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PREFACE

The policies contained in this manual are the result of a combined effort of the Kansas Association of School Boards, the USD 489 Board of Education and district staff. Policies are principles adopted by the school board to provide the administration with clear guidance and direction for handling the daily operations of the school district. They tell what the board wants and may at times include why and/or how they want it done.

This manual is currently divided into twelve sections of policies. These sections are:
A -- SCHOOL DISTRICT ORGANIZATION
B -- SCHOOL BOARD OPERATIONS
C -- GENERAL SCHOOL ADMINISTRATION
D -- FISCAL MANAGEMENT
E -- BUSINESS MANAGEMENT
G -- PERSONNEL (certified and non-certified)
H -- NEGOTIATIONS
I -- INSTRUCTIONAL PROGRAM
J -- STUDENTS
K -- GENERAL PUBLIC RELATIONS
L -- INTERORGANIZATIONAL RELATIONS
M -- RELATIONS WITH OTHER EDUCATION AGENCIES

When Using This Manual
This manual was created to aid the user in quickly locating all policies related to a particular topic. The reader is encouraged to check any cross-referenced policies. These policies do not contain State and Federal statutory language, except where necessary or negotiated contract language.

Definitions
1. When the masculine pronoun is used throughout these policies, it is intended to refer to both feminine and masculine antecedents.
2. Wherever the word "Superintendent" or "principal" occurs, the words "or designated representative" are assumed to be included.

Mission and Belief Statement of the District

MISSION
The Hays school district mission is to provide a quality learning experience for every child in every classroom every day.

To accomplish our mission, we will strive to provide:
- Quality, professional staff
- Small class sizes
- Time to teach

BELIEF STATEMENT
As an educational enterprise focused on student learning, the Hays Public School District believes in these principles:
- A strong public education system is vital to our community
- A strong school community values differences in people and in ideas
- The family is the primary influence on the child
- Education is a collaborative effort between the home and school, benefiting from the participation and involvement of our community
A safe and comfortable environment is essential to learning
Accurate and timely communication is essential
High academic standards for students require continuous educational improvement from each member of our community
All individuals are respected, empowered decision-makers who are responsible and accountable
Schools should be fiscally responsible and accountable to the public
Visionary leaders seek to anticipate, understand and exceed community needs and expectations
Growth and change are the hallmarks of a dynamic organization

EDUCATIONAL PHILOSOPHY

The district is dedicated to providing a quality education for all students. We believe that education is both a right and a privilege and is the shared responsibility of parents, students, community and faculty. The district is committed to establishing an environment conducive to achieving competency in basic skills, competency in problem-solving skills, competency in technology, and positive self-image and to developing good citizenship, mutual respect, motivation for lifelong learning, and cultural appreciation, with the understanding that each student is unique in his or her needs, interests, and abilities.

SCHOOL-COMMUNITY RELATIONS PHILOSOPHY

Within the bounds of legal and ethical responsibilities to students, the public is entitled to be well informed about district operations and results.

The board believes that parent involvement is an important part of the educational program. The board will attempt to foster positive relationships with parents. Together, parents and the district can work toward achieving common educational goals for students, resulting in higher student achievement and greater community satisfaction with the district.

The board also believes that the involvement of community patrons (non-parents) in the K-12 school program enhances the educational process not only for students, but also for the total community. The board believes that the participation of community patrons in schools has these results:

- Provides additional support personnel in the classroom
- Promotes community-school cooperation in facilitating the learning process
- Increases community support and understanding
- Allows individuals who have expertise in various areas to be used as resource persons
EFFECTIVE SCHOOLS PHILOSOPHY

The district’s schools shall operate with students, parents, and the community in a manner that promotes high academic achievement, with care and concern for the individual. Students need to spend the greatest possible amount of instructional time actively engaged in significant learning tasks. Teachers and administrators shall communicate high standards of student achievement and behavior, but those standards shall be personally and developmentally appropriate for the student. Student progress shall be monitored frequently and systematically through established district and classroom testing programs. The principal shall exhibit knowledgeable instructional leadership and shall communicate the district, building, grade - level, and course expectations to staff and students. The climate of each school, as well as the district as a whole, shall reflect a humane, orderly, purposeful, and active environment aimed at well-directed, cooperative learning and interpersonal caring. Parent and community involvement shall be welcomed in the schools and viewed as essential in the educational process.
A--SCHOOL DISTRICT ORGANIZATION

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AEB .... Extended School Year - 7
    Additional Learning Opportunities for Students – 7

AF ...... School Day – 8

AG ...... Closing School Buildings - 8
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.

BOE Approved January 2011

ABE District Goals and Objectives (See BK)  ABE
The board shall annually establish and review long-range goals and objectives to guide district operations. All district personnel shall direct their efforts toward achieving district goals and objectives.

The Superintendent shall give the board periodic reports on progress made towards achieving district goals.

The board shall participate in long-range planning through an annual meeting with the Superintendent and designated staff to review progress on the implementation of board priorities, initiatives, and long-range plans. This process shall be completed on or before the September BOE meeting of each year. The board also shall consider and act upon objectives and major activities proposed by the Superintendent to achieve district goals.

The Superintendent shall develop necessary procedures to implement this policy.

BOE Approved January 2011

AC School District Grade Levels  AC
The district will be organized on a pre-K-5, 6-8 & 9-12 plan.

The instructional organization of USD 489 is the pre-kindergarten-5, three (3), four (4) plan whereby the elementary schools include pre-kindergarten through grade five (5); middle schools include grades six (6) through eight (8); and high schools include grades nine (9) through twelve (12).

BOE Approved January 2011

AD District Attendance Areas (See AG)  AD
The board shall review school attendance areas {as needed} and make changes as warranted. The Superintendent shall, annually, or as needed, prepare a written report for the board concerning changes recommended for school attendance areas for the next school year and the reasons for the recommendations. The board shall consider the recommendations following receipt of the report. The recommended changes shall be made available to district patrons. The board may schedule a public hearing to seek input on the proposed changes.

BOE Approved January 2011
ADA School Enrollment Projection
The board may direct the Superintendent to conduct an enrollment projection that includes the following:

- The actual and projected enrollment by grade level
- The grade level change from the previous year
- A History and Forecast by grade level
- An overall district enrollment projection

The report shall also contain information related to the planning of transportation services and other information the Superintendent considers necessary.

BOE Approved January 2011

AE School Year
The board shall provide a school year consisting of not less than the minimum number of statutorily required school days or hours.

BOE Approved January 2011

AEA School Calendar
The board shall establish a calendar for each school year. On or before March 1 of each year, the Superintendent shall present a recommended school calendar for the next school year. District customs, community interest, legal holidays, staff recommendations and other relevant matters shall be considered. A copy of the current calendar shall be on file in the clerk’s office.

BOE Approved January 2011

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

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 way of illustration and not by way of limitation: adverse weather conditions, building maintenance problems, personnel problems, public health reasons, or 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 hours required by Kansas law.

Additional Learning Opportunities for Students
The board may require extended 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 extended 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 additional academic sessions.

BOE Approved January 2011
BOE Revised September 2016

**AF School Day**

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

BOE Approved January 2011

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

Upon request of the board, the Superintendent shall present to the board plans for efficient use of all school attendance centers. The board reserves the right to close school building(s) as provided for in current law.

BOE Approved January 2011
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BA Goals and Objectives
The Board of Education will adopt goals annually.

BOE Approved January 2011

BBBB New Member Orientation
The Superintendent and board president and/or vice president shall conduct an orientation program to acquaint new board members with board policy, district operations, and procedures. The orientation shall also describe the duties and responsibilities of board members, the Superintendent, the clerk and treasurer. Newly elected and newly appointed board members shall be encouraged to attend workshops for new board members.

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

BOE Approved January 2011

BBBC Board Member Professional Development
Board members are expected to maintain effectiveness by being well-informed on educational issues. Accordingly, Board members are encouraged to attend educational workshops, conferences, training programs, official functions, hearings, or meetings which are sponsored by the school district, state, and national educational organizations.

Board members are specifically authorized to attend such functions which are sponsored by this school district, the Kansas Association of School Boards (KASB), the State Board of Education (KSBE), the Kansas State Department of Education (KSDE) or Kansas Legislative activities without specific action by the Board of Education. In addition, School Board members may attend such functions at district expense sponsored by other organizations upon specific prior approval of the Board of Education.

BOE Approved November 2011

BBBF Reimbursement for Expenses
No board member shall be reimbursed for expenses incurred for any travel unless the travel has been approved by the board. Any payments to board members must be in the form of a reimbursement for amounts previously paid by the board member, and receipts shall be provided by the board member in accordance with the provisions of GAN.

BOE Approved January 2011

BBC Board Committees (See CF)
The board shall operate at all times as a committee of the whole. There shall be no standing or temporary board committees except as provided for in this policy. Board member may serve on committees which advise the board. The Board President shall nominate all committee members subject to approval by the Board of Education.
Sub-committees of the board may be assigned on a temporary basis and shall consist of no more than three board members. Board subcommittees are subject to the open meetings law.

Advisory Committees
After considering administrative recommendations, the board may establish advisory committees. The type and function of each advisory committee shall be dictated by district needs.

No financial assistance shall be furnished any committee without prior board approval. The Superintendent shall monitor each committee’s progress and relay information to the board. As requested, each committee shall report in writing to the Superintendent and/or the board. The board may dissolve any advisory committee at any time. No committee shall exist longer than one year unless reappointed by board action.

Standing Committees
Technology Committee: Shall consist of three administrators representing the high school, middle school and elementary school; three teachers representing the high school, middle school and elementary schools; two community members with an emphasis in the technology industry; and the technology director. The committee meetings shall be chaired by the technology director or as designated by the Board President. The Board President will make the appointments to the committee subject to Board approval. The Superintendent, or his/her designee, will attend the meetings but will not be considered a member.

BOE Approved October 2011

**BBD Board President and Vice-president Duties**

It shall be the duty of the president:
1. To preside at Board of Education meetings.
2. To appoint all committees.
3. To sign warrants and checks ordered by the board.
4. To sign contracts authorized by the board.
5. To foster and facilitate communication and respect between and among board members.
6. To perform duties required by law or by the board.
7. To provide such other duties as customarily assigned to a presiding officer of a deliberative body.

It shall be the duty of the vice-president to perform all the duties of the president in case of his/her absence or disability.

In the absence or inability to act of both the president and vice-president, the remaining members shall select a member to act in the capacity of president. K.S.A. 72-8202a

BOE Approved January 2011

**BBE Attorney**

The board shall appoint an attorney to handle legal matters referred by the board. Any Board of Education member and the Superintendent may request the board attorney attend
a board meeting. When a request to attend is made by a board member, the board member shall notify the board president and the Superintendent.

BOE Approved January 2011

**BCAC Special Meetings (See BCBF)**

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 48 hours in advance of the special meeting. No business other than that stated in the notice may be transacted at the special meeting.

BOE Approved January 2011

**BCAE Public Hearings (See BCBI)**

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

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

The board president 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.

BOE Approved January 2011

**BCB Conflict of Interest**

No board member shall make or participate in the making of a contract with any person, corporation, partnership, trust or association by which he or she is employed or in whose business he or she has a substantial interest as defined by applicable statute.

BOE Approved January 2011

**BCBC Code of Ethics for Board of Education Members**

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

- Attend all regularly scheduled board meetings insofar as possible and become informed concerning the issues to be considered at those meetings;
- Endeavor to make policy decisions only after full discussion at publicly held board meetings;
- Render all decisions based on the available facts and 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 Superintendent expressions of public reaction to board policies and school policies;
  - Become informed about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by state and national school boards associations;
  - 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 public office 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;
- Remember always that the first and greatest concern must be the educational welfare of the students attending the public schools.

BOE Approved January 2011

BCBD Agenda

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

The board agenda shall be compiled by the Superintendent in cooperation with the board president. Other board members may request items to be placed on the agenda. Agenda requests should be submitted seven days prior to any regular board meeting. The agenda may include a period of time when the public may speak to the board.

The annotated agenda shall be sent to all board members at least seven calendar days prior to any regular board meeting. The agenda format may include:
- monthly reports to the board;
- a consent agenda containing routine business and information items;
- financial reports including monthly listing of bills ready for payment;
- important correspondence;
- bids, specifications;
- attendance center reports; and
- requests for hearings and other such information. Other items and reports may be added to the agenda.

BOE Approved January 2011

BCBF Rules of Order (See BCBH)

The board shall be governed by laws and rules adopted by the board. Robert's Rules of Order shall not be adopted by the board and used as such, except where contrary to law.

BOE Approved January 2014

BCBG Voting Method

The board shall take action by way of motions. No motion may be acted upon until it has been seconded by a board member. The vote on all motions shall be by "yes" and "no" and will be taken by a show of hands or other public voting method. Following each vote, the president shall announce the motion carried or failed by a vote of ____ affirmative votes to ____ negative votes. The minutes shall indicate whether a motion passed or failed. Each board member shall have the privilege of explaining any vote.

Abstaining Vote
Any abstaining vote shall be counted as a "no" vote. (See KSA 72-8205)
Any member may declare a conflict of interest in a particular issue and shall leave the meeting room until discussion and voting on the matter is concluded. The minutes shall note
that a particular member has declared a conflict of interest and left. Them minutes shall also record the time the member left the meeting and when the member returned to the board meeting.

BOE Approved January 2011

**BCBH Minutes**

Accurate minutes of each board meeting shall be taken and transcribed. The clerk shall be responsible for taking and transcribing minutes of each board meeting. The board shall designate an acting clerk if the clerk is absent. Neither the Superintendent nor a board member may serve as acting clerk. Unofficial minutes shall be sent to the board prior to the next board meeting.

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

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

BOE Approved January 2011

**BCBI Public Participation at Board Meetings**

**Open Forum**

The president or presiding officer may ask patrons attending if they would like to speak during the open forum. Rules for the public forum will be available from the clerk prior to the board meeting and at the meeting itself. The board president may impose a limit on the time a visitor may address the board. The board president may ask groups with the same interest to appoint a spokesperson to deliver the group’s message. Except to ask clarifying questions, board members shall not interact with speakers at the open forum.

**Patron-Requested Agenda Items**

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

**Handling Complaints (See KN)**

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

BOE Approved January 2011
BCBJ News Coverage

The board shall provide accommodations for members of the news media present at board meetings.

The Superintendent shall provide copies of the board agenda to news media prior to each board meeting upon request or as required by law.

Use of cameras, photographic lights, and recording devices at any board meeting shall be allowed subject to reasonable rules, which are designed to ensure orderly conduct. All recording devices, including microphones, shall be kept in an area designated for the media. Use of recording devices shall not interfere with or disrupt the meeting. No cameras or recording devices shall be allowed at executive sessions of the board.

BOE Approved January 2011

BCBK Executive Session

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

The motion to go into executive session must include purpose (a statutorily approved reason and justification) and the time the board will return to open meeting.

1) Personnel matters for nonelected personnel;
   *Justification: To protect the privacy interests of an identifiable individual.

2) Consultation with an attorney which would be deemed privileged in attorney-client relationship;
   *Justification: To protect attorney-client privilege and the public interest.

3) Matters relating to employer-employee negotiations whether or not in consultation with the representative or representatives of the body or agency.
   *Justification: To protect the district’s right to the confidentiality of its negotiating position and the public interest.

4) Confidential data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships; *Justification: To protect the privacy rights of a corporation, partnership, trust, etc. with regard to their financial affairs.

5) Matters relating to actions adversely or favorably affecting a person as a student, except that any such person shall have the right to a public hearing if requested by that person;
   *Justification: To protect the privacy rights of a student who is identifiable.

6) Preliminary discussion relating to the acquisition of real property;
   *Justification: To protect the district’s financial interest and bargaining position.

7) Matters relating to the security of the board, the school, school buildings or facilities, or the information system of the school.

   *Justification: To ensure the security of the school, school buildings or facilities and/or the information system of the school are not jeopardized.

   **NO BINDING ACTION SHALL BE TAKEN DURING CLOSED OR EXECUTIVE SESSIONS**
● If necessary, the executive session may be extended with another motion made after the board returns to open session.

● BOE Approved January 2011

● BDA Developing and Adopting Policy (See CMA)  
BDA
The board shall adopt all new policies and delete or modify existing policies. Board policies, rules and regulations may be amended at any board meeting by a majority vote of the board. All handbooks shall be approved by the board and adopted, by reference, as a part of these policies and rules. (See GAA and JA)

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

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

Policy Dissemination
The Superintendent shall develop a procedure to ensure appropriate dissemination of board policy.

Historical Policy Files
The clerk shall keep a historical set of board policies which will reflect all revisions, amendments or other actions pertaining to every policy and rule.

Public Input on Policy
Individuals or groups may submit proposed changes in board policy.

BOE Approved December 2013

BE  School Board Records (See CN)  
BE
The board shall keep records necessary to document board actions.

BOE Approved January 2011

BG Memberships  
BG
The board may maintain membership and participate in any organization that is deemed beneficial to the district.

BOE Approved January 2011

BH Board Admission to Local School Functions  
BH
Board of Education members will be granted free admission to all local school functions. Previous Board of Education members are eligible for lifetime passes to all local USD 489 school functions.

BOE Approved January 2011

BK Board Self-Evaluation  
BK
The board may conduct an annual self-evaluation. Each board member may use a self-evaluation instrument to appraise individual performance or the performance of the board as a whole. Results of these evaluations may be discussed at least annually, and revised standards and priorities may be developed to guide the board’s development in the coming year.
The board considers the following conditions crucial to self-evaluation:
1. Board members should be involved in developing the standards and process to be used. The standards may include, but not be limited to:
   • educational leadership;
   • policy development;
   • board member development and performance;
   • relationships with the Superintendent and other staff members;
     • communications with the public;
   • fiscal management;
   • board meeting organization and committee performance;
   • relations with cooperating agencies and other governmental organizations.
2. Evaluation shall be at a scheduled time and place with at least 6 board members present.
3. The evaluation shall be a composite of the individual board member’s opinion.
4. The evaluation shall discuss strengths as well as areas needing improvement.

The evaluation results may be discussed in detail.

BOE Approved January 2011

**BL Board Electronic Communications**

Caution should be exercised by board members using electronic communications between and amongst board members.

**Guidelines for Electronic Communications**

- Any interactive electronic communications between three or more board members would constitute a meeting and would violate the KOMA unless notice of the meeting is given and the public can participate.
- The use of emails or sharing of email documents among three or more board members to prevent discussion of an issue at a public meeting may result in a violation of the KOMA.
- Email interactive communications in procedural issues such as adjustments in the agenda with three or more board members ARE ALLOWED under the KOMA, unless they lead to discussing of substantive issues involved.

**Confidentiality**

It will continue to be the intention that these correspondences be confidential communications between the administration and the Board of Education members. It is essential that electronic communications between and among board members and the administration maintain confidentiality.

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CA Goals and Objectives of School Administration

The goal of school administration is to create an environment in which all students can demonstrate continuous academic improvement. The Superintendent must possess leadership qualities which motivate all staff members to improve the educational program and to attain the board’s goals and objectives. The Superintendent, in consultation with the board, shall mobilize and coordinate all available resources to carry out the district vision and shared goals.

BOE Approved Jan. 2011

CB Administrator Ethics

An administrator's professional behavior must conform to the ethical code listed below. The administrator acknowledges schools belong to the public and they must provide educational opportunities to all. An administrator's actions will be viewed and appraised by the community, professional associates, and students. Therefore, the administrator subscribes to the following standards:

The administrator:
• Makes the well-being of students the basis for decision making and action;
• Fulfills professional responsibilities with honesty and integrity;
• Supports the principle of due process as required by law;
• Obeys local, state and national laws;
• Implements all board policies, guidelines and procedures;
• Pursues appropriate measures to correct those laws, policies and procedures that are not consistent with sound educational goals;
• Avoids using an administrative position for personal gain;
• Accepts academic degrees or professional certificates only from duly accredited institutions;
• Seeks to improve the profession through research and continuing professional development; and
• Honors employment contracts until fulfillment or release.

BOE Approved Jan. 2011

CD Administrative Line and Staff Relations (See GACB)

All administrators employed by the district are responsible for following board approved policies.

BOE Approved March 2015

CE Superintendent of Schools

The Superintendent is the school system’s administrative leader and shall have general supervision of all the schools. The Superintendent is accountable to the board and is responsible for managing the schools in compliance with board policies. The Superintendent may delegate powers and duties to other school personnel. Delegating power or duties, however, shall not relieve the Superintendent of responsibility for any action taken. In the absence of the Superintendent, the Superintendent shall appoint a designee to serve as the
Superintendent. This designee shall be established each July as part of the reorganizational meeting.

BOE Approved December 2013

**CEA Superintendent Qualifications**

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

BOE Approved March 2015

**CEB Superintendent’s Duties**

The Superintendent shall be responsible to perform all duties as set forth in the Superintendent’s job description as approved by the Board of Education.

BOE Approved Jan. 2011

**CEC Superintendent Recruitment**

The Superintendent search presents the board with an opportunity to recruit individuals who will implement the board’s goals. The board shall recruit candidates who meet both state and local qualifications and who display the ability to successfully carry out the Superintendent’s duties.

The board has the authority to choose an outside search firm to conduct all or part of the search process.

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

The board shall screen or select a professional search service to screen all applications and recommend finalists to the board for interviews.

Selected candidates shall be interviewed by the board. (K.S.A. 72-8202) Board members or their designee may visit each finalist’s district.

BOE Approved March 2015

**CEE Compensation and Benefits**

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

BOE Approved Jan. 2011

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

The Superintendent’s use of a district motor vehicle and district credit cards 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 account 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.

BOE Approved July 2015

**CEG Superintendent’s Professional Development Opportunities**

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

BOE Approved Jan. 2011

**CEI Evaluating the Superintendent**

The board shall evaluate the Superintendent using the adopted evaluation form in accordance with current legal requirements for the first four years of employment and annually thereafter. The Superintendent shall use the evaluation instrument as a self-evaluation instrument before the board’s evaluation.

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

The evaluation instrument shall be on file at the district office with the clerk. Any revisions in the evaluation system shall include input from the Superintendent.

**Purpose of Superintendent Evaluation**

The board’s evaluation of the Superintendent’s performance shall accomplish the following:
- Provide an opportunity for the board and Superintendent to 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, discuss and clarify the major functions, responsibilities and roles of the board and the Superintendent;
- Encourage a good working relationship between the board and the Superintendent;
- Encourage and recognize good administrative performance;
- Improve the Superintendent’s leadership performance and district management by suggesting areas of responsibility and operating techniques that may be strengthened; and
- Establish reasonable standards for the Superintendent’s continued employment.

