration of medication allowed by this policy.

The parent or guardian of the student shall sign a statement acknowledging that the school incurs no liability for any injury resulting from the self-administration of medication and agreeing to indemnify and hold the school, and its employees and agents, harmless against any claim relating to the self-administration of such medication.

#### Additional requirements

- The school district shall require that any back-up medication provided by the student's parent or guardian be kept at the student's school in a location to which the student has immediate access if there is an asthma or anaphylaxis emergency;
- The school district shall require that all necessary and pertinent information be kept on file at the student's school in a location easily accessible if there is an asthma or anaphylaxis emergency;
- Eligible students shall be allowed to possess and use approved medications at any place where the student is subject to the jurisdiction or supervision of the school district, its officers, employees or agents;
- The board may adopt policy or handbook language which imposes additional requirements relating to the self-administration of medication allowed for in this policy and may establish a procedure form and the condition under which, the authorization for student self-administration of medication may be revoked.

**Permission for Self-Administration of Medication**

Name of Student \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

Teacher \_\_\_\_\_

Medication \_\_\_\_\_ Dosage \_\_\_\_\_

Date Started \_\_\_\_\_

Conditions under which the medication is to be given:

\_\_\_\_\_

Any additional circumstances under which the medication is to be given:

\_\_\_\_\_

Length of time medication is to be administered:

\_\_\_\_\_

I hereby give my permission for \_\_\_\_\_ to administer the above medication at school as ordered. I understand that it is my responsibility to furnish this medication. I acknowledge that the school incurs no liability for any injury resulting from the self-Administration of medication and agree to indemnify and hold the school, and its employees And agents, harmless against any claims relating to the self-administration of such medication.

**My child has been instructed on self-administration of the  
medication and is authorized to do so in school**

Signature of Parent or Guardian (NOTE: Parental permission must be renewed annually)

\_\_\_\_\_ Date \_\_\_\_\_

Signature of Health Care Provider

\_\_\_\_\_ Date \_\_\_\_\_

## **JGFGB-R Supervision of Medications**

### **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 should 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 the 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, dentist 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 types of drugs, dosage and/or time of administration shall be accompanied by parental 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 sends a note giving permission for school staff to administer the drug. If necessary, school personnel who administer non-prescription medications

shall seek advice from the school nurse of the administration when administering non-prescription medication on orders of the student's parent.

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 un-prescribed medications shall not be practiced by any school personnel including school nurses.

Over-the-counter medications shall not be supplied by school employees or kept in athletic areas, and shall not be administered to students unless written parent 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 dairy 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 or authorized by a parent, name of medication, time and date(s) administered, signature of person administering and section for comments.

After medication is administered, students shall be observed for possible reaction 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 school 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, or pharmacist). Out-of-date stock shall be returned to parents or destroyed.

#### **JGFGBB Accommodating Students with Diabetes**

As used in this policy, diabetes management and treatment plan means a plan prepared and implemented for a student with diabetes which is prescribed by a physician licensed to practice medicine and surgery; a certified, advanced registered nurse practitioner who has authority to prescribe drugs; or a licensed physician assistant who has authority to prescribe drugs pursuant to a written protocol with a responsible physician.

### Student Eligibility

Self-care of diabetes may be allowed for students in grades K-12. To be eligible, a student shall meet all requirements of this policy.

Parents or guardians shall submit a written diabetes management and treatment plan from the student's health care provider.

The student shall provide written authorization from the student's health care provider and parent or guardian stating the student has been instructed on managing and caring for their diabetes and is authorized to do so in school. An annual written renewal of parental authorization for the self-care of diabetes shall be required.

While at school, each student capable of managing and caring for the student's diabetes will be allowed to:

- Perform blood glucose level check,
- Administer insulin through the delivery system the student uses,
- Treat hypoglycemia and hyperglycemia,
- Possess the supplies or equipment necessary to monitor and care for their diabetes, and
- Otherwise attend to the management and care of the student's diabetes in the classroom, in any area of the school, on school grounds, or at any school-related activity.

Notwithstanding the above, the district reserves the right to put reasonable place and manner procedural safeguards in place for the safe and non-disruptive exercise of such rights by students with diabetes.

### Employee Immunity

The board and its employees and agents, who authorize the self-administration of medication and treatment for diabetes in compliance with the provision of this policy, shall not be liable in any action for any injury resulting from the self-administration of medication. The district shall provide written notification to the parent or guardian of a student for whom this policy is applicable that the board and its employees and agents are not liable for any injury resulting from the self-administration of medication. The parent or guardian shall sign such notice and acknowledge that the district incurs no liability for any injury resulting from the self-administration of medication and agrees to indemnify and hold the board and its employees and agents harmless against any claims relating to the self-administration of medication pursuant to this policy.

## **JGG Transportation**

Bus transportation shall be provided to and from school for those students who qualify. Transportation may be provided by the district for all school activities. Transportation may be denied to students who are detained after school for disciplinary reasons.

Students who use school-provided transportation shall be under the jurisdiction of the vehicle driver while in the vehicle. Students shall be subject to the district's student behavior code and other regulations developed by the superintendent and approved by the board.

Bus drivers shall report violations of the rules to the building principal who may discipline students. The principal may suspend or revoke the transportation privilege of a student who violates any rule or regulation.

When the district provided 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 unless authorized in writing by the student's parent or guardian.

All rules shall be published in the student handbook.

## **JGGA Use of Surveillance Cameras**

The district may use surveillance cameras to monitor student activity.

Surveillance cameras may be used to monitor students riding in district vehicles and to monitor student behavior in or around any district facility.

Surveillance footage which is a record of student behavior shall be secured in a secure location until the digital storage mechanism or tape on which the footage is maintained is either reused or erased. Surveillance footage of personally identifiable students depicting their involvement in an altercation or other violation of law or district policy shall be considered a student record and shall be subject to current law for the release of student record information.

## **JGH School Lunch Service**

The district will provide each student with the opportunity to participate in the school lunch program. Rules and regulations governing this activity will be developed by the superintendent and those building principals in whose school building a school lunch program is operated. Such rules and regulations will be published in the student handbook following board approval.

## **JGHA Free or Reduced Price Meals**

Free or reduced price meals are provided for students who are qualified under district, state and federal rules and regulations governing this program.

### **JGHA-R Free or Reduced Price Meals**

The necessary forms, rules and regulations governing this program will be provided by the superintendent or the appropriate building principal to any student or his parents to determine their eligibility to receive free or reduced price meals.

In order to determine which students are eligible from free or reduced price meals, the food service supervisor 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 building principal in whose meal program the student will participate.

A conscious effort will be made by each school participating in the program to see that such qualifying students are not singled out and discriminated against because they receive free or reduced price meals.

### **JH Student Activities**

The principal shall be responsible for organizing and approving all student activities. All school-sponsored activities shall be supervised by an adult approved by the administration.

#### **Eligibility for Activities**

Students who participate in any school activity shall meet the following requirements:

- all applicable KSHSAA regulations
- academic eligibility requirements noted in handbooks; and
- other requirements requested by the administration and approved by the board

#### **Adding or Eliminating Activities**

Administrative recommendations to add or eliminate specific activities shall/may be considered by the board. Individual patrons or groups or patrons may request the addition or elimination of activities using rules approved by the board and filed with the clerk.



### Activity Fund Management

The building principals shall maintain an accurate record of all student activity funds in the respective attendance centers. A monthly report to the board of the revenue and expenditures of the activity fund shall be made. No funds shall be expended from these accounts except in the support of the student activity program.

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

Public Input Form: Request to Add/Eliminate an Activity

1. Name: \_\_\_\_\_
2. Address: \_\_\_\_\_  
\_\_\_\_\_
3. Represents: Self \_\_\_\_\_ Group \_\_\_\_\_
4. Name of Group \_\_\_\_\_
5. Activity to Eliminate \_\_\_\_\_  
Rationale \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Activity to Add \_\_\_\_\_  
Rationale \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Proposed Start- up Budget: \$ \_\_\_\_\_
  - \*Prepare a detailed budget sheet for board consideration
  - \*Where would you get the money
  - \*If no new money is available, what existing program would you propose reducing or eliminating to fund the proposed budget?
8. On-going budget: \$ \_\_\_\_\_
  - \*Prepare a reasonably detailed on-going budget which describes the on-going expenses necessary to maintain the program.
9. Indicate need to add program:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. OTHER: (Use additional paper if necessary)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed \_\_\_\_\_

Date submitted to administration: \_\_\_\_\_

## **JH-R Student Activities**

1. In the event it becomes necessary to dismiss school due to inclement weather, the administration shall be responsible for making the decision to cancel, postpone, or conduct an activity whether it is a regular scheduled practice or event. The general rule prevailing is that practices will be cancelled and other previously scheduled events will be cancelled, postponed or conducted based upon the merits of each situation

2. Any practices or events to be scheduled for non-school days must be approved in advance by the Building Principal and/or Activities Director. The intent of the Board of Education is to support district activities and programs but also protect family time – particularly on Holiday, Sundays and Wednesday evenings.

