

# **BOARD OF EDUCATION POLICIES USD #325, PHILLIPSBURG**

## **Mission Statement of USD #325, Phillipsburg**

*This statement guides the development of long term goals for the district and supports the stated core beliefs of the organization.*

The Mission of U.S.D. #325 public schools is to provide positive school experiences and healthy school environments which prepare students for successful and productive adult lives. We believe that this may best be accomplished by cooperation between our schools, students, parents, and the communities we serve.

[www.usd325.com](http://www.usd325.com)

### *Equal Opportunity Employer*

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

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**USD #325 BOARD OF EDUCATION POLICIES**

**1. DISTRICT ORGANIZATION**

**GOALS AND OBJECTIVES**

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

**1.1. DISTRICT**

1.1.1 Authority

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

1.1.2 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.

**1.2 SCHOOL**

1.2.1 Calendar

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

1.2.2 Census

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

1.2.3 Closings

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

1.2.4 Day

The board shall establish the time of beginning and ending the school day and other time schedules. The beginning and ending times for all classes in each attendance center will be published each August in the official designated newspaper.

Double Sessions:

The board may establish double sessions.

Evening Sessions:

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

1.2.5 Extended School Year

The board may extend the regularly scheduled academic year because of the following types of circumstances which are stated by way of illustration and not by way of limitation:

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adverse weather conditions, building maintenance problems, personnel problems, public health reasons, budgetary problems, etc.

The superintendent shall be responsible for the preparation of a plan to operate “summer sessions” that shall not interfere with the regular instructional program of the district.

### 1.2.6 Year

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

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

## 2. **BOARD OPERATIONS**

### **GOALS AND OBJECTIVES**

The board shall provide the best educational system possible within the financial limitations of the district.

#### **2.1 AGENDA**

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

The agenda will be sent to all board members at least three calendar days, prior to any regular board meeting. The agenda may include the following information, however, other items and reports may include items to be discussed and board procedure; monthly reports to the board; financial reports including monthly listing of bills ready for payment; important correspondence; bids, specifications; attendance center reports; requests for hearings and other such information.

The board shall adopt an agenda at the beginning of each meeting. The superintendent shall distribute to each board member prior to each meeting appropriate background material concerning items on the agenda.

#### **2.2 ATTORNEY**

The board shall retain a qualified attorney to handle all legal matters referred to him/her by the board.

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

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

#### **2.3 COMMITTEES**

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

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

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

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

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

The board may dissolve any advisory committee at any time.

#### **2.4 ELECTION OF OFFICERS**

The board shall organize by the selection of President and Vice President from its members.

The board shall elect a clerk for a term of one year, who is not a member of the board, and who shall receive for such services compensation as the Board of Education may allow. The board shall also elect a treasurer, who may not be the same person as the clerk nor a member of the board, to serve at the pleasure of the board and who shall receive for his or her services such compensation as the board may allow.

#### **2.5 ETHICS**

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

- Attend all regularly scheduled board meetings insofar as possible and become informed concerning the issues to be considered at those meetings;
- Recognize that I should endeavor to make policy decisions only after full discussion at publicly held board meetings;
- Render all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups;
- Encourage the free expression of opinion by all board members, and seek systematic communications between the board and students, district staff, and all elements of the community;
- Work with other board members to establish effective board policies and to delegate authority for the administration of the schools to the superintendent;

- Communicate to other board members and the superintendent expressions of public reaction to board policies and school programs;
- Inform myself about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by my state and national school boards associations;
- Support the employment of those persons best qualified to serve as district staff and insist on a regular impartial evaluation of all staff;
- Avoid being placed in a position of conflict of interest and refrain from using my board position for personal or partisan gain;
- Take no private action that will compromise the board or the administration and respect the confidentiality of information that is privileged under applicable law; and
- Remember always that the first and greatest concern must be the educational welfare of the students attending the public schools.

**2.6 EXECUTIVE SESSION**

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

Sample Motion

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

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

\* Explanation of reason for executive session

The third blank will explain why one of the six statutorily acceptable reasons was chosen.

Examples:

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

No binding action shall be taken during closed or executive session.

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

The purpose for the executive session will be one of the six reasons stated above.

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

## 2.7 MEMBERSHIPS

The board may determine such participating membership in educational organizations or associations as they feel are in the public interest.

## 2.8 MINUTES

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

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

## 2.9 NEW MEMBER ORIENTATION

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

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

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

## 2.10 NEWS COVERAGE

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

### 2.10.1 Broadcasting and Taping

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

### 2.10.2 Cameras

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

### 2.10.3 Recording Devices

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

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

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

## **2.11 POLICY ADOPTION**

The policies, rules, and regulations of the board may be amended at any regular, special or reconvened meeting of the board by a majority vote of the members of the board.

A recommendation by an individual or group of citizens or patrons to adopt or amend any policy or rule may be submitted at any regular board meeting. Any action on the recommendation will take place at the next regular meeting of the board unless an emergency is declared. In this case, final action may be taken immediately.

### **2.11.1 Policy Dissemination**

The superintendent shall be responsible for developing a procedure to ensure that persons who have copies of the board policy book receive changes in board policy and the policies, which have been amended or deleted are removed from such policy books. Every attendance center shall have a current copy of the policy book, which shall be kept in the office of the principal or the superintendent. A copy of the board policy book shall also be kept in the central business office. Each board member shall be furnished a copy of the policy book, and the superintendent may also designate which administrators shall be furnished with copies of the policy book.

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

## **2.12 POLICY DEVELOPMENT**

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

### **2.12.1 Attorney**

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

### **2.12.2 Involvement of Staff, Community and Students**

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

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

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

### **2.12.3 Policy Draft Writer**

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

## **2.13 PUBLIC HEARINGS**

The board may hold public hearings on those matters which so warrant.

## **2.14 PUBLIC PARTICIPATION**

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

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

### **2.14.1 Handling of Complaints**

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

**2.15 REIMBURSEMENT FOR EXPENSES**

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.

**2.16 RULES OF ORDER**

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

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

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

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

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

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

The following motions will be in order:

- To recess (not required);
- To take action
- To amend a motion to take action, but such amending motion will be disposed of before any other motion to amend the main motion will be in order;
- To defer action, either finally or to a specific time, date and place;
- To go into executive session; and
- To adjourn, (not required) either finally or to a specific time, date and place.

**2.17 SELF-EVALUATION**

The board considers the following conditions crucial to self-evaluation:

1) Board members should be involved in development of the standards and process by which they shall evaluate themselves. 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 organizations and subcommittee performance, relations with cooperating agencies and other governmental organizations.

2) Evaluation shall be at a scheduled time and place with all board members present.

3) The evaluation shall be a composite of the individual board member's opinions.

4) The evaluation shall discuss strengths as well as areas needing improvement.

5) Following the discussion, determinations that are made shall be supported by objective evidence.

The evaluation results shall be discussed in detail and the board shall formulate a series of objectives for the coming year. These objectives shall be stated in the form of behavioral change or productivity gains.

**2.18 SPECIAL MEETINGS**

Special meetings may be called by the President of the board or by the joint action of any two members. Written notice shall be given each member, unless waived two days in advance of the meeting. (Form on file with board clerk)

**2.19 VOTING**

The board shall take action by way of motions. No motion may be acted upon until it has been duly seconded by a member of the board. The vote on all motions shall be by "yes" and "no" and will be taken by a show of hands. Following each vote, the president shall announce that the

motion carried or failed by a vote of x affirmative votes to x negative votes. The minutes shall indicate whether a motion passed or failed. Each board member shall have the privilege of explaining for the record any vote, be it affirmative, negative or abstaining.

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

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

### 3. GENERAL ADMINISTRATION

#### GOALS AND OBJECTIVES

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

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

#### **3.1 SUPERINTENDENT**

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

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

##### 3.1.1 Appointment

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

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

##### 3.1.2 Board-Superintendent Relations

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

##### 3.1.3 Compensation and Benefits

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

##### 3.1.4 Evaluation

The board shall evaluate the superintendent in accordance with the minimum statutory requirements for the first four years of employment and annually thereafter. An appraisal instrument may be used by the superintendent as a self-evaluation instrument prior to this evaluation by the board.

Each individual board member shall complete and submit appraisal forms to the board president. The president shall formulate a summary of the individual responses and allow time for necessary discussion. The summary shall use the same format as the individual board member's appraisal form. The board president shall sign the summary as the board's agent and as the evaluator.

The board shall review the summary with the superintendent in an executive session. If written comments are needed, the president or the superintendent may seek additional clarification from individual board member(s). After the evaluation is complete, the individual appraisal forms shall be destroyed; and the summary and any response shall be maintained in the superintendent's personnel file.

The superintendent's evaluation shall be confidential and be made 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.

### 3.1.5 Resignation

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

### 3.1.6 Separation

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

### 3.1.7 Staff Development

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

## 3.2 ADMINISTRATIVE PERSONNEL

### 3.2.1 Assignment

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

### 3.2.2 Compensation and Contracts

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

### 3.2.3 Evaluation

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

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

### 3.2.4 Expenses

The board shall provide reimbursement for expenses incurred in travel related to the performance and duties of the district's employees when approved in advance by the superintendent.

Authorization for reimbursement of travel expenses shall be considered in advance by the superintendent. Mode of travel will be based on, but not limited to, the availability of transportation, distance and number of persons traveling together.

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

### 3.2.5 Interns

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

### 3.2.6 Orientation

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

### 3.2.7 Personnel

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

### 3.2.8 Policy Implementation

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

### 3.2.9 Qualifications and Duties

The superintendent shall develop appropriate job descriptions for each administrative position. When adopted by the board, such documents shall be filed in the central office, and a copy given to the appropriate employee.

### 3.2.10 Recruitment

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

### 3.2.11 Schedules

Administrative time schedules and work loads shall be dictated by the terms of the employment contract.

### 3.2.12 Supervision

The superintendent shall be responsible for supervising all administrative personnel.

## 3.3 **RECORDS**

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

### 3.3.1 Building

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

### 3.3.2 Central Office

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

### 3.3.3 Disposition

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

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

#### 3.3.3.1 Destroying Documents

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

### 3.3.4 Public Access

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

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

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

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

The board shall annually set a fee for copies of records. Advance payment of the expense of copying open records shall be borne by the individual requesting the copy. Under no circumstances shall the documents be allowed out of their usual building location without approval of the official custodian.

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

### 3.3.5 Types

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

#### 4. **FISCAL MANAGEMENT**

##### **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.

##### **4.1 ADMINISTRATIVE LEEWAY**

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.

##### **4.2 BIDS AND QUOTATIONS REQUIREMENTS**

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

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

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

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

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

###### **4.2.1 Bid Specifications**

All bid specifications shall be written by the district's purchasing agent. 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.

###### **4.2.2 Procedures**

All bids must be submitted to the clerk in sealed envelopes. All bids shall be opened publicly on the stated day and time. All bidders and other interested persons may be present when the bids are opened. Bids may be opened by the purchasing agent or other person designated by the board and such opening shall be witnessed by one other district employee.

###### **4.2.3 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.

###### **4.2.4 Responsible Bidder**

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

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

4.2.5 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.

**4.3 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.

A surety bond in the amount of \$25,000.00 (recommended \$25,000) is required for the treasurer, clerk and superintendent. A blanket bond may be purchased by the board for district employees as follows:

Building principals	\$10,000.00
Building secretary(s)	\$10,000.00
Other employees as the board may direct	

**4.4 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.

**4.5 EQUIPMENT AND SUPPLIES**

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

**4.6 GIFTS AND BEQUESTS**

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

**4.7 INVENTORIES**

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

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

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

**4.8 INVESTMENT OF FUNDS**

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

4.8.1 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.

**4.9 OPERATING BUDGET**

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

The board encourages detailed studies of all programs funded by the district’s budget.

The superintendent shall follow the adopted budget.

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

#### 4.9.1 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 encumbrances shall be made by the superintendent.

#### 4.9.2. Hearings and Reviews

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

#### 4.9.3 Preliminary Procedures

Fund expenditures and line categories will be explained as needed.

#### 4.9.4 Priorities

The board will establish priorities for the district.

#### 4.9.5 Recommendations

Recommendations of the superintendent and staff will be presented to the board at the regular board meeting in July.

### **4.10 PAYMENT PROCEDURES**

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.

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

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.

### **4.11 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. (Form filed with board clerk.)

### **4.12 PURCHASING**

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

### **4.13 PURCHASE ORDERS AND CONTRACTS**

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

Each purchase order shall include:

A specification of the item which adequately describes the characteristics and the quality standards; a price per unit and as extended; clear delivery instructions; a signature of the purchasing agent and budget account code number; and the appropriate address and telephone number.

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

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

### **4.14 QUALITY CONTROL**

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

#### 4.14.1 Cost Control

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

**4.14.2 Quantity**

Quantity purchasing is encouraged.

**4.14.3 Specifications**

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

**4.14.4 Standardization**

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

**4.15 REQUISITIONS**

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

**4.16 STUDENT ACTIVITY FUNDS**

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

**4.16.1 Deposits**

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

**4.16.2 Inactive**

The board will assume control of all inactive activity funds and disburse those funds to other activity accounts or expend the funds as directed by the board, except for the senior class fund, which falls under other rules.

**4.16.3 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.

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

## 5. BUSINESS MANAGEMENT

### 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.

#### **5.1 BUILDING AND GROUNDS MANAGEMENT**

All district buildings and property shall be maintained and inspected on a regular basis. The superintendent will ensure proper maintenance of all district-owned property.

#### **5.2 EQUIPMENT AND SUPPLIES MANAGEMENT**

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

##### Receiving

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

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

#### **5.3 HAZARDOUS WASTE**

##### 5.3.1 Inspection

Regular inspection of district facilities for hazardous waste shall be conducted by the high school head custodian, Phillipsburg High School. Written records of these inspections shall be maintained.

##### 5.3.2 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.

#### **5.4 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.

##### 5.4.1 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.

#### **5.5 SAFETY**

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

##### 5.5.1 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.

##### 5.5.2 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 significant 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.

**5.5.3 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.

**5.6 SCHOOL VEHICLES**

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

**5.6.1 Housing of Vehicles**

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

**5.6.2 Inspection**

The superintendent or a representative of the leasing company shall be responsible for bus and other transportation inspections.

Any defect found in a school vehicle leased for the district's use shall be repaired as soon as possible. The leasing company shall be responsible for keeping school vehicles in good operating condition.

**5.6.3 Liability**

All school vehicles will be adequately insured. Leasing companies shall provide appropriate certificates of insurance, as needed.

**5.6.4 Licensing**

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

**5.6.5 Records**

Every bus or other vehicle driver of school vehicles will keep accurate records pertaining to each vehicle used to transport students. The types of records shall be developed by the superintendent or designated representative in cooperation with the leasing company. Records shall be delivered to the board clerk on a monthly basis.

Any record developed by the district or the leasing company for the purpose of monitoring vehicle use will include but will not be limited to the following information: miles driven each trip, gas and oil usage, purpose of the trip, destination, time departing 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 said records.

An annual report tabulating such data in the record will be used in the compilation of the district's budget. A copy of said annual report may be given to the board upon request.

**5.6.6 Safety**

Every bus driver shall have authority and responsibility for the passengers riding in school buses. The district and the leasing company shall agree on rules governing student behavior on buses.

Any student or other person riding in school buses who violates the rules of the district and/or the leasing company in regard to such passengers will be reported to the proper administrative official.

Violations of said rules by students or other such persons may result in disciplinary action by school officials.

#### 5.6.7 Scheduling & Routing

Bus and transportation schedules and routing maps will be updated regularly. Schedules and routing maps shall be on file at both the district office and the leasing company's office.