**Evaluation Procedures**

The following procedures shall be used to evaluate the Superintendent’s performance:
- The board shall schedule an executive session annually to evaluate the Superintendent’s performance.
- The formal evaluation will be completed prior to the 1st meeting in February of each fiscal year.
- Additional executive sessions may be scheduled during the year to discuss the district’s management and the Superintendent’s performance.
- The board may request a mid-year and an end-of-year goals progress report and, if the board requests them, periodic reports on the district’s operation.
The Superintendent’s performance evaluation shall be based on the following:
1. Responsibilities defined in the Superintendent’s job description; and
2. Board/Superintendent developed performance goals and objectives.

The Superintendent will provide a written copy of the goal(s) progress two weeks prior to discussion with the board. An executive session will be scheduled for the purpose of reviewing the Superintendent’s progress. After the evaluation is completed a copy will be maintained in the Superintendent’s personnel file.

BOE Approved Jan. 2011

**CEK Resignation**

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

BOE Approved Jan. 2011

**CF Board-Superintendent Relations**

The Superintendent is the sole employee of the Board of Education.

The board reserves the ultimate decision in all matters concerning personnel policy or expenditures of funds; it will normally proceed in those areas only after receiving the Superintendent’s recommendations.

BOE Approved March 2015

**CG Administrative Personnel (Also see KB)**

The board shall employ administrative personnel as needed.

Compensation Guides and Contracts Administrative personnel shall be compensated for their services with a contracted salary as annually recommended by the Superintendent subject to final approval by the board. The renewal of the contracts of the Superintendent and assistant Superintendent and Director of Special Education shall be determined at the first regular meeting of the Board of Education in February of each year. The renewal of the contracts of Principals, Assistant Principals, Coordinator of the Learning Center, Director of Early Childhood Connections, and the Director of the Hays Area Children’s Center shall be determined at the first meeting of the Board of Education in March of each year.

The Superintendent shall recommend to the Board of Education the terms and length of each contract. The board’s attorney may develop and review administrator contracts. (See KB)

BOE Approved April 2015
BOE Revised February 2017

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

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.

BOE Approved August 2014

**CJ Hiring Consultants (See BBG)**

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

BOE Approved Jan. 2011

**CK Professional Development Opportunities**

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

BOE Approved Jan. 2011

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

The board advocates the team concept of school administration.

**Method of Appointment**

The Superintendent shall select the members of each administrative team.

**Organization**

The Superintendent shall determine the organization of each administrative team.

**Resources**

With board approval, the team may use outside consultants and district resources.

**Financial**

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

BOE Approved Jan. 2011

**CM Policy Implementation**

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

BOE Approved Jan. 2011

**CMA Administrative Guidelines and Procedures**

The Superintendent is responsible for establishing guidelines and procedures necessary to carry out board policy and to operate the district’s schools. These guidelines and procedures shall constitute the administrative handbooks governing the schools and shall be considered for approval, modification or disapproval by the board. No administrative guideline or procedure shall conflict with board policy. Copies of all handbooks will be available to the board at their request.
Staff Involvement
The Superintendent may include representatives of those employees who will be affected at the planning stage.

Community Involvement
The Superintendent may involve district patrons on committees or study groups whenever necessary and appropriate.

Student Involvement
The Superintendent may consider students’ opinions concerning guidelines and procedures which affect them. (Also BDA)

Rules Drafting
All proposed guidelines and procedures may be submitted to the legal counsel to determine their legality before publication.

Disseminating Rules
All employees who play a role in enforcing the guidelines and procedures or who will be affected by any guideline or procedure changes shall be given copies of the pertinent revisions.

Reviewing Guidelines and Procedures
Administrative guidelines and procedures approved adopted by the board shall be subject to regular review by the administrative staff. Proposed changes shall be submitted to the board.

Action Allowed when No Policy Exists
In an emergency when action must be taken, the Superintendent shall have authority to act. Consultation with the board president and timely notification of all board members will take place as soon after the emergency as possible. Any decision shall be subject to board review at the next meeting. The Superintendent should recommend any needed policy changes identified or created by the incident.

BOE Approved Jan. 2011

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

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

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

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

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

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

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

Each request for access to a public record shall be acted upon as soon as possible, but not later than the end of the third business day following the date that the request was received. If the request is not acted on immediately, the custodian shall inform the requester, within the three day window, when and where the open record will be made available.

Each custodian shall file all requests and their dispositions in the appropriate office and make reports as requested by the superintendent or the board.

The board shall annually set a fee for copies of records. Advance payment of the expense of copying open records shall be borne by the individual requesting the copies. 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 Freedom of Information Officer 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 maintained at the building level. In addition to those records required by law, the clerk shall be responsible for preparing and keeping other records necessary for the district’s efficient operation. District employees shall follow the guidelines found in the student records policies. (See IDEA, JR, and JRD)

Retention of Documents in Certain Circumstances (See CNA)

BOE Approved March 2015
BOE Revised January 2017

CO Reports
The board may request reports from any staff member.

BOE Approved January 2011
DA......Goals and Objectives - 27
DB......Budget Planning - 27
DC......Annual Operating Budget – 27
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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.

BOE Approved January 2011

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.

BOE Approved January 2011

DC  Annual Operating Budget (See KBA)
The district budget shall cooperation with selected district’s educational goals be prepared by the Superintendent in district employees and shall reflect the

The Superintendent shall follow the adopted budget.

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

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

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

Deadlines and Schedules
Deadlines and time schedules shall be established by the board.

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

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 July.

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 August 5 each year.

Hearings 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.

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.

Whistle blowers
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 participation in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The district reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.

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

BOE Approved July 2015

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DFAB Standard of Conduct for Federally Funded Contracts

The following standard of conduct shall be followed by board members, district employees, officers, and their agents in an effort to eliminate conflicts of interest and to govern actions while engaged in the selection, award, and administration of contracts on behalf of the district.

No board member, employee, officer, or agent may participate in the selection, award, or administration of a contract supported by Federal funds if he or she has a real or apparent conflict of interest concerning the contract.

For the purposes of this policy, a conflict of interest would include any instance when a board member, employee, officer, or agent; any member of his or her immediate family; his or her partner; or an organization which employs or is about to employ any of the parties indicated herein has a financial or other interest in or receives or would receive a tangible personal benefit from a firm considered for a contract.

Unless otherwise provided herein, no board member, employee, officer, or agent of the district may solicit or accept gratuities, favors, or anything of monetary value from vendors, contractors, or parties to subcontracts. Therefore, these individuals would be prohibited from accepting offers for free entertainment which would otherwise cost the individual, lodging, transportation, gifts, or meals. However, accepting meals offered by a sponsor and consumed by such individual at school, a school sponsored activity, or a related event and/or accepting free product samples having a retail value no greater than $25.00 will not be in violation of this policy or standard of conduct.

Employees, officers, and agents of the district found to be in violation of this policy and standard of conduct shall be subject to disciplinary action, up to and including suspension or termination for employees and denial of access to district property and activities and/or the severing of the officer or agency relationship with the district, as appropriate.

BOE Approved January 2017

DFAC Federal Fiscal Compliance (See CMA, CN, DFAA, and DFAB)

The board shall ensure federal funds received by the district are administered in accordance with federal requirements, including but not limited to the federal Uniform Grant Guidance. This policy outlines the district's responsibilities when federal funding is considered. The board designates the Executive Director of Finance and Support Services as the federal programs coordinator and district contact for all federal programs and funding.

The accounting department shall establish and maintain a sound fiscal management system to include internal controls and federal grant management standards covering the receipt of both direct and state-administered federal grants and to track costs and expenditures of funds associated with grant awards. The Superintendent, to assist in the proper administration of federal funds and implementation of this policy, may recommend additional procedures and regulations be adopted to supplement this policy.

The district’s fiscal management system shall be designed with strong internal controls, a high level of transparency and accountability, and documented procedures to ensure that all fiscal management system requirements are met. Fiscal management standards and procedures shall assure that the following responsibilities are fulfilled:

- Identification – The district must identify, in its accounts, all federal awards received and expended and the federal programs under which they were received.
- Financial Reporting – Accurate, current, and complete disclosure of the financial results of each federal award or program must be made in accordance with the financial reporting requirements of the Education Department General Administrative Regulations (EDGAR).
- Accounting Records – The district must maintain records which adequately identify the source and application of funds provided for federally-assisted activities.
- Internal Controls – Effective control and accountability must be maintained for all federal funds, real and personal property purchased therewith, and other assets acquired with federal funding. The district must adequately safeguard all such property and must assure that it is used solely for authorized purposes.
- Budget Control – Actual expenditures or outlays must be compared with budgeted amounts for each federal award. Procedures shall be developed to establish determination for allowability of costs for federal funds.
- Cash Management – The district shall maintain written procedures to implement the cash management requirements found in EDGAR.
- Allowability of Costs – The district shall ensure that allowability of all costs charged to each federal award is accurately determined and documented.

**Time and Effort Reporting by Employees**
All district employees paid with federal funds shall document the time they expend in work performed in support of each federal program, in accordance with law. Time and effort reporting requirements do not apply to contracted individuals.

**Recordkeeping**
The district shall develop and maintain a records management plan and related board policy, administrative regulations, and/or procedures for the retention, retrieval, and disposition of print and electronic records, including emails.

The district shall ensure the proper maintenance of federal fiscal records documenting:
- Amount of federal funds,
- How funds are used,
- Total cost of each project,
- Share of total cost of each project provided from other sources,
- Other records to facilitate an effective audit,
- Other records to show compliance with federal program requirements, and
- Significant project experiences and results.

All records must be retrievable and available for programmatic or financial audit.

The district shall provide the federal awarding agency, Inspectors General, the Comptroller General of the United States, and the pass-through entity, or any of their authorized representatives, the right of access to any documents, papers, or other district records which are pertinent to the federal award. The district shall also permit timely and reasonable access to the district’s personnel for interview and discussion related to such documents.

Records shall be retained for a minimum of three (3) years from the date on which the final Financial Status Report is submitted, or as otherwise specified in federal law or in the requirements of the federal award, unless a written extension is provided by the awarding agency, cognizant
agency for audit, oversight agency for audit, or cognizant agency for indirect costs. If any litigation, claim, or audit is started before the expiration of the standard record retention period, the records shall be retained until all litigation, claims, or audits have been resolved and final action has been taken.

The district shall ensure that all personally identifiable data protected by statute or regulation is handled in accordance with the requirements of applicable law, regulations, board policy, administrative regulations, and procedures.

Sub-recipient Monitoring
If the district awards sub-grants, the district shall establish procedures to:

- Assess the risk of non-compliance.
- Monitor grant sub-recipients to ensure compliance with federal, state, and local laws and board policy, regulations, and procedures.
- Ensure the district’s records are adjusted to cure recordkeeping issues.

Compliance Violations
Employees and contractors involved in federally funded programs and sub-recipients shall be made aware that failure to comply with federal law, regulations, or terms and conditions of a federal award may result in the federal awarding agency or pass-through entity imposing additional conditions or terminating the award in whole or in part.

BOE Approved September 2017

**DFE Investment of Funds**

The investment of school district monies shall be the responsibility of the Superintendent. Any monies not immediately required for the purposes for which the monies were collected or received, shall be invested as provided by current statute.

**Posting Securities**

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

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

All banks and savings and loan associations with main or branch offices located within the county 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.

BOE Approved January 2011

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

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

BOE Approved January 2011
DFM Equipment and Supplies Sales
Excess or unusable district-owned equipment and supplies will be disposed of at the discretion of the board.

BOE Approved January 2011

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

BOE Approved January 2011

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

BOE Approved January 2011

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

BOE Approved January 2011

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

BOE Approved January 2011

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

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

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

Quantity Purchasing
Quantity purchasing is encouraged.

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

BOE Approved January 2011

DJEC Capital Outlay Expenditures
The board shall approve an annual Capital Outlay Expenditures Plan. The Superintendent shall prepare a list of major capital outlay projects following a district administrative staff review of
school district priorities to include input from staff. The board will give tentative approval to a preliminary budget plan for capital outlay expenditures following the annual review.

BOE Approved January 2011

**DJED Bids and Quotations Requirements**

All purchases requiring competitive bids shall be made in accordance with current statutes. A copy of this policy shall be given to all bidders upon request. All bids and supporting documentation shall be retained in the district for a period of three years after bids have been opened.

**Advertisement**

All bids shall be advertised on the District website. Bid packets may be sent to specific vendors and other public advertisement may be utilized such as newspaper and public bid advertisement websites. The advertisement shall be posted on the District website when bid packets are sent to specific vendors.

**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.

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

**Procedure**

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

**Responsible Bidder**

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

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

**Withdrawal of Bids**

Any bid may be withdrawn and/or corrected prior to the scheduled time for opening of bids and no later than two days after the bids have been opened if a non-judgmental error has been made. Any bid received after the publicized date and time shall not be considered by the board.
Rejection of Bids
The board reserves the right to reject any and all bids and to ask for new bids. This reservation shall be specified in the publication or notification of bid letting. The board reserves the right to waive any informalities in, or reject any parts of a bid.

Multi-State Purchasing Pools
The board may participate in multi-state purchasing pools.

BOE Approved January 2011
BOE Revised February 2016

DJEE Local Purchasing
Purchases will be made 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.

BOE Approved January 2011

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

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

BOE Approved January 2011
BOE Revised September 2016

DJEG Purchase Orders, Credit Cards and Contracts
The business officer 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. The business office will develop guidelines and procedures to manage the use of credit cards by District employees. These guidelines and procedures will comply with the recommendations provided by the Kansas State Department of Education.

Credit Card Purchasing Guidelines
1. A requisition is to be submitted to the central office through your building principal and lead secretary. Do not make your purchase with the credit card before the purchase order is issued from the central office.
2. The purchase order will be issued from the central office and copies sent to the schools.
3. Check out the credit card from your lead secretary. Only the lead secretary is to have the school credit cards. You will need to sign for the issuance of the credit card. This check out system is required by the auditor and for tracing credit card use if necessary.
4. If you are making a purchase at Wal-Mart, you will need to be sure to take the tax-exempt card.
5. Take the credit card and the copy of the purchase order to the store.
6. Sign and staple the store receipt to the copy of the purchase order and return them and the card immediately to the lead secretary (same day if possible).
7. Only USD 489 employees can use these cards. Student use of credit cards will not be allowed.
8. If a card is lost, stolen, or damaged, please notify the Superintendent and Executive Director of Finance and Support Services at the Central Office.

9. Failure to follow the above procedures may result in the loss of your credit card privileges.

BOE Approved December 2013

**DJEH Purchasing Technology Policy**

DJEH

The Director of Technology shall approve all purchases of technology, whether hardware or software. The Director of Technology, before approving any purchases, shall consult with the Superintendent to ensure that the new technology is necessary for the betterment of student education and shall meet school district objectives. All outside organizations are required to follow the same process before purchasing technology for schools. Any purchases in excess of $20,000.00 are subject to the bid process. The “Gift Acknowledgement Form” states the organization or individual gives the gift to the school and that the district acknowledges the reception of these items as district property. The Board President or Vice President as well as the organization or individual giving the gift will sign the “Gift Acknowledgement Form”.

BOE Approved February 2015
Board Revised December 2015

**DJJEJ Payment Procedures**

DJJEJ

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

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

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

BOE Approved January 2011

**DJFA Purchasing Authority**

DJFA

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

The Superintendent is authorized to execute contracts on behalf of the district for the purchase of goods and services if the amount is less than $20,000. The board shall receive reports on any contracts. All contracts of $20,000 or more are to be approved by the Board and signed by the Board President.

BOE Approved September 2013

**DJFAB Administrative Leeway (See CMA)**

DJFAB

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

BOE Approved January 2011

DK Student Activity Fund Management (See JH)
Any activity which involves the expenditure of activity funds shall be subject to prior approval of the principal.

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

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

All payments from student activity funds shall be made from purchase orders signed by the employee responsible for the fund. 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
After three (3) years of inactivity, the school principal will transfer all inactive activity funds and disburse those funds to other activity accounts or expend the funds as directed by the Director of Accounting.

Activity Fund Balance Limits
Any activity fund that has a balance of $5,000 or more at the close of each fiscal year must have a written explanation to justify the balance or carryover of such a balance. This justification must be sent to the Director of Accounting by July 31st of each year.

BOE Approved March 2014

DP Collection Procedures (See EE and JS)

Unpaid Fees and Negative Account Balances
Unpaid or overdue accounts disrupt accounting practices within the district. All persons who owe overdue fees or have negative account balances with the district shall be notified of the delinquency up to three times in not less than ten day increments by the Superintendent or the Superintendent’s designee via letter sent by U.S. First Class Mail providing that the individual owes the district fees or that a specified account has insufficient funds or a negative balance and the reason for the fees or account withdrawals.

If, within ten days after the second notice was mailed, the debt is not paid in full or arrangements have not been made with the Superintendent or the Superintendent’s designee to pay it, a third and final notice shall be sent to the debtor by mail. Postage and stationery costs may be added to the original bill.

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

**Insufficient Funds Checks**
The Superintendent or the Superintendent’s designee is authorized to request charges to be filed against a person or persons giving worthless or insufficient fund checks to the school district. In addition, the board adopts the following procedures for dealing with returned checks in the school setting.

Once the person is notified of the first returned check via U.S. First Class Mail, if restitution is made within seven working days from the notification being mailed, there will be no charge for a returned check. If after a second notification is sent via U.S. Certified Mail, restitution is not made within an additional seven working days, a fee of $20.00 will be charged.

If a person has a second or third returned check, he/she will be notified and assessed a $30.00 fee, providing restitution is made within seven working days.

After three returned checks to the district or individual schools all payments would then need to be made in the form of cash, cashier’s check, or credit/debit card payment for the remainder of the school year.

If restitution is not made within seven working days from mailing the final notification, the Superintendent or Superintendent’s designee may turn the matter over to the county attorney for legal action.

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**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.

BOE Approved January 2011

**EB Buildings and Grounds Management**

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

BOE Approved January 2011

**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 monies.

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

BOE Approved January 2011

**EBAA Workers 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.

BOE Approved January 2011

**EBB Safety (See JBH)**

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

**Safety Rules**
The Superintendent and staff shall develop necessary rules and regulations for student safety in school and at school activities.

**Safety Unit**
Teachers who instruct in hazardous curriculum areas will teach a unit each year or semester dedicated to safety rules inherent in the particular subject matter. Appropriate safety signs, slogans, or other safety items shall be posted on or in the near vicinity of potentially dangerous devices or machinery.

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

**Warning System**
The board will seek to cooperate with local government officials, emergency preparedness authorities, and other related state agencies to maintain adequate disaster warning systems.
Safety Inspections
The Superintendent, building principals, and maintenance personnel will regularly inspect each attendance center, playground, and playground equipment, boilers, bleachers, and other appropriate areas to see that they are adequately maintained. Written records of these inspections shall be maintained.

If repairs are necessary, the individual conducting the investigation shall immediately inform the building principal, Superintendent, or immediate supervisor in writing. Necessary steps either to repair or to remove the defect will be taken as soon as possible. Defects requiring expenditure of money will be reported to the board. 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.

BOE Approved August 2014

EBBA Hazardous Waste Inspection and Disposal

Regular inspection of district facilities for hazardous waste shall be conducted and written records of these inspections shall be maintained by the Supervisor of Buildings and Grounds.

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.

BOE Approved January 2011

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 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.

BOE Approved January 2011

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.

BOE Approved January 2011
EBBF Crisis Planning

The Superintendent, in cooperation with each building administrator shall develop a crisis plan for each district facility. Each plan shall become part of the master crisis response plan and shall be approved by the board before it is implemented.

BOE Approved January 2011

EBC Security and Safety

(See JCAC, JCDBB, JDD, JDDC, JGGA, AND KGD)

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

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

It is required 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 to the Superintendent.

Security and Safety

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

BOE Approved January 2011
BOE Revised September 2016

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

The principal shall notify the Superintendent of any loss of, or damage to, district property. The cost involved in repairing the damage and/or replacing equipment will be determined after consultation with appropriate personnel. When a juvenile is involved, the building administrator shall contact the parents and explain their responsibility for making restitution. The parents shall be notified in writing of the dollar amount of loss or damage. Routine procedures will be followed for any necessary follow-up to secure restitution from the responsible party.

Restitution payments shall be made by juveniles or their parents to the business office, and accounts shall be kept. Persons of legal age shall be held responsible for their own payments. If necessary, provisions may be made for installment payments. Accounts not paid in full within the specified time may be processed for legal action.

Return of School Property
School property must be returned by students. If a student does not return district property, the Superintendent may take action allowed by law.

Offering a Reward
The board may offer a reward for information leading to the discovery, arrest and conviction of persons committing acts of vandalism. The offer will conform to state law and the policy adopted by the board. When the board decides to offer a reward, the notice to be published by the Superintendent shall conform to the following:

The Board of Education, as authorized by K.S.A. 12-1672a, hereby offers an up to $500.00 reward to any person who first provides information leading to the discovery, arrest and conviction of the person or persons responsible for acts of vandalism on property, real or personal, owned by the school district or rightfully located on school district premises by its employees or students.
Persons having any knowledge are urged to contact the Superintendent of schools at USD 489, (785) 623-2400. The board reserves the right to determine the deserving recipients of the reward in the event of corroborating and supplementary information.

BOE Approved January 2011

**EBJ Records**

All records pertaining to district-wide maintenance costs shall be filed in the central office.

BOE Approved January 2011

**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 the “fair use” doctrine.

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

BOE Approved January 2011

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

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 or to provide private transportation in lieu of providing bus service.

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

BOE Approved January 2011

**EDAA School Vehicles (District-Owned Buses)**

(See ED, JBCA, and JGG)

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 vehicles, which may be lower than state-allowed maximum speed limits.

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

**Scheduling and Routing**
Scheduling and routing shall be the responsibility of the Superintendent or the Superintendent’s designee. Bus and transportation schedules and routing maps will be updated annually prior to the start of school.

**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 does not authorize 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. Unauthorized use of district buses or other school vehicles for this purpose may result in
appropriate discipline of district staff, up to and including suspension and/or termination from employment.

BOE Approved January 2011
BOE Updated July 2015

**EE Food Services Management**
A student nutrition director may be hired by the board to oversee the district’s food service program.

**Sanitation Inspections**
The student nutrition director shall be responsible for inspecting each lunchroom to ensure that proper sanitation procedures are being followed.

**Records**
The student nutrition director shall be responsible for keeping food service records required by state and federal laws and regulations.

BOE Approved January 2011

**EF Data Management**
A supervisor may be hired by the board to oversee the district’s food service program.

**Sanitation Inspections**
The Nutrition Director shall inspect each lunchroom to ensure that proper sanitation procedures are being followed.

**Records**
The Nutrition Director shall be responsible for keeping food service records required by state and federal laws and regulations.

The Nutrition Director shall be under the supervision of the Superintendent and shall have control over all aspects of the district’s food service programs subject to board policy, rules, and state and federal regulations.