### **School Activities Free Evening**

Wednesday evening is set aside as a free evening as far as school activities are concerned. Whenever possible, school activities are not to be scheduled for Wednesday nights. It shall be the responsibility of the building principal to see that this policy is observed when scheduling school events, accordingly. In the event that an “emergency” would occur, the proper procedure is for the teacher to confer with the principal for approval of the proposed Wednesday evening event.

## **JHC Student Organizations**

Students may form clubs and other groups organized to promote or pursue specialized activities outside the regular classroom. Membership in student organizations, whether school sponsored or non-school sponsored, must be open to all interested and eligible students. The building principal and the board shall approve school sponsored student organizations, and a staff member shall attend the meetings or activities to supervise use of the facilities by all student organizations as an advisor or supervisor.

### **Student Clubs**

The administrator shall establish regulations for the operation of school-sponsored clubs, and for the use of school facilities by non-school-sponsored clubs.

School sponsored clubs shall be under the direct control of school personnel. Every school sponsored club shall have a constitution which has been approved by the building principal and filed in the school office. If non-curriculum related school sponsored clubs are allowed to meet on school property during non-instructional time, then non-school sponsored student clubs may also meet on school property at such times.

### Non-School Sponsored Student Clubs

Non-school sponsored clubs shall submit a request for use of school facilities prior to using the facilities. A faculty member (or other adult approved in advance) may/shall attend the meetings as a supervisor but may/shall not participate in the group's activities.

### Student Government

Student councils under the direct control of the building principal or designated faculty representative may be established. Student councils may exercise only the authority expressly delegated to them by the building principal.

### 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 communication. However, student editors and writers must observe the same legal responsibilities as those imposed upon conventional newspapers and communication media. Thus, no student shall distribute in any school publication which:

- Is obscene according to current legal definitions;
- Is libelous according to current legal definitions; or
- Creates material or a substantial disruption of normal school activities or appropriate discipline in the operation of the school.

Student publications which are not libelous, disruptive, or obscene may be distributed on school property during school hours at times and in areas designated by the building principal.

If a decision to disapprove distribution of a publication is made, the principal shall state reasons for the decision to the student(s).

If the student is dissatisfied with the principal's decision, the student may appeal the decision to the superintendent.

### Non-School Sponsored Student Publications

Non-school-sponsored student publications may be distributed on school property at times and in areas designated by the building principal. Distribution of any non-school-sponsored publication may be halted if the material is obscene, libelous, creates a material or substantial disruption of normal school activity, or interferes with the operation of the school. Distribution in violation of this policy may result in suspension, expulsion, or other discipline of the students involved.

## Advertisements

Ads concerning illegal drugs, any controlled substances, or any illegal activity are prohibited in school sponsored publications.

## Student Social Events

Student social events, such as dances and parties, contribute an important element in the development of the individual. All such events must have the prior approval of the building principal and the faculty advisor of the club or class sponsoring the event.

## **JHC-R Student Organizations**

### Student Clubs

Every school club shall be sponsored by a faculty advisor. All meeting times and places of the club must have the advance approval of the faculty advisor and the building principal, and the sponsor or designated representative shall be present at all meetings. Every school club shall have on file in the school office a constitution approved by the student council and the building principal.

### Student Publications

Student publications which are not libelous, disruptive or obscene may be distributed on school property during school hours in areas designated by the building principal. Distribution which substantially interferes with the normal flow of traffic within the school corridors and entrance ways, which is coercive of any other person's right to accept or reject any publication or which causes substantial and material interferes with "normal school activities" shall not be permitted. Distribution in violation of this policy may result in suspension, expulsion or other discipline of the students involved.

Should the principal render a decision to disapprove the distribution of a student publication and approval is not granted, the principal shall state his reasons to the student.

If the student is dissatisfied with the decision of the principal, the student may appeal this decision to the superintendent.

## **JHC-R Student Organizations**

If the student is dissatisfied with the decision of the superintendent, the student may appeal this decision to the board by notifying the clerk of the board.

A hearing date must be established within ten days after the receipt of the notice of appeal has been filed with the clerk of the board, and the board shall render its decision in writing within three school days of the hearing.

At every level of the appeal process as outlined above, the student or his representative shall have the right to appear and present his case supported by relevant witnesses and materials as to why distribution of the student publication is appropriate.

In order for a student publication to be considered disruptive, there must exist specific, articulable facts upon which it would be reasonable to forecast that a clear and present likelihood of an immediate, substantial and material disruption to normal school activity or school discipline would occur if the material were distributed. Mere undifferentiated fear or apprehension of disturbance is not enough; school personnel must be able to affirmatively show substantial facts which reasonably support a forecast of likely disruption. Such disruption would include, for example, student rioting, unlawful seizures of property, destruction of property, threats or acts of violence, widespread shouting or boisterous conduct, or substantial participation in a school boycott, sit-in, stand-in, walk-out or other related forms of activity. On the other hand, material that stimulates heated discussion or debate does not constitute the type of disruption prohibited herein.

#### Ads

Ads concerning drug paraphernalia, any controlled substances, or any illegal activity are prohibited in school sponsored publications.

#### Definitions of terms used in discussing student publication

“School day” means any day during the regular school year or summer session on which regularly scheduled classroom instruction takes place and excluded Saturdays, Sundays and official school holidays.

“Publication” means any book, magazine, pamphlet, newspaper, yearbook, picture, photograph, drawing or any other written or printed matter or visual representation, however produced.

“School publication” means any publication, as defined herein, which is composed, compiled, published or distributed under the official supervision of a faculty sponsor.

“Student publication” means any publication, as defined herein, which is composed, compiled, published or distributed by students without school sponsorship.

“Distribution” means circulation or dissemination of the student publication to students at the time and place of normal school activity or immediately prior or subsequent thereto by means of handing out free copies, selling or offering copies for sale, accepting donations for copies of the publication or displaying the material in areas of the school building or property which are generally frequented by students. In dealing with material which is “obscene” or “libelous”, the

term “distribution” refers to dissemination of one or more copies; whereas in dealing with all other types of material, the term ”distribution” refers to a substantial circulation or dissemination of the student publication generally available to the students of the school.

“Normal school activity” means organized educational activity of students under the direct supervision of a member of the school staff which includes classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and scheduled in-school lunch periods.

“Minor” means any person under the age of 18 years of age.

“Obscene” means that an average person, applying contemporary community standards would find that the publication, taken as a whole, appeals to the prurient interest and has no redeeming social value; that the publication depicts or describes, in a patently offensive way, sexual conduct specified in applicable law; and that the work taken as a whole lacks serious literary, artistic, educational, political or scientific value.

“Libel” is the false and unprivileged (unprotected by immunity) publication in writing or the printing of pictures, effigies or other fixed representations to the eye which expose a person to public hatred, contempt, ridicule or obloquy which causes him to be shunned or avoided or which has a tendency to injury him in his occupation.

When the publication concern “public officials”, i.e., those who hold government office or “public figures” i.e., those who, by reason of the notoriety of their achievements or employment or by reason of the vigor and success with which they seek the public’s attention, the defamatory falsehood must be made with actual malice in order to be libelous, i.e., with knowledge that it was false or with reckless disregard of whether or not it was false. “Public figures” also includes administrations, teachers and coaches.

### Student Social Events

Student social events may be held as a part of the last regular class period during the school day.

Any fee charged for a dance or party shall have the prior approval of the board.

The class organization for each grade level shall be limited to one social event per semester.

All social events must be approved by the building principal at least one month in advance.

Unless otherwise approved by the board, attendance at all social functions are limited to the students of the district.

All high school social events must end by 11:00 p.m. on nights followed by a school day and by 12:00 midnight on weekends.

All middle school or junior high school events must end by 10:00 p.m. on nights followed by a school day and by 11:00 p.m. on weekends.

The building principals may make such other rules and regulations as deemed necessary for the conduct of student social events. These rules and regulations shall be made know to the board prior to their enforcement and shall be published so that students have the opportunity to be aware of the rules and regulations.

### **JCHAA      Gang Activity**

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 or disciplinary action to be taken against any student wearing, carrying or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership or causing and/or participating in gang related activities. District staff may be provided in-service training in gang behavior and characteristics to facilitate identification of students involved in gang activity.

### **JJ      Community Activities**

Students shall not participate in any community activities during school hours without the prior permission of the principal, unless those activities are undertaken as part of a course's approved curriculum.

### **JJ      Employment of Students**

#### **In-School Employment**

Students may be employed by the district. The district shall not employ students in hazardous jobs.

#### **Outside Employment**

A student who needs to work on a regular basis during the school day shall file a written request with the principal. If the request is approved, the student shall file a work schedule with the principal. Changes in the schedule shall be reported by the student to the principal. The student shall not begin the new schedule unless the change is approved by the principal.

#### **Vocational or Other Work Experience**

A student who works in a board-approved vocational or other work-experience program shall have a schedule developed cooperatively by the employer and the supervising teacher and approved by the principal prior to beginning the work activity.



All board policies remain applicable to students participating in vocational or other work experience programs.

## **JK Solicitations**

Commercial firms shall not be permitted to solicit students during school hours in attendance centers or on school grounds except as approved by the building principal.

Solicitations from organizations outside the school are forbidden.

All special sales projects by students are subject to the approval of the board. This policy shall include sale of advertising, magazines, and merchandise.