### 5.7 SECURITY

Any district employee who believes an act which poses a threat to safety and security, as defined in current law, has been or will be committed at school or at a school-sponsored activity, shall immediately report this information to local law enforcement. It is recommended that the building administrator will also be notified. Anyone making a report in accordance with state law and without malice, is immune from any civil liability.

#### 5.7.1 Annual Reports

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

### 5.8 STUDENT TRANSPORTATION

Use of buses by the district shall conform to current state law. At times it may be expedient to pay mileage to meet the bus or provide private transportation in lieu of bus service. Mileage payments in lieu of having students ride the bus may be made only with board approval.

District buses will not be available for use by groups other than for school connected activities.

### 5.9 VANDALISM

#### 5.9.1 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.

#### 5.9.2 Restitution

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

The principal shall initially investigate the incidents and shall notify the superintendent of any loss of, or damage to, district property. The superintendent shall investigate the incident as needed. 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 principal or superintendent shall contact the parents and explain their legal responsibility. The parents shall be notified in writing of the dollar amount of loss or damage. Routine procedures will be followed for any necessary follow-up to secure restitution from the responsible party.

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

#### 5.9.3 Return

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

#### 5.9.4 Reward

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

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

The board of education, as authorized by K.S.A. 12-1672A, hereby offers a reward of up to \$500.00 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 240 S. 7th, Phillipsburg, KS telephone 785-543-5281. The board reserves the right to determine the deserving recipients of the reward in the event of corroborating and supplementary information.

## **5.10 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.

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

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

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

### **5.10.1 Choice of Physician**

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

**6. FACILITY PROGRAM**

**GOALS AND OBJECTIVES**

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

**6.1 BUILDING COMMITTEES**

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

**6.2 CAPITAL OUTLAY LONG RANGE PLANNING**

The board directs the administration to develop long-range plans to project capital outlay needs in an organized manner. Long-range plans may include provisions for recommendations from patrons, consultants, architects, the board attorney, the district staff and representatives from local, state and federal government agencies.

The superintendent shall report to the board recommendations concerning the district's capital outlay needs.

**6.3 NEEDS DETERMINATION**

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

7. **PERSONNEL**

**GOALS AND OBJECTIVES**

The goal set forth in this policy section is to create the best possible educational climate. These personnel policies are designed to prevent misunderstanding by the personnel of the district about their duties and privileges. In order to further develop trust and understanding, the board seeks to involve personnel in the development of policies affecting staff positions.

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

**7.1 BLOODBORNE PATHOGEN EXPOSURE CONTROL**

The board shall adopt an exposure control plan which conforms with current Occupational Safety and Health Administration (OSHA) standards and regulations of the Kansas Department of Human Resources (KDHR). The plan shall be accessible to all employees and shall be reviewed and updated as needed. All staff shall receive the training and equipment necessary to implement the plan.

**7.2 CERTIFIED**

7.2.1 Additional Duty

In addition to extra duty and supplemental duty which is assigned and compensated for as specified in the negotiated agreement, the board may establish out-of-class educational assignments that may extend beyond the school day or time class is in session.

7.2.2 Assignment and Transfer

The board retains the right to assign, reassign and transfer all personnel.

7.2.3 Availability of Evaluation Documents

Evaluation documents shall be available to the superintendent, assistant superintendent, other administrators under whose supervision the teacher works, and others authorized by law.

7.2.4 Certified Selection

The board shall approve the employment of all employees. While this legal responsibility cannot be waived, the board delegates to the superintendent the authority to recruit staff members. In carrying out this responsibility, the superintendent may involve administrators and teachers.

7.2.5 Evaluation

The evaluation policy and evaluation instrument adopted by the board governing evaluation of certified teachers is filed in the central office with the clerk of the board and may be published in the teachers' handbooks.

7.2.6 Recruitment and Hiring

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

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

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

The hiring sequence shall be as follows:

- The verbal offer of employment to the candidate;
- Verbal acceptance by the candidate;

- Background check initiated, if required;
  - 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.

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

#### 7.2.7 Non-School Employment

The board reserves the right of exclusive access to the professional services of certified employees in accordance with the terms of the contract. Certified employees shall not be permitted to engage in outside employment which impairs the effectiveness of their instructional service.

#### 7.28 Personal Leave (Refer to negotiated agreement)

#### 7.2.7 Probation

The authority to recommend to the board that certified staff members be placed on probation is delegated to the superintendent. The board, after hearing the superintendent's recommendation for probation and after evaluating the evidence gathered by the administrative staff, may place a certified staff member on probation. The term of probation will be established by the board, but in no event shall said probation extend beyond one calendar year. A second year of probation may be instituted when sufficient progress has not been made by the staff member.

All conditions of probation shall be in writing. One copy shall be given to the employee, and one copy shall be placed in the employee's personnel file.

Failure by an employee to remedy the causes of probation may result in nonrenewal or termination of the employment contract.

#### 7.2.8 Professional Leave (See negotiated agreement)

#### 7.2.9 Reduction of Teaching Staff

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

#### 7.2.10 Resignation

The board shall consider the resignation of any non-administrative certified employee which is submitted to the board in writing. The board shall accept resignations from employees under contract only when the board is of the opinion that the resignation will be in the best interests of the district. The board reserves the right to determine the possibility of liquidated damages. The board reserves the right to waive the provisions for liquidated damages.

A certified employee who has signed a contract and accepted a teaching position in the district for the coming year or who has not resigned by the continuing contract notice deadline shall not be released from that contract to accept another position until a competent replacement has been contracted.

#### 7.2.10.1 Liquidated Damages on Contract Termination (See negotiated agreement)

#### 7.2.11 Separation

All administrative recommendations for dismissal and nonrenewal of certified personnel given to the board shall be accompanied by a detailed documentation justifying any such recommendation.

7.2.11.1 Non-renewal of Nontenured Teachers

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

7.2.12 Staff Meetings

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

7.2.13 Supervision

The responsibility for the immediate supervision of faculty members rests with each building principal. The superintendent and other central office administrators designated by the superintendent also have a right to supervise faculty members.

7.2.14 Suspension

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

The superintendent shall have the authority to suspend certified employees with pay until the suspension is resolved by board action at the next regular or special meeting of the board. If the suspension is imposed on an employee pending dismissal, the employee is entitled to pay until the employee has had a due process hearing before the board. The hearing shall determine whether further suspension shall be with or without pay and whether the employee will be terminated.

7.2.15 Work Schedule

For the district to develop the educational environment to the best advantage, certain guidelines are necessary.

7.2.15.1 Teachers to Remain in the Classroom

Any teacher who finds it necessary to leave an assigned duty station while supervising students shall first secure approval from the building principal.

7.2.15.2 Time Schedules

To ensure the supervision of students and the instructional program of the district, professional personnel must be at their places of assignment preceding, during, and following classes each school day.

7.2.15.3 Work Day

The school day shall start 30 minutes before all classes and/or planning periods begin and continue for 30 minutes after all classes and/or planning periods end.

7.2.15.4 Work Load

Based upon each teacher's time schedule and needs of the district, certain related non-teaching duties may be assigned on a regular or rotation basis by the superintendent (or building principal).

The number of sections to which a teacher is assigned by the building principal shall be dependent upon availability of staff and number of students. Building and playground assignments on a regular basis will be made by the building principal.

**7.3 CLASSIFIED**

7.3.1 Assignment and Transfer

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

7.3.2 Compensation Guides and Contracts

Classified employees shall be paid according to pay rates established by the board.  
There will be no overtime unless prior approval is granted.

7.3.3 Emergency and Legal

Classified employees may be granted emergency and legal leave.

7.3.4 Illness

Classified employees may be granted leaves for illness.

7.3.5 Leaves and Absences

Classified employees may be granted leaves and absences.

7.3.6 Military Leave

Should an employee be an active member of a National Guard or Reserve Unit and be required to attend summer camp, the employee may exercise certain options regarding salary and work assignment during the time at camp.

- a. The employee may take earned vacation time to attend camp and receive full pay.
- b. The employee may be absent without taking vacation time. In such an event, the employee will receive regular pay, minus gross payments made through the military unit. The employee must certify the amount paid during the time at camp and if such amount is less than would have been received from the district, the district will pay the difference.

7.3.7 Non-School Employment

Classified employees shall not be excused during their regularly assigned time schedule to perform outside work. Classified employees shall engage in no outside employment which impairs the effectiveness of their assigned duties.

7.3.8 Paid Holidays

Paid holiday leave may be granted to classified employees.

7.3.9 Recruitment

The superintendent will recruit classified personnel to fill existing or proposed vacancies and recommend that the board hire the best qualified candidate.

7.3.10 Resignation

Classified employees may resign from their jobs in accordance with the employment agreement and board policies.

7.3.11 Supervision

The superintendent has the responsibility to supervise all classified employees not directly under the supervision of a building principal. A building principal has the responsibility to supervise all classified employees who are assigned to the building.

7.3.12 Suspension

The superintendent may suspend classified employees with pay pending a board determination.

7.3.13 Vacations

Full-year 12-month full-time employees of the board may be granted a paid vacation each year.

7.3.14 Work Schedules

The board will make reasonable effort to establish and maintain adequate working conditions.

7.3.14.1 Time Schedules

The superintendent and principals shall develop time schedules for all classified employees, subject to board approval by the board.

Time schedules for classified employees will be assigned at the beginning of the employment term by the superintendent.

#### 7.3.14.2 Work Load

Work load assignments for classified personnel, i.e., clerical, aides, nurses, maintenance, custodial, food service and transportation, shall be made by the superintendent.

### 7.4 **COMMUNICABLE DISEASES**

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

An employee afflicted with a communicable disease dangerous to the public health shall be required to withdraw from active employment for the duration of the illness in order to give maximum health protection to other district employees and to students.

The employee shall be allowed to return to duty upon termination of the illness, when authorized by the employee's physician or by the health assessment team.

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 a severe communicable disease.

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

Decisions regarding the type of employment setting for an employee with a communicable disease shall be based upon the physical condition of the employee and the expected type of interaction with other employees and students.

These decisions are best made using the team approach including the employee's physician, public health personnel, superintendent and personnel associated with the proposed employment setting.

#### 7.4.1 AIDS

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

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

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

A. The district establishes the following guidelines for dealing with the problems presented by school employees who have or could transmit HIV to other school employees or students. The guidelines will be reviewed periodically and revised as necessary to reflect new medical information regarding HIV.

B. Based upon the present knowledge that HIV is primarily transmitted by blood or sexual contact, and that casual person-to-person contact as would occur among school employees appears to pose no risk, individuals known to be infected with HIV virus should not be restricted from the work setting unless otherwise medically indicated. Those individuals include the following: school personnel with positive antibodies to the HIV virus; school personnel who have illness due to the virus but do not meet the HIV CASE definition; and school personnel with HIV.

##### 7.4.2.1 Case Review

The determination of the appropriate educational setting for HIV infected individuals should be done on a case-by-case basis by a Review Board and should be weighed against the risk and benefits to both the infected individual and to others who will share the same setting. The school

nurse or county health nurse will serve as Chairperson of the Review Board and is the contact source for all referred cases.

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

#### 7.4.2.2 Confidentiality

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

#### 7.4.2.3 Dealing with School Employees with HIV

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

B. Before HIV infected individuals may work in the district, they shall be required to participate in a conference with appropriate school personnel for the purpose of determining reasonable expectations regarding the individual's responsibilities in the work setting. Written recommendations are to be developed from the conference.

#### 7.4.2.4 Policy Review

When new medical information becomes available with regard to HIV, these recommendations may be updated or changed as needed.

### **7.5 COMPLAINTS OF DISCRIMINATION**

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. Kent Otte, 240 S. 7th, Phillipsburg, KS 67661 (785) 543-5281 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.

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

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

### **7.6 CONFLICT OF INTEREST**

District employees are prohibited from engaging in any activity which may be a conflict of interest and/or detracts 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 would directly or indirectly benefit the school employee. Any district employee shall report alleged violations of the conflict of interest policy to the superintendent. The superintendent shall make an initial investigation to determine whether the policy has been violated. Upon evidence of a violation, the superintendent shall report to the board for a board determination. If a district employee has been found to have violated the conflict of interest policy, the board will order the employee, in writing, to cease and desist from all such activities. If the employee fails to comply, the board may suspend or terminate the employee.

### **7.7 DRUG FREE SCHOOLS**

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

### 7.7.1 Employee Conduct

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

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

Prior to applying sanctions under this policy, employees will be afforded all due process rights to which they are entitled under their contracts or their provisions of Kansas law. Nothing in this policy is intended to diminish the right of the district to take any other disciplinary action which is provided for in district policies or the negotiated agreement.

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

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

## 7.8 **DRUG FREE WORKPLACE**

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

### 7.8.1 Alternative I

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

Employees shall not unlawfully manufacture, distribute, dispense, possess 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 the initiation of termination proceedings, suspension, placement on probationary status, or other disciplinary action. Alternatively, or in addition to any action short of termination, the employee may be required to participate satisfactorily in an approved drug abuse assistance or rehabilitation program as a condition of continued employment. The employee shall bear the cost of participation in such program.

Each employee in the district shall be given a copy of this policy.

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

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

## 7.9 **EQUAL OPPORTUNITY EMPLOYMENT AND NONDISCRIMINATION**

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

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

Inquiries regarding compliance may be directed to the Superintendent, 240 South 7th, Phillipsburg, KS 67661-2798, (785)543-5281; Equal Employment Opportunity Commission, 400 State Ave., 9th Floor, Kansas City, KS 66101, (913)551-5655; Kansas Human Rights Commission, 900 SW Jackson, 8th Floor, Topeka, KS 66603, (785)296-3206; or United States Department of Educ., Office for Civil Rights, 10220 N. Executive Hills Blvd, 8th Floor, Kansas City, MO 64153-1367, (816) 880-4247.

The district shall maintain a working 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 the immediate supervisor or other level of management for investigation and corrective action by the compliance officer.

Any employee who engages in discrimination shall be reprimanded and counseled to refrain from such conduct. Any employee who continues to engage in discriminatory conduct shall be disciplined.

#### **7.10 ETHICS**

An educator in the performance of assigned duties shall: recognize basic dignities of all individuals with whom he interacts in the performance of assigned duties;

- Exercise due care to protect the mental and physical safety of students, colleagues, and subordinates for whom he is responsible;
- Be accountable for maintaining personal integrity and shall avoid accepting anything of substantial value offered by another which is known to be or which may appear to be for the purpose of influencing his judgment or the performance of his duties;
- Accurately represent his qualifications;
- Be responsible to present any subject matter in a fair and accurate manner; and
- Extend to students the opportunity for individual action in pursuit of learning and shall take steps to ensure that the students shall have access to varying points of view.

#### **7.11 EMPLOYEE DEVELOPMENT OPPORTUNITIES**

Employees are encouraged to develop and submit, through supervisory channels, plans or proposals for the improvement of skills, knowledge and technical performance capabilities.

#### **7.12 EMPLOYMENT ELIGIBILITY VERIFICATION**

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

The superintendent shall maintain a file on all of the district's employees hired after November 5, 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.

#### **7.13 FAMILY AND MEDICAL LEAVE**

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

#### **7.14 IN-SERVICE EDUCATION**

There shall be a program of in-service education for employees which meets statutory requirements, and which promotes continuous professional development, diversification in academic foundations or subject

knowledge, improved job effectiveness and enhanced skills. When appropriate, the superintendent shall consult with the staff affected by the inservice.

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

#### **7.15 JOB DESCRIPTIONS**

A job description for each category of employees shall be developed by the superintendent. The job description shall be filed with the clerk.

#### **7.16 MILITARY LEAVE**

Any employee, upon written request to the superintendent, shall be granted leave to cover the length of his required service, as defined below, in the military forces of the United States. Each request for military leave shall be accompanied by a copy of the appropriate military orders. On the date of release from service, the employee shall notify the superintendent of his availability and possible date of return to employment.