**Meal Prices**
Meal prices shall be determined by the board.

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

**Unpaid Meal Charges**
Families are expected to provide money for each student’s meal account on a regular and consistent basis. Payments for school meals may be made at the school or online at [www.EZschoolpay.com](http://www.EZschoolpay.com)
The district’s meal charging requirements are as follows:

Students may charge no more than $30 worth of meals to their meal account. Charging of a la carte or extra items to this account will not be permitted.

Any student failing to keep his/her account solvent as required by the district shall not be allowed to charge further meals until the negative account balance has been paid in full. Students will be expected to bring meals from home. However, such students will be allowed to purchase a meal if the student pays for the meal when it is received. Students who have charged the maximum allowance to this account, cannot pay out of pocket for a meal, and do not bring a meal from home, will be provided an alternate meal consisting of a sun butter or cheese sandwich and milk. For special circumstances, exceptions may be made per the discretion of the school official.

Outstanding balances will be addressed initially via regular automatic email notifications to parents and at the building level with a phone call. If attempts are unsuccessful, unpaid meal charges will be sent to the Nutrition Services office for collection.

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

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

BOE Approved January 2011
Board Revised February 2017

**EG Payroll and Employee Benefits**

**Payday**

Payday for the district will be the 10th or 25th of the month, depending on the employee classification. If payday is on a weekend or a holiday, payday will be the last day preceding the same. No pay is deducted for snow days.

**Fringe Benefits**

Fringe benefits for employees will be provided in accordance with Board of Education action.

**Vacation Leave for Accounting Personnel**

Twelve-month accounting personnel are required to take at least five (5) of their allotted vacation days consecutively each fiscal year. Accounting Personnel covered by this policy include: accounting
Manual Checks

Manual checks shall require a live signature by two (2) authorized officers: President of the Board of Education, Accounting Coordinator, Executive Director of Finance and Support Services, Rockwell Receptionist, and Administrative Assistant to the Assistant Superintendent of Special Services.

All of the above except the Board of Education President shall be bonded under the district’s Public School System Honesty Blanket Position Bond.

BOE Approved January 2014
BOE Revised April 2017
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FB ...... Building Committees – 49
FC……. Memorials and Naming of District Facilities - 49
FD ...... Capital Outlay Long Range Planning - 49
FDB...Long-Range Needs Determination - 50
FA Goals and Objectives
Facility planning programs shall provide for new developments in instruction, population shifts, and changes facilities in the condition of existing.

BOE Approved January 2011

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

BOE Approved January 2011

FC Memorials and Naming of District Facilities
Requests to use district buildings and/or facilities for displaying 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.

BOE Approved September 2013
BOE Revised September 2016

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.
The Superintendent shall report recommendations concerning the district’s capital outlay needs, including LONG RANGE NEEDS DETERMINATION to the board annually by the 1st meeting in November.

BOE Approved January 2011

**FDB Long Range Needs Determination**

The board and administration shall annually 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.

BOE Approved January 2011
G—PERSONNEL

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GA Personnel Policy Organization – All Employees

GA

These policies are arranged in the following manner:

• GA policies apply to all employees.
• GB policies apply to licensed staff covered by the negotiated agreements and special education related service providers.
• GC policies apply to classified/non-licensed staff.

BOE Adopted January 2011

GAA Goals and Objectives (See BDA, CM, CMA and JA)–All Employees

GAA

All employees shall follow all applicable board policies, rules and regulations as contained in employee handbooks, the negotiated agreements, or other documents approved by the board and shall be so advised annually. Copies of all applicable board policies, rules and regulations shall be available to employees on the district website or in written format from the immediate supervisor.

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

BOE Adopted January 2011

GAAA Equal Employment Opportunity and Nondiscrimination-All Employees

GAAA

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

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

Inquiries regarding compliance may be directed to:

USD #489 Superintendent of Schools or to:

Equal Employment Opportunity Commission
400 State Avenue, 9th Floor
Kansas City, KS 66101 (913) 551-565or
Kansas Human Rights Commission
900 SW Jackson, 8th Floor
Topeka, KS  66603 (785) 296-3206

Or

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

BOE Adopted January 2011
BOE Revised December 2015
GAAB Complaints of Discrimination - All Employees
(See JGEC A and KN)
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 of Schools, 323 West 12th Street, (785)623-2400 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 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.

BOE Adopted July 2015

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

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

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

Violation of this policy by any employee shall result in disciplinary action, up to and including termination.

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

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

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual harassment will be promptly investigated and resolved. Employees who believe they have been subjected to sexual harassment should discuss the problem with their immediate supervisor.

If an employee’s immediate supervisor is the alleged harasser, the employee should discuss the problem with the building principal or the district compliance coordinator. Employees who do not believe the matter is appropriately resolved through this meeting may file a formal complaint under the district’s discrimination complaint procedure 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, 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 recurrence. Any employee who witnesses an act of sexual harassment or receives a complaint of harassment from another employee or a student shall report the complaint to the building principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

Initiation of a complaint of sexual harassment in good faith will not adversely affect the job security or status of an employee, nor will it affect his or her compensation. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted, or participated in an 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.

BOE Adopted July 2015

**GAACA Racial or Disability Harassment: - All Employees**

GAACA (See GAF, JGECA and KN)
The Board of Education is committed to providing a positive and productive working and learning environment, free from discrimination, including harassment, on the basis of race, color or national origin. Racial or 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, licensed and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. 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 and 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 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 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 harassment may also face disciplinary action, up to and including termination.

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 or discrimination against any person who has filed a complaint or testified, assisted, or participated in any 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 termination from employment.

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

False or malicious complaints of racial harassment may result in corrective or disciplinary action against the complainant.
A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

BOE Adopted January 2011  
BOE Updated July 2015

**GAAD Child Abuse – All Employees (See JCAC & JGEC)**

Any district employee who has reason to know or suspect a child has been injured as a result of physical, mental or emotional abuse or neglect or sexual abuse, shall promptly report the matter to the local Kansas Department for Children and Families (DCF) office or to the local law enforcement agency if the DCF office is not open. Employees may file a report of suspected abuse anonymously to DCF by phoning1-800-922-5330 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 to investigate suspected child abuse 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 of cooperation for investigating reports of suspected child abuse or neglect. To the extent that safety is not compromised, law enforcement officers investigating complaints of suspected child abuse or neglect on school property shall not be in uniform.

**Reporting Procedure**

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

If available, the following information shall be given by the person making the initial report: name, address and age of the student; name and address of the parents or guardians; nature and extent of injuries or description of neglect or abuse; and any other information that might help establish the cause of the child’s condition.
Any personal interview or physical inspection of the child by any school employee shall be conducted in an appropriate manner with an adult witness present.

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

BOE Adopted January 2011
BOE Updated August 2011
BOE Updated May 2013

**GAAE Bullying by Staff – All Employees**

The Board of Education prohibits bullying in any form by any student, staff member, or parent towards a student or 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 pending a hearing and/or termination. If appropriate, staff members who violate the bullying prohibition shall be reported to local law enforcement.

(See EBC, GAAB, JDD, and JDDC)

BOE Adopted Sept. 2013
BOE Revised December 2015

**GAAF Emergency safety interventions** (See GAO, JRB, JQ, and KN)

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

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school’s code of conduct, school safety plan, or student handbook. 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” 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 of 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; or (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 form 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 confined.

Prohibited Types of Restraint

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

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student’s airway;
- Using physical restraint that impacts a student’s primary mode of communication;
- Using chemical restraint, except as prescribed 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 law enforcement officers to carry out law enforcement duties; or
- Seatbelts and other safety equipment used to secure students during transportation.

Use of Emergency Safety Interventions

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to effect such physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student’s behavior prior to the use of ESI. The use of ESI shall cease as soon as the immediate danger or physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of ESI. Use of an ESI
for purpose 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 a fire or severe weather.

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

**Training**
All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on 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 classified staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

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

**Notification and Documentation**
The principal or designee shall notify the parent, or if a parent 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 necessitates the ESI 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 involving the use 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 through a full 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.
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 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 after a third ESI incident shall be invited to attend the meeting. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student 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 30th day after receipt of the written complaint, the board shall adopt a written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education. Once such a procedure has been developed, a parent may file a complaint under the state Board of Education and shall be mailed to the parents and the state department within thirty (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.

BOE Revised September 2016

**GACA Positions – All Employees (See CD and GACB)**

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

BOE Adopted January 2011

**GACB Job Descriptions – All Employees (See CD and GACA)**

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

BOE Adopted January 2011

**GACBA Attendance Required**

Staff members are expected to keep unscheduled absences to a minimum. When absent from work, the employee must make a reasonable effort to immediately notify the supervisor of the reason for such absence prior to the beginning of the shift. If the absence is to continue beyond the first day, the employee must notify the supervisor on a daily basis unless otherwise arranged. Documentation from a health care provider may be required, particularly if the absence extends to three consecutive days. Except in extenuating circumstances, absence for 3 consecutive working days without notifying the supervisor is considered a voluntary termination.

**Required medical documentation.** Employees may be required to submit documentation from their health care provider in such cases as (but not limited to):

- If absent for three (3) consecutive days,
• If the ability to return to work is in question,
• If there are attendance issues/problems,
• If there is a need to substantiate the employee’s own, or a household member’s serious health condition,
• If there is suspected abuse of the sick leave benefit.
Failure to provide requested verification or submission of altered or falsified documentation may result in disciplinary action up to and including dismissal. Submission of altered or falsified documentation is grounds for dismissal.

Board Approved December 2015

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.

BOE Adopted August 2014

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.

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

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

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.

BOE Adopted Sept. 2013
BOE Updated July 2015

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GACD Employment Eligibility Verification – All Employees (See GAK)
All district employees, at the time of employment, shall provide verification of identity and employment status to the Superintendent.

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

- U.S. passport, certificate of U.S. citizenship, certificate of naturalization, unexpired foreign passport, or resident alien card.

BOE Adopted January 2011

GACE Assignment and Transfer – All Employees
The board delegates to the Superintendent the right to assign, reassign, or transfer all employees. Also see the negotiated agreements.

BOE Adopted March 2015

GAD Employee Development Opportunities - All Employees
All plans for self-improvement involving expenditure of district funds, or which require time away from the employee’s assigned responsibilities shall be approved in advance by the immediate supervisor.

BOE Adopted January 2011

GADA Evaluation – All Employees
The board shall adopt approved evaluation instruments. The instruments shall govern evaluations of all staff in compliance with applicable statutes (K.S.A. 72-9003) and the negotiated agreements and shall be filed with the clerk.

Availability of Evaluation Documents
Completed evaluation documents shall be available to the employee, the Superintendent, other administrators under whose supervision the employee works, and others authorized by law. (See GAK)

Evaluation Criteria
Evaluation criteria shall be established by the board and shall be on file with the clerk in the central office.

BOE Adopted January 2011

GADB Suspension, Nonrenewal and Termination – All Employees
Suspension, nonrenewal or termination shall be in accordance with Kansas law.

BOE Adopted January 2011
GAE Complaints – All Employees
Any employee may file a complaint with their supervisor concerning a school rule, regulation, policy or decision that affects the employee. The complaint shall be in writing; filed within ten (10) days following the event which results in the complaint. The supervisor shall meet with the employee and provide a written response within ten (10) days. If the employee disagrees with the decision, employee may appeal to the Superintendent. The Superintendent’s decision shall be final. Employees covered by the negotiated agreements shall follow procedures outlined in that document. Also see the negotiated agreements.

BOE Adopted January 2011

GAF Staff-Student Relations – All Employees
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. 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.

BOE Adopted January 2011
BOE Updated July 2015
BOE Revised September 2016

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

BOE Adopted January 2011

GAH Participation in Community Activities – All Employees
Prior permission must be obtained from the Superintendent or designee for participation in any non-school community activity which takes place during duty hours.

BOE Adopted January 2011

GAHB Political Activities – All Employees
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 the 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 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.

BOE Adopted January 2011

GAI Solicitations – All Employees (See KDC)  GAI
All solicitations of and by staff members during duty hours are prohibited without prior approval of the appropriate supervisor.

BOE Adopted January 2011

GAJ Gifts – All Employees (See GBU, JL and KH)  GAJ
The giving of gifts between students and staff members is discouraged.

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

Gifts to Staff Members
Staff members, in the performance of their duties, shall avoid accepting anything of substantial value offered by another which is known to be or which may appear to influence judgment or the performance of duties.

Premiums resulting from sales projects sponsored by the school shall become the property of the school.

BOE Adopted January 2011

GAK Personnel Records– All Employees (See CEI, CGI, GACD, GBI, GCI)  GAK
Personnel files required by the district shall be confidential and in the custody of the records custodian and/or the superintendent. Employees have the right to inspect their files upon proper notice under the supervision of an appropriate supervisor. All records and files maintained by the district should be screened periodically by the custodian of records.

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

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

Upon receipt of a written request, district officials may provide information regarding past and present employees to prospective employers in compliance with current law. Information that may be provided will include:
• employment date(s);
• job description and duties while in the district’s employ;
• last salary or wage;
• wage history;
• whether the employee was voluntarily or involuntarily released from service and the reasons for the separation;
• written employee evaluations which were conducted prior to the employee’s separation from the employer and to which an employee shall be given a copy upon request.

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

Prohibition on Aiding and Abetting Sexual Abuse
Pursuant to the federal Every Student Succeeds Act, the board prohibits the board, individual board members, and any individual or entity who is a district employee, contractor, or agent from assisting a district employee, contractor, or agent in obtaining a new job if the board, individual, or entity knows, or has probable cause to believe, that such school employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law. For the purposes of this policy, it shall not be deemed assisting in obtaining a new job if the aforementioned individuals or entities participate in the routine transmission of administrative and personnel files in accordance with law and this policy.

BOE Adopted January 2011
BOE Revised January 2017

GAL Salary Deductions— All Employees
Salary deductions shall be made if permitted by board policy, the negotiated agreements, or required by law. The Executive Director of Finance and Support Services shall develop forms to provide information needed to make approved salary deductions. All requests for salary deductions shall be submitted to the Payroll Manager during enrollment periods established by the board.

BOE Adopted March 2015

GAL A Salary Deductions— FLSA
The district shall comply with the salary basis requirements of the Fair Labor Standards Act (FLSA). The board prohibits all managers from making any improper deductions from the salaries of exempt employees. Employees shall be made aware of this policy.

If an employee believes that an improper deduction has been made to his or her salary, the employee should immediately report this information to his or her direct supervisor, or to the Executive Director of Finance and Support Services. Reports of improper deductions shall be promptly investigated. If it is determined that an improper deduction has occurred, the employee shall be promptly reimbursed for any improper deduction made.

BOE Adopted December 2013
GAM Personal Appearance – All Employees
Appropriate dress and personal appearance is essential for all district employees.

BOE Adopted January 2011

GAN Travel Expenses – All Employees (See BBBF, GBRC, CG, and CEF)
The board shall provide reimbursement for expenses incurred in travel related to the duties of the district’s employees when approved in advance by the Superintendent or his/her designee. Mode of travel will be based on, but not limited to, the availability of transportation, distance and number of persons traveling together.

Reimbursable items include registration fees, public transportation costs, meals (excluding appetizers, desserts, and all alcoholic beverages), lodging, reasonable gratuity and baggage handling expenses, and mileage reimbursement. Private transportation costs may not exceed the cost of public transportation. The employee must compile a reimbursement request, with all reimbursable expenses supported by itemized receipts. The Board of Education reserves the right to request reimbursement from the employee for excessive charges.

When meals are included in the conference registration fee, the above meal guidelines do not apply. Meal charges should not be made to an employee’s room.

For the authorized use of a personal vehicle, including approved travel between buildings, staff members shall be reimbursed at the State of Kansas approved mileage rate.

REIMBURSEMENT PROCEDURES FOR OUT-OF-DISTRICT EVENTS
Attendance at Conferences, Workshops, Seminars, or Meetings. A limited number of employees shall be allowed to attend conferences, workshops, seminars and meetings each year as a means of promoting professional growth. If an employee is given prior approval by his/her supervisor to attend one of the above as the official representative of USD 489, the actual and reasonable cost of travel, meals, lodging and registration fee may be considered appropriate expense of the district.

The proper expense form must be completed and supplied to the employee’s immediate supervisor within fourteen 14 days after returning from the trip. Mileage reimbursement for approved official school district use of employee’s personal vehicles shall be at the State of Kansas approved mileage rate.

GENERAL CONSIDERATIONS
Approval to Travel: All employees must receive approval from their supervisor for out-of-district travel prior to incurring the expense.

Personal Funds to be Supplied: Employees shall provide themselves with sufficient funds to cover unexpected expenses. Advance payment of district funds will be limited to previously approved airline tickets and registration fees. In some cases, a purchase order may be obtained for lodging expenses.

Reimbursable Expenses: An employee must be registered to attend an approved event to be eligible for reimbursement of expenses. Allowed reimbursements shall be limited to lodging, transportation, and other actual and necessary expenses (meals subject to maximum allowance
stated in the business handbook) related to attendance at the approved event. Reimbursement shall be limited to expenses for the employee only.

Non-reimbursable Expenses: No expense reimbursement for any purpose shall be allowed when an employee receives remuneration for speaking or otherwise performing at an event.

BOE Adopted March 2015

GANA Expense Reimbursement and Credit Cards (See GAN)

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 $500 per transaction 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.

BOE Adopted Sept. 2013
BOE Updated July 2015

GAO Maintaining Proper Control – All Employees

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

BOE Adopted January 2011

GAOA Drug Free Workplace—All Employees (See LDD)

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

As a condition of employment in the district, employees shall abide by the terms of this policy. Employees shall not unlawfully manufacture, distribute, dispense, possess or use controlled substances in the workplace.
Any employee who is convicted under a criminal drug statute for a violation occurring at the workplace must notify the Superintendent of the conviction within five days after the conviction.

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

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

BOE Adopted October 2012

**GAOB Drug Free Schools – All Employees (See JDDA and LDD)**

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

**Employee Conduct**

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

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

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

If it is agreed that an employee shall enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the employee. 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 contacting the directors of the programs to determine the cost and length of the program, and for enrolling in the programs. If participation is such a program is required.
as a condition of continued employment, copies of any documentation related to enrollment in and attendance in such program shall be made available to the board and/or administration upon request.

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

BOE Adopted October 2012

**GAOC Use of Tobacco Products in School Buildings— All Employees**

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. For the purpose 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.

BOE Adopted March 2015
BOE Revised September 2016

**GAOD Drug and Alcohol Testing— All Employees**

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

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

Each new employee shall be informed that compliance with the required elements of the testing program is a condition of employment as a driver in the district.

BOE Adopted January 2011

**GAOE Workers Compensation and Disability Benefits— All Employees**

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 prorate 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 chooses to go to a medical provider other than the designated
provider, the recovery for such expenses shall be limited to $500.00.

BOE Adopted March 2015
BOE Revised July 2015

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

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

BOE Adopted December 2016

GAR Communicable Diseases– All Employees
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 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 district employees and to students.

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

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

If a district employee has been diagnosed as having a communicable disease and the
Superintendent has been notified by the employee, as provided in policy, the Superintendent 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 of 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 the 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 district personnel without the employee’s consent except to comply with state or federal statutes.

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.

BOE Adopted May 2013

GARA Bloodborne Pathogen Exposure Control Plan—All Employees

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 and equipment necessary to implement the plan.

BOE Adopted March 2015

GARG Non-School Employment—All Employees

Employees shall not engage in outside employment which interferes with their duties. Employees shall not be excused during their regular duty day to perform outside employment. The board reserves the right of exclusive access to the professional services of employees in accordance with the terms of the contract.

BOE Adopted January 2011

GARGA Consulting—All Employees

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

BOE Adopted January 2011

GARGB Tutoring for Pay—Licensed

Employees shall not receive pay for tutoring or private instruction at school.

BOE Adopted January 2011

GARI Family and Medical Leave—All Employees

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

BOE Adopted March 2014

**GARID Military Leave – All Employees**

Military leave of absence shall be granted by the board to a staff member in accordance with the existing state and federal statutes.

**Active Duty:** An unpaid military leave of absence shall be granted to any employee who shall be inducted or shall enlist for military duty in any branch of the armed forces of the United States. Upon return from such leave, the employee shall be returned to the position he/she held when the leave commenced and shall be placed at the position on the salary schedule he/she would have attained had he/she been in the district during such period.

**Inactive Reserve:** Any employee who is simultaneously enlisted in the inactive reserve forces of any branch of the armed forces of the United States and is called to active duty shall be granted military leave just as if being inducted or enlisting.

**Active Reserve or National Guard:** When it is necessary for employees who are simultaneously enlisted in the active reserve or National Guard force of any branch of the armed forces of the United States, to fulfill temporary active duty assignments, they shall be granted military leave and the following shall apply:
1. The leave will be granted with the deduction of salary for substitute only.
2. Extra-duty salary will be deducted on a per day basis for any extra-duty missed during military leave.
3. Leave will not count against the incentive leave program.

BOE Adopted January 2011

**GAT Staff Use of Communication Devices (See IIBG and IIBGC)**

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 employee’s 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.

BOE Approved March 2015

**GBH Supervision of Licensed Staff**

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

BOE Adopted January 2011

**GBK Suspension of Licensed Employees**

The Superintendent may suspend licensed employees with pay for any reason until the suspension is resolved by the Superintendent or board action. If a suspension is imposed on an employee pending dismissal, the employee is entitled to pay until the employee has an informal hearing at which time the reasons for the suspension are given along with an opportunity for the employee to respond. Any further proceedings require statutory due process.

BOE Adopted January 2011

**GBN Separation – Licensed**

Non-renewal shall be as outlined by Kansas Statute

BOE Adopted January 2011
GBO Resignation – Licensed
The board shall consider any licensed employee’s resignation which is submitted to the board in writing.
BOE Adopted January 2011

GBQA Reduction of Teaching Staff– Licensed
If the board decides that the size of the teaching staff must be reduced, this shall first be accomplished by attrition due to resignations and retirement and then following the negotiated agreements.
BOE Adopted January 2011

GBRC Professional Development (See GAN) – Licensed
There shall be a program of professional development for employees, which meets minimum statutory and State Board of Education requirements. The program shall promote:
- continuous professional development;
- improving academic achievement for all students;
- diversification in academic foundations or subject knowledge; and
- improved job effectiveness and enhanced skills.

When appropriate, the Superintendent shall consult with the staff about professional development activities. All appropriate employees shall attend professional development sessions unless excused by the Superintendent. Professional development programs may use all or a portion of the contract day.
BOE Adopted January 2011

GBRD Staff Meetings – Licensed
Staff meetings for licensed personnel shall be called by the administration in accordance with the negotiated agreements.
BOE Adopted January 2011

GBRE Additional Duty – Licensed
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.
BOE Adopted January 2011
BOE Revised September 2016

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.
BOE Adopted December 2015

GBRIBA Other Extended Leaves
School employees may be granted extended leave subject to approval of the board for health, maternity, adoption, military service, study and professional activities.
Such leaves shall not be in excess of one (1) year and shall be without compensation or pay.