Commercial schools, colleges or other agencies shall be permitted to meet with senior or solicit prospective student only when the invitation and arrangements are approved by the school district administration. Counseling of student 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 of Students**

Solicitation of student by anyone within the schools or on school ground for any cause is prohibited. This prohibition includes the selling of tickets to students for any purpose or cause other than for a school sponsored activity.

### **Solicitation by Students**

Solicitations by students within the school or on school ground for any cause is prohibited except as they relate to school-sponsored activities.

## **JL Gifts**

Because of the potential for abuse, the giving or receiving of gifts between faculty or staff and student shall be discouraged.

### **Student Gifts to Staff Members**

Students shall be discouraged from collecting money, allocating activity funds or purchasing gifts for faculty members.

### **Student Gifts to the School**

Student organizations, with prior approval of the organization's 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.

### **JL-R Gifts**

A gift is defined as any donation, present or endowment in the form of cash, merchandise or personal favor.

### Student Gifts to Staff Members

Nothing in these rules and regulations will be construed to prohibit the giving of gifts where there is a family relationship. If such gift is contemplated, the giving of said gift shall not be during the school day or school activity.

### Student Gifts to the School

The superintendent, in cooperation with building principals and representatives of faculty and students, will develop forms to be used by student organizations to seek approval from the superintendent or the board to donate gifts to the school or district.

Any such gift shall become the property of the district upon acceptance.

### **JM Contests for Students**

No student shall enter any contest as a representative of the 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 students aware of those activities which put them in violation of this policy and KSHSAA regulations.

### **JN Awards and Scholarships**

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.

## **JQ Exceptional Students**

All programs for exceptional students shall be managed in accordance with the local plans for exceptional students, the policy and rules of the local board, and the rules and regulations of the state board of education.

### **Concurrent Enrollment**

A student enrolled in grades 10, 11 or 12, or a gifted child in grades 9-12 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.

## **JQ-R Exceptional Students**

### **Exceptional Student Due Process Procedures**

The school administration shall follow these placement procedures before a student who is an exceptional student in need of special education services are assigned, reassigned, transferred or excluded from any school program assignment by a staffing/placement committee.

A written notice of proposal to take any of the above named actions shall be given to the parents or guardians of the student involved. Such notice shall be mailed by registered mail or personally delivered to said parents or guardians and shall:

- Describe the proposed action and state the reasons why such action is deemed appropriate for the student; evaluation procedures, tests, record or reports upon which the action is based shall be included; this description should include options considered by the district and reasons for rejection of any option;
- Afford the parent the right to consent or object to the proposed action in writing upon forms provided by the board;
- Describe all of the rights regarding procedural due process including the right to a hearing;
- Inform parents that, if they fail to consent, the district may request a due process hearing on its own initiative;
- Inform the parents of any free or low cost legal services or other relevant services in the area;
- Inform the parents that if they desire more information related to special education rights and procedures they may call “Make a Difference”, a toll-free service maintained by the state, (1-800-362-6262) for assistance and resources;
- Indicate the opportunity to obtain an independent evaluation of the student;

- Describe parents' right of access to school reports, files and records related to the proposed action; and
- State that the student will remain in his present education placement until such time as there is a decision following the due process hearing or until a proposed educational placement is accepted by both parties.

If the complaint involves admission of the student to public school, the student, with the consent of his/her parent, shall be placed in a public school program pending completion of all proceedings.

No action to assign, reassign, transfer or exclude a student on the ground of exceptionality in special education services shall be taken by a staffing/placement committee within the period afforded the parents or guardians to request a hearing except that the proposed action may be taken at any time with the written consent of the parents or guardians. If the parent objects, the district shall request a due process hearing which must be conducted no later than 30 days from the date on which the objection was received.

In the absence of written consent, no action shall be taken within the 30 day period afforded the parent to request a hearing. If, after this waiting period, the parents have failed to consent, the district shall request a due process hearing which must be conducted no later than 30 days from the date on which the initial 30 day waiting period ended. The parent or guardian has the right to revoke consent and request a hearing at any time.

When it is determined that an exceptional student can no longer materially benefit from the district's regular instruction or the program of special education offered by the district and/or needs more specialized remedial instruction in a state institution and is officially admitted therein, the district may not be required to provide such exceptional student with special education services.

#### Procedural Due Process Hearing

A hearing officer shall be selected in accordance with state law and the rules adopted by the State Board of Education which require that the parent or guardian be informed of the right to disqualify any or all of the hearing officers by the board.

The hearing which is provided for herein shall be held at a time and place reasonably convenient to the parents or guardians of the involved student. The hearing shall be a closed hearing unless the parents or guardians shall request an open hearing and shall be conducted according to the rules and regulations as specified below.

Upon receipt of a request for a hearing from one of the parties, the hearing officer shall convene the hearing not less than 15, nor more than 3 days from the date of receipt of notice. During the hearing, both parties shall have the right to have counsel of their own choice present

and to receive the advice of such counsel or other person whom they may select. The parents or guardians have the right to be present at the hearing. Both parties and their counsel or advisor shall have the right to read, hear and cross-examine the complete testimony of witnesses responsible for recommending the proposed action and of any other material witnesses appearing. The student has a right to present his own witnesses in person or their testimony by affidavit, including expert medical, psychological or educational testimony; and the student has the right to prohibit presentation of evidence not disclosed to the opposite party at least five days prior to the hearing. The student has a right to an orderly hearing and a fair and impartial decision based upon substantial evidence. Both parties have a right to have a record of the hearing made by a mechanical or electronic recording or by an official court reporter.

At a reasonable time prior to the hearing, the parents or guardians or counsel of the involved student shall be given access to all records, tests, reports or clinical evaluations relating to the proposed action.

Written notice of the results of any hearing held pursuant to law shall be sent by registered mail to the affected student, his parents or guardians or his counsel within 10 days after such result is determined.

The hearing officer appointed by the board shall, after the hearing, prepare a written report thereon and present it to the board. Any decision by the hearing officer in accordance with this section shall be final, subject to appeals as provided by law.

Any hearing officer holding a hearing under these regulations may administer oaths for the purpose of taking testimony therein.

The cost of any hearing shall be paid by the district.

#### Appeal Provision

Both parties have the right to appeal such decision to the State Board of Education according to law.

#### **JQA Temporarily Disabled Students**

Students who are temporarily disabled by illness, operation, or accident authenticated by a health care provider's order, may be eligible for alternative educational services or accommodations in their regular program which allow for meaningful participation in the program.

Students with injuries which prohibit participation in physical education or other classes shall present to the building principal a health care provider's statement prohibiting such activity.

Teachers shall follow medical instructions relating to limitations on the student's participation, and shall either provide alternative methods for the student to earn a credit/grade in

the class during the period of the disability or contact the district 504 coordinator for consideration of an evaluation under Section 504.

For the purposes of this policy, health care provider shall have the meaning subscribed to it in board policy JGFGBA.

### **JOE Alternative Arrangements for Nontraditional Students**

Married students, pregnant students, and students who are parents shall have access to the same educational opportunities, services, and extracurricular activities provided to other students.

A pregnant student may be required to provide a health care provider's release to be allowed to participate in school activities which could pose a health or safety risk.

If there is a delay in obtaining a health care provider's release, in the student's best interest, the administration may deny activity participation until the release is made available.

### **JQF Married Students**

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 student 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.

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 principals.

They may be classified as special students for attendance purposes, subject to mutual agreement.

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.

### **JQH Drop-Outs**

The district's employees will make an effort to encourage students to continue their education until completion of their high school program.

## **JQH-R Drop-Outs**

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 re-enroll in school.

The school district's counselor and other employee 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.

## **JQI Post-Secondary Students**

The district encourages post-secondary students to attend high school classes in subject areas open to them.

## **JOKA Foreign Exchange Students**

Foreign exchange students from approved organizations shall be admitted to the district on a tuition-free basis. Other foreign exchange students who meet residency requirements may be allowed to enroll in the district under rules established by the board. Students who enter the country on an F-1 visa shall pre-pay tuition equal to the current cost per pupil as calculated by the State Department of Education.

**Application Form**  
**Foreign Exchange Student/Host Family**

**Host Family Information**

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip Code \_\_\_\_\_ Phone Number \_\_\_\_\_

Names, ages, and class of host family children attending the schools of the district:

Name	Age	Class or Grade Level
1. _____		
2. _____		
3. _____		
4. _____		

**Foreign Exchange Student**

Name \_\_\_\_\_ Nationality \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Country \_\_\_\_\_ Phone No. \_\_\_\_\_

Sponsoring Agent \_\_\_\_\_

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 this student for personal profit and will ensure that all of the policies, rules, and regulations of the board are followed.

Date \_\_\_\_\_ Signature of Head of Host Family \_\_\_\_\_



### **JQL Hearing Procedures for Exceptional Students**

A hearing procedure shall be available to parents or guardians of exceptional students according to state board of education regulations, the state special education plan, locally adopted procedures, and applicable laws.

### **JOLA Class-size/Caseload Limits for Exceptional Students**

The superintendent shall develop and review periodically class-size/caseload limits for students with exceptionalities.

### **JR Student Records**

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 personnel files.