Service veterans returning to active duty have a four-year duty period which may be extended to five years at the option of the military service. Such employees have a 90-day period following release to report for re-employment with the district. This type of military leave shall be without pay.

Employees who are guardsmen or reservists taking initial active duty training will have 31 days after release to report for re-employment with the district. This type of military leave shall be without pay.

Guardsmen or reservists taking annual training, special school for special duty will report for re-employment with the district immediately following release plus any necessary travel time. This type of military leave may be with pay subject to board approval.

Failure to return within the time period allowed without notice to the superintendent shall result in cancellation of the military leave, and the employee shall receive no credited service in the district for the time served on military leave. Continued absence may result in termination of employment.

Military leave shall be limited to the length of service required by the induction of the draftee or the orders to active duty of enlisted reserves or members of the national guard plus the applicable time period following release. Military leave for guardsmen or reservists who are ordered to active duty shall be limited to the date when the officer can by his own actions terminate such active duty or the date of his orders to inactive status, whichever may occur first.

An employee on military leave, if he makes application to the superintendent within the applicable time period after the effective date of his release from active duty, shall be returned to a position comparable to the position held at the time the leave was granted. The employee's salary and benefit status upon return from military leave shall be the same as it would have been if leave had not been taken. The district shall have a 10-day grace period to make arrangements for re-employment of the employee, and the superintendent shall make every effort consistent with law and the wishes of the employee to minimize any possible adverse effect of employment changes on the educational program.

In the event the requested military leave causes an educational disservice to the education of the boys and girls of the district, the superintendent shall notify the commanding officer who signed the orders, requesting an adjustment in the orders. If the superintendent is not satisfied with the response, he shall seek further assistance by calling 1-800-336-4590 to request a consultation with an officer in the National Committee for Employer Support of the Guard and Reserve, Office of the Secretary of Defense, 1735 North Lynn Street, Arlington, VA 22209.

#### **7.17 NEPOTISM**

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

#### **7.18 PERSONAL APPEARANCE**

The board encourages appropriate dress for all district employees.

**7.19 PERSONNEL RECORDS**

**7.19.1 Personnel Files Kept by the District**

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

A request by a third party for release of any personnel record shall be made in writing and submitted to the appropriate record custodian who shall administer the request as required by law.

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

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

**7.20 POLICIES AND RULES DEVELOPMENT INVOLVEMENT**

In the development of personnel policies, rules and regulations, the board shall, to the extent practicable, involve the employees of the district.

**7.21 POLITICAL ACTIVITIES**

It is in the best interest of the district and the community for staff members to participate in the political process.

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

Staff members who intend to become candidates for political office may notify the superintendent of the declaration of candidacy.

A staff member who becomes a candidate for public office may apply to the board for a leave of absence without pay for the purpose of conducting a campaign. Leave may not be granted if the board determines that the leave would cause the employee to not perform duties as contracted.

Staff members who are elected or appointed to a public office which restricts the employee's ability to complete contractual obligations shall be terminated.

Staff members holding public offices which in the judgment of the board are less than full time shall request unpaid leave from the superintendent at least one week in advance.

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

**7.22 POSITIONS**

Only those positions authorized by the board may be filled.

**7.23 RECRUITMENT**

The superintendent shall have the authority to recruit personnel. The superintendent may request building principals or other staff members to assist in this effort.

**7.24 RETIREMENT**

Employees are requested to notify the board of an intent to retire.

**7.25 SALARY DEDUCTIONS**

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

The superintendent and payroll secretary shall cause to be developed forms to supply the necessary 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.

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

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.

No district employee shall sexually harass, be sexually harassed, or fail to investigate or refer a complaint of sexual harassment for investigation. Complaints of sexual harassment by employees will be promptly investigated and resolved. Initiation of a complaint of sexual harassment will not adversely affect the job security or status of an employee, nor will it affect his or her compensation or work assignment. Violation of this policy shall result in disciplinary action, up to and including termination, against any employee.

Employees who believe that 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, the superintendent or assistant superintendent.

Employees who do not believe that the matter is appropriately resolved through this meeting may file a written complaint under the district's discrimination complaint procedure. Confidentiality shall be maintained throughout the complaint procedure.

### **7.27 SOLICITATIONS**

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

### **7.28 STAFF-COMMUNITY RELATIONS**

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

#### **7.28.1 Participation in Community Relations**

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

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

### **7.29 STAFF PROTECTION**

Each employee is responsible for maintaining proper control and discipline in the school. An employee may use reasonable force necessary to ward off an attack, to protect another person, or to quell a disturbance which threatens physical injury to others. The board and administration shall support teachers' efforts to maintain control and discipline in the school.

#### **7.29.1 Personal Injury Benefits**

Whenever an employee is absent from school because of personal injury resulting from an assault on school property or at a school-sponsored event, the employee will be paid full salary less the amount of any workers' compensation or district disability insurance received until the employee returns to work or the termination of the employment contract. No part of the absence shall be chargeable to annual sick leave except as provided for in the negotiated agreement.

The board shall have the right to have the employee examined by a physician designated by the board for the purpose of establishing the length of time the employee may be absent, and the board shall base its decision on the physician's professional opinion.

### **7.30 STAFF-STUDENT RELATIONS**

Staff members shall maintain relationships with students which are conducive to an effective educational environment. Staff members shall not have any interaction of a sexual nature with any student at any time regardless of the student's age or status.

**7.31 SUBSTITUTE TEACHING**

Qualified substitute teachers shall be secured for the district.

The superintendent and principals shall compile a list of approved substitute teachers, and each building principal shall have a copy of the list prior to the beginning of each school year.

Building principals shall be responsible for obtaining substitute teachers and employing them as needed.

The building principal shall be responsible for developing a substitute's handbook, specific to each building.

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

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

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

Whenever a teacher is to be absent from teaching duties, the teacher shall notify the principal as early as possible or shall arrange to have some other person notify the principal.

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

**7.32 TEACHER AIDES AND PARAPROFESSIONALS**

Teacher aides and paraprofessionals shall follow all applicable board policies, rules and regulations and shall be under the general supervision of the building principal.

**7.33 TRAVEL EXPENSES**

The board shall provide reimbursement for expenses incurred in travel related to the performance and duties of the district's employees when approved in advance by the superintendent.

Authorization for reimbursement of travel expenses shall be considered in advance by the superintendent. Mode of travel will be based on, but not limited to, the availability of transportation, distance and number of persons traveling together.

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

**7.34 USE OF TOBACCO PRODUCTS IN SCHOOL BUILDINGS**

The use of tobacco products in any form is prohibited in any school building, owned, leased or rented by the district that is used for pupil attendance purposes.

## 8. NEGOTIATIONS

### GOALS AND OBJECTIVES

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

#### **8.1 ANNOUNCEMENT**

The board may announce its ratification of the agreement.

#### **8.2 BOARD NEGOTIATING AGENT**

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

#### **8.3 PROCEDURES**

The time, place, duration, notification, agenda and rules of order shall be as agreed by the board team and teachers' team.

##### 8.3.1 Distribution of Information

Board distribution of information concerning negotiating sessions shall be discretionary with the board.

##### 8.3.2 Minutes and Records

The board's team shall keep reasonably detailed minutes and records of all negotiating sessions.

##### 8.3.3 Reporting to Staff and Board

The board's team shall keep the board fully advised at all times as to the status of negotiations. The board shall report to the staff such information as the board deems advisable.

##### 8.3.4 Reporting to the Media and Public

The board reserves the right to release to the media and public information regarding negotiations.

##### 8.3.5 Research Assistance

Upon request, the board shall furnish to the association any information which is public record. The board may agree to furnish other information in a form determined by the board.

#### **8.4 RATIFICATION PROCEDURES**

The board will not engage in piecemeal ratification of agreements. The board will not take action on the total "package of agreements" until after the teachers' association has acted upon the same package of agreements. If after the completion of impasse procedures, the board and teachers' association have not reached agreement, the board shall take action to conclude the matter as provided by law.

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

#### **8.5 SUPERINTENDENT'S ROLE**

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

#### **8.6 USE OF SCHOOL FACILITIES**

School facilities shall be made available for negotiating sessions.

School facilities for negotiating sessions shall be made available without cost to the teachers' organization. If the representatives of the teachers wish to negotiate in facilities not furnished by the board, none of the costs of any other facilities shall be paid for by the board.

The board may make school equipment available for negotiating sessions.

## 9. INSTRUCTIONAL PROGRAM

### GOALS AND OBJECTIVES

All students shall have an equal opportunity to pursue and acquire knowledge and to master the curriculum's objectives. The program shall provide for student mastery of basic skills, higher order thinking skills, the ability to work in groups and individually, individual physical and mental well-being and other varied needs and interests of students. The curriculum shall be outcomes-oriented and the instructional program research-based.

The educational process shall be a comprehensive program undertaken in cooperation with parents, institutions, and community programs.

#### **9.1 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.

#### **9.2 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.

#### **9.3 ASSEMBLIES**

Each building principal may schedule assemblies as needed.

#### **9.4 COMMUNITY RESOURCES**

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

The certified staff shall maintain a list of suitable community resources which may be utilized for field trips and other excursions.

#### **9.5 CONTROVERSIAL ISSUES**

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.

#### **9.6 CURRICULUM DEVELOPMENT**

The certified staff shall cooperatively develop an integrated, comprehensive outcomes-oriented K-12 curriculum based on valid educational research and current State Board of Education requirements, and which includes goals and learning objectives for review and consideration by the board. When approved by the board of education the district goals and learning 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.

##### 9.6.1 Financial Resources

The board encourages the superintendent to secure federal, state and private grants, or other alternative funding sources for use in curriculum development. The certified staff is encouraged to utilize available material and community resources to assist in developing the instructional curriculum and extending beyond the traditional classroom setting.

##### 9.6.2 Modification

All major alterations of a course of study shall be approved by the board.

##### 9.6.3 Personnel

Outside resource and district personnel may be used in curriculum development.

## 9.7 EDUCATIONAL PROGRAM

The academic program shall assist students to grow intellectually, to master the curriculum objectives, and to prepare for further education or training. The board may consider the district's basic educational program each year. And, when approved, the program shall constitute the district's basic curriculum.

### 9.7.1 Curriculum Handbooks

Curriculum handbooks shall contain an outline of each basic course and the learning objectives to be mastered. Each handbook, when approved by the board, shall become a part of these policies and rules by reference.

### 9.7.2 Educational Goals and Objectives

District educational goals and curriculum objectives for the basic educational program shall be on file in the district office, and available for inspection upon request.

## 9.8 EVALUATION OF INSTRUCTIONAL PROGRAM

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

## 9.9 EXCEPTIONAL PROGRAMS

In addition to the basic programs approved by the board, the district shall provide programs to meet exceptional needs. Program information approved by the board shall be filed with the clerk and made available to staff as needed.

## 9.10 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 will use a form to notify parents of a forthcoming field trip (form on file with board clerk). The form shall include the nature of the trip, departure time, expected return time, name of sponsor(s), 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.

## 9.11 GRADUATION REQUIREMENTS

The board may adopt graduation requirements beyond the minimums set forth by regulation.

The board may award a diploma to a person who has successfully completed the requirements for the General Education Development program established by the State Board of Education.

USD #325 Requirements:

4 units of English  
 3 units of Mathematics  
 3.5 units of social science  
 3 units of Natural Science  
 1 unit in the field of computer technology

9.5 units Other Electives

Total 24 units

## 9.12 HUMAN SEXUALITY AND AIDS

### 9.12.1 Opt-Out Procedure

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.

Following appropriate review of the curriculum goals on file at the board of education office, the parent or guardian must complete the district opt-out form and state the portion(s) of the curriculum in which the student is not to be involved.

Any parent or guardian (or student eighteen years of age or older) who does not want the student involved in all or some portion of the Human Sexuality and AIDS education classes of the district shall be provided a written copy of the district goals and objectives for the appropriate Human Sexuality and AIDS class to which the student is assigned. This information may be provided to the parent or guardian upon request prior to the opening of school.

### Opt-Out Form

Parents or guardians (or students eighteen years of age or older) may complete the opt-out request by obtaining a copy of the appropriate form. The signed form will be kept on file in the principal's office.

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

No parent or guardian (or student eighteen years of age) shall be allowed to make a written opt-out request prior to the opening day of class of the year the opt-out request applies. Opt-out requests shall be required annually and are valid only for the school year in which they are submitted.

## 9.13 INSTRUCTIONAL ARRANGEMENTS

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

### 9.13.1 Class Size

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

### 9.13.2 Pre-enrollment and Enrollment

The administration shall develop and coordinate pre-enrollment activities.

### 9.13.3 Scheduling for Instruction

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

## 9.14 LESSON PLANS

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

## 9.15 MAKE-UP OPPORTUNITIES

Within time limits established by the administration, all teachers shall supply make-up work assignments when requested.

## 9.16 PILOT PROJECTS

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

For the purpose of this policy, pilot project means any research or experimentation program or project designed to explore or develop new, unproven teaching methods or techniques. All instructional materials, including teachers' manuals, films, tapes or any other supplementary instructional material which will be used in connection with a pilot project shall be available for inspection by parents or guardians of the students engaged in the program or project.

#### 9.16.1 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.

### **9.17 RELIGION IN CURRICULAR OR SCHOOL SPONSORED ACTIVITIES**

No religious 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.

#### 9.17.1 Graduation and Other Ceremonies

The district seeks to maintain traditions significant to the community. While recognizing the significance of tradition, the board requires that graduation exercises, dedication ceremonies, and other school ceremonies be secular in nature.

#### 9.17.2 Religion in the Curriculum and School Activities

In compliance with these rules, religious themes may be presented in the curriculum and as part of school activities.

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.

#### 9.17.3 Religious Holidays

Holidays which have a religious and secular basis may be observed.

#### 9.17.4 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, creche, 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.

#### 9.17.5 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.

### **9.18 RELIGIOUS OBJECTIONS TO ACTIVITIES**

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.

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 (form on file with board clerk).

### **9.19 SCHOOL SITE COUNCILS**

A site council shall be established in each building in the district.

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 which may be employed at the school site to meet these goals and objectives.

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.

The principal in each building shall submit, for the board's consideration, names of individuals to be named to a council.

The board shall appoint the site councils.

Each council shall study the school's internal and external environment, including, but not limited to:

- Student learning outcomes using state, national and local test results;
- Student behavior patterns;
- Effective instructional practices used in the schools;
- School climate and student attitude towards instruction;
- Parent and community involvement and attitudes;
- Staff development programs and their relationship to student learning.
- Working with other education groups, each council may help develop and evaluate school improvement plans which contain the following components:
  - A plan for school improvement;
  - Improvement plan outcomes based on school profile data;
  - Evaluation methods to determine progress towards outcomes;
  - Methods to report progress to the board, the public and the State Board as required;
  - A monitoring system which meets State Board requirements for an audit.

Each site council shall establish, subject to board approval, when, where, and how many meetings are to be held.

As required, the superintendent shall submit reports which evaluate the effectiveness of each school site council to the State Board of Education.

### **9.20 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.

#### **9.20.1 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.

When a partnership is created, a committee shall be formed with the minimum membership composed of the building principal, one teaching staff member, and a representative of the business and/or the educational institution. The committee shall be responsible for developing the partnership's goals and objectives, scheduling meeting times, deciding appropriate activities, and identifying available resources to help meet the partnership's goals and objectives subject to board approval.

#### **9.20.2 Work-Study**

The certified staff and administration shall cooperate to develop objectives for a work-study program when requested by a student and a member of the business community.