BOE Adopted January 2011

GBRJ Arrangement for Substitute - Licensed
Qualiﬁed substitute teachers shall be secured by the district. The board shall establish the rate of pay for substitute teachers annually.

BOE Adopted March 2015

GBU Ethics (See GAJ, IA, and IAA) – Licensed
An educator in the performance of assigned duties shall:
• Meet and continuously maintain applicable certiﬁcation or licensure requirements as deﬁned by state and/or federal law for position held;
• actively support and pursue the district’s educational mission;
• recognize the basic dignity of all individuals;
• maintain professional integrity;
• avoid accepting anything of substantial value offered by another which is known to be or which may appear to inﬂuence judgment or the performance of duties;
• accurately represent professional qualiﬁcations; and
• be responsible to present any subject matter in a fair and accurate manner.

BOE Adopted January 2011
BOE Revised January 2017

GCA Compensation and Work Agreements – Classified
Classiﬁed employees shall be paid according to pay rates established by the board. Payment shall be made at the established pay date following the end of each pay period.

At-Will
All classiﬁed staff employment is considered “At-Will” and may be terminated at any time by the employer or the employee.

Overtime
The employee shall not work more than 40 hours per week without the prior permission of the appropriate supervisor.

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

BOE Adopted January 2011

GCI Classified Employee Evaluation
All classiﬁed employees shall be evaluated at least once annually. Evaluation documents will be maintained in the employee’s personnel ﬁle. The evaluation instrument will be maintained on ﬁle in the Board of Education Ofﬁces.

BOE Adopted January 2011
**GCRG Leaves and Absences – Classified Staff**
For leave with or without pay refer to the Classified Staff Handbook and or employment work agreement.

BOE Adopted January 2011

**GCRK Political Activities – Classified Staff**
Classified staff members shall not use school time, school property, or school equipment for the purpose of furthering the interest of any political party, the campaign of any political candidate or the advocacy of any political issue.

BOE Adopted January 2011
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HAA Personnel Negotiations Legal Status
The board shall negotiate with its professional employees as provided by law.
BOE Approved November 2013

HAB Goals and Objectives
Professional negotiations are for the purpose of determining the terms and conditions of employment as defined by law.
BOE Approved November 2013

HAC Scope of Negotiations
Negotiations shall cover topics that are mandatorily negotiable under current law. The board shall reserve the right to negotiate any topic the board deems in the best interest of the district.
BOE Approved November 2013

HAE Board Negotiating Agents
The board will designate its negotiating teams for HNEA and SEIU negotiations annually.
BOE Approved November 2013
BOE Revised February 2017

HAHBA Use of School Facilities
School facilities shall be made available for negotiating sessions.
BOE Approved January 2011

HAHBB Use of School Equipment
The board may make school equipment available for negotiating sessions.
BOE Approved January 2011

HAI Negotiations Procedure
The time, place, duration, notification, agenda and rules of order shall be as agreed by the IBB team.

Distribution of Information
Distribution of information concerning negotiating sessions shall be as agreed to by the IBB team.

Minutes and Records
The board shall keep reasonably detailed minutes and records of all negotiating sessions as agreed to by the IBB team.

Progress Reporting to the Media and Public
Release to the media and public information regarding negotiations shall be as agreed to by the IBB team.
BOE Approved January 2011
HAPreliminary Agreement Disposition
All tentative agreements shall be reported to the board.

BOE Approved January 2011

HAL Announcement of Agreement
The board may announce its ratification of the agreement.

BOE Approved January 2011

HAN Slowdowns
The board opposes work slowdowns by its teachers

BOE Approved January 2011
I -- INSTRUCTIONAL PROGRAM

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IA Philosophy
The mission of Unified School District #489, a dynamic learning community, is to inspire the creative genius in each person by: educational innovation and academic excellence; building visionary, class educational opportunities; fulfilling the evolving needs of citizens’ lifelong learners; integrating the heritage and promise of our diverse rapidly growing community; and respecting the importance of the individual while promoting the common good.

BOE Approved January 2011

IAA Academic Freedom
No arbitrary limitations shall be placed by teachers upon study, investigation, presentation and interpretation of facts and ideas when pursued in accordance with the approved curriculum.

BOE Approved January 2011

IB School Site Councils (See KA)
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.

BOE Approved August 2014

IC Curriculum Development
The licensed staff shall cooperatively develop an integrated, comprehensive performance-oriented pre-K-12 curriculum based on valid educational research and current State Board of Education requirements, which includes goals and learning objectives for review and consideration by the board. When approved by the Board of Education the district goals and learning objectives shall be used by the staff as the basis for developing and implementing instructional programs. The Superintendent shall develop a schedule for periodic curriculum review on a subject-by-subject basis.

Modification
All additions, deletions or major alterations of a course of study shall be approved by the board.

Personnel
Outside resource and district personnel may be used in curriculum development.
Evaluation (See IJ)

BOE Approved January 2011

ICA Pilot Projects (See IDAE) ICA
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.

BOE Approved August 2014

ICAA Teaching Methods (See ICA) ICAA
The teaching staff is required to keep abreast of current and innovative teaching methods. Use of current research findings to improve instruction is required as a part of the district’s school improvement efforts. With prior administrative approval, experimentation with teaching methods is permitted. Staff development programs will be designed to help teachers learn research-based instructional skills and to apply them in daily instruction.

BOE Approved January 2011

IDA Educational Program (See IC) IDA
The academic program shall assist students to grow intellectually, to master the curriculum objectives, and to prepare for further education or training. The board shall consider the district’s basic educational program each year. When approved, the program shall constitute the district’s basic curriculum.

District Curriculum
District curriculum will be available on the school district website.

Other Educational Programs
Other educational programs provided by the district shall be in one of the following categories:
Special Programs (IDAA), Support Programs (IDAB) and Exceptional Programs (IDAC).

BOE Approved January 2011

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

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

**Work-Study Programs**
The licensed staff and administration may cooperate to develop objectives for a work-study program when requested by a student and a member of the business community.

**Vocational School/JC-TEC Criteria to Attend**
A qualified USD #489 student must have completed at least ten (10) credits and/or attained junior/senior status (state guidelines), or be at least sixteen (16) years of age (federal guidelines). In addition to at least one (1) of the criteria, this program should be deemed the most appropriate educational alternative for the student as collectively determined by student, parent, counselors and building administrators.

**Transportation**
USD #489 provides bus transportation to and from the vocational technical educational programs. Students are encouraged to take advantage of this service.

BOE Approved January 2011

**IDAB Support Programs**
In addition to the basic programs approved by the board, the district shall provide student support programs. Support program information approved by the board shall be filed with the clerk and made available to staff as needed.

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

The board’s comprehensive drug and alcohol abuse and prevention program shall be included as part of the district’s curriculum. The curriculum at each grade level shall be age-appropriate and developmentally based. A student who voluntarily seeks assistance, advice or counseling from school personnel regarding drugs or drug abuse shall not be disciplined by school authorities solely on the basis of seeking assistance.

**Student Mental Health**
The Superintendent shall develop and implement a student mental health awareness and
suicide prevention program. If professionals necessary to carry out this program are not available within the school system, the Superintendent shall identify community or area mental health agencies able to provide the necessary assistance and seek to establish a continuing cooperative relationship with the appropriate agencies.

**Dropout Prevention**

Programs and/or services to assist in the prevention of students dropping out of school or to encourage dropouts to return to school shall be established and maintained. The staff shall incorporate the philosophy and goals of this policy into the schools’ programs.

**At-Risk Students**

The Superintendent shall be responsible for developing programs and/or services for identifying and working with at-risk students.

**Guidance**

The guidance program shall be organized to meet the needs, interests and abilities of all students.

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

**Homebound Instruction**

Homebound instruction may be provided if a student is unable to attend school because of lengthy physical illness or injury, authenticated in writing by a physician; or mental illness, authenticated in writing by a psychiatrist if: The parent makes a written request for homebound instruction; and the principal, the student’s IEP team, student improvement team, or a section 504 team determines homebound services, are medically necessary to allow for meaningful participation in the program.

The district may require a licensed physician recommends homebound instruction in writing.

Once the request is approved at the building level, the proper central office administrator will be notified. The principal shall be responsible for obtaining a teacher for the student. When appropriate, the director of special education is responsible for filing the necessary papers with the Division of Special Education Services, State Board of Education. (See Homebound Handbook.)

**BOE Approved January 2011**

**IDAC Exceptional Programs and/or services**

In addition to the basic programs approved by the board, the district shall provide programs and/or services to meet the needs of exceptional students as required by federal and state law.

**BOE Approved January 2011**

**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.

BOE Approved August 2014

IDACB Section 504 Accommodations for Students
IDACB
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.

BOE Approved August 2014

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

Annual Parent Meeting
Each Title I school shall designate at least one meeting date each year for the purpose of providing 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.

Parental Involvement Encouraged
Parents shall receive information about the Title I program, the curriculum, academic assessments, and required proficiency levels, and their right to request additional meetings. All parents of Title I students shall be invited to the meetings.
The board shall strongly encourage parental involvement in the district’s Title I program. Included in these efforts shall be: activities that will educate parents regarding the intellectual and developmental needs of their children at all age levels including:

- Assistance in understanding.
- State academic content and achievement standards;
  1. How to monitor their child’s progress; and
  2. Title I regulations.
- Activities that include promoting cooperation between the district and other agencies or school/community groups (such as parent-teacher groups, Head Start, Parents as Teachers, etc.) to furnish learning opportunities and disseminate information regarding parenting skills and child/adolescent development.
- Implementing strategies to involve parents in the educational process, including: Joint development of a school-parent compact that outlines the shared responsibilities of the school and the parent for high student achievement by:
  1. Keeping families informed of opportunities for involvement and encouraging participation in various programs.
  2. Providing access to educational resources for parents/families to use together with their children.
  3. Keeping families informed of the objectives of district educational programs as well as of their child’s participation and progress within these programs.
  4. Allowing parents reasonable access to staff who work with their children.
  5. Providing professional development opportunities for teachers and staff to enhance their understanding of effective parent involvement strategies.
  6. Promoting activities, which emphasize the importance of parent-school communication.

Activities to Enable Parental Participation
The district shall enable families to participate in the education of their children through a variety of roles. For example, family members shall be given opportunities to:

- Provide input into district policies that affect Title I programs and their children.
- Understand and participate in school improvement efforts.
- Volunteer time within classrooms and school programs.
- Perform regular evaluations of parent involvement at each school and at the district level.
- Provide access, upon request, to any instructional material used as part of the educational curriculum.
- Provide information in a language understandable to parents, if practical.

Scheduling for Parents’ Convenience
The district shall, to the extent possible, schedule activities for parent involvement at times and locations accessible to parents of Title I students and provide information in a format and language the parents understand.

Annual Evaluation
The district shall conduct, with involvement of parents, an annual evaluation of the contents and effectiveness of the parental involvement policy IDAD. The district shall use the
findings of the evaluation to design strategies for more effective parental involvement and to revise, if necessary, the policy IDAD.

BOE Approved January 2011

**IDADH Head Start Program**

**Head Start Governance**
The board shall ensure that the district’s Head Start and Early Head Start programs operate in accordance with federal laws and guidelines. A board member shall be appointed to the Policy Council to ensure board participation in the development and evaluation of the Head Start programs. The Head Start Director is responsible for administering the district’s Head Start programs to ensure compliance with federal, state and local laws and regulations, assessing the educational needs of pre-school children, particularly the needs of economically and educationally deprived children, developing appropriate communication channels among all parties, developing in-service training for parents and staff, and implementing appropriate evaluation procedures. Annually, the program shall conduct a comprehensive self-assessment of its effectiveness and progress in meeting program goals and objectives and in implementing and complying with Federal regulations.

It shall be the policy of the board to adhere to strict fiscal accountability procedures as outlined in board policies and rules. An annual audit of the financial records shall be made. All funding applications and amendments will be reviewed by the board.

**Policy Council**
Head Start staff, with Policy Council participation, shall conduct an annual self-assessment and a triennial community assessment to provide direction of the Head Start programs, including the program design and operation and long- and short-term planning goals and objectives.

The Head Start Policy Council shall have the authority, within the framework of federal guidelines, to establish the size of the Council, election procedures for parent members and the procedures for selecting community representatives.

The Head Start Policy Council shall set up and approve the program criteria defining Early Head Start and Head Start recruitment, selection, and enrollment priorities in accordance with the federal regulations. Recommendations will then be submitted to the board for review.

**Head Start/Early Head Start Staff**
All Head Start and Early Head Start staff shall be governed by the USD #489 Board Policy Handbook. All personnel policies specifically pertaining to Head Start and Early Head Start staff will be developed, reviewed, and approved by the Head Start Policy Council with approval from the board.

BOE Approved January 2011

**IDAE Student Privacy Policy**
(See BCBK, ICA, ICAA, II, and JR et seq.)
The Superintendent, the board and staff shall protect the right of privacy of students and their families in connection with any surveys or physical examinations conducted, assisted, or authorized by the board or administration. The district shall annually provide parents notice of
their rights under the Protection of Pupil Rights Amendment and the Student Data Privacy Act, at the beginning of each school year, and at any other time the school district policies in the area are substantially changed.

**Student Data Restrictions**

Any student data submitted to and maintained by 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 and maintained by 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.

BOE Approved August 2014
BOE Revised September 2016

IDCE College Classes
With parental and administrative permission, juniors and seniors who can complete graduation requirements as prescribed by the board are eligible to be released from school during the regular school day to go to attend classes at a Regent’s university, community college, technical college, or vocational educational school (see also IDAA).

Concurrent Enrollment
A student enrolled in grades 10, 11 or 12, or a gifted child if deemed appropriate by their IEP, who has demonstrated the ability to benefit from participation in the regular curricula of eligible postsecondary education institutions, may apply to the principal for permission to enroll at an eligible postsecondary education institution.

The district may enter into an agreement with the college for the purpose of allowing these students to receive dual credit.

BOE Approved January 2011

IDFA Athletics
Athletic practice for competition shall not be conducted during physical education classes or be counted for credit or as part of the school term.

BOE Approved January 2011

IE Instructional Arrangements
Each building principal shall organize the instructional program in a manner compatible with these policies.

Class Size
Class size shall be determined by: class enrollment, teacher availability, budget and facility limitations.

Scheduling for Instruction
Class schedules shall be developed to meet district instructional goals and learning objectives.

Pre-enrollment
The administration shall develop and coordinate pre-enrollment activities each spring.

BOE Approved January 2011
IEB Charter Schools

The board may consider a petition for the creation of a charter school if the petition meets all requirements of current law and regulations.

BOE Approved January 2011

IF Textbooks, Instructional Materials and Media Centers

The Board of Education delegates to the Superintendent responsibility for the selection of all district adopted instructional materials, including textbooks, subject to board approval.

Textbooks and instructional materials shall support the district’s instructional goals and learning objectives. Media center materials shall support and supplement the curriculum, promote wise use of leisure time, develop literary discrimination and appreciation, and encourage students to become productive citizens.

Selection Criteria: Textbooks and Instructional Materials

Textbooks and instructional materials shall provide:

• An effective education for all students;
• Factual knowledge, literary appreciation, aesthetic values and ethical standards;
• Practice for students to develop abilities in critical thinking, communication, mathematics and science skills.
• Information which helps students develop an appreciation of American cultural, ethnic and racial diversity and balanced views concerning international, national, state and local issues and problems; and sufficient flexibility for meeting the special needs of individuals and groups.
• The Superintendent shall develop selection procedures which meet the above criteria, which shall include a review of available material by appropriate staff members.

Challenges to Instructional Materials

a. Any complaint concerning instructional materials shall be made to the principal in writing, on a form provided by the district.
b. When a written complaint is received regarding instructional materials or in a specific school, the teacher (building personnel) shall be notified of the complaint and its source.
c. If building personnel agree that the instructional material in question should be retained, the complainant will be contacted in an attempt to resolve the issue.
d. If building personnel and complainant cannot reach agreement among themselves or if they concur that the instructional material should be removed, they will immediately notify the Superintendent of Schools (or designee).
e. When notified that:
   (1) Building personnel concur in the removal of the instructional material in question,
   (2) Building personnel disagree about the propriety of disputed instructional material, or
   (3) A Complaint Form Regarding Instructional Materials has been filed.
      (a) The Superintendent of Schools (designee) shall convene an Instructional Review Committee (IRC).
      (b) The IRC will hear testimony from the complainant and involved professional staff.
(c) The IRC shall submit its recommendation to the Superintendent of Schools and the board.

f. The IRC shall consist of a district administrator, the Superintendent or his/her designee; three (3) citizens selected by the Board, and one (1) teacher from an appropriate grade level.

g. The IRC will be convened by the chairperson appointed by the Superintendent of Schools, and the committee will reevaluate the instructional material, giving full consideration to national, state and district educational objectives, standards and outcomes.

h. The IRC will request the complainant and the person(s) primarily responsible for the use of the material to appear before the IRC to offer additional information concerning the complaint.

i. The Superintendent of Schools may request other professionally qualified resource persons to serve with the IRC.

j. The chair of the IRC shall, within thirty (30) calendar days after the hearing, submit the final recommendation of the IRC to the Superintendent of Schools.

k. The Superintendent of Schools may accept or reject the IRC’s decision. The Superintendent of Schools shall, within ten (10) calendar days of receiving the IRC decision, notify all concerned of his/her decision.

l. The Superintendent of Schools shall submit a copy of the IRC report to the Board and indicate the action he/she is going to take. Instructional materials shall not be removed from use until a final decision, through proper procedural action, has been completed.

m. The Superintendent of Schools’ decision shall be subject to review by the Board upon a request for appeal from any of the concerned parties. Such request of the Board must be made within ten (10) calendar days of receipt of the Superintendent of Schools’ decision. If a request is not received by the Board within the ten (10) calendar days, the decision of the Superintendent of Schools shall be final.

The Board may choose to have an open meeting to hear the issues. The board shall review relevant documentation and render their decision within forty-five (45) calendar days.

Selection Criteria: Instructional Media Center (IMC) Materials
Materials shall be chosen for accuracy, artistic quality, format and authoritativeness. Materials shall be chosen on various reading levels presenting different points of view, including current issues.

Books and other media materials shall be evaluated before purchase, either through direct examination or by using reputable, unbiased, professionally prepared selection tools.

The media center(s) shall obtain, process and circulate materials and equipment and provide references and other services to students and faculty. Media specialists shall work toward providing resources so that students have an opportunity to achieve high levels of performance.

Collection Development
The media collection shall be developed systematically, be well balanced in coverage of subjects, include various types of materials and a variety of content in various formats. The collection shall reflect, enrich and complement the broad interests represented in the curriculum. The collection should be large enough to allow materials to be placed in classrooms for extended periods of time.

Challenges to Media Materials
a. All complaints to a staff member shall be reported to the Building Principal.

b. The principal will try to schedule a meeting between the complainant, the building media specialist, and him/herself within seven (7) days of the complaint to try to resolve the issue. If
the issue is not resolved, the Principal will continue to the next step.
c. The Building Principal shall give the complainant a letter of explanation and a form
   referred to as a -Citizen's Request for Reconsideration of Instructional Media
   Center Materials.
d. No follow-up procedures will be initiated unless the Building Principal receives a written and
   signed complaint.
e. Questioned materials shall remain in the IMC pending a final decision. However,
f. access to questioned materials can be denied to the student or students of the parents
   making the complaint, if they so desire.
g. The Principal shall notify the Superintendent of Schools or his/her designee of
   the receipt of the written complaint. Upon receipt of the completed reconsideration form, the
   Principal in the building involved will call together a Media Review Committee.

h. The committee will be selected as the need arises. The following shall be
   members:
   (1) Building Principal or his/her designated representative.
   (2) President of the high school student council when appropriate.
   (3) Media specialists, two (2) from the challenged book level and one (1) from each of the other
   levels in the School District.
   (4) Two (2) teachers from the building involved to be selected by their respective faculties.
   (5) Three (3) parents, one (1) from the elementary level, one (1) from the middle school level
   and one (1) from the high school level to be selected by the Building Principal.
   (6) The Superintendent or his/her designee.

h. The Media Review Committee shall meet to discuss the material, following the guidelines set
   forth in instructions to the committee and shall prepare a report on the material containing their
   recommendations on disposition of the matter.
i. The Principal shall notify complainant of the decision and send a formal report and
   recommendation to the Board of Education.
j. If the complainant is still not satisfied, he or she may appeal to the Board of Education for a
   hearing and final decision. If an appeal is requested by the complainant, the Superintendent shall
   request that the board schedule an appeal and shall prepare in advance of the appeal all
   appropriate documentation for the board’s study.

Instructions to the Media Review Committee
a. Freedom of inquiry is vital to education in a democracy. The decision of the committee should be
   based on the broad principles of the freedom to learn to read rather than on defense of individual
   materials.
b. All materials should be studied thoroughly including the reading of available reviews. The
   general acceptance of the materials should be checked by consulting standard evaluation aids and
   local holdings in other schools.
c. Passages or parts should not be pulled out of context. The values and faults should be weighed
   against each other. Individual and committee opinions should be based on the material as a whole.
d. The complainant, if he or she wishes, will be granted a public hearing before the committee.
e. The committee’s report, presenting both majority and minority opinions, will be presented by the
   Principal to the complainant at the conclusion of the discussion of the questioned material.
Gifts and Unsolicited Materials
(See Board Policy KH and Administrative Guidelines for criteria when making gifts of instructional materials.)

BOE Approved January 2011

IFAB Supplemental and Copyrighted Materials
Supplemental instructional materials shall be selected based on their relationship to the board-approved curriculum. Materials which would normally require parental consent before use by a student under the age of eighteen shall not be used as instructional materials except with prior parental consent. Videos and/or movies shall be reviewed for their appropriateness for the grade level at which they will be used. Videos may be shown if all copyright guidelines have been followed and if they are specifically related to the curriculum. Showing movies for the purpose of entertainment is prohibited without prior permission from the principal. (See ECH)

BOE Approved January 2011

IFBH Outside Speakers
With administrative approval, outside speakers may be invited to meet with groups of students as part of the educational process. Speakers shall be informed of this policy and any rules when they are invited to make a presentation and must agree to abide by building principal and district expectations. Outside speakers should be selected so that various points of view are presented. Outside speakers are not to solicit business from staff or students without prior approval from the building principal.

The teacher/sponsor or any member of the school administration may interrupt or suspend any proceedings if the speaker is not abiding by these rules. With prior board approval an honorarium may be paid to outside speakers. The board shall establish rules governing the selection and behavior of outside speakers. (See Administrative Guidelines)

BOE Approved January 2011

IFC Community Resources
The use of community resources is encouraged where legitimate educational objectives may be advanced.