All student records are to be treated as confidential and primarily for local school use unless otherwise stipulated. Where record 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 record 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 that 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 student shall thereafter only be required of and accorded to the student.

## **JR Student Records**

All student records shall be treated as confidential and primarily for local school use unless otherwise stipulated. Access to student records, excluding student data submitted to or maintained in a statewide longitudinal data system in accordance with board policy IDAE, shall be permitted as set forth in board policies JR and JRB.

When records include information on more than one student, the parents/guardians of any student shall have access to copies of that part of the record that pertains to their child. Each school shall establish procedures for the granting of a request by parents/guardians for access to their child's school records within a reasonable period of time, but in no case more than 45 days after the request has been made.

In situations where the parents of a student are divorced or separated, each parent, custodial and/or non-custodial, shall have equal rights to their child's records unless a court order specifies otherwise. Private agreements between the student's parents shall not be recognized by the district's personnel.

Parents/guardians shall have an opportunity for a hearing to challenge the content of their child's school records to ensure that the records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of students; to have an opportunity for the correction or deletion of any inaccurate, misleading or otherwise inappropriate data contained therein; and to insert into records the parent's/guardian's written explanation of the content of the records. Any eligible parent/guardian or student may inspect the personal records of the student during regular school office hours. The district reserves the right to interpret selected records to students and/or parent/guardians at the time of the inspection.

When a student attains 18 years of age, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student.

The parents/guardians of students, or the students if they are 18 years of age or older shall be informed annually by the superintendent of the rights accorded them by this section and by the Family Educational Rights and Privacy Act. In addition, the public shall be informed annually by the superintendent of the categories of information the institution has determined to be directory information.

### **JRA Types of Records**

**Permanent Student Records:** Each school shall permanently retain records relating to each student's academic performance, attendance and activities. Information about student collected and stored by any school personnel shall be separated into one of the following classifications:

#### **Administrative Records**

Official administrative records that constitute the minimum personal information necessary for operating the educational system. It shall include birth date, sex, race, names, telephone numbers, addresses and places of employment of parents, academic work completed, grades, attendance records, withdrawal and re-entry record, honors and activities, date of graduation and follow-up records of a student.

#### **Supplementary Records**

Verified information important in operating the educational system but is of a more sensitive nature and of less historical importance. It includes: test data, such as scores on standardized achievement, aptitude and intelligence tests; observational data such as systematically gathered teacher or counselor evaluations and observations of social and personal assets; clinical findings and verified reports of serious or recurrent deviant behavior patterns; general data such as health data, family background information and educational and vocational plans.

#### **Tentative Records**

Useful information that has not been verified or is not clearly needed beyond the immediate present. It includes unevaluated reports of teachers or counselors that may be needed in ongoing counseling or disciplinary actions.

## **JRB Release of Student Records**

Individual student files are not available for public inspection. Except as provided in IDAE with regard to student records which are student data submitted to or maintained in a statewide longitudinal data system, the custodian of student records shall disclose the student's educational records only as provided for in this policy.

### **Directory Information**

Annual notice shall be given to parents and eligible students concerning the student's records. In addition, the custodian of the educational records shall give annual public notice of the class of records the institution has designated as directory information, and of the right of the parent or eligible student to object to the release of directory information without prior written consent. The appropriate forms for providing notice shall be on file in the office of the custodian of the educational records.

After giving notice, the custodian of records may make directory information available without parental or eligible student's consent. The custodian of records shall make student recruiting information (name, address, and telephone listing) available to military recruiters and postsecondary institutions unless parents or eligible students request the information not be released without written consent.

For the purposes of this policy, school official means teacher, administrator, other certified employee or board of education. The district may disclose, without the parents or eligible students' consent, personally identifiable information to school officials with a legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support-staff member (including health or medical staff and law enforcement unit personnel); the school board (in executive session); a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The custodian may disclose students' education records to the following persons without the prior consent of the parents:

- Other school officials, including teachers within the district who have legitimate educational interests;  
Officials of other schools or school systems in which the student intends to enroll. The school district will forward student records to such institutions without further notice to the parents or eligible student when the disclosure is initiated by a parent or eligible student or an annual notice provided to parents and eligible students by the district informs them that such records will be automatically disclosed to these institutions for the purposes of enrollment or transfer of the student;
- Authorized persons to whom a student has applied for or from whom a student has received financial aid;
- State and local officials or authorities to whom such information is specifically required to be reported or disclosed pursuant to state statutes;
- Organizations conducting studies for educational agencies for the purpose of developing, validating or administering student tests or programs;
- Accrediting organizations;
- Parents of a student 18 years of age if parents claim the student as a dependent for income tax purposes;
- Appropriate persons if knowledge of any information is necessary to protect the health or safety of the student or other persons in an emergency;
- An agency caseworker or representative of a state or local child welfare agency or tribal organization who has the right to access a student's case plan when such agency or organization is legally responsible for the care and
- protection of the student and when any further disclosure of such information thereby will be limited in accordance with law; and
- In compliance with a lawfully issued subpoena or judicial order.

Access will be granted to any third party upon written authorization of the eligible student, parent or guardian.

No personally identifiable information contained in personal school records shall be furnished to any person other than those named herein. When there is written instruction from

the student's parents, guardian or the eligible student specifying the records, the reasons and the person(s) to whom the release is to be made, a copy of the records to be released shall be made available to the student, parents or guardian upon request. When information is requested in compliance with a judicial order or pursuant to any lawfully issued subpoena, parent(s)/guardian and the student shall be notified of the orders or subpoenas in advance of compliance with the order or subpoena unless:

- the order or subpoena specifically forbids such disclosure; or
- the order is issued in the context of a court proceeding where a parent is a party and the proceeding involves child abuse and neglect or dependency matters.

Nothing contained in this policy shall preclude authorized representatives of the Comptroller General of the United States, the Secretary and an administrative head of an educational agency or state authorities from having access to student or other records which may be necessary in connection with the audit and evaluation of federally supported education programs or the enforcement of the federal legal requirements which relate to these programs.

The data collection by such official with respect to individual students shall not include information (including social security numbers) which would permit the personal identification of students or their parents or guardian on the data collected and provided.

All persons, agencies or organizations desiring access to the records of a student shall be required to sign a form, which shall be kept permanently with the student's file, but only for inspection by the parents/guardian, the student or a school official responsible for record maintenance. The form signed shall indicate the specific educational or other interest of each person, agency or organization has in seeking this information.

Personal information shall be transferred to a third party only on the condition that such party shall not permit any other party to have access to such information without the written consent of the student's parents or the eligible student. The board and staff shall protect the rights of privacy of students and their families in connection with any surveys or data-gathering activities conducted, assisted or authorized by the board or administration. Regulations established under this policy shall include provisions controlling the use, dissemination and protection of such data.

### Forwarding Pupil Records

Administrators shall forward student's school records upon request and may not withhold them for any reason.

### **JRC Disposition of Records**

All student records will be maintained and screened periodically.

Administrative records shall be permanent records and maintained by the school for an indefinite period of time. When the student graduates, supplementary records shall be destroyed or shall be transferred to the administrative records if they have permanent usefulness. Tentative records shall be destroyed when the use for which they were collected is ended. However, tentative records may be placed in the supplementary classification if the continuing usefulness of the information is demonstrated and its validity verified.

The official custodian shall review a student's record when the student moves from elementary to a middle school or junior high, from a middle school or junior high to high school and upon high school graduation. During each review obsolete or unnecessary information shall be removed and destroyed.

Following a reasonable amount of time after a student has graduated or ceases to attend school in the district, the records of the student that are determined to be appropriate for retention may be stored electronically.

### **JRC-R Disposition of Records**

Annual notice shall be given to parents and eligible students concerning the student's records. In addition, the custodian of the educational records shall give annual public notice of the class of records the institution has designated as directory information. The appropriate forms for said notices shall be on file in the office of the custodian of the educational records.

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.

To eliminate unnecessary or outdated information, 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.

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 placed on microfilm.

### **JRD Hearing Request**

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.

### **JRD-R Hearing Request**

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 choice at his 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 present at the hearing and include a summary of the evidence and the reasons for the decision.

### **JS Student Fees and Charges**

Building principals shall be authorized to collect fees approved by the board or to seek restitution for any school property lost, damaged or destroyed by a student.

#### **Credit Card Payments**

Credit and debit cards may be accepted to pay fees, fines, and charges due the district. A fee shall be collected to cover costs of accepting credit or debit cards.



### Fee Schedules

The superintendent shall distribute a schedule of enrollment fees and other fees approved in advance by the board to all building principals. The fee schedule shall include:

- A list of all items for which a charge is to be collected;
- The amount of each charge;
- The date due;
- Classifications of student exempt from the fee or charge;
- A system for accounting for and disposing of fees; and
- An appeal procedure to be used by students or parents to claim exemption for paying the fees or charged.

### Debt Collection

Building principals shall attempt to collect the justifiable value owed by a student of school property lost, damaged or destroyed by a student. If, after the attempt to collect, the amount remains unpaid, the principal shall report the matter to the superintendent who shall consult with the school board's attorney, and they shall jointly recommend a course of action to the board.

### Forwarding Pupil Records

Administrators shall forward student's school records upon request and may not withhold them for any reason.