Student participation in a work-study program shall be on an individual basis and shall be the responsibility of the principal. The superintendent shall develop guidelines for use when considering work-study applications from students or the business community for participation in a work-study program.

## **9.21 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.

### **9.21.1 At-Risk Students**

The superintendent shall be responsible for developing a program for identifying and working with at-risk students.

### **9.21.2 Dropout Prevention**

The administration will develop programs to prevent students from dropping out of school, or to encourage dropouts to return to school.

The staff shall incorporate the philosophy and goals of this policy into the schools' programs.

### **9.21.3 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.

### **9.21.4 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.

### **9.21.5 Homebound**

If a child is unable to attend school because of lengthy illness or injury, homebound instruction may be provided if:

The parent makes the request for homebound instruction; and

The family physician recommends homebound instruction in writing.

The principal shall be responsible for obtaining a teacher for the student. When appropriate, the director of special education is responsible for filing the necessary papers with the Division of Special Education, State Board of Education.

## **9.22 TEACHING METHODS**

The teaching staff is required to keep abreast of current and innovative teaching methods. Use of current research findings to improve instruction is encouraged as a part of the district's school improvement efforts. With prior administrative approval, experimentation with teaching methods is permitted.

## **9.23 TESTING PROGRAM**

The district educational testing program shall consist of multiple assessments. These assessments shall include, as a minimum, individual teacher subject matter assessments, district group achievement assessments, and state required assessments. All schools will have local assessment programs at the classroom level, such as: pre/post tests, portfolios, projects, integrated lab results, curriculum probes, etc.

### 9.23.1 Reporting Assessment 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, the patrons and the State Board of Education.

## 9.24 **TEXTBOOKS, INSTRUCTIONAL MATERIALS, AND MEDIA CENTERS**

All textbooks, instructional materials and the selection criteria for media center materials used in the district shall be subject to board approval.

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

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 procedures which meet the above criteria which shall include a review of available material by instructional staff members.

### 9.24.1 Challenges of Materials

Challenges to textbooks, instructional materials or media center materials shall be considered in a manner prescribed by board policy.

Any person having a complaint about textbooks, media center or other instructional materials shall meet with the principal. If the matter cannot be resolved the principal shall notify the superintendent and ask the complainant to use a request for review form, which is available through building principals or at the district office. After receiving the completed form, the superintendent shall meet with the complainant to discuss the complaint.

If the complaint is not resolved at the meeting with the superintendent, the complainant may request that the review committee consider the complaint.

### 9.24.2 Media Collection Development

The media collection shall be developed systematically, be well balanced in coverage of subjects, including 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.

### 9.24.3 Selection Criteria

#### 9.24.3.1 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 procedures which meet the above criteria which shall include a review of available material by instructional staff members.

#### 9.24.3.2 Media Center Materials

Materials shall be chosen for accuracy, artistic quality, format and authoritativeness. Materials shall be chosen on various reading levels presenting different points of view, including current issues.

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

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

#### 9.24.4 Review Committee

When a review committee is established by the administration to handle complaints concerning textbooks, media center or instructional materials, the review committee shall be composed of:

- The building principal, media specialist, two subject area specialists and two community members.
- The committee's charge shall be:
- To review the material and prepare a written report containing conclusions and recommendations within 30 days;
- To direct a written report to the board; and
- To send the complainant a copy of the report.

#### The Review Committee Shall:

Examine and evaluate the material as a whole; consider the district's policy, procedure and philosophy for selection of textbook, instructional materials and media center materials; and

Weigh strengths and weaknesses and form opinions based upon the selection criteria.

If the complainant is dissatisfied with the committee's recommendation, an appeal of the decision may be made to the board for a hearing and final decision. If an appeal is requested by the complainant, the superintendent shall request that the board schedule an appeal and shall prepare in advance of the appeal all appropriate documentation for the board's study.

#### 9.24.5 Removing Challenged Materials

Challenged materials shall not be removed from use during the review period.

## 10. STUDENTS

### GOALS AND OBJECTIVES

It shall be the policy of the board to foster and encourage the development of procedures through which students may be effectively involved in establishing goals and objectives for their lives, insofar as these goals may be properly accomplished in the school setting.

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

#### **10.1 ABSENCES AND EXCUSES**

Any absence from school, other than that for illness, is discouraged by the board. When a student is absent from school, a telephone call will be made by the school to determine the reason for the absence if the parent or guardian has not telephoned the building office on or before the day of absence.

The principal shall determine by telephone the reason any student is absent from school or shall have the parent or guardian telephone the school.

It is the responsibility of the student to obtain the necessary information from his teachers with respect to making up the school work lost during the absence.

##### 10.1.1 Significant Part of a School Day

The days a student is suspended or expelled shall not be counted as unexcused absences in allowing make up work, since the loss of those days have already served as the basis for a penalty for the behavior causing the suspension or expulsion.

#### **10.2 ACADEMIC ACHIEVEMENT**

Each student should be encouraged to achieve the highest academic standing commensurate with his abilities.

##### 10.2.1 Report Cards

Report cards shall be issued to each student at the end of each specific grading period for each subject taken. Reasons for deficiencies and/or failures shall be given.

Report cards will be given to students three days following the end of each 9 weeks grading period. The principals shall implement standard reporting forms for each grade level.

##### 10.2.2 Reporting

Periodic reports shall be issued to the parents of all students on the academic progress of the student. Parent and student conferences shall be held at regularly scheduled intervals.

#### **10.3 ALCOHOL USE**

The consumption and/or possession of any alcoholic beverage by students is prohibited in any attendance center, on school grounds or at any school-sponsored activity.

Any student who consumes alcoholic beverages before entering any school grounds or attendance center, at any school-sponsored activity off school grounds or traveling to and from any school-sponsored activity, shall be refused entrance and admission and may be suspended or expelled in accordance with the provisions of current law.

District personnel may refer students to any medical, treatment or social service agency when such student is reasonably believed to be abusing or incapacitated by the use of alcohol or other drugs.

#### **10.4 ATTENDANCE**

It shall be the policy of the board to encourage regular attendance at school by all students. It shall be the policy of the board that attendance centers shall have a procedure for notifying parents on the day of a student's absence if the parents have not notified the school.

Daily attendance records shall be maintained for each student in the schools. The primary responsibility for recording attendance shall be assigned to the appropriate teacher on forms prescribed by the principal. The superintendent shall include an attendance report as a section of the annual report to the board and may report attendance problems to the board at other times, as deemed necessary.

## 10.5 AWARDS AND SCHOLARSHIPS

Student awards for having represented a school in the district shall be limited to those approved by the administration and the board. Awards for interscholastic activities shall be limited to those approved by the KSHSAA.

## 10.6 CHILD ABUSE

Any employee of the district who has reasonable cause to know or suspect that a child has been subject to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect will immediately report this fact to the local Social Rehabilitation Services (SRS) office or to the local law enforcement agency if the SRS office is not open.

School employees will not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of the school employees to prove that the child has been abused or neglected.

To comply with the child abuse law, any teacher or other school employee who suspects that a child's physical or mental health or welfare is being adversely affected by abuse or neglect will immediately report such suspicions in the following manner:

### 10.6.1 Cooperation Between Schools and Agencies

Elementary and secondary schools, SRS and law enforcement agencies shall cooperate with each other in the investigation of reports of suspected child abuse or neglect. To the extent that safety and practical consideration allow law enforcement officers on school premises for the purposes of investigating a report of suspected child abuse or neglect shall not be in uniform.

### 10.6.2 Reporting Procedure

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

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

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

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

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

In all cases reported to SRS, it is recommended that an oral report to the principal be made as soon as possible and be followed by a written report.

In Kansas, anyone making a report in accordance with state law or participating in a resulting judicial proceeding is presumed to be acting without malice and in good faith and, in so doing, is immune from any civil or criminal liability that might otherwise be imposed.

### 10.6.3 SRS Access to Students on School Premises

The building principal is authorized to act in loco parentis to protect the interests of the student when allowing a student to be interviewed by SRS representatives on school premises.

## 10.7 COMMUNICABLE DISEASES

Any student noted by a physician or the school nurse as having a communicable disease may be required to withdraw from school for the duration of the illness in order to give maximum health protection to other students. The student will be readmitted to regular classes upon termination of the illness, as authorized by the student's physician or as authorized by a health assessment team.

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

In the event that a student is absent from regular classes for more than three consecutive days or the principal has been notified that a student has a communicable disease, the principal shall determine whether a release shall be obtained from the student's physician before the student re-enters school.

Decisions regarding the type of education and the setting for provision of educational services for a student with a severe communicable disease of long duration shall be based on the behavior, neurological development, and physical condition of the student and the expected type of interaction with others in that setting. These decisions are best made using the team approach including the student's physician, public health personnel, the student's parent or guardian, and personnel associated with the proposed care or educational setting.

#### 10.7.1 AIDS

In each case involving a student with AIDS, ARC or a seropositive test for the HIV virus, the board shall reserve the right to make a final decision regarding the placement of the student after taking into account the recommendations of the health assessment team, the risks and benefits to both the infected student and to the others in the proposed educational setting.

No information regarding students with communicable diseases shall be released by district personnel without the student's, parents' or guardians' consent or in order to comply with state or federal statutes.

#### 10.7.2 Case Review

The determination of the appropriate educational setting for HIV infected individuals should be done on a case-by-case basis by a Review Board and should be weighed against the risk and benefits to both the infected individual and to others who will share the same setting. The school nurse will serve as Chairperson of the Review Board and is the contact source for all referred cases.

A. In the case of a student, the review Board may consist of, but not necessarily be limited to, the student's physician, appropriate school officials, including the school principal, guidance counselor, student's primary teacher, office secretary to keep a written record of the proceedings, superintendent of schools, the student's parents or guardian and the county health officer. The school attorney may act as an observer to advise the Review Board on legal questions.

#### 10.7.3 Confidentiality

The student's teacher(s), the guidance counselor, the office secretary, the school principal, the school nurse, the designated school custodian(s), the superintendent, the county health officer and the school attorney may be among the appropriate personnel who would be knowledgeable about the student's case. In some situations it may be necessary that other personnel also be advised. This will be determined by the superintendent.

#### 10.7.4 Dealing With Students With AIDS

A. Most school-aged children and adolescents infected with HIV should be allowed to attend school in an unrestricted manner with the approval of the student's physician. HIV infection, in these recommendations, includes cases of AIDS, ARC and seropositivity since the potential for transmission of the virus is present in any of these three clinical conditions. Based on present data, the benefits of unrestricted school attendance of these students outweigh the possibility that they will transmit the infection in the school environment.

B. Some infected students may pose a greater risk than others in the school setting. Students who lack control of their body secretions, who display behavior such as biting, or have open skin sores which cannot be covered, require a more restricted school environment until more is known about the transmission of the virus under these conditions. Alternative settings may be provided in these instances.

C. In cases where the student's regular educational program is altered because of the risk of infecting others, the Review Board will meet regularly to evaluate and assess the need for alternatives to continuing in the regular school setting. Also, those students who have AIDS and have an unrestricted program will be re-evaluated and re-assessed by the Review Board to determine if a need may exist for alternatives to continuing in the regular school setting. Hygienic practices of an infected student may improve with maturation or deteriorate if the condition worsens. The Review Board may determine that a risk exists and the student be recommended for removal from the classroom and an appropriate alternative education program be established until a subsequent review determines that the risk has abated. A plan for periodic review should be established at the time a decision has been made, by the appropriate official, to exclude a child.

D. Before HIV infected individuals attend class in a district school, they will participate in a conference with appropriate school personnel at which time reasonable expectations regarding the individual's responsibilities in the school setting will be discussed. Appropriate recommendations are to be developed from these discussions and submitted to the appropriate official.

#### 10.7.5 Guidelines for Dealing with Individuals Infected with AIDS in the District Schools

A. The district establishes the following guidelines for dealing with the problems presented by students and school employees who have or could transmit AIDS to other students or school employees. The guidelines should be reviewed periodically and revised as necessary to reflect new medical information regarding AIDS.

B. Based upon the present knowledge that AIDS is primarily transmitted by blood or sexual contact, and that casual person-to-person contact as would occur among school children appears to pose no risk, individuals known to be infected with HIV virus should not be restricted from the school setting unless otherwise medically indicated. Those individuals include the following: students and school personnel with positive antibodies to the HIV virus; students and school personnel who have illness due to the virus but do not meet the AIDS CASE definition; and students and school personnel with AIDS.

#### 10.7.6 Policy Review

In view of the new medical information that is coming forward with regard to AIDS and as medical advancements are made in this area, these recommendations may be updated or changed as needed.

### **10.8 COMPLAINTS**

Students who have concerns about the application of any school rule or regulation may file a complaint through procedures established in the board's rules and regulations.

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. Rick Riffel, 647 7th, Phillipsburg, KS 67661, (785) 543-5114 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 or the compliance coordinator.

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

Any student may file a complaint of discrimination with the building principal or the compliance coordinator. Any student complaint of discrimination shall be resolved under the district's discrimination complaint procedure.

### **10.8 CONDUCT**

Students shall assume their share of responsibility in maintaining a positive school climate in all classes and activities.

The principal of each school shall develop rules consistent with board policies, rules and regulations to govern student conduct. All rules shall be reviewed by the board and adopted by reference and placed in the student handbook. Students violating any portion of the student conduct rules may be disciplined.

### **10.9 CRISIS PLANNING**

The board directs the superintendent to develop and implement an organized plan to deal with any crisis which may arise in an attendance center. The administration and staff must have a plan on file in each building and a copy of the plan shall be filed with the clerk. Staff will be trained in the implementation of the building crisis plan. All such plans shall be approved and adopted by the board. As necessary, students and parents will be informed about the details of any approved crisis plan.

Crisis plans approved by the board shall be subject to regular review by the administration. If the plan is implemented at any time, the board shall receive a report which outlines how well the plan worked. The report shall include administrative recommendations to improve the plan.

### **10.10 DEMONSTRATIONS AND STRIKES**

The principal of each school will establish rules for orderly demonstrations by students subject to the following conditions: that there is no disruption of the operation of any class or school function and that the demonstration is peaceful and does not violate any state or federal law, any city ordinance or school regulation.

Strikes by students are prohibited. A strike shall mean the concerted effort by two or more students in any of the following activities: refusal to go to class, refusal to leave a class; refusal to obey an order of a teacher, principal or other person having authority to give the order which is being refused; and refusal to leave a school building or grounds.

Any demonstration which is disruptive of a class(es) or school function or is about to become so, may be ended by the building principal. Demonstrations on school property are a privilege and may be revoked at any time by the principal or the superintendent.

### **10.11 DETENTION**

Detention periods may be established by building principals and administered according to established rules.

### **10.12 DISMISSAL PRECAUTIONS**

In the event of an emergency, such as a blizzard or any other event during the school day which interferes with the normal conduct of school affairs, school will be dismissed only upon action of the superintendent or designated representative. The superintendent shall formulate plans and procedures to instruct all students and their parents of the rule and regulations pertaining to emergency school dismissal.

If adverse weather conditions exist, the building principals will consult with the superintendent concerning dismissal of school.

School will not be dismissed because of storms that arise during the school day as long as it is feasible for students and teachers to remain at school in safety.

Parents are urged not to send their children to school when storm conditions exist or when road conditions are such as to create a definite hazard.

If the superintendent decides the weather to be of such a nature that the safety of students is threatened, he will notify the radio & TV station, KKAN/KQMA and Channel 6 (Classic ) and have a school closing announcement broadcast.

Every student will be notified of these rules and regulations at the beginning of each school term.

In the event of a bomb scare or similar emergency, the principal may immediately vacate the school and conduct the students to a place of safety.

The principal will notify the police station, the county sheriff's office or the Kansas Highway Patrol of the threat and request a thorough inspection of the buildings and grounds.