School Volunteers (See KFD)

BOE Approved January 2011

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

Advance requests for field trips including transportation and other resource needs shall be submitted by the teacher to the principal. Each building principal shall develop a form to notify parents of a forthcoming field trip. The form shall include the nature of the trip, departure time, expected return time, name of sponsor(s) and mode of travel. The form shall also include a space where a parent may ask that a child be excused and the reasons for the excuse.
Non-Sanctioned Field Trips
Non-sanctioned field trips organized by employees acting as independent contractors/agents involving students on a volunteer, self- supporting basis are not approved by the board and are not considered a part of the curriculum. Total responsibility for privately planned field trips or tours rests with the individual(s) and agency sponsoring them. The district assumes no legal or financial responsibilities for non-sanctioned field trips.

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

If recruitment of students is sought through the schools(s), the request for recruitment shall be made in accordance with those of private citizens. Recruitment efforts may not occur during class time or the employee’s work day.

BOE Approved January 2011

IHA Grading System
The district shall have methods for assessing and reporting the quality of student academic progress to parents as approved by the board.

BOE Approved January 2011

IHB Homework
Homework shall be assigned as needed to support learning objectives. Homework shall not be used as a means to discipline students.

BOE Approved January 2011

IHEA Make-Up Opportunities (See JBD, JDD)
Within time limits established by the administration, all teachers shall supply make-up work assignments when requested. The time limits shall be included in the staff and student handbooks each year.

BOE Approved January 2011

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 25 academic credits of a type meeting state and district requirements beginning with the class of 2001.

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 the state at any time on or after the student’s 14th 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 requirement in excess of the minimum requirements adopted by the state board include, but may not be limited to, the following circumstances:

- If such a 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.

<table>
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<td>Electives</td>
<td>7</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>25</strong></td>
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</table>

**Language Arts**

Learning Center Graduation Requirements

Learning Center students are offered two options for graduation. One is the same as those listed above. The second is an alternative diploma program based upon twenty-one (21) credits for graduation.

Pursuant to 1996 Kansas Legislature, ‘Qualified Admissions’ standards will be applied to the freshman class entering Kansas Regents Institutions in the fall of 2001. Beginning in 8th grade, USD #489 will provide students and parents/guardians a copy of Qualified Admissions Standards with enrollment procedures. Identified special education students may be provided alternative graduation requirements when student needs can be met only through a special program.

BOE Approved January 2011

**II Educational Testing Program (See JR et seq.)**

The district educational testing program shall consist of multiple assessments. These assessments shall include, at a minimum, individual teacher subject matter tests, district group achievement tests, and state required tests.

**Test Integrity**

The board requires all licensed staff members to protect the integrity of the student assessment process. Honest administration of the test and accurate reporting of student achievement to the board, the community, and the state of Kansas is necessary to maintain accountability measures. All students and staff are required to maintain a high level of integrity in the administration and completion of student assessments.

**Reporting Test Results**

The Superintendent shall report annually in writing to the board the results of the district’s academic achievement testing program. State required test results shall be disaggregated as required by current regulation and shall be reported annually to the board, district patrons, and the State Board of Education.

BOE Approved January 2011

BOE Revised July 2015
IIA Performance Based Credits

Students may be accelerated by advancing one or more grades in school or one or more subjects.

Procedures for Grades K-8
A. The student and/or parents/guardians shall notify the principal of the request to test out/accelerate.
B. Kindergarten through 5th grade students may be accelerated; students in grades K-5 may be accelerated on a full grade level basis; students 6-8 will be allowed to test out of courses or demonstrate other evidence of proficiency of the subject.
C. The principal may, at his/her discretion, establish a committee which may include the student, a parent(s)/legal guardian(s), teacher(s), counselor, and/or school psychologist. The committee and/or principal shall determine whether it is educationally/socially/emotionally beneficial to the student to test out/accelerate.
D. When testing is deemed necessary, then tests related to mastery of the district curriculum will be used.
E. The principal the school psychologist, and the parent(s)/legal guardian(s) will determine placement based on those results.

Procedures for Grades 9-12
A. Students in grades 9-12 will be allowed to test out of courses. USD #489 recognizes the ACE (American Council on Education) recommended score on the College Level Testing Program (CLEP) as the standard for testing out of a course. A student who successfully tests out of a particular course will be awarded appropriate Carnegie unit credit.
B. The student and/or parent(s)/legal guardian(s) shall notify the principal of the request to test out no later than three (3) weeks before the semester begins.
C. The student will be informed about the procedure and schedule for the college level examination program (CLEP) at Fort Hays State University.
D. The student will pay the exam fee.
E. Upon successful completion of the exam as outlined in Section A above, the student will be granted credit for the course and a grade of pass will be noted on the transcript. If the student does not successfully pass out of the course, he/she will enroll or remain enrolled in the course.
F. Students who test out of a course/subject area required for graduation will need to choose a course that will enhance their skill in that subject area.

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 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.

BOE Adopted December 2016

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

Use of District Computers and Devices/Privacy Rights
District issued computer systems and electronic devices (including, but not limited to, Smartboards, iPads, iTouches, iPhones, e-Readers, and eBooks) are for educational and professional use only. All information created by staff or stored thereon shall be considered district property and shall be subject to unannounced monitoring by district administrators. The district retains the right to discipline any student, up to and including expulsion, and any employee, up to and including termination, for violation of this policy.

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

Installation
No software, including freeware or shareware, or other applications may be installed on any district computer 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 attempt to 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 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.

BOE Approved October 2012

IIBGA Children’s Internet Protection Act
IIBGA
The district shall implement and enforce an internet safety plan meeting the requirements of the
Children’s Internet Protection Act (CIPA). The Superintendent shall develop a plan to implement
the Children’s Internet Protection Act.

Such plan shall include technology protection measures and such other measures as deemed
appropriate to address the following issues:
1. Access by minors to inappropriate matter on the Internet and World Wide Web,
2. The safety and security of minors when using electronic mail, chat rooms, and other
   forms of direct electronic communications,
3. Unauthorized access, including so-called hacking, and other unlawful activities by
   minors online;
4. Unauthorized disclosure, use, and dissemination of personal information regarding minors;
   and
5. Measures designed to restrict minors” access to materials that may be harmful to them.

For the purpose 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 available upon request.
The Superintendent shall ensure compliance with CIPA by completing Federal Communication
Commission forms as required.

BOE Approved Sept. 2013

IIBGB On-Line Learning Opportunities IIBGB
Application
Students may apply for permission to enroll in an on-line course for credit through the
appropriate district services. On-line learning opportunities shall be submitted to and approved by
the principal. Students may not enroll in an on-line course as an alternative to any course offered
by the high school. Exceptions may be made by the administration (e.g. credit retrieval, scheduling
conflicts and graduation pacing issues).

Guidelines
The following guidelines shall be used by the administration:
1) Only approved courses shall be posted on student transcripts.
2) Approval of any course shall be based upon the course content and rigor, its length and
   scope, its method of assessing knowledge acquired by the student, the qualifications of
   the instructor and other appropriate factors.
3) Enrollment in an on-line course will be allowed only if an appropriately certified staff member is
available and willing to supervise the student's participation in the course.

4) Suspended or expelled students may also apply for permission to enroll in on-line coursework.

Other Regulations or Guidelines
Approval by the administration shall be based on Kansas State Department of Education regulations and/or guidelines in effect at the time the student request is made.

BOE Approved January 2011

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:

1. They shall request prior permission from the Superintendent or the Superintendent’s designee.
2. If permission is granted, staff members will set up the site following any district guidelines developed by the Superintendent and approved by the board. If the expenditure of district funds is required to complete the set-up or maintenance of the site, the requesting staff member shall present an itemized summary of such costs to the Superintendent.
{Board/Superintendent} approval shall be required prior to the expenditure of district funds for such purpose.
3. Guidelines shall specify whether access to the site must be given to school/district administrators and technology staff.
4. If written parental consent is not otherwise granted through acceptable use policy forms provided by the district, staff shall notify parents of the site and obtain written permission for students to become -friends of the site prior to the students being granted access. This permission shall be kept on file at the school as determined by the principal.
5. Once the site has been created, the sponsoring staff member is responsible for the following:
   a. Monitoring and managing the site to promote safe and acceptable use and compliance with district policies; and
   b. Observing confidentiality restrictions concerning release of personally identifiable student information under state and federal law.
Staff members are discouraged from creating personal social networking accounts to which they invite current or future students to be friends. Employees taking such action do so at their own risk. All employees shall be subject to disciplinary action if their conduct relating to use of technology or online resources violates this policy or other applicable board policy, statutory, or regulatory provisions governing employee conduct or the protection of student record information; or if it impairs the staff member’s job performance or effectiveness in the work setting. District staff shall endeavor to protect the health, safety, and emotional well-being of students and confidentiality of student record information both in the school setting and in their online actions. Conduct in violation of this policy, including, but not limited to, conduct relating to the use of technology, social networking, or online resources, may form the basis for disciplinary action up to and including termination from employment.

BOE Approved Sept. 2013

IIHB Technology Access and Use Statement

Throughout the academic year, students will access technology, computers, information networks, and the Internet. Such access is provided to achieve the learning outcomes associated with various academic programs. It is the student’s responsibility to only access files and sites that are consistent with, and appropriate for, these learning outcomes and course objectives. USD 489 makes no warranties of any kind, whether expressed or implied, for the technology, computer and computer network services it provides. The School District, nor its employees, will be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. Use of any information obtained via technology or school computer resources is at the user’s own risk and users should not expect that files stored on school servers will be private. The school district specifically denies any responsibility for the accuracy or quality of information obtained through its information (Internet) resources.

Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including but not limited to, home addresses, telephone numbers, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual’s identity easily traceable.

Students who fail to use building/School District technology in an appropriate fashion (solely for approved curricular pursuits) will be subject to disciplinary action and may have technology privileges revoked. Users who access technology computer information networks and the internet will be subject to the USD 489 Acceptable Use Policy. (See Appendix B).

BOE Approved January 2011

IJ Evaluation of Instructional Program (See IC, ICAA, ID, II & MK)

The Superintendent may develop guidelines to evaluate the district’s instructional programs. This evaluation shall be part of the district’s school improvement efforts.

The Superintendent may establish special curriculum committees to study the district’s instructional program on a regular schedule. The Superintendent may require reports from these committees which shall include the committee’s recommendations for improvement,
modification or elimination of any part of the instructional program. The Superintendent may submit a comprehensive report from the committee to the board.

BOE Approved October 2012

**IKA Financial Literacy (See ID)**

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.

BOE Approved July 2015

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

When a controversial subject arises in the classroom, teachers may use the opportunity to teach about the controversy.

Teachers shall ensure that various positions concerning any controversial subject are presented and that students have the opportunity to freely discuss the topic.

Board Approved January 2011

**IKCA Human Sexuality and AIDS Education**

**Opt-Out Procedure and Form**

A parent or guardian (or student eighteen years of age or older) may use the district opt-out provision to remove the student from some portion or all of human sexuality and AIDS classes included in the district’s required curriculum.

**Opt-Out Form**

Parents or guardians (or students eighteen years of age or older) may obtain the opt-out request form from the principal, completing and signing the form and returning the form to the principal. The signed form will be kept in the student’s cumulative file so the named student shall be excused from all or a portion of the Human Sexuality and AIDS classes. Arrangements shall also be made for class reassignment of the student during the opt-out period.

**Annual Request Required**

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

BOE Approved January 2011

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

No religious belief or non-belief shall be promoted or disparaged by the district or its employees. Students and staff should be tolerant of each other’s religious views. Students and staff members may be excused from participating in practices contrary to their religious beliefs unless there are clear issues of overriding concern which prevent it.
Teaching About Religion
Teachers may teach about religion, religious literature and history but are prohibited from promoting, expounding, criticizing or ridiculing a religion. Religious texts may be used to teach about religion, but the use of religious texts is prohibited if used to promote a particular religious doctrine.

Religion in the Curriculum and School Activities
In compliance with this policy, religious themes may be presented in the curriculum and as part of school activities. Music, art, literature and drama having a religious theme or basis are permitted as part of the curriculum or as part of a school activity if they are presented in a balanced and objective manner and are a traditional part of the cultural and religious tradition of a particular holiday or field of study. The emphasis on religious themes in the arts, literature and history should be only as extensive as necessary for a balanced and thorough study of these areas. These studies should never foster any particular religious tenets or demean any religious beliefs or non-beliefs.

Religious Symbols in the Classroom
Temporary display of religious symbols is permitted as part of the curriculum. The temporary use of religious symbols such as a cross, menorah, crescent, Star of David, crèche, symbols of native American religions or other symbols that are a part of a religious holiday are permitted as a teaching aid if they are displayed as an example of a holiday's cultural and religious heritage.

Religious Holidays (See AEA)
Holidays which have a religious and a secular basis may be observed.

Graduation and Other Ceremonies
School ceremonies shall be secular in nature.

BOE Approved January 2011

IKDA Religious Objections to Activities
IKDA
A parent or guardian (or a student eighteen years of age or older) may request that the student be excused from participating in activities for religious reasons. The parent, guardian, or adult student must complete the district opt-out form for religious objections, stating the specific activity, the portion of the curriculum in which the activity exists, and the reasons for the request. The request may be granted, or denied, or partially granted and partially denied.

This policy shall not be interpreted to allow parents to prevent the dissemination of information which parents find religiously objectionable. Rather, this policy only extends to actual participation by their child in an activity, the performance of which is contrary to the child’s religious teachings.

A parent or guardian seeking to opt-out their child from activities contrary to the child's religious teachings must complete the district’s Activity Participation Opt-Out Form regarding religious objections which is available in the school office. Parents desiring to opt-out their children from activities due to religious reasons must return the completed and signed form to the principal. The form must be submitted within a reasonable amount of time prior to the scheduled activity in order to allow time for the principal to consider the request.
The completed form shall be kept on file with the clerk and the Superintendent shall receive a copy.

The principal shall review the request and determine whether the request should be granted or denied. The principal shall notify the parents of the decision within a reasonable amount of time after the request is submitted.

If the parents are dissatisfied with the principal’s decision, they may appeal in writing to the Superintendent. If the parents are dissatisfied with the Superintendent’s decision, they may appeal in writing to the Board of Education.

If the opt-out request is granted, students who opt-out of activities for religious reasons may still be required to view the activity, to learn the subject matter of the activity, or to discuss the activity. The student may be reassigned during the activity or given alternative class assignments.

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

BOE Approved January 2011

**IKE Assemblies**

Each building principal may schedule assemblies as needed. Assemblies involving more than one school will be approved by the Superintendent or his/her designee. (See Administrative Guidelines)

BOE Approved January 2011

**IKI Lesson Plans**

Each teacher shall develop, maintain and follow lesson plans which support the approved curriculum, the district’s educational goals and the expected student learning outcomes. Principals shall establish methods to regularly review teacher lesson plans.

BOE Approved January 2011

**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.

BOE Approved January 2011
BOE Revised May 2013
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**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. (See BDA, CM, CMA, GAA and JCDA)

BOE Approved January 2011
BOE Revised December 2015

**JB Attendance Records (See JBC, JBD, and JBE)**

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.

BOE Approved January 2011
BOE Revised December 2015

**JBC Enrollment (See IIBGB, JBCA, and JQKA) JBC**

**Resident Students**

A “resident student” is any child who has attained the age of eligibility for school eligibility 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. (See JBCA and JQKA)

**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 in a timely fashion.
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 administration’s permission if they complete all paperwork in a timely fashion and are in attendance no later than the first day of school. 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.

The above requirements are not to serve as barriers to immediate enrollment of students designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by ESSA. The district shall work with the Department for Children and Families, the school last attended, or other relevant agencies to obtain necessary enrollment documentation.

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
Unless otherwise provided herein, 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.

If required by law, students placed in foster care or students who are homeless may be educated in their “school of origin” instead of the building corresponding to the assigned attendance area. (For definition of “school of origin”, see regulations for JBCA and JBCB.)

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 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.

BOE Approved March 2015
BOE Revised July 2015
BOE Revised December 2015
BOE Revised January 2017

JBCA Homeless Students JBCA
The district, in accordance with state and federal law and the Kansas state plan, will ensure that homeless children in the school district have access to a free and appropriate public education. Homeless students are individuals who lack a fixed, regular, and adequate nighttime residence. For the purposes of this policy, a student awaiting foster care placement shall not be considered homeless.

Homeless Student Liaison
The board shall designate the homeless student liaison for the district.

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; or are abandoned in hospitals.

2. Children and youth who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.

3. Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.

4. Migratory Children who meet one of the above described circumstances.

Enrollment/Placement (See JBC)
The district, according to the child’s or youth’s best interest, shall either continue the child’s or youth’s education in the school of origin for the duration of homelessness in any case in which: 1) a family becomes homeless between academic years or during an academic year; and 2) for the remainder of the academic year, if the child or youth becomes permanently housed during an academic year; or enroll the child or youth in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

School Stability
In determining the best interest of the child or youth, the district homeless student liaison shall:
1) Presume that keeping the child or youth in the school of origin is in the child’s or youth’s best interest, except when doing so is contrary to the request of the child’s or youth’s parent or guardian, or (in the case of an unaccompanied youth) the youth;

2) Consider student-centered factors related to the child’s or youth’s best interest, including factors related to the impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child’s or youth’s parent or guardian or (in the case of an unaccompanied youth) the youth;

3) If after conducting the best interest determination based on the consideration of the presumption in clause (1) and the student-centered factors in clause (2), it is determined that it is not in the child’s or youth’s best interest to attend the school of origin or the school requested by the parent or guardian, or (in the case of an unaccompanied youth) the youth, provide the child’s or youth’s parent or guardian or the unaccompanied youth with a written explanation of the reasons for its determination, in any manner and form understandable to such parent, guardian, or unaccompanied youth, including information regarding the right to appeal such determination; and

4) In the case of an unaccompanied youth, ensure that the district homeless student liaison assist in placement or enrollment decisions under this subparagraph, gives priority to the views of such unaccompanied youth, and provides notice to such youth of the right to appeal.

**Immediate Enrollment**
The school selected shall immediately enroll the homeless child or youth, even if the child or youth:

1) is unable to produce records normally required for enrollment, such as previous academic records, records of immunization and other required health records, proof of residency, or other documentation; or

2) has missed application or enrollment deadlines during any period of homelessness.

**Relevant Academic Records**
If the child or youth needs to obtain immunizations or other required health records, the enrolling school shall immediately refer the parent or guardian of the child or youth, or (in the case of an unaccompanied youth) the youth, to the district homeless student liaison, who shall assist in obtaining necessary immunizations or screenings, or immunization or other required health records.

**Records**
Any record ordinarily kept by the school, including immunization or other required health records, academic records, birth certificates, guardianship records, and evaluations for special service or programs, regarding each homeless child or youth shall be maintained so that the records involved are available, in a timely fashion, when a child or youth enters a new school or school district and in a manner consistent with the Family Educational Rights and Privacy Act. See policies JR through JRD.

**Enrollment Disputes**
If a dispute arises over eligibility, school selection, or enrollment in a school:

1) the child or youth shall be immediately enrolled in the school in which enrollment is sought (whether sought by the parent, guardian, or unaccompanied youth), pending final resolution of the dispute, including all available appeals;

2) the parent or guardian of the child or youth or (in the case of an unaccompanied youth) the youth shall be provided with a written explanation of any decisions related to school selection or enrollment made by the school, the local educational agency, or the State educational agency involved, including the rights of the parent guardian, or unaccompanied youth to appeal such decisions;
3) the parent, guardian, or unaccompanied youth shall be referred to the district homeless student liaison, who shall carry out the dispute resolution process as expeditiously as possible after receiving notice of the dispute.

Placement Choice
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.

Privacy
Information about a homeless child’s or youth’s living situation shall be treated as a student education record, and shall not be deemed to be directory information, under policy JRB.

Contact Information
Nothing shall prohibit the district from requiring a parent or guardian of a homeless child or youth to submit contact information.

Definition
The term “school of origin” means the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including a preschool. When the child or youth completes the final grade level served by the school of origin, the term “school or origin” shall include the designated receiving school at the next grade level for all feeder schools.

Comparable Services
Each homeless child or youth shall be provided services comparable to services offered to other students in the school selected, including:
1) Transportation services;
2) Educational services for which the child or youth meets the eligibility criteria such as services provided under Title I of the Elementary and Secondary Education Act of 1965 or similar State or local programs, educational programs for children with disabilities, and educational programs for English learners.
3) Programs in career and technical education;
4) Programs for gifted and talented students; and
5) School nutrition programs.

Coordination
The district shall coordinate the provision of services under these regulations with the Department for Children and Families and other agencies or entities providing services to homeless children and youths and their families, including services and programs funded under the Runaway and Homeless Youth Act (42 U.S.C. 5701 et seq.), and transportation, transfer of school records, and other inter-district activities, with other local educational agencies.

Housing
If applicable, the district shall coordinate with state and local housing agencies responsible for developing the comprehensive housing affordability strategy to minimize educational disruption for children and youths who become homeless.
The coordination required shall be designated to:
1) ensure that all homeless children and youths are promptly identified;
2) ensure that all homeless children and youths have access to, and are in reasonable proximity to, available education and related support services; and
3) raise the awareness of school personnel and service providers of the effects of short-term stays in a shelter and other challenges associated with homelessness.
Homeless Children and Youths with Disabilities
For children and youths who are both homeless and eligible for services under the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.), the district shall coordinate the provision of services under these regulations with the provision of programs for children with disabilities served by the district and other involved local educational agencies.

District Homeless Student Liaison
The board designates the following individual to act as the district’s homeless student liaison:
Board Clerk
323 West 12th Street
Hays, KS 67601
Phone: 785-623-2400
Fax: 785-623-2409

The district shall inform school personnel, service providers, and advocates working with homeless families of the duties of this liaison.

The district homeless student liaison shall ensure:

1) homeless children and youths are identified by school personnel through outreach and coordination activities with other entities and agencies;

2) homeless children and youths are enrolled in, and have a full and equal opportunity to succeed in, district schools;

3) homeless families and homeless children and youths have access to and receive educational services for which such families, children, and youths are eligible, including services through Head Start programs (including Early Head Start programs) under the Head Start Act (42 U.S.C. 9831 et seq.) early intervention services under part C of the Individuals with Disabilities Education Act (20 U.S.C. 1431 et seq.), and other preschool programs administered by the local educational agency;

4.) homeless families and homeless children and youths receive referrals to health care services, dental services, mental health and substance abuse services, housing services, and other appropriate services;

5.) 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;

6.) public notice of the educational rights of homeless children and youths is disseminated in locations frequented by parents or guardians of such children and youths, and unaccompanied youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form understandable to the parents and guardians of homeless children and youths, and unaccompanied youths;

7.) enrollment disputes are mediated in accordance with these regulations;

8.) 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 that is selected;
9.) school personnel providing services under these regulations receive professional
development and other support; and

10.) unaccompanied youths:
   a. are enrolled in school;
   b. have opportunities to meet the same challenging state academic standards as Kansas establishes
      for other children and youth; and
   c. are informed of their status as independent students under federal law
      regarding student financial assistance for higher education acquisition and that
      the youths may obtain assistance from the district homeless student liaison to
      receive verification of such status for purposes of the Free Application for
      Federal Student Aid.