# **GUIDELINES**

## **USD #466 CREDIT CARDS**

### RESPONSIBILITIES FOR “THE BOARD, ADMINISTRATION & STAFF MEMBERS”

1. The board and administration authorizes the use of the school credit card to be used by school staff and board members for purchases that cannot be handled by a purchase order.
2. The administration may authorize the use of credit card to purchase pre-approved items, such as travel, school supplies and other items that need purchased for emergencies.
3. After using the credit card, the user will be required to return the card with all original receipts for every expenditure. If the user cannot produce the receipts, he/she may be required to pay the amount spent out of their own pocket.
4. Credit cards and paper work must be returned to the clerk’s office immediately upon his/her return to the district.
5. All purchases will be reviewed by the administration and representative of the board.
6. Credit cards must be picked up at the clerk’s office and returned to the same.
7. A staff member or BOE member must sign-off to pick up a card and get checked off when it is returned.
8. A copy of the credit card policy will be distributed to all staff members and board members to verify that each are familiar with the credit card policy. When one signs a credit card out, he/she is indicating understanding of these policies and will abide by them.
9. A representative of the board or a designee will review the credit card statement every month before it is paid.



## **KA Goals and Objectives**

Educational public relations are a planned and systematic two-way process of communication between a district and its internal and external publics. Its program serves to stimulate a better understanding of the role, objectives, accomplishments and needs for the organization. Educational public relations are a management function which interprets public attitudes, identifies the policies and procedures of an individual organization with the public interest and executes a program to encourage public involvement and to earn public understanding and acceptance.

## **KBA District or School Web Sites**

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 Superintendent, and school websites shall be supervised by the principal (or designee).

### **Web Site Rules**

Detailed rules relating to websites are found in appropriate handbooks or in documents approved by the board and filed with the clerk and/or principals.

School rules shall include the following areas:

- Data privacy and FERPA regulations;
- Copyright rules, relating to access and use of materials and the property rights of the district, students or employees who create material;
- Instruction on what information and materials will be prominently posted on district and/or school homepages, which shall include, ut may not be limited to, a copy of Kansas State Department of Education's Form 150 estimating the the legal maximum general fund budget as well as the budget summary for the current school year and actual expenditures for the immediately preceding two years showing total net dollars of transfers and dollars per pupil as specified in Kansas law, using the full-time equivalent enrollment of the school for such required calculations;
- The board's and administration's right to determine website content and monitor use by employees and students.

District and school websites are maintained to support the public relations and educational programs of the district and/or the schools. Websites may be modified or terminated at any time by board action.

## **KB-R Public Information Program**

The implementation of the public information program of the district shall be the responsibility of the superintendent.

### **School-Sponsored Information Media**

The superintendent shall be responsible for the content of school-sponsored information media that is deemed necessary.

## **KBC Media Relations**

The board will attempt to cooperate with media representatives.

### **News Releases**

New and information concerning school events and programs may be release to the press with the approval of the administrator of the school or program. All other news releases prepared for public distribution under the auspices of the district by employees or students of the district shall have approval of the superintendent prior to release.

### **Conferences and Interviews**

All news conferences and interviews will be scheduled in such a manner that they do not disrupt the regular educational activities of the schools.

## **KBC-R Media Relations**

### **News Releases**

The superintendent shall prepare copies of news releases approved by his office for members of the board upon request.

## **KBCD Extra Curricular**

### **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 superintendent is authorized to establish rules and regulations for the broadcasting and taping of extra- curricular activities of the district.

### **KBCD-R Extra Curricular**

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

Member of the broadcast media shall notify the superintendent of designee prior to the event they wish to cover in order that arrangements may be made for their equipment.

### **KBCE Interview with Students**

Representatives of the news media seeking to interview a student during regular school hours must first have approval of the building principal.

### **KBCE-R Interview with Students**

The building principal shall regulate all interviews with students so that such interviews do not interfere with the educational activities of the students involved.

### **KC Board-Community Relations**

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.

### **KCA Protection of Privacy Rights**

The superintendent, the board of education, and district staff shall protect the right of privacy of students and their families in connection with any surveys or physical examinations conducted, assisted, or authorized by the board or administration. The district shall provide parents notice of their rights under the Protection of Pupil Rights Amendment and the Student Data Privacy Act as required by law.

### **KCB Custodial and Non-Custodial Parent Rights**

The district recognizes that divorced parents continue to share caregiving and custody of their children and that each parent, if not otherwise prohibited by court order, should have equal

access to information regarding his/her child's school progress and activities. The district recognizes the value of providing information to both parents regarding school progress and activities pertaining to their child(ren).

Upon request to a child's principal, either parent may obtain copies of school information such as report cards and progress reports.

### **KDC Solicitations**

The board shall discourage all solicitations of and by staff members during regular school hours and at school-sponsored activities.

### **KDC-R Solicitations**

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 interest; 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. Considerations 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.

### **KFD School Volunteers**

All school volunteers work under the direction of the building principal and provide supportive services to them.

Persons interested in volunteering time or services to the district should contact the building principal for assignment.

School volunteers serving the district without financial compensation are bound by policies, rules and regulations of the district and shall not be covered by workers' compensation.

## **KG Use of School Facilities and Equipment**

The board may allow use of school buildings and school grounds by community groups outside the school day. Use of any school facility or school grounds, however, shall not interfere with daily school use or any school-sponsored activity. Priority for facility use outside of the school day goes to use promoting student academic achievement. Notwithstanding the previous statement, the district shall provide equal access to the Boy Scouts and other designated youth groups which are neither school sponsored nor co-curricular in nature.

### **Use in Accordance with Board Policies**

As a condition to initial use of and continued access to district property and facilities, groups and/or organizations must follow Kansas law and board policy prohibiting the use of drugs, alcohol, and tobacco on district property and ensure individuals in attendance refrain from using such substances on district property as well. Failure to abide by this provision may result in a revocation of facility use privileges.

### **Fees and Rental Charges**

The board shall establish reasonable fees and/or rental charges for the use of any school facility or school grounds; fees and/or rental charges will cover costs of wages of school personnel involved and utilities. The fee and/or rental charges shall be approved by the board and shall be reviewed annually.

### **Lease Arrangements**

The board shall approve any lease arrangements.

### **Supervision of Non-School Groups**

Whenever any school facility is used by non-school groups or individuals, a school employee {shall/may} be on duty to see that the building and equipment are properly used. A school employee may not be required to be on duty when, in the principal's opinion, it is not necessary.

### **Insurance and/or Bonds**

The board, through its duly authorized agent, reserves the right to require bonds (cash or otherwise), insurance, or other damage deposits, acceptable to the board before allowing use of the schools' facilities. Use is subject to limited access and availability. Any damages occurring during use will be billed to the individual and/or organization renting the facility.



### Legal Status of School Buildings

The Board of Education shall care for and have the control of the use of all school buildings and other school properties belonging to the unified school district.

### Regulations for Use of School Buildings

1. All requests to use school facilities by non-school personnel, groups, clubs, or outside organizations must be presented, in writing, to the Superintendent of Schools.
2. The Superintendent may grant approval for usage provided that all board of education policies and regulations are adhered to. Any request that does not conform to policies and regulations must be approved by a majority of the total board at a regular monthly meeting.
3. In all cases of building usage, scheduled events of the school district will have priority.
4. Upon approval, the person and/or persons requesting building usage will receive written confirmation by the superintendent of schools.
5. The Board of Education reserves the right to assign custodians to be on duty during the time a building is used as best meets the needs of the school district. Custodial fees will be paid by the person and/or persons using the building. The fees assigned by the district shall be paid to the district prior to the actual usage of the facility.
6. The person in charge of the group using a school facility shall be fully responsible to see that only the section of the building as per written approval shall be used and is fully responsible for any damages incurred while using the facility.
7. Buildings must be vacated by 10:00 p.m., unless permission is granted for a later time. A day is defined as a 12 hour period. The morning will be four hours, the afternoon will be four hours and the evening will be four hours. Charges will be made based on the hours used.
8. Smoking, use of alcoholic beverages, and disorderly conduct are prohibited. Any violation will result in the loss of the privilege of using school facilities.
9. Usage fees will be assessed as noted in Sections 3, 4, and 5. Usage fees are payable to Unified School District No. 466.
10. The Board of Education may require an appropriate refundable deposit for certain activities. The deposit shall be made prior to the actual use of the facility.

Use of Buildings by Community Colleges

The following usage fees will be assessed to community colleges for the use of classrooms for outreach classes:

One (1) Night Per Week - \$100 (1 semester)  
- \$200 (2 semesters)

Two (2) Nights Per Week - \$200 (1 semester)  
- \$400 (2 semesters)

Three (3) Nights Per Week - \$300 (1 semester)  
- \$600 (2 semesters)

No fees will be assessed for GED Program or Diploma Completion Programs.

Use of Buildings by Universities for Workshops, Classes, or Seminars

No usage fees will be assessed for workshops, classes, or seminars involving teacher preparation, rectification, or advanced degree programs.

Use of Buildings by City Recreation Commission

Use of school facilities by the recreation commission must be approved by the superintendent of schools. Because a sharing agreement is in effect between the Recreation Commission and the district, no fee shall be required for appropriate building usage. Custodial/Maintenance personnel costs will be assessed.