If students are evacuated from the building, if no threat is found to the safety of the students and if there is sufficient time remaining in the school day to warrant continuation of classes, school may be resumed.

Emergency procedures will be formulated by the superintendent and administrative staff covering situations where the local building administrator or staff has been isolated or incapacitated by any group during an emergency situation. Such plans are to be held in strict confidence by each staff member having a direct responsibility in the implementation of the plan.

### **10.13 DISPOSITION OF RECORDS**

All student records will be maintained and screened periodically.

Annual notice shall be given to parents and eligible students concerning the student's records. In addition, the custodian of the educational records shall give annual public notice of the class of records the institution has designated as directory information. The appropriate forms for said notices shall be on file in the office of the custodian of the educational records.

Administrative records shall be permanent records and maintained by the school for an indefinite period of time. When the student graduates, supplementary records shall be destroyed or shall be transferred to the administrative records if they have permanent usefulness. Tentative records shall be destroyed when the use for which they were collected is ended. However, tentative records may be placed in the supplementary classification if the continuing usefulness of the information is demonstrated and its validity verified.

To eliminate unnecessary or outdated information, the official custodian shall review a student's records when the student moves from elementary to a middle school or junior high, from a middle school or junior high to high school and upon high school graduation.

Following a reasonable amount of time after a student has graduated or ceases to attend school in the district, the records of the student that are determined to be appropriate for retention may be placed on microfilm.

### **10.14 DROP-OUTS**

The district's employees will make an effort to encourage students to continue their education until completion of their high school program.

In the event a student does drop out of school, the school counselor will make an attempt to determine whether the student will return to regular classes and to follow up on each case history in the eventuality the student fails to re-enroll in school.

### **10.15 DRUG FREE SCHOOLS**

Maintaining drug free schools is important in establishing an appropriate learning environment for the district's students. The unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free School and Communities Act, P.L. 102-226, 103 St. 1928.

#### **10.15.1 Student Conduct**

As a condition of continued enrollment in the district, students shall abide by the terms of this policy.

Students shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances or alcoholic beverages on 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 the following sanctions:

1. First Offense. A first time violator shall be subject to the following sanctions:
  - a. A punishment up to and including short-term suspension;
  - b. Suspension from all student activities for a period of not less than the length of the school suspension.
  - c. Compliance with the athletic code of conduct where applicable.
2. Second Offense. A second time violator shall be subject to the following sanctions:
  - a. A punishment up to and including long-term suspension;
  - b. Suspension from all student activities for a period of not less than the length of the school suspension.

- c. A student placed on long term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program. (Name(s) of acceptable programs are on file with the board clerk.)
  - d. Compliance with the athletic code of conduct where applicable.
3. Third and Subsequent Offenses. A student who violates the terms of this policy for the third time, and any subsequent violations, shall be subject to the following sanctions:
- a. A punishment up to and including long-term suspension from school for the remainder of the school year;
  - b. Suspension from participation and attendance at all school activities for the year.
  - c. Compliance with the athletic code of conduct where applicable.

A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student has completed a drug and alcohol education and rehabilitation program at an acceptable program.

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. In the event a student agrees to enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents. Drug and alcohol counseling and rehabilitation programs are available for students of the district.

A list of available programs along with names and addresses of contact persons for the program is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.

A copy of this policy will be provided to all students, and the parents of all students. Parents of all students will be notified that compliance with this policy is mandatory.

#### **10.16 DUE PROCESS**

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

#### **10.17 EMERGENCY DRILLS**

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

During an actual emergency period with less than one hour of warning time, the district will keep all students under school jurisdiction and supervision. The staff will remain on duty with the students during the emergency period. Parents may come to school and pick up their children. Student shall be released according to board policy for release of students during the school day.

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

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

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

#### **10.18 EMPLOYMENT OF STUDENTS**

While formal education with its related services is a primary function of the district, the board recognizes that employment during school hours may be desirable for some students and necessary for some students. Student employment, then, must strike a balance between “education for living” on the one hand and “educational for making a living” on the other. The district’s first objective is that students satisfactorily complete their educational requirements of state law, the State Board of Education and the board.

Students may be employed by the district for certain positions which conform to budget limitations and personnel requirements.

Students will not be excused from school for employment purposes when such work infringes upon their school work.

## **10.19 ENROLLMENT**

### 10.19.1 Assignment to a School or Classes

The building principal shall assign students to the appropriate building or class schedule. 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. Assignment by the building principal shall be based on the educational abilities of the student.

### 10.19.2 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, telephone number of the lawful custodian as required by board policy. The records shall also provide the identity of the student as evidenced by a certified birth certificate, copy of a court order placing the student in custody of Kansas Social and Rehabilitation Services, a certified transcript of the student, a baptismal certificate or other documentary evidence the board considers satisfactory. If proper 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.

### 10.19.3 Enrollment Procedures

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

### 10.19.4 Homeless Students

Homeless children located in the district will be admitted as resident students. The district shall make reasonable efforts to eliminate barriers to success for homeless children and shall assure homeless children full access to all district programs.

### 10.19.5 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. Students enrolling in grades 2-12 shall provide a certified transcript or similar pupil records. Other documentation which the board determines to be satisfactory may be provided.

### 10.19.6 Nonresident Students

Nonresident students are those who do not meet the qualification of a resident student. Nonresident students may be admitted only to the extent that staff, facilities, equipment, and supplies are available.

A nonresident student who has been suspended or expelled from another district, or who has voluntarily withdrawn from school in another district for disciplinary reasons will not be admitted to the district unless approved by the board.

### 10.19.7 Resident Students

A resident student is any child who has attained the age of eligibility for school attendance and lives with a parent or a person acting as a parent that is a resident of the district. 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 and 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.

#### 10.19.8 Transferring Credit

In the middle school and in the senior high school, full faith and credit shall be given to units earned in other accredited schools, unless the principal shall determine that there is valid reason for not doing so.

High school credit will be granted only on the basis of objective testing for each unit or part-unit course. Objective testing may consist of standard-ized test(s) and/or teacher-made test(s) which will be administered by USD #325. Such objective testing will be consistent with established objectives as set forth in Unified School District #325 curriculum guides. No credit will be given for any course which is normally a laboratory course involving practical application of the skills or data learned in the course unless there is clear documentation of the student having satisfactorily participated in such laboratory experiences consistent with and equivalent to the Unified School District #325 course requirements. The teacher(s), in consultation with the school administration, will evaluate the student's performance on any objective testing which is administered and determine if the level of achievement is consistent with expected achievement level of students having taken such courses. Placement may also take into consideration age, physical size, and social maturity of the student.

#### 10.19.9 Transfers from Non-Accredited Schools

Students transferring from non-accredited schools shall be tested to determine grade level placement. Placement will be made by the principal after consultation with the parents or guardians, and guidance personnel. Criteria for final placement shall include past educational experience and successful performance and/or examination at the level of initial assignment.

### **10.20 EQUAL EDUCATIONAL OPPORTUNITIES**

It is the policy of the board to offer an educational program which attempts to meet the needs of the students of the district. All school personnel will be encouraged to utilize the suggestions of students in the development and formulation of policies, rules and regulations which are directly related to student concerns. All administrators and teachers, in developing curriculum and activity program recommendations for the consideration of the board, shall give a high priority to the meeting of individual student needs in the overall context of school concerns.

### **10.21 EXCEPTIONAL STUDENTS**

A hearing procedure will be available to parents or guardians of exceptional students according to law. A hearing will be held for the purpose of ascertaining whether a staffing/placement committee's recommendation for assignment, reassignment, exclusion, transfer or withdrawal of a student are warranted.

#### 10.21.1 Appeal Provision

Both parties have the right to appeal such decision to the State Board of Education according to law.

#### 10.21.2 Exceptional Student Due Process Procedures

The school administration shall follow these placement procedures before a student who is an exceptional student in need of special education services is assigned, reassigned, transferred, or excluded from any school program assignment by a staffing/placement committee.

A written notice of proposal to take any of the above named actions shall be given to the parents or guardians of the student involved. Such notice shall be mailed by registered mail or personally delivered to said parents or guardians and shall:

- Describe the proposed action and state the reasons why such action is deemed appropriate for the student; evaluation procedures, tests, records or reports upon which the action is based shall be included; this description should include options considered by the district and reasons for rejection of any option;

- Afford the parent the right to consent or object to the proposed action in writing upon forms provided by the board;
- Describe all of the rights regarding procedural due process including the right to a hearing;
- Inform parents that, if they fail to consent, the district may request a due process hearing on its own initiative.
- Inform the parent of any free or low cost legal services or other relevant services in the area;
- Inform the parents that if they desire more information related to a special education rights and procedures they may call “Make a Difference”, a toll-free service maintained by the state (1-800-362-6262) for assistance and resources;
- Indicate the opportunity to obtain an independent evaluation of the student;
- Describe parents’ right of access to school reports, files and records related to the proposed action; and
- State that the student will remain in his present education placement until such time as there is a decision following the due process hearing or until a proposed educational placement is accepted by both parties.

If the complaint involves admission of the student to public school, the student, with the consent of his parent, shall be placed in a public school program pending completion of all proceedings.

No action to assign, reassign, transfer or exclude a student on the ground of exceptionality in special education services shall be taken by a staffing/placement committee within the period afforded the parents or guardians to request a hearing except that the proposed action may be taken at any time with the written consent of the parents or guardians. If the parent objects, the district shall request a due process hearing which must be conducted not later than 30 days from the date on which the objection was received.

In the absence of written consent, no action shall be taken within the 30 day period afforded the parent to request a hearing. If, after this waiting period, the parents have failed to consent, the district shall request a due process hearing which must be conducted not later than 30 days from the date on which the initial 30 day waiting period ended. The parent or guardian has the right to revoke consent and request a hearing at any time.

When it is determined that an exceptional student can no longer materially benefit from the district’s regular instruction or the program of special education offered by the district and/or needs more specialized remedial instruction in a state institution and is officially admitted therein, the district may not be required to provide such exceptional student with special education services.

### 10.21.3 Procedural Due Process Hearing

A hearing officer shall be selected in accordance with state law and the rules adopted by the State Board of Education which require that the parent or guardian be informed of the right to disqualify any or all of the hearing officers proposed by the board.

The hearing which is provided for herein shall be held at a time and place reasonably convenient to the parents or guardians of the involved student. The hearing shall be a closed hearing unless the parents or guardians shall request an open hearing and shall be conducted according to the rules and regulations as specified below.

Upon receipt of a request for a hearing from one of the parties, the hearing officer shall convene the hearing not less than 15, nor more than 30 days from the date of receipt of notice. During the hearing, both parties shall have the right to have counsel of their own choice present and to receive the advice of such counsel or other person whom they may select. The parents or guardians have the right to be present at the hearing. Both parties and their counsel or advisor shall have the right to read, hear and cross-examine the complete testimony of witnesses responsible for recommending the proposed action and of any other material witnesses appearing. The student has a right to present his own witnesses in person or their testimony by affidavit, including expert medical, psychological or educational testimony; and the student has the right to testify in his own behalf and give reasons in opposition to the proposed action. Both parties have a right to prohibit presentation of evidence not disclosed to the opposite party at least five days prior to the hearing. The student has a right to an orderly hearing and a fair and impartial decision based upon

substantial evidence. Both parties have a right to have a record of the hearing made by a mechanical or electronic recording or by an official court reporter.

At a reasonable time prior to the hearing, the parents or guardians or counsel of the involved student shall be given access to all records, tests, reports, or clinical evaluations relating to the proposed action.

Written notice of the results of any hearing held pursuant to law shall be sent by registered mail to the affected student, his parents or guardians or his counsel within 10 days after such result is determined.

The hearing officer appointed by the board shall, after the hearing, prepare a written report thereon and present it to the board. Any decision by the hearing officer in accordance with this section shall be final, subject to appeals as provided by law.

Any hearing officer holding a hearing under these regulations may administer oaths for the purpose of taking testimony therein. The cost of any hearing shall be paid by the district.

## **10.22 FIRST AID**

The district may provide appropriate first aid and CPR training for identified personnel.

First aid and CPR may be administered to students only by those school employees qualified by training approved by the district and then only in case of emergency. School employees shall not attempt to treat any student injury after the initial treatment of emergency first aid. The district will not assume liability for employees acting outside the scope of their authority under these policies.

Personnel identified by the district as eligible to receive first aid and CPR training may include those who are regularly assigned to the work site such as: the building principal or head teacher, the building secretary, the physical education instructor, and other personnel as the district may identify.

First aid shall be limited to the applying of simple bandages or infection preventatives and to any justifiable emergency aid such as stopping excessive bleeding to prevent further injury, disability or death.

Neither diagnosis nor treatment, except under emergency conditions, are within the responsibilities of school personnel, since school personnel are not trained to make what are essentially medical decisions.

At least one person in every school building in the district shall be qualified to administer first aid and CPR.

## **10.23 FOREIGN EXCHANGE STUDENTS**

The board recognizes the cultural benefits of foreign exchange student programs and authorizes the superintendent to accept foreign exchange students into the district. Acceptance shall be based upon these guidelines or if an exchange student meets residency requirements.

Foreign exchange students in approved programs shall be admitted to the district.

Exchange programs recognized by the board are:

Those organizations approved each year by the KSHSAA.

Other organizations shall be considered upon their timely application for review by the board. No other organizations shall be allowed tuition waivers. Students in nonapproved programs may be charged tuition.

Foreign exchange students are subject to the following additional guidelines:

- At the time of admission to the public schools, the exchange student must be at least 16 years old but not older than 19 years of age and shall possess a reasonable facility for the English language;
- Resident host families shall complete a host family foreign exchange application accepting responsibility for the student and verifying that they are serving as a volunteer host family without personal profit;
- Applications shall be screened by the school principal to determine if there is an appropriate program available for the student;
- Students shall be considered for acceptance and enrolled on a space available basis, subject to size of classes;
- Students shall be subject to all policies and regulations governing the conduct and behavior of resident students, and shall agree to abide by all such policies and rules of the district and school of attendance;
- Students shall maintain passing grades in all subjects as well as satisfactory discipline and attendance records;

- No student shall be enrolled until all standards for admission have been cleared through the office of the appropriate building principal. Information such as the student's name, nationality, age, sponsor's name and address, etc., shall be supplied at that time;
- Admission of exchange students new to the United States shall be made only at the beginning of a semester. All arrangements for admission in the fall semester must be concluded prior to the beginning of the school term. All placement arrangements for admission to the second semester must be completed prior to its start. No placements shall be made during the course of a semester;
- The district retains the right to maintain an equitable distribution of exchange students among the high schools;
- If possible, organizations should avoid the placement of more than one child of a particular nationality in the same high school;
- Exchange students are encouraged to assist in some manner the curriculum of the school they are attending (i.e. assist with language classes, history classes, etc.)

#### **10.24 FREE OR REDUCED PRICE MEALS**

Free or reduced price meals are provided for students who are qualified under district, state and federal rules and regulations governing this program.

The necessary forms, rules and regulations governing this program will be provided by the superintendent or the appropriate building principal to any student and his parents to determine their eligibility to receive free or reduced price meals.

In order to determine which students are eligible for free or reduced price meals, the food service supervisor together with the superintendent and appropriate building principals will design a form to be made available to every parent in August of each year in conformance with state and federal requirements for free or reduced price meal eligibility.

Those students qualifying for free or reduced price meals will be notified by the building principal in whose meal program the student will participate.

A conscious effort will be made by each school participating in the program to see that such qualified students are not singled out and discriminated against because they receive free or reduced price meals.

#### **10.25 GANG ACTIVITY**

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

The superintendent shall establish procedures and regulations 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.

As necessary, district staff shall be provided in-service training in gang behavior and characteristics to facilitate identification of students involved in gang activities.