Application for Federal Student Aid
The liaison shall also work with the state coordinator for education of homeless children and youth to
request and receive needed technical assistance and monitoring to ensure the district complies with
federal and state law regarding homeless students. Similarly, the liaison will coordinate with the state
coordinator in order to provide professional development opportunities for district personnel to aid them
in identifying and meeting the needs of homeless children and youths and will respond to inquiries from
parents, guardians, and homeless children and youths to ensure they are provided with the full
protection of the law and services they are due.

Notice
The district shall inform school personnel, service providers, advocates working with homeless
families, parents and guardians of homeless children and youths, and homeless children and youths of
the duties of the district homeless student liaison, and publish annually updated contact information for
the liaison on the district’s website.

Local and State Coordination
The district homeless student liaison, as a part of assigned duties, shall coordinate and collaborate
with state coordinators, the community, and school personnel responsible for the provision of
education and related services to homeless children and youths. Such coordination shall include
collecting and providing to the state coordinator the reliable, valid, and comprehensive data.

Homeless Status
The district homeless student liaison may affirm, without further agency action by the Department of
Housing and Urban Development, that a child or youth who is eligible for and participating in a program
provided by the district, or the immediate family of such a child or youth, who meets the eligibility
requirements, is eligible for such program or service.

Dispute Resolution Process
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 student liaison. If the complaint is not promptly resolved,
the complainant may present a formal written complaint (grievance) to the homeless student liaison.
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 liaison shall state a
decision in writing to the complainant, with supporting evidence and reasons. In addition, the
coordinator liaison, if different from the Superintendent, will inform the Superintendent of the formal
complaint and the disposition.

Transportation (See EDAA, JBC, and JGG)
If it is in the best interest of the homeless child or youth to attend the school of origin, transportation to
and from that school will be provided at the request of the parent or guardian or, in the case of an
unaccompanied youth, the homeless student liaison. 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.

BOE Approved January 2011
BOE Revised January 2017
JBCA HOMELESS STUDENTS

Complaint Form

PROGRAMS FOR HOMELESS STUDENTS

(Assignment to a School Other than the School of Origin/School Requested by the Parent)

After reviewing the situation, it would be in the best interest of your child or you to be educated at

__________________________________________________________________________

Explanation of decision: ________________________________________________________

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If you choose, you may appeal this decision in the following manner:

You may verbally and informally state your complaint to the district’s homeless student liaison. If the complaint is not promptly resolved, you may complain in writing to the district homeless student liaison. You must include the following information: date of filing, description of the complaint, the name of the person or persons involved and an explanation of the action taken during the informal charge state. Within five (5) working days after receiving the complaint, the liaison will provide you a written decision, with supporting evidence and reasons. In addition, the liaison will inform the superintendent of the formal complaint and the result.

BOE Adopted January 2017
JBCB Foster Care Students (See EDAA, JBC, and JBCA) JBCB
The district, in accordance with state and federal law and the Kansas state plan, will ensure that students placed in foster care within the school district have access to a public education in a stable educational environment. For the purposes of this policy and its applicable regulations, “foster care” means 24-hour substitute care for children placed away from their parents and for whom a child welfare agency has placement and care duties.

Point of Contact
The board shall designate an employee to serve as a point of contact for child welfare agencies on behalf of the district.

BOE Approved January 2017

JBCB FOSTER CARE STUDENT REGULATIONS
Foster Care Student Regulations
To Aid in Implementation of Federal Law

The Every Student Succeeds Act (“ESSA”) addresses additional protections for students in foster care and establishes a system of joint responsibility for school districts, the Kansas State Department of Education (“KSDE”), and the Kansas Department for Children and Families (“DCF”) to ensure the educational stability of students in foster care.

For the purposes of these regulations, “foster care” means 24-hour substitute care for children placed away from their parents and for whom a child welfare agency has placement and care duties. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child-care institutions, and pre-adoptive homes.

Transportation of Students in Foster Care
ESSA requires each Kansas school district to collaborate with child welfare agencies, such as DCF and tribal welfare agencies, to develop and implement clear, written procedures for how transportation to maintain a student in foster care in his or her school of origin (when in the student’s best interest) will be provided, arranged, and funded. The procedures must ensure that the transportation will be provided promptly, in a cost-effective manner, and in accordance with federal law. Also, they must address how additional costs will be absorbed. Therefore, if there are any additional costs incurred to maintain a foster care student in his or her school of origin, the district will provide the transportation if:
1. DCF agrees to reimburse the district for the additional costs;
2. The district agrees to pay the additional costs; or
3. DCF and the district split the additional costs.

Upon request, the district will provide an assurance to KSDE that the district has transportation procedures meeting the above requirements.

Additional Costs
“Additional costs” reflect the difference between what the district would spend to transport a student to the assigned school and the cost of transporting a student in foster care to his or her school of origin. Title I, Part A funds may be used to pay for additional transportation costs in Title I districts.

School of Origin
The “school or origin” is the school in which a student is enrolled at the time of placement in foster care or of a change in placement. A student in foster care is entitled to remain enrolled in his or her school of origin unless it is determined not to be in the student’s best interest to stay at that school.
**Best Interest Determination**

DCF will make the final decision regarding whether it is in a student’s best interest to remain in the school of origin. District staff may be asked to provide information on the “educational best interest” of the student to support educational decision-making based on what is best for the student academically. For students receiving special education and related services under the Individual with Disabilities Education Act or for student on Section 504 accommodation plans, it is recommended that relevant team members should be consulted in the best interest determination process, as the district will still be required to ensure compliance with Least Restrictive Environment requirements.

The United States Department of Education has provided a list of factors that may be considered in determining the student’s educational best interest, which include appropriateness of the current setting, proximity of placement to school attendance centers, the child’s preference, the parents’ preference, the child’s attachment to the school of origin, where siblings will be placed, and the availability of needed services. The “best-interest determination” may not be made based on transportation costs or funding.

**District Foster Care Liaison**

The “district foster care liaison” is a district employee who facilitates the enrollment in or transfer to a public school of a student in the district who is a ward of the state. The district’s foster care liaison is considered the designated point of contact for collaboration with DCF on transportation procedures. The district has designated the following staff person as the district foster care liaison:

Name: John Thissen  
Position: Superintendent  
Email: jthissen@usd489.com  
Address: 323 West 12th St., Hays, KS 67601  
Telephone: 785-623-2400

**Child Welfare Agency**

In Kansas, DCF is the regular child welfare agency for collaboration on transportation procedures. The Child Protective Services (“CPS”) division of DCF will typically be the division that works with the district on issues related to students in foster care, however, tribal child welfare agencies may also be involved with this process. Therefore, whenever DCF is used in these regulations, it may be deemed to apply to any child welfare agency based on the circumstances.

**Child Welfare Contact**

The district, if receiving Title I, Part A funds, must collaborate on transportation procedures with the DCF-designated contact if DCF notifies the district in writing that DCF has designated an employee to serve as a point of contract for the district.

BOE Adopted January 2017

**JBCB (Optional Procedures) Foster Care Student Regulations**

**General Transportation Procedures (OPTIONAL)**

To ensure that transportation is provided promptly when it is determined to be in the best interest of a student in foster care to remain in the school of origin, the district has developed the following transportation procedures. These procedures will guide the development of an individual transportation plan for a student needing transportation to his or her school of origin.

**Funding Strategies**

The district and DCF have identified the following funding options that may be implemented if additional costs to transport a student in foster care to the school of origin are determined:
(Adjust the items below to include those agreed upon by the district and DCF. Consider any cost-sharing strategies that the district has used successfully with neighboring districts in transporting students who are homeless to and from their school of origin or any other programs where transportation costs are shared.)

1. Cost sharing between the district and DCF through use of a specific transportation strategy in which each party is responsible for a segment of the transportation;
2. Offset of costs by DCF, such as using Title IV-E funds paid to a foster parent or caregiver for transportation;
3. Cost sharing between the school district of attendance and the school district where the student is living;
4. Use of the district’s Title I funds;
5. Use of Medicaid reimbursements if the IEP for a student receiving special education services will include transportation as a related service;
6. Use of any available grant funds; and/or
7. Other

**Transportation Strategies**

The following transportation strategies may be considered in achieving transportation to a student’s school of origin:

(Adjust the items below to include those agreed upon by the district and DCF. Consider any strategies that have been used successfully to transport students who are homeless to and from their school of origin and effective practices currently used to share transportation costs with neighboring districts, community partners, or others.)

1. Arranging transportation by the foster parent or caregiver to the school of origin or to a bus stop on a route to the school of origin, such as when the foster parent lives within a certain distance from the school of origin;
2. Arranging transportation by a relative or another adult approved by DCF with whom the student has a relationship and whose existing commute aligns with the student’s transportation need to the school of origin or a bus stop on a route to the school of origin;
3. Maximizing the existing district transportation system by exploring ways the student can be transported to an existing bus stop that serves the school of origin (options to transport the student to an existing bus stop could occur through use of public transportation with a bus pass or transportation voucher, or transportation by the foster parent or caregiver, a relative, or another adult with whom the student has a relationship);
4. Using existing intra-district transportation options that allow students to be transported within the district, such as routes for students who are homeless, students attending magnet programs, or students receiving special education services (this option may require the addition of a bus stop on an existing route or that an existing route be rerouted to accommodate the transportation needs);
5. Coordinating with the district in which the student is living to provide transportation to the district boundaries or an existing bus stop within the district;
6. Evaluating whether an IEP for a student receiving special education services will include transportation to the student’s special education program at the school of origin as a related service;
7. Contracting with a private transportation company, such as a taxi service, for the student’s transportation needs;
8. Using public transportation with a bus pass or transportation voucher;
9. Adding a district transportation route; or
Individual Transportation Plan

When DCF determines that the best interest of a student in foster care is to remain in the school of origin, the district foster care liaison will take steps to promptly collaborate with relevant DCF staff on how transportation to the school of origin will be provided, arranged, and funded.

When possible, and to allow for adequate consideration of the student’s needs, individual transportation planning will begin in advance of placement changes and will occur in coordination with the consultation on the student’s educational best interest.

The district foster care liaison will convene a meeting to establish an individualized transportation plan for the student. The liaison will attempt to include the student’s DCF education decision-maker and others who may be involved in education decision-making for the student, such as the student’s caseworker, foster parent or caregiver, and the court-appointed special advocate (CASA) liaison. The District foster care liaison may also involve other district staff, as appropriate. The liaison will involve the district transportation director if the individual transportation plan will involve adjustments to existing bus routes.

If necessary, the district foster care liaison will identify a short-term transportation strategy that may be used until the final transportation plan is completed so that the student can remain at the school of origin without interruption.

In evaluating transportation options to the school of origin, participants will prioritize student safety, cost effectiveness, reliability, and time and distance of the commute.

Determining Additional Costs
To identify whether additional costs will be incurred in an individual transportation plan to transport the student to the school of origin, the foster care liaison will consult with the district transportation director to calculate the cost of transporting the student to the school that the student would otherwise attend, which will be used as a comparison. In accordance with the federal Non-Regulatory Guidance, if the district is able to provide transportation through an established bus route, there are no additional costs. If the district will reroute buses or provide transportation through a private vehicle or transportation company, the district may consider as additional costs the cost of rerouting buses or the difference between the special transportation costs and the usual transportation costs.

Administrative costs, such as additional staff time to coordinate transportation, will also be considered in determining whether there are additional costs to transport the student in foster care to the school of origin.

Plan Elements
The individual transportation plan may include:

1. A daily transportation strategy;
2. One or more backup transportation strategies;
3. Transportation strategies to allow participation in after-school and extracurricular activities;
4. A description of the funding strategy that will be used if additional costs to transport the student to the school of origin are identified;
5. Identification of who is responsible for each aspect of the transportation strategy;
6. Designation of an adult to accompany younger students, if necessary, such as when public transportation is used;
7. For transportation strategies with multiple segments, sign off procedures to ensure that the
student safely and successfully completes each segment;
8. A communication protocol between the District and DCF when transportation for a student is no longer needed; and
9. A regular review process for adjusting transportation strategies when circumstances change.

The final individual transportation plan will require a signature by the foster care liaison and a district official who has authority to approve any additional expenditure. The DCF education decision-maker and the foster parent or caregiver, if different from the education decision-maker, will also be asked to sign the plan.

BOE Approved January 2017

**JBD Absences and Excuses (See AEB, IHEA, JBE, and JDD)**

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 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 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.

BOE Approved July 2015

**JBE Truancy (See AEB, IDCE< JBD, and JQ)**

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 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. Significant part of the school day is defined by USD 489 as one period or more.

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 report truant.

Students not living with parents or guardians may be required to provide documentation to excuse their absences. Requested documentation may include but is not limited to: a program of the event attended, or verification from doctors, lawyers, and/or court officers. Students are expected to maintain at least a 90% attendance rate during the academic school year. Failure to maintain this rate whether the total absences are excused or unexcused may result in the student being put on an attendance plan. Once a student is put on an attendance plan he/she will only be excused from school by a doctor’s note or by seeing the school nurse.

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. (See AEB, IDCE, JBD, and JQ)

BOE Approved January 2011
BOE Updated May 2013
BOE Revised September 2016

**JBH Release of a Student During the School Day**

Building principals shall not release a minor student during the school day except upon a written or verbal request from the student’s lawful parent or person acting as a parent. (See EBB and EBBD)

BOE Approved January 2011

**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 and parking lots 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. (See JCABB)
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, lockers, classrooms, and/or locker rooms. Students will never be sniffed by the dogs used to conduct the sweeps.

Drug Search

At the request of the Superintendent or Acting Superintendent, Law Enforcement Officers may use trained dogs on school premises to identify property which may contain illegal or illicit materials and to determine whether materials are present which may threaten the general health, welfare, and safety of students and/or district employees. Trained dogs may be used for general searches or for specific locations.

BOE Approved March 2015

JCABB Searches of Students

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

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

If law enforcement assistance is present, further search of the student shall be with cooperation and assistance of law enforcement officials. The principal shall remain with the student and be present during any search of the student made by law enforcement officials on school property. The principal shall receive and file a receipt for items turned over to law enforcement officials. If the principal believes a student is in possession of an object which can jeopardize the health, welfare or safety of the student or others, the student shall be removed to a safe location. This determination may be based on any information received by the principal or any member of the faculty or staff.

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

BOE Approved January 2011
BOE Revised 2015

JCAC Interrogation and Investigations

Building administrators and others designated by the Superintendent may conduct investigations and question students about infractions of school rules or the student conduct code.

If there is reason to believe a violation of a criminal law has been committed, the principal shall notify the appropriate law enforcement agency and may request further investigation of the alleged violation.
Coordination with Law Enforcement
School administrators may meet periodically with local law enforcement officials to discuss the district’s policies and rules regarding law enforcement contacts with the district.

Investigations Initiated by School Administrators and Conducted by School Resource Officers (SRO)
A School Resource Officer (SRO), acting as an agent of the district, may question students as part of a general investigation requested by a school administrator, without notifying parents. Once the SRO focuses the investigation on a particular student(s), parents will be notified prior to questioning.

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 SRO 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 questioning of a student, the principal or designee 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 parents 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 the criminal conduct shall be turned over to law enforcement officials.

Taking Students into Custody
Students shall not be voluntarily released by school officials to law enforcement authorities unless the student has been placed under arrest or taken into custody by law enforcement or 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. (See EBC, GAAD, JCABB, JCEC &
JHCAA)

BOE Approved January 2011
BOE Updated May 2013

JCDA Student Conduct
Each principal shall develop rules and regulations to govern student conduct consistent with
board policies. The rules shall be reviewed by the board and adopted as policy by reference
and posted in student handbooks. A copy of the current student handbooks shall be filed with the
state Board of Education. (See AEB, JA and Administrative Handbook)

BOE Approved January 2011

JCDAA Tobacco Use
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 purpose 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,
yan electronic cigarette, cigar, cigarillo, pipe, or personal vaporizer.

BOE Approved Sept. 2013
BOE Revised September 2016

JCDB Dress Code
Neatness, decency and good taste are guidelines of the district dress code. Dress codes shall
be published in the appropriate student handbooks. 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 course which are part of the
approved curriculum in which they are enrolled. Dress codes shall be published in the appropriate
school handbooks.

BOE Approved January 2011
BOE Revised December 2015

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 above shall result in expulsion from school for a period of one calendar year, except the Superintendent may recommend this expulsion requirement be modified on a case-by-case basis.

Possession of, 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. (See EBC, JDC, JDD, JHCAA and KGD)

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.

BoE Approved January 2011
BoE Updated May 2013
BoE Updated July 2015
BoE Revised 2016

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. The Superintendent 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 (Superintendent). 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.

BOE Approved March 2015  
BOE Revised July 2015

**JCEC Demonstrations**

Student demonstrations on school property shall be conducted in an orderly and non-disruptive manner. Demonstrations may be terminated at any time by the principal or the Superintendent. (See JCAC)

BOE Approved January 2011

**JDA Corporal Punishment**

Corporal punishment shall not be permitted in the school district.

BOE Approved January 2011

**JDB Detention**

Detention periods may be established by building principals.

BOE Approved January 2011

**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 conditions, the student agrees to abide by the conditions and failure to abide by the conditions may be reason to reinstate the original punishment. (See JCDBB and JDD)

BOE Approved March 2015

**JDD Suspension and Expulsion Procedures**

Except a period of more than 10 days or expelled shall receive a copy of the current suspension and expulsion law and this policy. Suspension/expulsion hearings shall be conducted by the Superintendent/designee or other licensed employee, or committee of licensed employees of the school in which the pupil is enrolled, or by any other hearing officer appointed by the board. (See AEB, EBC, IHEA, JBD, JCDA, JCDBB, JDC, JDDB, JHCAA and See Student Handbooks)

**Reasons for Suspension or Expulsion**

Students may be suspended or expelled for one or more of the following reasons:

- Willful violation of any published, adopted student conduct regulation;
- Conduct which substantially disrupts, impedes, or interferes with school operation;
- Conduct which endangers the safety or substantially impinges on or invades the rights of others;
- Conduct which constitutes the commission of a felony;
- Conduct 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 outlined in current Kansas law and:

- The student and parents or guardians shall be given written notice of the time, date, and place of the hearing.
- The notice shall include copies of the suspension/expulsion law, and appropriate board policies, regulations, and handbooks.
- The hearing may be conducted by either a certified employee or committee of certified employees authorized by the board, the chief administrative officer, or other certified employee of the district in which the student is enrolled, or by an officer appointed by the board.
Expulsion hearings for weapons violations shall be conducted in compliance with Kansas law by persons appointed by the board.

Findings required by law shall be prepared by the person or committee conducting the hearing.

A record of the hearing shall be available to students and parents or guardians according to Kansas law.

Written notice of the result of the hearing shall be given to the pupil and to parents and guardians within 24 hours after determination of the 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 by public and private agencies which provided with information concerning services or programs offered by public and private agencies which provide services to improve the student's attitude and behavior.

A student who has been suspended or expelled shall be notified of the day the student can return to school.

If the suspension or expulsion is not related to a weapons violation, the principal may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation. (See JDC)

If the expulsion is related to a weapons violation the superintendent may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation if the student is allowed to return. (See EBC, JCDBB, and JDC)

The days a student is suspended or expelled are not subject to the compulsory attendance law.

During the time a student is suspended or expelled from school, the student may not:

- Be on school property or in any school building without the permission of the principal.
- Attend any school activity as a spectator, participant, or observer.

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

When a suspension is imposed during the school day, the student shall not be removed from school until a parent has been notified. If a parent cannot be notified during regular school hours, the student shall remain at school until the regular dismissal time.

Student Rights During a Long-Term Suspension/Expulsion Hearing

The student shall have the right:

- To counsel of his/her own choices
- To have a parent or guardian present
- To hear or read a full report of testimony of witness
- 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.

BOE Approved March 2015
BOE Revised December 2015

JDDA Drug-Free Schools

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

Student Conduct

As a condition of continued enrollment in the district, students shall abide by the terms of this policy. Students shall not manufacture, sell, distribute, dispense, possess, accept or use illicit drugs, controlled substances or alcoholic beverages at school, on or in school district property, or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to all disciplinary actions as listed in the student handbooks.

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 are 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.

BOE Approved March 2015

JDDB Reporting Crimes 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, at a school supervised activity, or 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 shall report such act to the appropriate law enforcement agency.

BOE Approved January 2011
BOE Updated August 2011
BOE Revised December 2015
BOE Revised September 2016

**JDDC Student Bullying**

The Board of Education prohibits bullying in any form by any student, staff member, or parent towards a student or a staff member on or while using school property, in a school vehicle or at a school sponsored activity or event. For 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 an including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement. (See Administrative Handbook for District Plan)

BOE Revised December 2015

**JF Academic Achievement**

Staff shall establish high expectations for all students. These expectations shall be based on individual student ability to meet the board approved learning objectives for each student.

**Reporting**

Periodic reports on each student's mastery of the approved learning shall be issued to the parents.

**Progress Reports**

Progress Reports shall be issued to each student at the end of each specific grading period for each subject taken. Progress Reports may include grade cards, narrative evaluations, and checklists. Reasons for deficiencies and/or failures shall be given. The Superintendent shall develop Progress Report procedures for each grade level. (See Policy II and JR and Administrative Handbook).

BOE Approved January 2011

**JFA Peer Grading of Assignments**

Peer Grading Prohibited

No student shall be allowed to grade another student's work for a recorded grade.

BOE Approved March 2015

**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.
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.

BOE Approved January 2011
BOE Updated October 2011
BOE Revised December 2015
BOE Revised January 2017

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 end, the board shall promote and monitor a local wellness plan that includes methods to promote student wellness, prevent and reduce childhood obesity, and provide assurance that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum federal standards. The plan shall:

- Include goals for providing proper student nutrition promotion and education, physical activity, and other school-based activities designed to promote student which are based on evidence based strategies and techniques;
- Meet federal nutrition standards and guidelines for all foods and beverages provided to students in each school during the school day, and
- Ensure standards and nutrition guidelines for all foods and beverages sold are consistent with the requirements of the School Breakfast Program and National School Lunch Program, and the competitive food standards members responsible for programs related to school wellness shall also report to the Superintendent or designee regarding the status of such programs. The Superintendent or designee shall then annually report to the board on the district’s compliance with law, policy, and the district’s plan related to school wellness.