The building principal shall keep a record of usage by groups sponsored by the Recreation Commission. The Recreation Commission will supply the list of user groups and each group's usage.

Use of Buildings by Bona Fide Scott County Youth Groups

Bona Fide youth groups may use the school facilities according to the following agreed upon stipulations:

1. Adult leaders must make arrangements with the school principal or designee.
2. The approved groups may use the facilities for no charge for meetings or other approved activities.
3. If custodial or technical services are required and assigned by the Board of Education via the Buildings and Grounds Director or Auditorium Personnel, those costs will be at the standard rate and paid to the district.

4. It is expected that the adult leaders will make sure the meetings and activities are orderly and that the spaces used will be left in a clean and organized manner.

#### CONDITIONS OF USAGE FEES:

1. All requests for building usage are to be made through the superintendent of schools.
2. Usage fees are payable to Unified School District No. 466 (USD #466)
3. The Board of Education reserves the right to assess any person, group, or organization for any additional custodial work needed or for any damages incurred while they used school facilities.
4. Groups that exist and work for the general common good of the community-at-large as well as working for the betterment of the Scott County youth generally will not be charged for use of the facilities available. Assigned custodial service charges will apply at the standard rate of \$15 per hour.

11/16/2009

# Building Usage Fees Schedule

## SCHS

Auditorium Usage Request form fees	\$ _____ + \$35.00	Cost \$ _____
Gym and Locker rooms	Number of rooms _____ X \$10.00 + \$35.00	Cost \$ _____
Home Economics	With food preparation _____ \$20.00 w/o \$15.00	Cost \$ _____
Commons Area (New Request per group if more than one at same time)	Number of groups _____ X \$35.00	Cost \$ _____
Classrooms	Total number of rooms _____ X \$10.00	Cost \$ _____
<b>Total</b>		<b>Cost \$ _____</b>

## SCMS

Gym and Locker rooms	Number of rooms _____ X \$10.00 + \$35.00	Cost \$ _____
Home Economics	With food preparation _____ \$20.00 w/o \$15.00	Cost \$ _____
Lunchroom Commons Area	\$15.00	Cost \$ _____
Classrooms	Total number of rooms _____ X \$10.00	Cost \$ _____
<b>Total</b>		<b>Cost \$ _____</b>

## SCES

Gym and Locker rooms	Number of rooms _____ X \$10.00 + \$35.00	Cost \$ _____
Lunchroom Commons Area	\$15.00	Cost \$ _____
Classrooms	Total number of rooms _____ X \$10.00	Cost \$ _____
<b>Total</b>		<b>Cost \$ _____</b>

## Food Service

SCHS Kitchen	\$100.00	Cost \$ _____
SCMS Kitchen	\$50.00	Cost \$ _____
SCES Kitchen	\$50.00	Cost \$ _____
Worker Name _____	Number hrs _____ X \$15.00	Cost \$ _____
<b>Total</b>		<b>Cost \$ _____</b>

## Building and Grounds

Event Contact _____	Phone # _____	
Worker Name _____	Number hrs _____ X \$15.00	Cost \$ _____
Worker Name _____	Number hrs _____ X \$15.00	Cost \$ _____
Worker Name _____	Number hrs _____ X \$15.00	Cost \$ _____
Worker Name _____	Number hrs _____ X \$15.00	Cost \$ _____
<b>Total</b>		<b>Cost \$ _____</b>

# Scott City Community Schools USD #466 Building Usage Request

## Organization

### Turn in to office of Buildings and Grounds 30 days before date to be used

After completing Organization section of this form, it will need to be turned in to the office of Buildings and Grounds. If you are using High School Auditorium to accompany this form you will also need to complete a SCHS AUDITORIUM USAGE REQUEST form.

Name of Organization \_\_\_\_\_ Date \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

ADMISSION Y / N Ticket price \$ \_\_\_\_\_ Est. Total Revenue \$ \_\_\_\_\_

Building or Area to be Used \_\_\_\_\_

Use Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Needs (list rooms, equipment and services needed) \_\_\_\_\_

The office of building and grounds will check with the building Principal and Division heads to assure the building and/or area is open to be used on requested date and assign cost. The form will then go to the Superintendent of schools for final approval. Board Office secretary will contact the organization for notification of approval and payment. Buildings may not be used until receipt of payment. Once payment is made, copies of this form will be sent to the building principal and appropriate division heads. Safety needs to be your organization's priority. Supervision is absolutely necessary. Failure to comply with the above guidelines will result in a loss of privileges in the future. The Board of Education reserves the right to assess any person, group or organization for any additional work needed or for any damages incurred while they use school facilities. Fees payable to Unified School District No. 466 or (USD #466).

I have read and agree to all terms and Guidelines herein.

(Signature) \_\_\_\_\_

#### Building and Grounds

Checked on (SCHS auditorium fee) \_\_\_\_\_ Date \_\_\_\_\_ Cost \$ \_\_\_\_\_

Called Building Principal (building open) \_\_\_\_\_ Date \_\_\_\_\_ Cost \$ \_\_\_\_\_

Called Food Service (Kitchen open) \_\_\_\_\_ Date \_\_\_\_\_ Cost \$ \_\_\_\_\_

Buildings and Grounds \_\_\_\_\_ Date \_\_\_\_\_ Cost \$ \_\_\_\_\_

#### Superintendent of Schools

Approved \_\_\_\_\_ Date \_\_\_\_\_

(\_\_\_\_\_ Fees Waived) (\_\_\_\_\_ Fees Charged) **Total Cost \$** \_\_\_\_\_

**BOE office** (Send copy's to the building Principal and appropriate Division heads)

Payment was made on this Date \_\_\_\_\_ Payment of \$ \_\_\_\_\_  
Received by \_\_\_\_\_ (\_\_\_\_ Cash) or (Check # \_\_\_\_\_)

# SCHS AUDITORIUM USAGE REQUEST

Please Check One:

\_\_\_\_\_ USD 466 Event

\_\_\_\_\_ Community Event (Subject to Rental and Technician Fees)

\_\_\_\_\_ Out-Of-District Event (Subject to Rental and Technician Fees)

1. Read all guidelines, fill out form completely and return to Principal at least two weeks prior to your event.
2. After form is filled out and approved copies will be distributed to the High School principal, Maintenance, Board Office staff, and SCHS Fine Arts Staff. You will receive an email or phone call regarding approval or disapproval of your request. If the staff and/or space are not available, the event will need to be rescheduled.
3. If consent is given, safety needs to be your priority. Those granted permission to use auditorium must be present for any rehearsals and the event. (i.e. No student or community member should be in auditorium without said community member present). If small children are a part of your event, extra supervision is absolutely necessary.
4. Use of any equipment should be returned to their storage areas immediately upon completion of auditorium use (sound equipment, risers, choral shells, chairs, stands, etc.). Any items that you bring for your event need to be taken with you immediately following your event. If items are left, they will be disposed of properly.
5. If during your time of use, you find that you need something not requested, ask the custodian on duty.
6. **NO FOOD OR DRINKS ALLOWED IN AUDITORIUM**
7. Your failure to comply with the above guidelines will result in a loss of privilege in future use of the SCHS auditorium.

I agree to all of the terms and guidelines herein \_\_\_\_\_

Your Signature

NAME \_\_\_\_\_ ORGANIZATION \_\_\_\_\_

DATE(S) AND TIMES OF USE (Please be specific) \_\_\_\_\_

PURPOSE OF USE \_\_\_\_\_

NUMBER OF STUDENTS/PEOPLE INVOLVED IN EVENT \_\_\_\_\_

(please fill out remainder of the request form)

**THIS PAGE FOR COMMUNITY AND  
OUT-OF-DISTRICT AUDITORIUM USE**

- DEPOSIT--A \$40 Non-refundable deposit payable to USD 466 is due upon approval of Auditorium usage. Remainder (if any) is due at final walk-through.
  
- RENTAL FEES--\$5/Hour not to exceed \$40/day, \$100/3-7 Days, Extended use negotiable with Administration
  
- For an event with an audience, a CUSTODIAN is required at \$15/hour
  
- If a sound and/or lighting person is needed for your event, one will be assigned to work your event. The people on the list have been approved by the district to work with the lighting and sound systems in the auditorium. SOUND and LIGHTING TECHNICIANS will be paid \$15/hour.
  
- If you are not charging admission for your event and you are a Not-For-Profit organization, rental fees are negotiable (not technician or custodial fees).

IF YOU HAVE ANY FURTHER QUESTIONS, PLEASE CONTACT THE  
SCHS PRINCIPAL AT PHONE NUMBER IS 872-7620.

PLEASE CHECK ANYTHING THAT YOU WILL NEED FOR YOUR EVENT.  
SOME ITEMS REQUIRE A RENTAL FEE.