#### **10.26 GIFTED STUDENTS**

All programs for the intellectually gifted students shall be managed in accordance with the policy and rules of the local board and the rules of the State Board of Education.

#### **10.27 GIFTS**

##### 10.27.1 Faculty Gifts to Students

Faculty members are discouraged from giving gifts to individual students or to classes of students during school hours in any attendance center or on school property.

##### 10.27.2 Student Gifts to the School

Student organizations, with prior approval of the organization sponsor and building principal, may donate a portion of the organization's funds to a school or to the district for specific purposes enumerated by them. Such donations must have final approval of the superintendent or the board.

### **10.28 HEARING REQUEST**

When a hearing has been requested by parents or an eligible student for the purpose of challenging the content of the student's education record, the procedure to be followed in the hearing shall be as provided in board policy.

If a hearing is requested, it shall be conducted and the decision rendered by a person who does not have a direct interest in the hearing outcome.

The parent of the student or eligible student shall be given notice of the date, place and time of the hearing within a reasonable time in advance of the hearing.

The parents or the eligible student may be assisted or represented by individuals of his choice at his own expense, including an attorney. Parents or the eligible student shall be afforded a full and fair opportunity to present relevant evidence.

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

### **10.29 INOCULATIONS**

All students enrolling in any district school shall provide the building principal with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. Booster shots required by the Secretary of the Department of Health and Environment are also required.

A copy of this policy and the applicable state law shall be distributed to students or their parents each fall and spring. The superintendent shall issue a news release each August explaining the required inoculations and booster shots. Parents may delegate in writing their authority to consent to immunizations. If the parent is not reasonably available, and the authority to consent has not been denied as provided in law, individuals other than the parent may consent to the immunizations as provided for in current law.

Students who fail to provide the documentation required by law may be excluded from school by the superintendent until statutory requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law.

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.

### **10.30 INVESTIGATIONS CONDUCTED IN SCHOOL**

It shall be the policy of the district that a reasonable cooperative effort be maintained between the school administration and law enforcement agencies. Law enforcement officials may be summoned in order to conduct an investigation of alleged criminal conduct on the school premises or during a school-sponsored activity. They may also be summoned for the purpose of maintaining or restoring order when the presence of such officers is necessary to prevent injury to persons or property. Administrators have the responsibility and the authority to determine when the presence and assistance of law enforcement officers is necessary within their respective jurisdictions. The district's administrators shall at all times act in a manner which protects the rights of students and parents and shall cooperate with law enforcement officials.

School staff members shall be reminded annually of the contents of this policy and rules.

A student who has attained the age of 18 enjoys the responsibility of speaking for himself without the agreement of parent, guardian or representative as to his submitting to questioning.

#### **10.30.1 Coordination of Policies by Enforcement Officials**

School administrators shall meet with local law enforcement officials to discuss the district's policy and rules regarding law enforcement contacts with the district. Law enforcement officials will be asked to instruct their staffs as to the terms of the school's policies and rules.

#### **10.30.2 Disturbance of School Environment**

Law enforcement officers may be requested to assist in controlling disturbances of the school environment.

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

Only in demonstrated emergency situations, shall law enforcement officers be voluntarily permitted to conduct such an investigation during school hours.

The building principal shall require proper identification of law enforcement officials and the probable cause for the interrogation or investigation of a student. If the principal is not satisfied with either the identification or the probable cause, he shall not grant the request of such persons and shall attempt to so notify the superintendent and the officer's superior, documenting such action.

The law enforcement officers shall be required to obtain prior approval of the principal before beginning such an interrogation or investigation on school premises. The administrator shall document the circumstances as soon as practicable.

#### 10.30.4 Initiated by School Administrators and Conducted by Administrators

Building principals shall have the authority and duty to conduct investigations and to question students pertaining to infractions of school rules, whether or not the alleged conduct is a violation of criminal law. Any investigation shall be conducted in a manner which minimizes interference with regular education or school activities.

#### 10.30.5 Initiated by School Administrators and Conducted by Law Enforcement Officers

The building principal shall determine when the necessity exists for law enforcement officers to be notified to conduct an investigation of alleged criminal behavior.

The building principal may request that law enforcement officers conduct an investigation and question students who are potential witnesses of such alleged criminal behavior during school hours. A reasonable attempt shall be made to contact the student's parents, guardian or representative prior to questioning by law enforcement officers. Reasonable requests of the parents, guardian or representative shall be observed. Such notifications or attempted notifications to parents, guardian or representative shall be documented by the administrator involved. In the absence of a student's parents, guardian or representative during any questioning of such students, the principal or certified school staff person shall be present.

If the investigation has centered on any particular student suspected of any alleged criminal activity, the procedure for taking students into custody shall not interfere with reasonable law enforcement procedures.

#### 10.30.6 Interrogation of Student During Investigation of Violations of School Rules

In instances where school rules have allegedly been violated, the principal may notify the suspected rule violator(s). When suspension may be a consideration, the suspect student shall be advised orally or in writing of the nature of the alleged offense and of the evidence.

Probable witnesses should be told the nature of the alleged misconduct and the reason to believe that they were witnesses. The principal may have another adult present during questioning of students.

#### 10.30.7 Taking a Student Into Custody

Following either interrogation or investigation, students shall not be released to law enforcement authorities voluntarily by school officials unless the student has been placed under arrest.

When students are removed from school for any reason by law enforcement authorities, every reasonable effort will be made to notify the student's parents, guardian or representative immediately. Such effort shall be documented.

The building principal shall make reasonable efforts to persuade law enforcement officers not to make arrests or to take students into custody on school premises.

When an emergency exists, the principal may summon law enforcement officials to the school to take a student into custody.

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 require the law enforcement officers to notify the principal of the circumstances as quickly as possible.

#### 10.30.8 Violations of Criminal Law

During an investigation of violation of school rules, the principal shall attempt to ascertain whether there is sufficient justification to believe that a criminal offense was committed that warrants notification to law enforcement officials.

Information of criminal conduct not related to the schools shall be turned over to law enforcement officials, without additional investigation by school officials. School officials shall request that law enforcement officers advise a student of his rights.

### **10.31 MARRIED STUDENTS**

Married students shall have access to the same educational opportunities, special services and considerations that are provided other students enrolled in the district.

Marital status shall not affect the rights and privileges of students to take part in any extracurricular activity offered by the school.

The administration is authorized, in terms of the statements above, to make special arrangements for attendance, promotion, graduation, etc., for married students who wish to continue and complete their education in the schools of the district.

To clarify questions that may arise and to make possible fair arrangements for all cases in which married students may be involved, the board has established the following regulations and principles:

- They may be classified as special students for attendance purposes, subject to mutual agreement.
- All cases will be handled on an individual basis. Consideration will be shown by the administration so that the best possible arrangement regarding credits and graduation can be made.

### **10.32 PHYSICALLY HANDICAPPED STUDENTS**

Physically handicapped students including those temporarily disabled by illness, operation or accident authenticated by a physician's order will be eligible for homebound instruction; however, all programs will meet the criterion of the least restrictive environment.

Students who are temporarily handicapped are encouraged to attend school if able. If the student is unable to attend school and is ineligible for homebound instruction, it shall be the responsibility of the student or parents to secure lesson assignments from each of the student's teachers in order to keep abreast of the student's school work.

Students who are injured and have difficulty walking or climbing stairs on a temporary basis may secure permission from the building principal to be late to class.

Each such permit will expire Friday at 4:00 p.m. of each week and must be renewed at the beginning of school each Monday morning.

Students with injuries which would prohibit normal participation in physical education must present a physician's statement prohibiting such activity to the building principal at the time the student reenters school after sustaining his injury.

Staff members who have contact with students who are permanently handicapped may consult the student's cumulative records so that they will be able to focus on such student's strength as well as weaknesses.

### **10.33 POLICIES AND RULES DEVELOPMENT INVOLVEMENT**

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

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

### **10.34 PARENT CONFERENCES**

Parents shall be encouraged to request a conference with teachers at any time convenient to all parties.

The elementary building principal shall establish a schedule for parent-teacher conferences. Elementary conferences shall be held at least once each semester in each building.

### **10.35 PREGNANT STUDENTS**

Each pregnant student's case will be handled on an individual basis by the school's staff in relation to full participation in school activities.

The administration may request a physician's statement covering participation in school activities; the administration may deny such participation in the best interests of the student.

**10.36 PROBATION**

Any punishment, suspension, or expulsion may be deferred by the person having authority to do so, and the student involved may be placed on probation for a set period of time. Said punishment, suspension or expulsion shall remain deferred so long as the conditions of probation are met by the student.

Any student placed on probation shall be given a written list of the terms and conditions of his probation. The student shall sign a statement to the effect that he has had said terms and conditions fully explained to him, that he understands them, that he is willing to abide by them and that, if he fails to do so, the punishment originally imposed may be reinstated at the discretion of the person granting such probation.

**10.37 PROMOTION AND RETENTION**

The policy of the district is to encourage and assist each student to progress in a continuous growth pattern of academic achievement in harmony with normal intellectual, social and emotional development. The best interest of the student will be the guiding philosophy for determining acceleration, promotion or retention.

In arriving at a decision for either the promotion or retention of a student, the teacher will consider the viewpoints of the special services personnel, principal and parents.

The decision in any case pertaining to promotion or retention shall rest with the appropriate building principal.

**10.38 READMISSIONS**

Students whose enrollment has been terminated, either voluntarily or otherwise, may be readmitted by following the procedures established by the board.

At the appropriate time, all applications for readmission to school shall be submitted in writing to the building principal. If the student applying for readmission has been previously expelled from the school, the principal shall attempt to establish communication with the parent or guardian and to counsel with both parents and student concerning readmission. If the student who is applying for readmission has previously withdrawn, either formally or otherwise, the principal or counselor shall assist the student in planning a schedule, in obtaining the necessary books and supplies and in being reestablished as an active participant in the school program.

**10.39 RELEASE OF A STUDENT DURING THE SCHOOL DAY**

Building principals will not release a student during the school day except to a student's lawful parent or custodian as defined by Kansas law and whose identification is verified to the satisfaction of the principal or upon written or verbal request of a parent or lawful custodian. The parent's name, address and telephone number or lawful custodian shall be entered on the student's permanent record.

At the time of school enrollment and admission, the building principal shall complete the student's permanent record form which will identify the student's legal name and the name, address and telephone number of the student's parent or lawful custodian(s).

Before releasing a student during the school day, the building principal shall be responsible for the verification of the identity of any parent or lawful custodian or anyone seeking release of a student.

If the principal is not satisfied with the identification of the person seeking release of a student, he may refuse to grant the release.

**10.40 SCHOOL FOOD SERVICE PROGRAMS**

The district will provide each student with the opportunity to participate in the school food service program. Rules and regulations governing this activity will be developed by the superintendent and those building principals in whose building a school food service program is being operated. These rules and regulations will be published in the student handbook following board approval.

Students will remain at the school through the lunch period. Lunch will be eaten in the designated area according to the schedule established by each building principal. Lunch may be purchased at the lunch program, or lunch may be brought from home. Milk may be purchased to supplement lunches brought from home.

Exception from the above regulation will not be made for students having study hall during the lunch period.

An emergency exception from the above regulations will be made only for specific instances in the same manner in which a student may be excused from a class.

#### 10.41 SEARCHES OF LOCKERS AND STUDENTS

Searches of lockers and students shall be conducted in accordance with the rules approved by the board. No law enforcement officer may search any locker without a search warrant unless he has the consent of the building principal and is accompanied by the principal.

In order to protect the health, safety or welfare of students under school jurisdiction, building principals are authorized to search students. No strip searches shall be conducted by school authorities. All searches shall be carried out in the presence of an adult witness. (see Appendix A, Search Report Form)

##### 10.41.1 Lockers

The lockers in the schools of the district shall be under supervision of the building principal and assigned to the student for the storage of school materials and clothing necessary to school attendance. (Whenever the principal is mentioned in this rule, it shall be construed so as to include "or designated representative.")

The building principal shall have sole custody of the combination or key to all locker locks in a storage place designed to guard against unauthorized access or use. He may search any locker at any time he believes that the locker contains matter prohibited by law or school regulations from being on school property. Such search may be made without notice to the student to whom such locker has been assigned. Students are prohibited from placing locks, other than the regularly issued school lock, on their lockers.

If a law enforcement officer desiring to search a student's locker has a warrant for such search, the principal shall immediately take such person to the student's locker and permit him to search the locker. The search shall be made in the presence of the principal.

If a law enforcement officer desires to search the student's locker without a warrant, the building principal shall ask what facts lead the officer to believe that evidence of a crime will be lost, destroyed or moved if the search and seizure did not take place immediately, before a warrant is obtained. If the building principal is not of the same opinion, he shall not allow the law enforcement officer to proceed on his own responsibility. The principal shall report the incident to the superintendent, and they may notify the officer's superior of the incident.

Prohibited items recovered from a student's locker shall remain in the custody of either the building principal or the law enforcement officer. If such items are turned over to law enforcement officials the principal shall receive a receipt for the items.

##### 10.41.2 Person

When it has been determined by the building principal that there is reason to believe that a student is in possession of an object which can jeopardize the health, welfare or safety of others, that student shall be ordered to report to the building principal's office. This determination may be based on any information received by the building principal, designated representative or by a member of the faculty or staff. It also may be based on knowledge of the student's disciplinary problems, the student's association with known drug offenders, the student's exhibiting objects associated with drug use or the student's exhibiting such objects as bullets or a knife sheath which could be associated with dangerous weapons.

Once in the principal's office, the student shall be advised of the reason why he has been ordered to report to the principal's office. The student shall then be requested to empty items such as, but not limited to, pockets, purses, shoulder bags and briefcases. Items which the building principal believes may be connected with illegal activity may remain in the custody of the building principal, unless such items are turned over to law enforcement officials; and if this is done, the principal shall receive a receipt for such item so delivered.

If the student refuses to comply with this request, the building principal shall notify the student's parents and request that they come to the school at once. The building principal shall advise the parents of the immediate situation. If the parents of the student are unable to persuade the student to comply, the parents and the student shall be advised that law enforcement officials will be notified, and the matter turned over to them. If the parents refuse to come to the school or are unable to be notified and the student continues to refuse to cooperate, the building principal shall notify law enforcement officials and inform them of the facts. Any further search of the student shall be at the discretion and under the control of the law enforcement officials with a valid warrant.

Once the building principal has relinquished control of the student to the law enforcement officials, the building principal shall remain with the student and be present during any search of the student made by law enforcement officials on school property. A written report of each search shall be made by the building principal and submitted to the superintendent. The written report shall contain the name of the student; the time, date and place of the search; the reason or reasons for the search; the fact that law enforcement officials were called; the name of the person who conducted the actual search; the names of the persons present while the student was being searched; the result of the search; and the objects confiscated. The superintendent shall keep a copy of the written report on file.

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

It shall be a violation of this policy for any employee to sexually harass a student, for a student to sexually harass another student, or 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 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.

When acts of sexual harassment or other violations of this policy are substantiated, appropriate action will be taken against the individual.

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the principal, guidance counselor, or another certified staff member. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a complaint under the district's discrimination complaint procedure.

The filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect grades, future employment or assignments. Confidentiality will be maintained throughout the complaint procedure.

#### **10.43 SOLICITATIONS**

Except as approved by the building principal, commercial firms shall not be permitted to solicit students during school hours in attendance centers or on school grounds.

All special sales projects by students are subject to the approval of the principal. This policy shall include sale of advertising, magazines and merchandise.

Commercial schools, colleges or other agencies shall be permitted to meet with seniors or solicit prospective students only when the invitation and arrangements are approved by the school district administration. Counseling of students relative to continuation of their schooling or to job placement by outside organizations shall be handled through the guidance department under the supervision of the guidance counselor according to law.