Wellness Committee

The board shall establish a wellness committee comprised of, but not necessarily limited to, at least one of each of the following: school board member, district administrator, district food service representative, student, parent/guardian, school health professional, physical education teacher, and member of the public.

The wellness committee shall serve as an advisory committee regarding student health issues and shall be responsible for developing, implementing, and periodically reviewing and updating a school wellness policy and plan that complies with law to recommend to the board for adoption.

The wellness committee shall review and consider evidence-based strategies and techniques in establishing goals for nutrition education and promotion, physical activity, and other school based activities that promote student wellness as part of the policy and plan development and revision process.

The Superintendent or designee and the wellness committee shall conduct an assessment at least once every three (3) years on the contents and implementation of this policy and plan as part of a continuous improvement process to strengthen them and ensure proper implementation. This triennial assessment shall be made available to the public in an accessible and easily understood manner and include:

- The extent to which district schools are compliant with law, policy, assessment and/or as district and community needs and priorities change; wellness goals are met; new health science, information, and technologies emerge; or new federal or state guidance or standards are issued.

The district shall annually inform and update the public, including parents/guardians, students, and others in the community, about the contents, updates, and implementation of this policy and plan by the district website, student handbooks, newsletters, or other efficient communication methods. This annual
notification shall include information on how to access the school wellness policy and plan; information about the most recent triennial assessment; information on how to participate in the development, implementation, and periodic review, and update of the school wellness policy and plan; and a means of contacting wellness committee leadership.

Recordkeeping
The district shall retain records documenting compliance with the requirements of the school wellness policy, which shall include:

- The written school wellness policy and plan;
- Documentation demonstrating that the district has informed the public, on an annual basis, about the contents of the school wellness policy and plan and any updates to these documents.
- Documentation of efforts to review and update the school wellness policy and plan, including who was involved in the review and methods used by the district to inform the public of their ability to participate in the review; and
- Documentation demonstrating the most recent assessment on the implementation of the school wellness policy and plan and notification of the assessment results to the public.

BOE Approved August 2014
BOE Revised December 2015
BOE Revised September 2017

JGCB Inoculations

Unless provided otherwise herein, all students enrolling in any district school shall provide the building principal with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. Booster shots mandated 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 parents or guardians of current and prospective district students on or before May 15th of each school year. The superintendent shall issue a news release each August explaining the required inoculations and booster shots. Parents may delegate in writing their authority to consent to immunizations. At the beginning of a school year, school boards shall provide information on immunizations applicable to school age children to parents and guardians of students in grades six through 12. The information on immunizations shall include:

1. A list of sources for additional information; and
2. Related standards issued by the national centers for disease control and prevention.

Students who fail to provide the documentation required by law may be excluded from school by the Superintendent until statutory requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law. Students who are not immunized against a particular disease(s) may be excluded from school during any outbreak.

Parents may delegate in writing their authority to consent to immunizations. If the parent is not reasonably available, and the authority to consent has not been denied as provided in law, individuals other than the parent may consent to the immunizations as provided for in current law. Students who are not immunized against a particular disease(s) may be excluded from school during any outbreak.

The above requirements are not to serve as barriers to immediate enrollment of students designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by ESSA. The district shall work with the Department of Children and Families, the school last attended, or other relevant agencies to obtain necessary documentation of inoculations.
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 and shall work cooperatively with local, county, and state health agencies to disseminate materials related to the availability of inoculations.

BOE Approved January 2011
BOE Revised December 2015
BOE Revised January 2017

**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.

BOE Approved January 2011
BOE Updated October 2011
BOE Revised December 2015

**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. The student will be readmitted to regular classes upon termination of the illness, as authorized by the student’s physician or as authorized by a health assessment team.

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

If a student is absent from regular classes for more than three consecutive days or the principal has been notified that a student has a communicable disease, the principal shall determine whether a release shall be obtained from the student’s physician before the student reenters school.

Decisions regarding the type of education and the setting for provision of educational services for a student with a severe communicable disease of long duration shall be based on the child’s medical condition, the child’s behavior and neurological development, and the expected type of interaction with others in the educational setting. Final decisions will be made by school administration after receiving input from the student’s physician, public health personnel, the student’s parent or guardian, and personnel associated with the proposed care or educational setting.

BOE Approved January 2011
BOE Revised December 2015

**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 to provide them. Such healthcare service providers shall be required to enter into a contract with the district prior to providing any screenings 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 Screening
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.

BOE Adopted September 2016

JGD Student Psychological Services
Various psychological services are available to students through the district, special education programs, the county, and the state. Results of any such psychological service, testing program, or consultation services will be kept in strict confidence by school authorities and shall be governed by JR through JRD.

BOE Approved January 2011
BOE Revised December 2015

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 of 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.

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

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence. 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 sexual 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 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 expulsion for a student or termination of employment for an employee.

False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant. A summary of this policy and related materials shall be posted on the District website. 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. (See GAF)

BOE Approved Sept. 2013

**JGECA Racial and Disability Harassment**

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, certificated and support personnel, student, vendors, and any others having business or other contact with the school district is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination 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 so 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 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:

1. 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;
2. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or
3. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student’s academic performance or ability to participate in or benefit from the services, activities or programs of the school.

Racial or disability harassment may result from verbal or physical conduct or written 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 harassment and take prompt corrective action to end the harassment.

Any student, who believes he or she has been subject to racial or disability harassment or has witnessed an act of alleged 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 shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district’s discrimination complaint procedure (see KN).

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial or disability harassment under the definition outlined above. Unacceptable student 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 provide grounds for discipline under the code of student conduct. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially or disability 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 of racial or disability harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the compliance coordinator shall report such conduct to the appropriate law enforcement or 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 student’s status or grades. 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 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 materials shall be posted on the district website. The policy shall also be published in student 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. (GAACA, GAAB, GAF, JDDC AND KN).

BOE Approved March 2015
BOE Revised July 2015

**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 teachers, aides or paraprofessionals to supervise students engaged in school sponsored activities. All school-sponsored activities shall be supervised by an adult approved by the administration.
Each building principal shall coordinate and assign teachers, aides or paraprofessionals to supervise students engaged in school sponsored activities. All school-sponsored activities shall be supervised by an adult approved by the administration.

Each building principal shall ensure appropriate staff members are available for supervising students at specific times and in designated areas.

BOE Approved January 2011
BOE Revised December 2015

**JGFF Student Transportation Regulation (See JGG)**

**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 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.

BOE Approved Sept. 2013

**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. 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.

BOE Approved January 2011
BOE Renewed December 2015

**JGFGBA Student Self-Administration of Medications**
The self-administration of medication is allowed for eligible students in grades K–12. As used in this policy, medication includes, but is not limited to, a medicine for the treatment of anaphylaxis or asthma listed 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 or written parental authorization on file in the school office for over-the-counter medication. Self-administration of medication at a dosage or rate exceeding product label instructions may result in denial of privilege to self-administer medication and/or disciplinary action as appropriate.

As used in this policy health care provider means a physician licensed to practice medicine and surgery; an advanced registered nurse practitioner, or a licensed physician assistant who has authority to prescribe drugs under the supervision of a responsible physician.

**Student Eligibility**
An eligible student shall meet all the following requirements:

1. Have a written statement from the student’s health care provider stating the name and purpose any prescription of the medication/s, or written authorization from the student’s parent for use of over-the-counter medication/s;
2. Know the prescribed or recommended dosage;
3. Know the time the medication is to be regularly administered;
4. Be able to articulate any additional special circumstances under which the medication is to be administered;
5. Know the length of time for which the medication is prescribed;
6. The student shall also demonstrate to the health care provider or the provider’s designee, as applicable 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. In the absence of a school nurse, the school shall designate a person who is trained to witness the demonstration.

**Authorization Required**
With regard to prescription medications which are not administered on a regular schedule, the student’s health care provider shall prepare a written treatment plan for managing the student’s condition, such as asthma attacks 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 annually.

**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 district and its officers, employees, or agents incur no liability for damage, injury, or death resulting directly or indirectly from the self-administration of medication and agreeing to release, indemnify, and hold the district and its officers, employees, and agents, harmless from and against any claims relating to the self-administration of medication allowed by this policy.

**Additional Requirements for Students Prone to Specified Emergencies**
- 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 or the school district, its officers, employees, or agents;
• The board may adopt policy or handbook language which imposes additional requirements relating to the self-administration of medication allowed for in this policy and may establish a procedure for, and the conditions under which, the authorization for student self-administration of medication may be revoked.

BOE Adopted January 2011
BOE Revised January 2017

JGFGBB Medication Policy

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 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 the 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.

BOE Adopted October 2011
BOE Modified August 2011
BOE Revised December 2015

**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 provides transportation to an activity, participating students are prohibited from driving personal automobiles to and from district-sponsored activities held during or after the school day unless authorized in writing by the student’s parent or guardian. All rules shall be published in the student handbook.

BOE Approved January 2011
BOE Revised December 2015

**JGGA Use of Video Camera**

The district may use video cameras to monitor student activity. Video cameras may be used to monitor students riding in district vehicles and to monitor student behavior in or around any district facility.

Video files that are records of student behavior shall be secured. The video files shall be considered a student record and shall be subject to current law for the release of student record information. (See JR and JRB)

BOE Approved March 2015

**JGH School Food Service Programs**

The district shall provide a school food service program. Food service rules shall be published in student handbooks. Building principals shall develop individual building rules.

Free or Reduced Price Meals

Free or reduced price meals shall be provided for students who qualify under state and federal rules and regulations. The eligibility forms, rules and regulations governing this program shall be provided by the administration to students or their parents.
Contracts with Other Agencies
The board may enter into contracts with the governing authority of any nonpublic school or any
child-care institution to provide meals for children who attend these institutions. The board may
also contract for meal service with any municipality, any state university or any corporation whose
operations are substantially controlled by a state university. Contracts shall
provide for payment of the costs incurred by the district to provide the service. Income received
by the district under any contract to provide this service shall be deposited in the district food service
fund and may be expended whether budgeted or not.

BOE Approved January 2011

JGHB  Vending Machines and Other Automated Play Machines (See DK and JGCA)    JGHB

No vending machine or play machine may be placed in any building without prior approval of the
Superintendent.

Vending machine foods and beverages available for sale to students will comply with established
federal nutrition standards and guidance on snacks in school.

Advertising associated with product vending will be limited to signage on equipment, paper cups, and
other serving containers, and will promote a positive nutrition message.

The building principal shall manage the machine(s). A quarterly report shall be prepared by each
principal showing all receipts and expenditures for each machine. Proceeds from machines shall be
deposited in the appropriate activity account.

BOE Approved September 2017

JH Student Activities    JH
The principal shall be responsible for organizing and approving all student activities. All school-
sponsored activities shall be supervised by an adult approved by the administration.

Eligibility for Activities
Students who participate in any school activity shall meet the following requirements:
• all applicable KSHSAA regulations;
• academic eligibility requirements noted in handbooks; and
• other requirements requested by the administration and approved by the board.

Adding or Eliminating Activities
Administrative recommendations to add or eliminate specific activities shall be considered by the
board. Individual patrons or groups of patrons may request the addition or elimination of activities
using rules approved by the board and filed with the clerk. (See Administrative Handbook)

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. (See DK,).
Dual Sports Participation
Students may participate in two athletic sports per season if:
1. The student is in good standing with the school.
2. The student maintained at least a 3.0 GPA the previous semester.
3. A Highs High School Dual Participation Contract has been completed and is on file prior to the first day of the season in which they wish to dual participate. This contract serves as the agreement between all parties involved. Both primary and secondary activity coaches/sponsors, the 3rd and 4th period teachers of the student, the student, and the student’s parent must all sign the contract and be in agreement in order for dual participation to take place.

BOE Updated March 2014
BOE Revised December 2015

JHA Fund Raising Activities
All fund raising projects of student organizations must have prior administrative approval and conducted under the supervision of a faculty sponsor. All monies collected must be deposited in the student activity fund.

BOE Approved March 2014

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, during non-school sponsored student clubs may also meet on school property at such times.

Non-School Sponsored Student Clubs
Non-school student 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) shall attend the meetings as a supervisor but may 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. (See Administrative Handbook)

BOE Approved January 2011
BOE Revised December 2015

JHCA Student Publications
School-Sponsored Student Publications
School-sponsored student publications shall be under the supervision of the building principal or designated faculty representative.
Students who have facts and opinions should be allowed to express them in print as well as through oral communications. However, student editors and writers must observe the Kansas Student Publication Act and the same legal responsibilities as those imposed upon conventional newspapers and communication media. No student shall distribute any school publication which:

- Is obscene according to current legal definitions;
- Is libelous according to current legal definitions; or
- Creates a material or substantial interference with normal school activity or with appropriate discipline in the operation of the school.

Student publications which are not libelous, disruptive, or obscene may be distributed on school property during school hours at times and in areas designated by the building principal. If a decision to disapprove distribution of a publication is made, the principal shall state reasons for the decision to the student(s).

If the student is dissatisfied with the principal's decision, the student may appeal the decision to the Superintendent.

**Non-School Sponsored Student Publications**

Non-school sponsored student publications may be distributed on school property at times and in areas designated by the building principal. Distribution of any non-school-sponsored publication may be halted if the material is obscene, or libelous, or creates a material or substantial disruption of normal school activity or interferes with the operation of the school. Distribution in violation of this policy may result in suspension, expulsion or other discipline of the students involved. (See KI)

**Advertisements**

Ads concerning illegal drugs, any controlled substances, or any illegal activity are prohibited in school sponsored publications.

BOE Approved January 2011
BOE Revised December 2015

**JHCAA Gang Activity**

Gang activities are prohibited which threaten the safety or well-being of persons or property on school grounds or at school activities, or which disrupt the school environment, are prohibited.

The Superintendent shall establish procedures and regulations for disciplinary action to be taken against any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in gang-related activities. (See JCAC, JCDA, JCDDB and JDD) District staff may be provided in-service training in gang behavior and characteristics to facilitate identification of students involved in gang activities.

BOE Approved January 2011
BOE Revised December 2015

**JL 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.

BOE Approved January 2011
BOE Revised December 2015
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.

BOE Approved January 2011
BOE Approved December 2015

JK Solicitations
Commercial firms shall not be permitted to solicit students during school hours or on school property without prior approval of the administration. Solicitations by students of students during school hours and on school property shall be done only when they are related to school sponsored activities. All student sales projects shall require the principal’s prior approval. Representatives from commercial schools, colleges, armed forces, or other agencies shall be permitted to meet with students only by permission of the principal. Student contact by these organizations shall be arranged for and supervised by the guidance office. (See KI)

BOE Approved January 2011

JL Gifts
The giving of gifts between students and staff members is discouraged. (See DK and KH)

BOE Approved January 2011

JN Awards
Awards for participation in interscholastic activities shall be limited to those approved by the KSHSAA. (See Administrative Handbook)

BOE Approved January 2011

JQ Exceptional Students
All programs and services 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 through 12 who has demonstrated the ability to benefit from participation in the regular curricula of eligible postsecondary education institutions, may apply to the principal for permission to enroll at an eligible postsecondary education institution. (Also: IDCE, JBE).

BOE Approved January 2011
BOE Updated May 2013
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 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 purpose of this policy, health care provider shall have the meaning subscribed to it in board policy JGFGBA.

BOE Approved January 2011
BOE Revised December 2015

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. See JQE.

Board Approved March 2015

If the board sponsors a virtual school, it shall comply with all current regulations of the Kansas State Department of Education, the school district and applicable state laws.

Board Approved January 2011
BOE Revised December 2015

Adult students who have not graduated from high school are encouraged to attend high school classes at the Learning Center.

Community education classes may be organized and administered by the Superintendent of schools as the need arises.

BOE Approved January 2011

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. (See JBC)

BOE Approved January 2011
BOE Revised December 2015
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.

BOE Approved January 2011  
BOE Revised December 2015

JQLA Class-size/Caseload Limits for Exceptional Students  
The superintendent shall develop and review periodically class-size/caseload limits for students with exceptionalities.

BOE Approved December 2015

JR Student Records  
(See BCBK, CN, CNA, ECA, IDAE, JGGA, JR et seq. and KBA)  
All student records shall be treated as confidential and primarily for local school use unless otherwise stipulated. 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 record.

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.

BOE Approved August 2014
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 students collected and stored by any school personnel shall be separated into one of the following classifications:

Administrative Records
Official administrative records that constitute the minimum personal information necessary for operating the educational system. It shall include birth date, sex, race, names, telephone numbers, addresses electronic addresses, and places of employment of parents, academic work completed, grades, attendance records, withdrawal and reentry records, honors and activities, date of graduation and follow-up records of a student.

Supplementary Records
Verified information important in operating the educational system but is of a more sensitive nature and of less historical importance. It includes: test data, such as scores on standardized achievement, aptitude and intelligence tests; observational data such as systematically gathered teacher or counselor evaluations and observations of social and personal assets; clinical findings and verified reports of serious or recurrent deviant behavior patterns; general data such as health data, family background information and educational and vocational plans.

Tentative records
Useful information that has not been verified or is not clearly needed beyond the immediate present. It includes unverified reports of teachers or counselors that may be needed in ongoing counseling or disciplinary actions

BOE Approved January 2011

JRB Release of Student Records
(See BCBK, CN, CNA, ECA, IDAE, JGGA, JR et seq. and KBA)
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 their rights with regard to student 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 opt-out of 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 and allowing a reasonable period of time for parents or eligible students to inform the district that any or all of the directory information should not be released without prior written consent, 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 (including student name, address, and telephone listing) available to military recruiters and postsecondary institutions unless parents or eligible students provide a written request to the district providing that the specified information not be released without prior written consent. Notice of the option to opt-out of the release of recruitment information shall be provided to parents and eligible students in the district’s annual notice of rights under the Family Educational Rights and Privacy Act.
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.

BOE Approved January 2011

BOE Revised January 2017

**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 or ceases to attend school in the district, 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, the continuing usefulness of the information is demonstrated and its validity verified. The principal or designee shall review a student’s records when the student moves from elementary to a middle or junior high, from a middle school or a junior high to a high school and upon high school graduation or ceasing to attend school in the district. During each review, obsolete or unnecessary information shall be removed and destroyed.

Student records that are determined to be appropriate for retention may be stored electronically. (See JRA and JRBJ)

BOE Approved January 2011

**JRD Hearing Request**

When a hearing has been requested by a parent, guardian, or an eligible student to challenge the content of the student's education record, the procedure to be followed in the hearing shall be:

The hearing shall be conducted and the decision rendered by a person who does not have a direct interest in the hearing outcome. The parent, guardian or eligible student shall be given notice of the date, place and time of the hearing within a reasonable time in advance of the hearing.
The parent, guardian or the eligible student may be assisted or represented by individuals of their choice at their own expense, including an attorney. Parents, guardian or the eligible student shall be afforded a full and fair opportunity to present relevant evidence.

A written decision shall be rendered within a reasonable time after the hearing concludes. The decision of the hearing official shall be based solely upon the evidence presented at the hearing and include a summary of the evidence and the reasons for the decision.

BOE Approved January 2011

**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 may 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;
- Classifications of students exempt from the fee or charge;

- The date due;
- A system for accounting for and disposing of fees; and
- An appeal procedure to be used by students or parents to claim exemption from paying the fees or charges.

**Debt Collection**

Building principals shall attempt to collect unpaid fees and 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 either submit to the County Director for submission to the Kansas Set-Off Program for collection or other legal action as may be necessary.

**Waiver of Student Fees**

The Board of Education may choose to waive student fees based on economic status.

**Forwarding Pupil Records**

Administrators shall forward student’s school records upon request and may not withhold them for any reason.

BOE Approved March 2015
BOE Revised December 2015
K-- GENERAL PUBLIC RELATIONS

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KA Goals and Objectives (See IB)  KA
The goal of educational public relations is to facilitate a process of communication between the district and its internal and external publics. The public relations program is intended to develop better public understanding of the district’s goals, objectives, accomplishments, and needs.

The community shall be informed about school functions and activities, the accreditation status of each school, and the progress of school improvement efforts. Patron involvement is encouraged.

BOE Approved January 2011

KB Public Information Programs (See CEE, CG and KBA)  KB
The board shall keep the public informed about the school system’s functions and operations.

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

The Superintendent shall direct the dissemination of district information and report to the board as requested. When approved by the principal, attendance center announcements or school-related information may be sent home with students.

BOE Approved January 2011

KBA District or School Websites (See DC, ECH, II, IIBG, JR et seq., and KB)  KBA
The board may establish a district website and may allow creation of websites for individual schools. A district website shall be under the control of the Superintendent and school web-sites shall be supervised by the principal.

Website 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.

Website 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, and employees who create material;
- instruction on what information and materials will be prominently posted on district and/or school homepages, which shall include, but may not be limited to, a copy of Kansas State Department of Education’s Form 150 estimating 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 school 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 district 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 and social media accounts are maintained to support the public relations and educational programs of the district and/or the schools. The district reserves the right to block or delete any posts to the district Facebook page that are defamatory in nature. Websites and/or social media accounts may be modified or terminated at any time by board action.

BOE Approved January 2011
BOE Revised July 2015
BOE Revised December 2015
KBC Media Relations
Upon presentation of proper credentials, media members on assignment will be admitted free of charge to all school extra-curricular activities. To the extent possible, space will be provided at sporting and special events for members of the working media to cover extra-curricular activities.

Broadcasting and Taping
The Superintendent is authorized to establish rules and regulations for broadcasting and taping district activities. Members of the broadcast media shall notify the Superintendent prior to the event they wish to cover so arrangements may be made for their equipment.

News Releases
News and information concerning building events and programs may be released to the media with the approval of the principal. District news releases prepared for public distribution by district employees or students shall have the Superintendent's approval prior to release. The Superintendent shall, upon request, prepare official district news releases for the board.

Conferences and Interviews
News conferences and interviews shall be scheduled so they do not disrupt regular educational activities. Representatives of the news media seeking to interview a student during school hours must first have the principal’s approval and permission from the student’s parent or guardian.

BOE Approved January 2011

KCA Protection of Privacy Right
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.

BOE Approved August 2014

KCB Custodial 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.

BOE Approved August 2014

KDC Solicitations (See GAI)
The board shall discourage all solicitations of and by staff members during regular school hours and at school-sponsored activities.

Agents, solicitors, and salesmen shall not be permitted to take time of teachers or students from educational activities. The students and faculty of the district shall not promote commercial or private financial interests, either through direct sales or through promotion of competitive goods or services.

This rule applies to those activities, promotions, and sales originating outside the school. Exception to this rule may be made as outlined below.
Materials and projects submitted for consideration under this rule must be made in writing to the superintendent. Requests will be considered in light of the proposal’s direct contribution to the educational values in the school. Consideration shall be on the basis of unreasonably added work for staff members.