### SOUND

- \_\_\_\_\_ Hand corded microphones (How many\_\_\_\_\_)
- \_\_\_\_\_ Hand cordless microphone (Only one available)
- \_\_\_\_\_ Lapel microphone (Only one available)
- \_\_\_\_\_ Floor microphones (How many\_\_\_\_\_)
- \_\_\_\_\_ Floor monitors (How many\_\_\_\_\_)
- \_\_\_\_\_ Sound recording (you must provide the blank CD-RW)

### MUTIMEDIA

- \_\_\_\_\_ DVD player (projector and large screen available)
- \_\_\_\_\_ VCR player (projector and large screen available)
- \_\_\_\_\_ Computer (projector and large screen available; you supply the computer)
- \_\_\_\_\_ CD player
- \_\_\_\_\_ Cassette player

### LIGHTING

- \_\_\_\_\_ Stage Lights
- \_\_\_\_\_ House Lights

COSTUMES \$1/PIECE (Contact Shairlyn Wasinger directly)

SET PIECES \$5/PIECE (Contact Shairlyn Wasinger directly)

EQUIPMENT (For USD 466 maintenance crew): Please attach a drawing of your stage set-up.

- \_\_\_\_\_ Risers \$1/set—10 sets available (how many\_\_\_\_\_)
- \_\_\_\_\_ Choral Shells \$10
- \_\_\_\_\_ Chairs (up to 15—free, 16-60--\$10; how many\_\_\_\_\_)
- \_\_\_\_\_ Stands (up to 15—free, 16-60--\$5; how many\_\_\_\_\_)
- \_\_\_\_\_ Upright Piano \$20/day
- \_\_\_\_\_ Grand Piano \$50/day (If using either piano, absolutely nothing should be put on or stuck to the pianos. Only skilled accompanists and teachers should play the pianos. To clean finger prints and dust off the grand, ONLY use a damp chamois.
- \_\_\_\_\_ Yamaha Clavinova Digital Piano \$10/day
- \_\_\_\_\_ Director's podium
- \_\_\_\_\_ Speaker's podium

### OTHER ROOMS NEEDED

- \_\_\_\_\_ Vocal Room (What days and times?\_\_\_\_\_)
- \_\_\_\_\_ Band Room (What days and times?\_\_\_\_\_)
- \_\_\_\_\_ Dressing Rooms (What days and times?\_\_\_\_\_)

ANY OTHER SPECIAL REQUESTS \_\_\_\_\_



APPROVED SOUND TECHNICIANS:

Matt Fox: 872-7660

Roger Winter: 872-5439

Craig Ramsey: 872-2880

Bob Artz: 872-1348

Marc Ramsey: 214-0688

APPROVED LIGHTING TECHNICIAN

Matt Fox: 872-7660

### **KGB Concealed Observations**

Unless otherwise provided in this policy or policy JGGA, individuals are prohibited from recording students, employees, and/or board members surreptitiously or through the use of concealed audio and/or visual recording devices. This prohibition is in effect at school, on or in district property, and at meetings and conferences held for educational or disciplinary purposes.

Exceptions to this prohibition include the use of video surveillance throughout district facilities and in district vehicles, provided in accordance with JGGA; the recording of meetings subject to the Kansas Open Meetings Act; the recording of due process hearings or student disciplinary hearings for evidentiary purposes; recording of students for use during the student's evaluation or provision of special education services with the principal's prior permission; and the recording of a school sponsored activity, program, or event which is open to the general public.

Individuals wishing to record students, employees, or board members at school, on or in district property, or at meetings and conferences as previously described shall first notify the superintendent or building principal in advance. If such recording is not prohibited by law or policy, the administrator may allow the recording and may make arrangements to record on behalf of the district.

### **KGC Bullying by Parents**

The board of education, in its commitment to provide a positive and productive learning and working environment for its students and staff in accordance with state law, prohibits bullying in any form either by any student, staff member, or parent towards a student or by a student, staff member, or parent towards a staff member on or while using school property, in a school vehicle, or at a school-sponsored activity or event. For the purposes of this policy, the term "bullying" shall have the meaning ascribed to it in Kansas law.

The administration shall propose, and the board shall review and approve a plan to address bullying as prohibited herein.

Parents participating in prohibited bullying conduct aimed at district students and/or staff members may jeopardize their access to district facilities; district property; school sponsored activities, programs, and events; and/or district students and/or staff members through the district's communication systems. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors.

This policy and the district bullying plan {shall/may} be posted on the district’s website and copies of such documents shall be made available to parents of current students upon request.

**KGD Disruptive Acts at School or School Activities**

Disruptive acts at school or school sponsored activities will not be tolerated. Persons threatening the safety of students, school personnel, or other persons; to damage school property; or to interfere with school or school activities or the educational process will be asked to leave the premises.

The school administration and staff are responsible for handling any disturbance caused by adults or students. The final decision for determining if assistance is needed is the responsibility of the superintendent or school principal. In the absence of these individuals, the determination shall be made by the assistant principal or person designated to be in charge of the building or activity. The superintendent shall be notified of any serious problem at the school.

**Possession of a Firearm**

Unless otherwise required by law or authorized by board policy, no person other than a law enforcement officer shall possess a firearm on any district owned or operated property; within any district owned or operated building or facility; in a school vehicle; in an employee’s personal vehicle being used to transport students or school staff in the performance of job duties for the district; or at any school sponsored activity, program, or event. This prohibition includes possession of concealed and/or openly carried weapons; however such prohibition shall not apply to the secured storage of a handgun in a district employee’s own locked vehicle on school property so long as such weapon is maintained out of plain sight.

Appropriate signs shall be conspicuously posted as directed by the board and required by law.

Anyone in violation of this policy shall be directed to leave the premises immediately and not return without prior approval from the building administrator or superintendent. Failure to comply with such order will result in a report to law enforcement.

**KGDA Public Conduct on School Property**

The superintendent or the superintendent’s designee may deny access to the school buildings, facilities, and/or grounds of the district to persons who have no lawful business to pursue at the school, persons who are acting in a manner disruptive or disturbing to the normal educational functions of the school, or persons who are on school property in violation of Board

and/or building policy. Administrative personnel may demand identification and evidence of qualification for access of anyone desiring to use or come upon the premises of the particular school or facility.

Persons, including parents or persons acting as parents, who have legitimate reasons for being on school property must nevertheless abide by policies adopted by the board and building policies specifically applicable to each school. Such building policies shall be published annually in the school handbook and shall be posted at the school in a conspicuous place visible to all who enter the premises. {Visitors must secure and wear a visitor's pass to enter school buildings during the school day.}

Anyone who refuses or fails to leave district buildings, facilities, and/or grounds after being requested to do so by an authorized district employee shall be considered to be trespassing in violation of Kansas law. In such case, the police will be contacted, and arrest and criminal charges may result.

The administration will determine if the individual who has been asked to leave a district building, facility, or grounds is allowed to return in the future. If the individual is not to return in the future, the appropriate "Trespass Notification" is to be sent to the individual.

## Notice of Protections Under the Kansas Tort Claims Act

As a teacher employed by Unified School District No. 466, Scott City Kansas, you are entitled to protections under the Kansas Tort Claims Act, K.S.A. 75-6101 *et seq.*

### **1. What is the Kansas Tort Claims Act?**

It is the state statutory scheme which allows governmental entities, including public school districts, in the state to be sued for damages caused by the negligent or wrongful acts or omissions of employees, officers, or board members. In cases arising under the Kansas Tort Claims Act, liability is limited to \$500,000 for any number of claims arising out of a single occurrence or accident or to the extent of the district's insurance, whichever is greater. U.S.D. 466's insurance with regard to tort claims provides liability coverage for such claims up to \$\_\_\_\_\_. (See K.S.A. 75-6101 *et seq.*)

### **2. Are there any situations in which a school district may be exempt from liability for negligent acts?**

Yes, the law contains several exemptions. A school district and its employees are not liable, under the Tort Claims Act, for damages resulting from:

- Legislative functions, such as adopting or failing to adopt a policy;
- Judicial functions, such as a student or teacher due process hearing;
- enforcement or failure to enforce a statute, regulation, or board resolution;
- Adoption or failure to adopt written personnel policies which protect persons' health or safety;
- Any claim based on the performance of or failure to perform a discretionary function or duty, regardless of whether discretion is abused;
- The assessment or collection of taxes;
- Any claim by an employee which is covered by workers compensation;
- Snow or ice or other temporary or natural conditions on school property;
- The plan or design for the construction or improvement to public property;

- Any claim for injuries resulting from the use of any public property intended or permitted to be used as a park, playground, or open area for recreational purposes, except in cases of gross or wanton negligence; or
- The natural condition of any unimproved public school property.

**3. Is the school district liable for all negligent acts of its employees?**

No. The district is only liable for acts or omissions of employees which occur in the scope of the employee's employment and which are done with actual fraud or actual malice.

**4. Will the district provide me a legal defense for claims under this act?**

Generally yes. Upon request of an employee, the district shall:

- Provide for the defense of any civil action or proceeding against you, in your official or individual capacity or both, on account of an act or omission in the scope of your employment with the district; and
- Provide legal counsel to you when you are summoned to appear before any grand jury or inquisition on account of an act or omission in the scope of your employment with the district.
- The district has no right to recover expenses from you for this defense or representation, except as provided in K.S.A. 75-6109, and amendments thereto.

**5. Can the district refuse to provide me a defense under the act?**

Yes, the district may refuse to provide for the defense of an action against you or to provide you with representation if the district determines:

- The act or omission was not within the scope of your employment;
- You acted or failed to act because of actual fraud or actual malice;
- The defense of the action or proceeding would create a conflict of interest between you and the district; or
- The request was not made in accordance with law.