##### **10.43.1 Solicitation by Students**

Solicitations by students within the schools or on school grounds for any cause are prohibited except as they relate to school-sponsored activities.

#### 10.44 STUDENT ACCIDENTS

Accident and illness may occur in the classroom and on school grounds. All school personnel shall be prepared to follow the necessary first aid procedures and other rules described in this section.

Any school employee who discovers an accident involving a student on school property shall report the accident to the building principal or designated representative and follow the rules approved by the board.

Generally, school employees are not trained to administer medical treatment to students.

In the event of a student accident which appears to require medical treatment other than emergency first aid, all school employees will follow the plans and procedures which have been developed by the superintendent and building principals to cover such emergencies.

The superintendent will develop procedures to be followed in case of a student accident or injury. Such procedures will be explained to all employees at the beginning of each school year.

Only qualified employees may diagnose or in any way treat a student suspected of injury other than attempting to make the student as comfortable as possible while waiting for competent medical treatment. Qualified employees, for the purpose of this policy, are those employees who have successfully completed an approved Red Cross first aid program or who have otherwise been approved by the superintendent to administer treatment.

Primary first aid procedures to be followed include visually determining, if possible, the extent of the injury and having the school's secretary or a certified staff member call the parents.

If the parents are notified, the injury should be described and appropriate action determined with consent of the parents.

If the parents cannot be reached, the family physician or alternate physician if permitted by parents/guardian of the student should be notified; and

Under no circumstances will any of the school's employees attempt to administer medical treatment to any injured student, except as provided under Student/First Aid.

##### 10.44.1 Records

An information card for each student containing the following information shall be on file in the building principal's office:

- Names and addresses of parents, their home and business phone numbers;
- Names of some other persons to be called in the event of an accident and their phone number(s).
- Names of the family physician and his office phone number;

Permission to call the family physician in the event parents cannot be reached and permission to act on his advice; successfully completed an approved Red Cross first aid program or who have otherwise been approved by the superintendent to administer treatment.

Permission to consult with another physician if the family physician cannot be reached; and any physical condition of the student for which it would be considered appropriate to indicate a medical alert.

#### 10.45 STUDENT ACTIVITIES

The staff is encouraged to capitalize on the educational possibilities of student activities. Any student activity or club which involves the expenditure of district funds shall be subject to prior approval of the principal.

##### 10.45.1 Activity Fees

A general student activities fee may be established by the building principal with the approval of the board. The fees will admit each student to all school sponsored sporting activities and non-sporting activities listed in the student handbook in the respective attendance center. Any other student fees for approved activities or clubs may be established by the building principal with the approval of the board.

##### 10.45.2 Activity Fund Management

The building principal shall be responsible for the organization of all student activities. With the assistance of delegated members of the faculty, the principal shall approve all student activities and make certain that adequate supervision is available.

**10.46 STUDENT CONFERENCES**

Teachers will make themselves available to students for conferences concerning their academic achievement at mutually convenient times.

**10.47 STUDENT FEES, FINES, AND CHARGES****10.47.1 Fees and Charges**

Building principals or designated representatives shall be authorized to collect fees, fines or charges authorized by the board for any school property lost, damaged or destroyed by a student and shall be paid for by such student in accordance with rules and regulations prescribed by the board.

At the time of enrollment of classes at the beginning of each school year, the superintendent will distribute a fee schedule approved by the board to all building principals and other school personnel designated by him as being authorized to charge and collect certain fees. Such fee schedule shall include:

A detailed list of all items for which a charge is to be collected;

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

**10.47.2 Fines**

Building principals shall attempt to collect the justifiable value of school property lost, damaged or destroyed by a student. If, after the attempt to collect, such amount remains unpaid, the principal shall report the matter to the superintendent who shall consult with the school board's attorney, and they shall jointly recommend a course of action to the board.

**10.48 STUDENT HEALTH ASSESSMENTS**

The district shall endeavor to maintain a healthful environment for students during the school day and at school-sponsored activities.

A copy of this policy and a copy of the applicable state law shall be distributed to all students new to the district at the beginning of the school year or at the time of first enrollment. The superintendent shall issue a news release each year prior to enrollment regarding the health assessment requirements of current state law.

Students who fail to provide documentation that they have completed a health assessment as required by law may be excluded from school by the superintendent until legal requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law. Parents/guardians shall also be given notice that they may request a hearing on the issue.

**10.48.1 Cooperation With Other Agencies**

Every building principal shall cooperate with local, county and state health agencies in disseminating materials designed to encourage parents to maintain a health environment and good health standards for their children.

The building principal shall be responsible for the general conduct of health programs approved by the board and required by current law.

**10.48.2 Health Assessments**

As required by current law all students shall submit evidence that they have undergone an appropriate health assessment prior to entering kindergarten or before enrolling in the district for the first time.

**10.48.3 Inoculations (See Students/Inoculations)**

#### 10.48.4 Physicals for Activities

The building principal shall require proof of physical examination for any student engaged in activities covered by KSHSAA rules and/or board policy.

### **10.49 STUDENT INSURANCE PROGRAM**

The board recommends that all students be covered by some type of accident insurance. Such insurance may be provided by each student's parents through personal insurance coverage or through the student group insurance program available from each building principal.

Any medical expense not covered by the student's accident insurance, the KSHSAA catastrophic insurance or activities insurance is the responsibility of the parents.

The superintendent and building principals will develop the most economical and comprehensive student group insurance plan available for consideration by the board during the regular board meeting in July of each year.

During enrollment, each principal will notify the parents of students enrolled in the building of the availability of the student group insurance program, the cost thereof, the procedure for enrolling students and the method of making claims against the insurance carrier.

Each building principal will initiate bookkeeping procedures to ensure the maintenance of a complete record of each student enrolled in the insurance program.

### **10.50 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 or supervise use of the facilities by all student organizations as an advisor or supervisor.

#### 10.50.1 Advertisements

Ads concerning drug paraphernalia, any controlled substance, or any illegal activity are prohibited in school sponsored publications.

#### 10.50.2 Non-School Sponsored Student Clubs

Non-school sponsored clubs shall submit a request for use of school facilities to the administrator prior to using the facilities. A faculty member (or other adult approved in advance by the board) shall attend the meetings as a supervisor but shall not participate in the groups activities.

#### 10.50.3 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 appropriate discipline in the operation of the school. Distribution in violation of this policy may result in suspension, expulsion or other discipline of the students involved.

#### 10.50.4 Student Clubs

The administrator shall establish regulations for the operation of school sponsored clubs, and for the use of school facilities by non-school sponsored clubs.

School sponsored clubs shall be under the direct control of school personnel. Every school sponsored club shall have a constitution which has been approved by the building principal on file in the school office. To the extent that non-curriculum related school sponsored clubs are allowed to meet on school facilities during non-instructional time, non-school sponsored student clubs may also meet on school facilities.

**10.50.5 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.

**10.50.6 Student Publications**

School-sponsored student publications shall be under the supervision of the building principal or designated faculty representative.

Students who have facts and opinions should be allowed to express them in print as well as through oral communications. However, student editors and writers must observe the same legal responsibilities as those imposed upon conventional newspapers and communication media. No student shall distribute any school publication which:

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

Student publications which are not libelous, disruptive or obscene may be distributed on school property during school hours at times and in areas designated by the building principal.

Distribution in violation of this policy may result in suspension, expulsion or other discipline of the students involved.

If a decision to disapprove distribution of a publication is made, the principal shall state reasons for the decision to the student(s).

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

**10.51 STUDENT PSYCHOLOGICAL SERVICE**

Various psychological services are available to students through the district, cooperative 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.

Under the rules and regulations of the district's cooperative special education program, each building principal will identify, with the help of appropriate staff, every student in need of the district's psychological services.

Every student in need of this service will be referred to the appropriate staff member in order that consultation with the student and his parents can be arranged.

All psychological data collected by the district's staff will be held in strict confidence and secure at all times from access by unauthorized personnel.

All psychological data collected by the staff will be made available only to building principals and guidance personnel, parents or other persons authorized by law to have access to such information.

**10.52 STUDENT RECORDS**

Records are maintained for the invaluable assistance they provide the professional staff in dealing with students as individuals. It is the policy of the board to assure that the welfare of each individual student is the only criterion used in releasing information from student personnel files.

All student records are to be treated as confidential and primarily for local school use unless otherwise stipulated. Where records include information on more than one student, the parents of any student shall have access to copies of that part of the record that pertains to their child. Each school shall establish appropriate procedures for the granting of a request by parents for access to their child's school records within a reasonable period of time, but in no case more than 45 days after the request has been made.

In situations where the parents of a student are divorced or separated each parent, custodial and/or non-custodial, has equal rights to their student's records unless a court order specifies otherwise. Private agreements between the student's parents shall not be recognized by the district's personnel.

Parents shall have an opportunity for a hearing to challenge the content of their child's school records to ensure that the records are not inaccurate, misleading or otherwise inappropriate data contained therein; and to insert into such records the parent's written explanation of the content of the records.

Any eligible parent/guardian or student may inspect the personal records of the student during regular school office hours. The district reserves the right to interpret selected records to students and/or parent/guardians at the time of the inspection.

When a student attains 18 years of age, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student.

The parents of students, or the students if they are 18 years of age or older must be informed annually by the superintendent or his designated representative of the rights accorded them by this section. In addition, the public must be informed annually by the superintendent or his designated representative of the categories of information the institution has determined to be directory information.

### **10.53 STUDENT SAFETY**

The district will endeavor to provide a safe environment for students while in school attendance or in extra-class activities.

The superintendent together with the staff will develop and determine the necessary rules and regulations relative to student safety.

It shall be the responsibility of each building principal to instruct the faculty to stress the importance of safety to the students periodically during the school year.

Each teacher will be provided with an outline of safety rules and regulations for the district as recommended by the superintendent and approved by the board.

Local building safety rules and regulations will be explained to students at the beginning of each school year and periodically thereafter by the building principal or classroom teacher.

#### 10.53.1 Bicycle Use

Each building principal will formulate plans and procedures for the safe use of, and parking of, bicycles on school property.

At the beginning of each school year, every student will be notified in writing by the principal of the rules and regulations concerning the use of bicycles at his school.

#### 10.53.2 Inspection of Buildings and Ground

The building principal, together with his custodial staff, will make frequent inspections of areas of the building and grounds which may be potential safety hazards. If any such hazards are found, the building principal will order the hazard removed, corrected or marked in some appropriate way as a "dangerous area".

Students will be notified of such "dangerous areas".

All hazards or "dangerous areas" will be reported in writing to the superintendent if the costs exceed the local building maintenance budget, and the building principal will immediately submit a requisition to the superintendent asking for the appropriate funds to correct the situation.

All equipment ordered by the district shall be inspected for any defects immediately at the time of assembly and periodically thereafter by the appropriate administrator. Such defects, if found, shall be brought to the attention of the vendor for repair or replacement.

#### 10.53.3 Safety Units

Those teachers who instruct in hazardous curriculum areas such as physical education, shop or science laboratories will teach a unit of work each year or semester dedicated to safety rules inherent in the particular subject matter.

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

Each student enrolled in a hazardous curriculum area will be given a test concerning the appropriate safety rules of the particular class. The test results will be kept on file until the end of the school year or the end of the class term, whichever is sooner. No student will be permitted to participate in the class until satisfactory knowledge of the safety rule is demonstrated to the teacher.

Teachers will conduct periodic reviews of safety rules during the school year.

#### 10.53.4 Walkers and Riders

Any student who uses school-provided transportation will be under the jurisdiction of the vehicle driver while in the vehicle and will be subject to all rules and regulations developed by the superintendent and building principals to cover such activities.

Students who walk to and from school are urged to become familiar with traffic safety laws governing such activities.

The elementary principal will issue instructions to his faculty to review with the students at the first of every school year all traffic regulations for pedestrians along with other safety rules and regulations.

### **10.54 STUDENT TRANSPORTATION**

Bus transportation will be provided students to and from school for those students who qualify. Transportation will be provided by the district for all extra-class activities. Students are prohibited from driving personal automobiles to district-sponsored activities held during the school day, unless the principal has given prior written approval.

Students must observe the rules and regulations adopted by the board governing student transportation. Students will also be subject to the school's behavior code while riding school buses. The board may suspend or revoke the transportation privilege or entitlement of any student who violates any rules or regulations adopted by the board.

Bus drivers shall report any violation of said rules to the appropriate administrator who shall take the necessary steps to discipline students according to board policy. As a disciplinary action for violation of board rules, a student may be refused school bus transportation but required to attend school.

#### 10.54.1 Parents of bus students special consideration

Occasionally, parents of bus students may request special consideration. To guide administration in answering these requests the following applies: a) Only on established routes, with no increase in the number of stops, b) Only if available seating exists, c) Route students only, d) Exceptions to the above may be made only through prior approval by the bus manager. Twenty-four hour notice is preferred, e) When possible, written permission will be required.

### **10.55 STUDENT VOLUNTEERS**

Students are encouraged to volunteer their time and services to school-sponsored activities and to community activities so long as their studies are not adversely affected.

The district encourages students to become involved in civic activities. The district, however, prohibits students from working for such organizations in a volunteer capacity during school time unless prior approval is granted by the building principal.

Students will not participate in any community activities during school hours without the prior permission of the building principal.

### **10.56 STUDENT WELFARE**

The superintendent and his staff shall develop and enforce the necessary rules and regulations relating to student welfare.

All rules and regulations relating to student welfare are to be presented to the board for its action.

The building principal, in cooperation with the district nurse and building custodian, will periodically inspect areas of the school building and ground, for potential health and safety hazards; and, if found, such hazards are to be reported to the superintendent immediately or as provided herein.

Every building principal shall have the authority to correct any health or safety hazard without consulting with the superintendent if no costs are involved.

If the building principal determines that the costs of correcting a potential or real health or safety hazard exceed his allocated funds for building maintenance or that his custodial staff or school nurse does not have the equipment to correct the hazard, the principal shall requisition from the superintendent the necessary funds or personnel to correct the situation.

### **10.57 SUPERVISION OF MEDICATIONS**

The supervision of oral and injectable medications shall be in strict compliance with the rules and regulations of the board. Diagnosis and treatment of illness and prescribing drugs and medicines are not

the responsibility of the public schools and are not to be practiced by any school personnel, including school nurses, unless authorized in the following rules. The Nurse Practices Act makes it illegal for school nurses to administer prescription medications and treatment that have not been prescribed by a medical person authorized to prescribe medication. The law also prohibits any acts of diagnosis.

#### 10.57.1 Guidelines

The administration of the authorized medication shall be logged by the building administrator or designee in the school's medical diary which shall be maintained and filed by the administrator for future reference. An individual record shall be kept of each medication administered. The record shall include student identification, date prescribed or authorized by a parent, name of medication, time and date(s) administered, signature of person administering and section for comments.

After medication is administered, students shall be observed for possible reactions to the medication. This observation may occur at the site of administration or in the classroom.

In the administration of medication, the school employee shall not be deemed to have assumed any legal responsibility other than acting as a duly authorized employee of the school district.

All medication maintained in the schools shall be kept in a locked container. This includes medication requiring refrigeration.

#### 10.57.2 Inventory

Medications shall be inventoried every semester by a licensed health professional (registered nurse, licensed practical nurse, physician, pharmacist). Out-of-date stock shall be returned to parent or destroyed.

#### 10.57.3 Non-Prescription Drugs

Non-prescription drugs may be administered during school hours if the drugs are in their original container and the parent/guardian sends a note giving permission for school staff to administer the drug. If necessary, school personnel who administer non-prescription medications shall seek advice from the school nurse or the administration when administering non-prescription medications on orders of the student's parent.