Any individuals or organizations violating the policy on solicitations shall be reported to the board by the superintendent. Violators may be denied further access to school premises by board action.

BOE Approved January 2011
BOE Revised December 2015

KFD School Volunteers (See EBAA and IFC)  KFD
School volunteers work under the school staff’s direction with the principal’s approval. School volunteers are bound by the policies, rules and regulations of the district, serve without financial compensation and are not covered by workers compensation.

BOE Approved January 2011

KG Use of School Facilities by Community Groups (See DFG and JH)  KG
The board may allow use of school buildings and school grounds by community groups outside the school day. Use of any school facility or school grounds, however, shall not interfere with daily school use or any school-sponsored activity. 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 school’s 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.

BOE Approved January 2011
**KGA Use of District Personal Property and Equipment**

Requests for use of district equipment by individuals or outside organizations shall be submitted to the Superintendent. Any request shall be granted or denied pursuant to guidelines for using equipment developed by the administrator and approved by the board. The Superintendent may establish a deposit or requirement for the purchase of insurance for use of school equipment before it is removed from the school grounds or other district property. The deposit will be paid to the designated administrator and will be refunded when the equipment is returned in working order.

**Lost, Stolen, or Damaged Property or Equipment**

No request for use of school equipment shall be granted until the requestor executes a use agreement specifying such person will agree to pay the district fair market value for any equipment that has been lost, stolen, or has suffered irreparable damage while in the requestor’s possession. For the purposes of this policy, irreparable damage shall include any damage severe enough that the cost to repair such equipment would be more than the fair market value of the equipment. If school equipment is returned damaged beyond normal wear and tear of acceptable use, the requestor shall be responsible for the cost to repair such equipment. The district may also require the purchase of insurance.

**Personal Use**

No district equipment shall be used by staff for personal reasons at school or away from its designated station. Without the prior approval of the superintendent; the building principal or administrator; or the director of buildings and grounds.

*BOE Approved October 2012*

*BOE Revised December 2015*

**KGB Concealed Observations**

Unless otherwise provided in this policy or policy JCGA, 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 JCGA; the recording of meetings subject to the Kansas Open Meetings Act; the recording of due process hearings or students 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.

*BOE Adopted September 2016*

**KGC Bullying by Parents** *(See EBC, GAAE, JDDC, KGD)*

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 by any student, staff member, or parent towards a student, 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 be posted on the district’s website, and copies of such documents shall be made available to parents of current students upon request.

BOE Approved Sept. 2013
BOE Revised December 2015

**KGD Disruptive Acts at School or School Activities**

(See EBC, GAAE, JCDBB, JDDC, and KGC)

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; to interfere with school activities or the educational process; will be asked to leave the premises.

The school administration and staff are responsible for handling any 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 or an employee’s personal vehicle being used to transport student, 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 employee holds a valid Kansas concealed carry license and 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.

BOE Approved Sept. 2013
BOE Revised Dec. 2015

**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.

BOE Approved August 2014

**KH Gifts to Schools**

All gifts will be regarded as district property. Persons or organizations desiring to make gifts to the schools should contact the Superintendent. All technology gifts to schools shall be approved by building administrators and the director of technology and shall be accompanied with a "Gift Acknowledgement Form" that acknowledges the reception of these items as district property. The Board President or Vice President as well as the organization or individual giving the gift will sign the “Gift Acknowledgement Form”. All accompanying paperwork and documentation should be given to the school at the time of the donation.

BOE Approved January 2011
BOE Revised December 2015

**KI Distributing Materials in Schools (See JHCA)**

In accordance with rules adopted by the board, the Superintendent reserves the right to refuse distribution to students any material by outside individuals or groups which creates a material or substantial interference with normal school activity or appropriate discipline in the operation of the school.

**Materials Produced by Outside Groups—Including Religious Materials**

The principal may establish rules and regulations which control the time, place and manner in which non-school/educational materials are displayed and disseminated in the building or on school property. No student shall be forced to participate in the distribution or receipt of any non-school materials in the schools.

**Political Campaign Materials**

The board encourages responsible use of political materials as part of the board-approved curriculum. No student shall be forced to participate in the distribution or receipt of any political materials.

**Advertising in the Schools**

No advertising for commercial purposes shall be permitted in the school buildings or on the grounds of the district without prior board approval. Advertising in student publications shall be regulated by rules and regulations developed by the Superintendent. Advertising in the student publications may promote products by brand name. Ads promoting the sale of any controlled substance, drug paraphernalia or any other illegal material or activity are prohibited.

**Mailing Lists**

No mailing lists of students shall be given to individuals, organizations or vendors for the purpose of distributing materials.

BOE Approved January 2011

**KK Sale of District Property**

The board may dispose of property in a manner the board deems to be in the district’s best interest.
Whenever excess district property is to be sold at auction, all sales shall be to the highest bidder. No credit shall be extended.

BOE Approved January 2011

KM Visitors to the Schools

The board encourages patrons and parents to visit district facilities. Patron visits shall be scheduled with the teacher and the building principal.

Notices shall be posted in school buildings to require visitors to check in at the office before proceeding to contact any other person in the building or on the grounds.

Any person who visits a building and/or grounds of the district will be under the jurisdiction of the building principal who shall be responsible for developing rules and regulations governing the presence of visitors in the buildings.

The principal has authority to request assistance from law enforcement if any visitor to the district's buildings or grounds refuses to leave or creates a disturbance. Violation of this rule may lead to removal from the building or grounds and denial of further access to the building or grounds. Violators of this board policy may be subject to the state trespass law.

BOE Approved January 2011

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.

The Superintendent 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.

Superintendent of Schools USD 489
323 West 12th Street
Hays, KS  67601
785-623-2400

Information concerning the provisions of these Acts, and the rights provided there under, 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 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
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 (See IF)
The Superintendent shall report a failure to resolve any complaint about curriculum to the Board at the next regularly scheduled board meeting.

Complaints About Instructional Materials
The Building Principal shall report any unresolved complaint about instructional materials to the Superintendent immediately after receiving the complaint.

Complaints About Facilities and Services
The Superintendent shall report any unresolved complaint about facilities and services to the board at the next regularly scheduled board meeting.

Complaints About Personnel
The Superintendent or the building principal involved shall report any unresolved complaint about personnel to the board at the next regularly scheduled board meeting.

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.

BOE Approved Sept. 2013
BOE Revised Dec. 2015
L--INTERORGANIZATIONAL RELATIONS

LA.......Goals and Objectives - 174

LB.......School-Community Cooperation - 174

LC.......School-Community Programs - 174

LDD.....Federal Government - Drug Free Schools - 174
**LA Goals and Objectives**

The board shall seek to establish a satisfactory working relationship with governmental agencies and private organizations having an interest in the schools.

BOE Approved January 2011

**LB School-Community Cooperation**

The board shall seek to foster cooperation between the schools and community groups and organizations. A continuing program of two-way communications shall be used to enhance good internal employee relations and good community relations.

BOE Approved January 2011

**LC School-Community Programs**

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.

BOE Approved January 2011

**LDD Federal Government-Drug Free Schools**

(See GAOA, GAOB, IDAB and JDDA)

The unlawful possession, use, sale or distribution of illicit drugs and the possession, use, sale, or distribution of alcohol by students or school employees at school, on or in school property, or at school sponsored activities or events is prohibited. This policy, and any curriculum used in conjunction with it, shall be evaluated periodically using criteria developed by the Superintendent and approved by the board. The board shall receive a report after each of these reviews is conducted.

BOE Approved October 2012
M-RELATIONS WITH OTHER EDUCATION AGENCIES

MA....Goals and Objectives - 176
MD....Inter-district Relations – 176
MF....Colleges and Universities – 176
MI.....Kansas Education Systems - 176
MA Goals and Objectives
The board shall seek to work harmoniously with educational agencies having an interest in the district’s schools. Staff shall follow all regulations required by state and federal education agencies.

BOE Approved January 2011

MD Inter-District Relations
The board shall work cooperatively with other districts to provide services to students when it is in the best interest of students and the district.

BOE Approved January 2011

MF Colleges and Universities MF
The board may consider use of student teachers in district classes.

Contract Required
A written student teaching contract with appropriate colleges and universities shall be prepared.

Other Relationships
Other relationships between the district and institutions of higher education may be considered upon recommendation of the administration.

BOE Approved January 2011

MI Kansas Education Systems
Kansas Education Systems Accreditation (hereafter “KESA”) is a district-wide accreditation process. Accreditation within this process is ultimately granted by the Kansas State Board of Education. The district school board (hereafter “board”) shall maintain the goal of full accreditation for the district. Good faith efforts shall be made by all staff to implement district school improvements plans. The board shall monitor compliance.

The board is committed to implementing and sustaining the foundational structures defined within the KESA process as well as defining and implementing district-wide goals in alignment with the KESA rubrics.

In order for accreditation to be achieved, the board shall commit to school improvement for all district schools, academic achievement for all district students, and results-based professional development for all district staff members. The Superintendent shall regularly report to the board on the district’s progress toward full accreditation within the 5 year cycle defined as part of the KESA process.

The board shall fully inform the public in languages commonly used in the community about district-wide goals, school improvement plans, the progress of school improvement efforts, the accreditation status of the district, and other pertinent information as the board may direct.

BOE Approved January 2017
Appendix A

Civility Policy

Unified School District No. 489 believes interactions among individuals should be of a positive and productive nature. In accordance with this belief, it is the policy of the Hays Public School district for its board members and employees to treat everyone—fellow board members, employees, students, parents/guardians, patrons, visitors, anyone having business with the district—with fairness and respect. The district also expects that anyone having interaction(s) with employees of the district will treat them with professionalism, courtesy, dignity, and respect.

What is “Civil Behavior”?
It is our policy, in accordance with the law and accepted rules of a civil society, to maintain an environment which is legal, ethical, and non-abusive. The policy is not intended to deprive anyone of his/her right to freedom of expression; its intent is to maintain a reasonable and safe environment for all.
- Civil behavior is polite. Even when we disagree with each other, we can be polite. Remember: civility is often verbal, but it can be nonverbal as well.
- Civil behavior is controlled. When we are civil, we allow reason and respect to control our behavior.
- Civil behavior is the best means of accomplishing one’s goals through self-expression, persuasion, and acknowledgment of others.

What behaviors are uncivil?
These behaviors are uncivil. It can occur in person, on the phone, on voice mail, in writing, or in e-mail.
- Physical or verbal threats, overt or implicit.
- Behaviors that are coercive, intimidating, violent, or harassing.

Examples of uncivil behavior.
Uncivil behavior includes, but is not limited to:
- Use of profanity
- Personally insulting remarks
- Attacks on a person’s race, gender, nationality, or religion

How to respond civilly to people who are uncivil:
First, remember that the policy of the Hays Public School district opposes uncivil behavior. If you feel you have been the object of such behavior:
1. Use your best interpersonal skills to return the conversation to a civil tone.
2. End a phone conversation or a personal interaction. Politely but firmly express your belief that the tone of the interaction has become unproductive. Indicate your intention to refer the issue to a third party (e.g., the supervisor of the alleged offender).
3. If evidence of the allegations of uncivil behavior exists, save it (notes, e-mails, voice mails).
4. If appropriate, ask a principal or supervisor to join a conversation that is going in the wrong direction.
5. Follow through by referring the issue to an appropriate person and filing an incident report form, if necessary. Employees may want to refer the issue to the supervisor of the alleged offender. Parents/guardians may follow up with a principal. Students can speak with a principal, teacher, or student support staff.
6. Incident report forms may be obtained from the school, at the district office, from a H-NEA building representative, or from the H-NEA Uniserve office.
What can happen?
After a report is filed, several things can happen:
• The incident will be investigated. While confidentiality will be respected, it cannot be guaranteed.
• The complaint will be discussed with the individual about whom it has been made.
• If the incident is found to violate the district policy, the offending party can be subject to disciplinary action (student, employee) and/or restricted from access to school building or school personnel (vendor, patron).
(revised 10/18/04)
Appendix B - Internet Safety Policy

USD 489 utilizes a wide variety of devices and computer systems with Internet capable access. The purpose of these systems is to facilitate information and resources in support of education and research that is consistent with educational objectives and the outcomes for USD 489. The district’s Internet Safety Policy will follow the guidelines set forth by the Children’s Internet Protection Act (–CIPAI) and Neighborhood Children’s Internet Protection Act (–NCIPAI). The Internet Safety Policy will apply to students, staff, and anyone else that accesses the USD 489 network or computer systems.

The school district will employ an Internet filtering mechanism as a technology prevention measure to block access to material deemed as pornographic, child pornography, obscene, or otherwise harmful to minors. The organization does not warrant the effectiveness of Internet filtering. Acting as an agent of USD 489, the district systems administrator and technology coordinator are responsible for management of Internet filtering mechanism.

It shall be the responsibility of all members of the USD 489 staff to educate, supervise, and monitor appropriate usage of the computer network and access to the Internet in accordance with this policy. It is also their responsibility in educating minors on appropriate online behavior, including interactions with other individuals on social networking sites/chat rooms, cyber bullying awareness and response, safe usage of electronic mail, instant messaging, and other forms of direct electronic communications.

The privacy of users is limited and the school district reserves the right to monitor all use of technology systems. The district may, at its discretion, review any and all technology systems accessed by users. Such monitoring may be conducted without notice.

The use of district technology systems is a privilege and may be revoked at any time. Failure to adhere to network policies and rules may subject users to warnings, usage restrictions, disciplinary actions, or legal proceedings. USD 489 is not responsible for any actions taken by the users or any loss of information by the user. Acting as an agent of USD 489, the administration will determine whether or not specific use of the technology systems is appropriate and/or consistent with acceptable use. This decision is final.

Prohibited User Activity may include but is not limited to:
• Accessing material deemed as pornographic, child pornography, obscene, or otherwise harmful to minors.
• The act of circumventing, tampering, disabling, or relaxing the Internet filter is strictly prohibited except by authorized technology personnel for bona fide research or other lawful purposes.
• Using the technology systems to disrupt the activity of others, to harass or discriminate against others. (e.g.,-cyberbullying).
• To gain unauthorized access to computer systems or programs, or to initiate any type of malware or virus in any computer system or program. (e.g. -hacking).
• Using profanity, obscenity, discriminatory language, vulgarities and other inappropriate language, graphics or sound on the computer system or in any electronic communication.
• Student should not reveal any personal, confidential, or private information about themselves or another individual such as home address, phone number, etc. Staff should not reveal any personal, confidential, or private information about students as to comply with the Family Educational Rights and Privacy Act (FERPA).
• Access to social networking websites or chat room web sites is prohibited except for sites that have been approved by administration as educationally appropriate.
• Representing oneself as someone other than who you are, including using someone else’s account number or password. (e.g., -fraud, -identify theft)
• Allowing someone else to use your account number or password with the exception of authorized technology personnel.
• Vandalism, damaging equipment, or intentionally wasting resources. This includes physical damage
as well as digital damage, such as deleting data or defacing district websites and computer systems.
• Removing hardware and/or software from the premises without prior authorization.
• Violating any federal or state copyright or unfair trade law. This includes the unauthorized downloading or storing of copyrighted music and movies.
• Violating any federal, state, local, common law, or criminal law.
• Conducting any activity that exposes the district to litigation or expenses.
• Violating any laws that might suggest libel or slander.
• Personally benefiting from the sale of "User-Developed Subject Matter" created while under the supervision or employment of USD 489.

I understand and will abide by the guidelines outlined in this Internet Safety Policy. I understand that any violation of this agreement will result in disciplinary action or legal proceedings.
Appendix C

Hays Unified School District 489

Board of Education Administrative Calendar
Yearly Calendar

**July**

- Swearing in of newly elected board members
- Reorganization of the Board of Education:
  - Election of President
  - Election of Vice President
  - Appointment of Board Clerk / Keeper of the Records
  - Consider the appointment ---- as BOE Clerk and Keeper of the Records for 20__-__ and ---- as Deputy Clerk per K.S.A. 72-8202c.
  - Appointment of Board Treasurer
  - Consider the appointment of ---- as BOE Treasurer for 20__-__ per K.S.A. 72-8202d.
  - Appointment of Homeless Children Coordinator
  - Appointment of Compliance Coordinator for Federal Anti-Discrimination Laws
  - Appointment of district Public Information Officer
  - Appointment of KPERS Authorized Representative and Additional Signer
  - Appointment of building principals as designated employees to enforce the Compulsory School Attendance Law
  - Appointment of Title 1 Representative
  - Appointment of Federal Nutrition Services Representative
  - Designation of the ---- as the official newspaper for publication of school notices for 2013-14 per K.S.A. 64-101
  - Adoption the 1,116 school calendar
  - Adoption of Resolution GAPP14 to waive the requirements for generally accepted accounting principles for 20__-__ per K.S.A. 75-1120a
  - Adoption of Resolution 14AF authorizing activity funds at HHS, HMS, Roosevelt, Wilson, Lincoln, Washington, and O'Loughlin and designating principals as responsible for administration of these activity funds in their buildings per K.S.A. 72-8208a
  - Adoption of Resolution Establishing Petty Cash Limits for 20__-__ per K.S.A. 72-8208
  - Adoption of Resolution-Destruction of Records FY__ to destroy old records per K.S.A. 72-5369.
  - Adoption of the following official depositories for school district funds for 20__-__ per K.S.A. 9-1401
  - BOE President’s appointments to committees for 20__-__
- Consider KASB membership and Legal Assistance Fund membership for the 20___ school year
- Resolution specifying board of education meeting dates, location and times per K.S.A. 72-8205.
- Appointment of the Board Attorney
- As per policy ‘CN’ – set fee, annually, for copy fees for requesting public records.

- All superintendent and staff recommendations will be presented to the board no later than the regular board meeting in July.
- Preparation of the first draft of the district budget to present to the BOE on or before August 5th.

**August**

- A preliminary draft of the district’s budget will be submitted by the superintendent to the board on or before August 5 each year.
- *2nd Meeting* - A public hearing on the published budget will be held and the BOE will adopt a budget establishing the maximum expenditures in all funds and the district mill levy for the fiscal year.
- The adopted budget will be certified to the Ellis Co. Clerk and KSDE as required by law on or before August 25th.
- The board shall participate in long-range planning through an annual meeting with the superintendent and designated staff to review progress on the implementation of board priorities, initiatives, and long-range plans. This process shall be completed on or before the September BOE meeting of each year. The board also shall consider and act upon objectives and major activities proposed by the superintendent to achieve district goals.
- Schedule the first Labor Management Meeting with the labor management committee to take place in September.

**September**

- Presentation by the BOE of the long-range plans and goals.
- Professional Advancement - College hours must be completed by September 1 in order to be used for advancement on the standard salary schedule.
- A Labor/Management Committee, composed of members of the bargaining team, will meet for the purpose of discussing and resolving issues during the time the bargaining team is not in session. The Labor/Management Committee will meet – at a minimum once in September, once in November and once in January, with the possibility of meeting whenever needed.
- The annual official enrollment of students will be conducted each year of September 20, or the first day following if September 20 is on a weekend, in accordance with the Kansas state statutes.

**October**

- Schedule the 2nd Labor Management meeting to be conducted in the month of November.
- The Board shall maintain a current seniority list and provide a copy to the Hays NEA not later than October 1 of each school year (Master Collective Bargaining Agreement).
- Internal district fiscal audit is conducted
November
- The superintendent shall report recommendations concerning the district's capital outlay needs, including LONG RANGE NEEDS DETERMINATION to the board annually by the 1st meeting in November.
- Labor/Management Committee will meet – at a minimum- once in September, once in November and once in January.
- First and second year teachers are to be evaluated by the 60th day of each semester. The 60th day of each semester is Nov. 12, 2013 and April 9, 2014

December
- Schedule the 3rd Labor Management meeting to be conducted in the month of January.
- Contact principals to appoint building representatives to serve on the calendar committee.
- Presentation of the findings of the internal fiscal audit (conducted in October).

January
- Labor/Management Committee will meet – at a minimum- once in September, once in November and once in January.
- Begin talks to form a list of negotiable items to notice the Hays NEA with on or before February 1.
- Schedule calendar committee meeting.

February
- Send letter to Hays NEA listing items to be considered for negotiations
- The contracts of the superintendent and assistant superintendents shall be acted upon at the first regular meeting of the board of education in February of each year.
- The superintendent of schools will be formally evaluated by the board of education on an annual basis but no less than prescribed in KSA 72-9003 or amendments thereto. The formal evaluation will be completed prior to the 1st meeting in February.
- All administrators will be evaluated on an annual basis, but no less than prescribed in KSA 72-9003 and amendments thereto. The evaluation process will be completed prior to the 1st meeting in February.
- Teachers evaluations are to be completed by the 15th
- Schedule the board retreat (late April/early May)

March
- Evaluations of principals, assistant principals and classified directors shall be completed prior to the first meeting in March
- The contracts of principals, assistant principals, and classified directors shall be acted upon at the first regular meeting of the board of education in March each year.
• On or before March 1 of each year, the Superintendent shall present a recommended school calendar for the next school year.

• **Begin the process of the Board Self-Evaluation (Policy BK)**

**April**

• All licensed professional personnel must sign a contract approved by the Board of Education to indicate the acceptance of the position. The re-employment of all teachers shall be acted upon at the first meeting in April of each year (4.312). The employment contracts will be delivered upon the completion of the negotiations process (Master Collective Bargaining Agreement).

• First and second year teachers are to be evaluated by the 60th day of each semester. The 60th day of each semester is Nov. 12, 2013 and April 9, 2014

• **Board retreat (Policy ABE)**

**May**

• All contracts of employment of teachers shall be deemed to continue for the next succeeding school year unless written notice of termination or nonrenewal is served...by a board upon any teacher on or before the third Friday in May. K.S.A. 72-1398

• A teacher shall give written notice to the board that the teacher does not desire continuation of a contract on or before the 14th calendar day following the third Friday in May.

• Approve all student/staff handbooks

**June**

• Any teacher involuntarily transferred after June 1, shall receive 2.62% of the inverted base. The Hays-NEA President shall be notified of all involuntary transfers that occur after June 1.
APPENDIX D
USD 489 – Hays Unified School District
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
APPENDIX E

USD 489 – Hays Unified School District
Notice of Protections Under the Kansas Tort Claims Act

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.

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.

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 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)
APPENDIX F

USD 489 – Hays Unified School District
Notice of Protections Under the Kansas Tort Claims Act

As a teacher employed by Unified School District No. __________, Kansas, you are entitled to protections under the Kansas Tort Claims Act, K.S.A. 75-6101 et seq.

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. 489’s insurance with regard to tort claims provides liability coverage for such claims up to $________. (See K.S.A. 75-6101 et seq.)

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.

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.

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.