**6. How do I request the district to come to my defense or to provide me with representation?**

You must make a request for such inn writing within 15 days of receiving service of process or a subpoena of the action. This request is to be filed with the board of education.

The district may reimburse an you such reasonable attorney fees, costs and expenses as are necessarily incurred in defending a claim against the you for punitive or exemplary damages if: (1) The action or proceeding arose out of an act or omission in the scope of the your employment; and (2) you reasonably cooperated in good faith in the defense of the claim.

**I acknowledge that I have been provided with notice protections provided to me in accordance with the Kansas Tort Claims Act.**

-----  
Teacher Signature

-----  
Date

-----  
Teacher Name (Printed)

## **KH-R Public Gifts**

### Gifts to Schools

Persons or organizations desiring to make gifts to the schools should contact the superintendent or designated representative to obtain board approval.

## **KI Free Materials Distribution in Schools**

The superintendent reserves the right to refuse distribution of any material by outside individuals or groups to the students of the district in accordance with the rules adopted by the board.

### Political Campaign Materials

In order to further citizenship training, the board encourages responsible use of political materials.

### Special Interest Materials

The principal of each building shall establish rules and regulations governing the distribution of special interest material in the building.

### 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 approval of the board. Advertising in student publications shall be regulated by rules and regulations developed by the superintendent. Ads concerning drug paraphernalia and any controlled substance are prohibited in any school-sponsored publication.

## **KI-R Free Materials Distribution in Schools**

No student shall be forced to participate in the distribution of any non-school materials in the schools.

### Political Campaign Materials

Subject to the approval of the superintendent, each building principal shall establish rules and regulations governing the distribution of political campaign materials in the school building



during election campaigns in order to afford opportunity for all viewpoints to be considered. No student shall be forced to participate in the distribution or receipt of any political materials.

### **KI-R Free Materials Distribution in Schools**

#### **Special Interest Materials**

No mailing lists of student or employees of the district shall be given to individuals, organizations or vendors for the purpose of distributing materials without written request and approval of the appropriate records custodian as provided for in JR and JRB.

#### **Advertising in the Schools**

Advertising in the student publications may promote products by brand name except that commercial ads promoting the sale of any controlled substance or drug paraphernalia are prohibited.

### **KK-R Public Sale on School Property**

Whenever excess property of the district is to be sold at auction, such sales shall be on school property to the highest bidder with cash in hand.

### **KM Visitors to the School**

All school buildings shall be posted so as to require all visitors to first make their presence known to the appropriate building principal or designated representative 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 the authority to request aid from any law enforcement agency if any visitor to the district's buildings and/or grounds refuses to leave or creates a disturbance. Violation of this rule may lead to removal from the building and/or grounds and denial of further access to the building and/or grounds. Violators of this board policy and its rules may be subject to the state trespass law.

### **KMA Patron/Parent Visitors to the Schools**

The board encourages its patrons and parents to visit the district schools, supportive school departments and classrooms. However, not every day is the most advantageous time for a parent to view actual instruction or student activity; for example, students may be taking standardized tests. For that reason the following rules are adopted by the board to make parent visitations most profitable to each parent. Violators of this board policy and its rules may be subject to the state trespass law.

### **KMA-R Patron/Parent Visitors to the Schools**

Parent visits shall be made in accordance with the following guidelines:

- Parent visits shall be scheduled with the teacher and the building principal.
- The principal or designated representative shall accompany the parent on the visit if the parent so desires.
- Such visits are for the purpose of becoming acquainted with school instruction, programs, personnel, operation and/or the facility.
- Parents shall refrain from giving directions or making evaluations of personnel or operating procedures during their visits.
- If a school visit leaves a parent with a concern, this concern shall initially be discussed only with the building principal or superintendent.

Board members who have children in the schools and therefore have parental opportunities to converse with their child's teacher, counselor or administrator shall make it clear that they are speaking and/or visiting as a parent and not as a member of the board.

### **KN Complaints**

The board encourages all complaints regarding the district to be resolved at the lowest possible administrative level. Whenever a complaint is made directly to the board as a whole or to a board member as an individual, it will be referred to the administration for study and possible resolution.

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. Harassment of an individual on any of these grounds is also prohibited. (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 About Discrimination or Discriminatory Harassment**

Complaints of discrimination or discriminatory harassment by an employee should be addressed to the employee's supervisor, the building principal, or the district compliance coordinator. Complaints by a student should be addressed to the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. Complaints by any other person alleging discrimination should be addressed to the building principal or the district compliance coordinator. Complaints about discrimination, including complaints of harassment, will be resolved through the following complaint procedures:

#### **Informal Procedures**

The building principal shall attempt to resolve complaints of discrimination or harassment in an informal manner at the building level. Any school employee who receives a complaint of discrimination harassment from a student, another employee or any other individual shall inform the individual of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. The building principal shall discuss the complaint with the individual to determine if it can be resolved. If the matter is resolved to the satisfaction of the individual, the building principal shall document the nature of the complaint and the proposed resolution of the complaint, and forward this record to the district compliance coordinator. Within 20 days after the complaint is resolved in this manner, the principal shall contact the complainant to determine if the resolution of the matter remains acceptable. If the matter is not resolved to the satisfaction of the individual in the meeting with the principal, or if the individual does not believe the resolution remains acceptable, the individual may initiate a formal complaint.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence. The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.

#### Formal Complaint Procedures

- A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. If an individual does not wish to file a written complaint and the matter has not been adequately resolved, the building principal may initiate the complaint. Forms for filing written complaints are available in each building office and the central office.
- A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.
- If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board shall appoint an investigating officer. In other instances, the investigation shall be conducted by the building principal, the compliance coordinator or another individual appointed by the board. The investigation shall be informal but thorough. All interested persons, including the complainant and the person against whom the complaint is lodged, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.
- A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and a copy forwarded to the complainant and the accused no later than 30 days after the filing of the complaint.
  - ◊ If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.

- ◇ If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy, the negotiated agreement or state law will be followed.

Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the district compliance coordinator.

- The complainant may appeal the determination of the complaint. Appeals shall be heard by the district compliance coordinator, a hearing officer appointed by the board, or by the board itself as determined by the board. The request to appeal the resolution shall be made within 20 days after the date of the written resolution of the complaint at the lower level. The appeal officer shall review the evidence gathered by the investigator and the investigator's report, and shall afford the complainant and the person against whom the complaint is filed an opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is filed. The appeal officer will issue a written determination of the complaint's validity and a description of its resolution within 30 days after the appeal is filed.
- If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence. The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.
- Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies including the right to file a complaint with the Office for Civil Rights of the U.S. Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.

#### Complaints About Policy

The superintendent shall report any unresolved complaint about policies to the board at the next regularly scheduled board meeting.

### Complaints About Curriculum

The superintendent shall report a failure to resolve any complaint about curriculum to the board at the next regularly scheduled board meeting.

### Complaints About Instructional Materials

The building principal shall report any unresolved complaint about instructional materials to the superintendent immediately after receiving the complaint.

### Complaints About Facilities and Services

The superintendent shall report any unresolved complaint about facilities and services to the board at the next regularly scheduled board meeting.

### Complaints About Personnel

The superintendent or the building principal involved shall report any unresolved complaint about personnel to the board at the next regularly scheduled board meeting.

### Complaints About Emergency Safety Intervention Use

Complaints concerning the use of emergency safety interventions by district staff shall be addressed in accordance with the local dispute resolution process outlined in board policy GAAF.

## **LA Goals and Objectives**

The board will seek to establish a satisfactory working relationship with governmental and private agencies having an interest in the operation of public schools.

## **LB School-Community Cooperation**

The board will seek to foster an atmosphere of cooperation between the schools and community groups and organizations.

## **LC School Community Program**

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.

## **LDD Federal Government-Drug Free Schools**

The unlawful possession, use, sale, or distribution of illicit drugs and the possession, use, sale, or distribution of alcohol by students or school employees at school, on or in school property, or at school sponsored activities or events is prohibited. This policy, and any curriculum used in conjunction with it, shall be evaluated periodically using criteria developed by the superintendent and approved by the board. The board shall receive a report after each of these reviews is conducted.

## **LDDA Fiscal Management of Federal Grants**

The district shall meet the requirements of the Education Department General Administrative Regulations (EDGAR) The outline used to meet this requirement may be the document: Federal Education Grants Management: What Administrators Need to Know. Office of Management and Budget circulars, or other pertinent documents developed by the U.S. Department of Education.

**MA Goals and Objectives**

The board will seek to work harmoniously with all educational agencies having an interest in the schools of the district. All employees must follow state and federal regulations.

**MD Inter-district Relations**

The board will work cooperatively with other districts to provide services to students when it is in the best interest of students and the districts.

**MF Colleges and Universities**

The board may consider the use of student teachers in classes maintained by the district upon conclusion of a written contract with appropriate colleges and universities.

**MI State Education Agency Relations; Quality Assurances**

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 improvements plans. The board shall monitor compliance. The superintendent shall regularly report to the board on the district's progress in meeting the eleven required QPA assurances.