The public school shall not provide students with aspirin or any other medication.

Deciding whether any drug is needed is a form of diagnosis, and dispensing medication is a form of treatment. Unauthorized administration of unprescribed medications shall not be practiced by any school personnel including school nurses. Unauthorized administration of unprescribed medications shall not be practiced by any school personnel including school nurses.

Over-the-counter medications shall not be supplied by school employees or kept in athletic areas, and shall not be administered to students unless written parent permission to administer is also provided.

#### 10.57.4 Prescription Drugs

In certain explained circumstances when medication is necessary so that the student can remain in school, the school may cooperate with parents in the supervision of prescription medication that the student will use. The parents must submit a written request to the building administrator requesting the school's cooperation and releasing the school district and personnel from liability.

Under the following rules, the supervision of prescription medications by school personnel, including school nurses, is authorized.

School personnel shall not be required to be custodians of any prescription medication except in circumstances where it is essential that students take such medication during school hours. The medication shall be examined by the school employee administering the medication to determine that it appears to be in the original container, to be properly labeled and to be properly authorized by the written order of a licensed medical person. Only oral medications should be administered except in emergency situations. The school nurse shall be responsible for the overall administration of medication in schools, and may delegate this to an LPN or unlicensed staff member after receipt of the medication, initial assessment and training of the staff member. Should questions arise about the administration of any medication, the nurse may be contacted in person or by telephone.

Where practical, this policy shall be shared with all local physicians, dentists and other professionals who have a license to prescribe medications.

Any changes in type of drugs, dosage and/or time of administration shall be accompanied by parental permission and a newly labeled pharmacy container.

Building administrators may choose to discontinue the administration of medication if the administrator first notifies the parents or medical person with an explanation in advance of the date of discontinuance.

### **10.58 SUSPENSION AND EXPULSION PROCEDURES**

Except as limited by Section 504 or IDEA, a student may be suspended or expelled, for reasons set forth in Kansas law. Any student who is suspended for a period of more than 10 days or expelled shall receive a copy of the current suspension and expulsion law and this policy. Suspension/expulsion hearings shall be conducted by the superintendent/designee or other certificated employee, or committee of certificated employees of the school in which the pupil is enrolled, or by any other hearing officer appointed by the board.

#### Reasons for Suspension and 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 which constitutes 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.

#### Reasons Which Apply in all Cases When a Student May be Suspended or Expelled

- Refusal or failure of the student and/or the student's parents to attend the hearing shall result in a waiver of the student's opportunity for the hearing.
- A student suspended for more than 10 school days or expelled from school shall be provided with information concerning services or programs offered by public and private agencies which provide services to improve the student's attitude and behavior.
- A student who has been suspended or expelled shall be notified of the day the student can return to school.
- If the suspension or expulsion is not related to a weapons violation, the principal may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation.
- If the expulsion is related to a weapons violation the superintendent may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation if allowed to return.
- The days a student is suspended or expelled are not subject to the compulsory attendance law.
- During the time a student is suspended or expelled from school, the student may not:
  - Be on school property or in any school building without the permission of the principal.
  - Attend any school activity as a spectator, participant or observer.

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

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

#### 10.58.1 Short-Term Suspension

Except in an emergency, a short-term suspension (not exceeding five school days) must be preceded by oral or written notice of the charges to the student and an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than 72 hours after imposition of a short-term suspension. Written notice of any short-term suspension shall be delivered to the student's parent or guardian within 24 hours after the suspension has been imposed. Short-term suspension hearings may be conducted by any person designated in policy as having the authority to suspend.

At the informal suspension hearing, the student shall have the right to be present and notified of the charges; and the basis for the accusation. The student shall have the right to make statements in his/her defense after receiving notice of the charges.

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.

#### 10.58.2 Long-Term Suspension or Expulsion

Before a student is subject to long-term suspension (not to exceed 90 school days) or expulsion (not to exceed 186 school days), a hearing shall be conducted by a hearing officer who has authority to suspend or expel. The superintendent/principal shall designate a hearing officer authorized by the board. Formal hearings shall be conducted according to procedures outlined in current Kansas law and:

- 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 such result.

#### 10.58.3 Student Rights During a Long-term Suspension/Expulsion Hearing

The student shall have the right:

- to counsel of his/her own choice;
- to have a parent or guardian present;
- to hear or read a full report of testimony of witnesses;
- to confront and cross-examine witnesses who appear in person at the hearing;
- to present his or her own witnesses;
- to testify in his or her own behalf and to give reasons for his or her conduct;
- to an orderly hearing, and;
- to a fair and impartial decision based on substantial evidence.

#### 10.58.4 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 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 the same rules noted earlier for expulsion hearings.
- The board shall record the hearing.
- The board shall render a final decision within 5 calendar days after the conclusion of the appeal hearing.

### **10.59 SUPERVISION OF STUDENTS**

Students will be under the supervision of appropriate school personnel at all times when they are under the jurisdiction of the school.

Each building principal shall coordinate and assign teachers, aides or paraprofessionals to supervise students engaged in school related activities. For the safety of each student, no activity sponsored by the school will be allowed to begin without appropriate supervision.

Every building principal will make a duty roster comprised of teaching faculty, aides, paraprofessionals and administrative staff to supervise students before school, during the lunch hour, after school and as the need arises.

Every elementary principal shall make a duty roster comprised of his faculty for the supervision of students on the playground before, during and after school.

Every school-sponsored activity held during school hours or after school hours will have at least one faculty member in attendance who shall have general supervisory responsibilities over the student group.

The school does not have general authority to supervise students in the normal coming to school and going home. Teachers who observe students in a potentially dangerous situation should attempt, as they are reasonably able, either to halt or prevent injury to students or property.

No student will be allowed to run personal errands off school premises for any teacher during the school day.

### **10.60 TOBACCO USE**

Smoking by students and/or the possession and use of any other tobacco product is prohibited in any attendance center, at school-sponsored events or on the school grounds.

### **10.61 TRUANCY**

Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first.

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.

#### 10.61.1 Reporting to Parents

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

#### 10.61.2 Reporting Truancy Students to Authorities

The building principal is authorized to report students who are inexcusably absent from school to the appropriate authority. Prior to reporting to either S.R.S. Or the county or district attorney, a letter shall be sent to the student's parent or guardian notifying them that the failure of that student to attend school without a valid excuse shall result in the student being reported truant.

### **10.62 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 th classifications:

#### 10.62.1 Administrative records

Official administrative records that constitute the minimum personal information necessary for operating the educational system. It shall include birth date, sex, race, names, telephone numbers, addresses and places of employment of parents, academic work completed, grades, attendance

records, withdrawal and reentry records, honors and activities, date of graduation and follow-up records of a student.

#### 10.62.2 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.

#### 10.62.3 Tentative records

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

#### 10.62.4 Release of Student Records and Directory Information

The general public shall not be allowed to inspect a student's personal record file. The custodian of the student records shall disclose the student's educational records only as provided for in policy.

Annual notice shall be given to parents and eligible students concerning the student's records. In addition, the custodian of the educational records shall give annual public notice of the class of records the institution has designated as directory information. The appropriate forms for said notices shall be on file in the office of the custodian of the educational records.

The custodian of records may make certain directory information available without parental or eligible student's consent if public notice of the categories of information designated as directory information has been given and the parents or eligible students have had the right to object to the release of the information without their consent.

For the purposes of this policy, school official means teacher, administrator, other certified employee or board of education. Legitimate educational interest means the school official must participate in discussions involving an identifiable student leading to educational intervention, disciplinary action, discussions of eligibility for athletics or other activities, or honors or awards involving a student.

The custodian may disclose student's 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;
- 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 statute;
- 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; and
- Appropriate persons if knowledge of any information is necessary to protect the health or safety of the student or other persons in an emergency.

Permission for access will be granted to a third party if requested in writing to the official custodian of the student's records by the student, parent or guardian.

No personally identifiable information contained in personal school records shall be furnished to any person other than those listed herein and only under the following conditions: when there is written instruction from the student's parents, guardian or the eligible student specifying the

records, the reasons and the person(s) to whom the release is to be made, with a copy of the records to be released to the student, parents or guardian when requested; or when such information is requested in compliance with a judicial order, or pursuant to any lawfully issued subpoena, upon condition that parents, guardian and the student are notified of the orders or subpoenas in advance of the compliance.

Nothing contained in this policy shall preclude authorized representatives of the Comptroller General of the United States, the Secretary and an administrative head of an educational agency or state authorities from having access to student or other records which may be necessary in connection with the audit and evaluation of federally supported education programs or the enforcement of the federal legal requirements which relate to such programs, provided that, except as the collection of personally identifiable data is specifically authorized by federal law, the data collection by such official with respect to individual students shall not include information (including social security numbers) which would permit the personal identification of students or their parents or guardian on the data collected and provided.

With respect to the above, 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, student or a school official responsible for record maintenance, indicating specifically the legitimate educational or other interest of each person, agency or organization has in seeking this information. Such forms shall be available to parents and to the school official responsible for record maintenance as a means of auditing the system's operation.

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 student if age 18 or older. The board and staff shall protect the rights of privacy of students and their families in connection with any surveys or data-gathering activities conducted, assisted or authorized by the board or administration. Regulations established under this policy shall include provisions controlling the use, dissemination and protection of such data.

Forwarding Pupil Records: Administrators shall forward student's school records upon request and may not withhold them for any reason.

### **10.63 VENDING MACHINES AND OTHER AUTOMATED PLAY MACHINES**

A vending machine is defined as any machine that dispenses a product for a designated price.

A playing machine is defined as a machine that requires a level of skill to play in order to win the game.

No vending machines or play machines of any type will be placed in any district attendance center without prior approval of the superintendent. If these machines are allowed, financial accountability criteria will be developed by the principal who shall supervise the management of the machines. A monthly report concerning vending machines or play machines will be prepared by the principal having custody of any machine showing all receipts and expenditures for each machine for that particular month. If requested, the superintendent shall report to the board the status of the machines and their profitability or lack thereof.

Any profit from any machine will be deposited in an activity fund designated by the board.

### **10.64 USE OF MOTORIZED VEHICLES**

There is a need for some students to drive motorized vehicles to school. There is also a need for safety regulations governing the use of such motorized vehicles on or near school property. The superintendent shall direct the principal to formulate plans and procedures regulating the driving, parking and use of student motorized vehicles during the school day. Failure of student drivers to observe the district's regulations governing student use of motorized vehicles may result in disciplinary action.

All rules and regulations concerning use of motorized vehicles on high school property will be submitted to the board for approval. All such rules and regulations will be given annually to each student driver and his parents.

Such rules and regulations shall include but will not be limited to the following:

Students who are observed driving recklessly on or near school property will be reported by any district employee to the high school principal. The principal will warn the driver in the incident at the first

opportunity thereafter, and a written notice will be mailed to the parents of the driver. After a second warning, the student will be reported to the local civil authorities; and further violation of these rules and regulations may result in disciplinary action by the school pursuant to the disciplinary code.

#### **10.65 USE OF VIDEO CAMERAS**

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 tapes that are records of student behavior shall be secured in a locked file until the tapes are either reused or erased. The video tape shall be considered a student record and shall be subject to current law for the release of student record information.

#### **10.66 WEAPONS**

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on the 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.

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

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

Possession of a firearm or other weapon shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis. Possession of a facsimile of a weapon may result in suspension or expulsion. Expulsion hearings for possession of a weapon shall be conducted by the superintendent or the superintendent’s designee. Students violating this policy shall be referred to the appropriate law enforcement agency(ies) and if a juvenile to SRS or the Commissioner of Juvenile Justice.

It is a crime for any person to possess a firearm at school, on school property or at a school supervised activity. A student who possesses a firearm shall be reported to law enforcement for criminal prosecution.

## 11. PUBLIC RELATIONS

### GOALS AND OBJECTIVES

Educational public relations is a planned and systematic two-way process of communication between a district and its internal and external publics. Its program serves to stimulate a better understanding of the role, objectives, accomplishments and needs of the organization. Educational public relations is a management function which interprets public attitudes, identifies the policies and procedures of an individual organization with the public interest and executes a program of action to encourage public involvement and to earn public understanding and acceptance.

#### **11.1 BOARD-COMMUNITY RELATIONS**

The board is committed to keeping the community informed about school functions and to solicit patron involvement in light of these functions.

#### **11.2 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 solution.

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. Rick Riffel, 647 Seventh, Phillipsburg, KS 67661, (785) 543-5114 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. Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the compliance coordinator.

##### 11.2.1 About Curriculum

The superintendent shall report a failure to resolve any complaint about curriculum to the board at the next regularly scheduled board meeting.

##### 11.2.2 About Discrimination

Complaints by an employee should be addressed to the employee's supervisor, the building principal, or the compliance coordinator. Complaints by a student should be addressed to the building principal or the compliance coordinator. Complaints by any other person alleging discrimination should be addressed to the building administrator or the compliance coordinator. Complaints about discrimination will be resolved through the following complaint procedure:

- A 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.
- A complaint should be filed within 7 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 employee's supervisor. 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 evidence, written or oral, relevant to the complaint to the investigator.
- 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 7 days after the filing of the complaint.

- Records relating to complaints filed and their resolution shall be maintained in a confidential manner by the compliance coordinator.
- The complainant may appeal the resolution of the complaint to the Superintendent, or to the board of education if the complaint was against the superintendent. The request to appeal the resolution shall be made within 7 days after the date of the written resolution of the complaint at the lower level. The appeal officer shall review the evidence gathered by the investigator and the investigator's report, and shall afford the complainant and the person against whom the complaint is filed an opportunity to submit further evidence, orally or in writing, within 3 days after the appeal is filed. The appeal officer will issue a written determination of the complaint's validity and a description of its resolution within 14 days after the appeal is filed.
- Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies.

#### 11.2.3 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.

#### 11.2.4 About Instructional Materials

The building principal shall report any unresolved complaint about instructional materials to the superintendent immediately after receiving the complaint.

#### 11.2.5 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.

#### 11.2.6 About Policy

The superintendent shall report any unresolved complaint about policies to the board at the next regularly scheduled board meeting.

### 11.3 CROWD CONTROL AT SCHOOL-SPONSORED ACTIVITIES

Disorder and disruption of school activities will not be tolerated, and persons attempting such action shall be held accountable.

The board will not allow persons with disruptive intent to endanger the safety of students, school personnel or other adults; to damage school property; to interfere with school activities or the educational process; or to attempt to close the schools. The board will, to the full extent of its legal powers, ensure that every student and adult has an opportunity to attend school activities without fear or harm of injury to person or property.

The school administration and staff are responsible for handling any student or problems caused by adults. The superintendent shall be notified of any serious problem at the school. The final decision for determining the nature of assistance needed at a disturbance, disorder or demonstration is the responsibility of the school principal. In the absence of the principal, the determination is to be made by the assistant principal or the person designated to be in charge of the building or activity.

The principal in charge may sign the necessary complaint papers.

### 11.4 EXTRA CURRICULAR ACTIVITIES

Members of the working press will be admitted free of charge to all school extra curricular activities of the district upon presentation of proper credentials.

The appropriate building principal shall be responsible for determining eligibility and issuing passes to members of the working press wishing to cover school events.

#### 11.4.1 Broadcasting and Taping

The superintendent is authorized to establish rules and regulations for the broadcasting and taping of extra curricular activities of the district.

Members of the broadcast media shall notify the superintendent prior to the event they wish to cover in order that arrangements may be made for their equipment.

#### 11.4.2 Press Services

To the extent possible, space will be provided at all sports and special events for members of the working press to cover the extra curricular activities.

### 11.5 **FREE MATERIALS DISTRIBUTION IN SCHOOLS**

The superintendent reserves the right to refuse distribution of any material by outside individuals or groups to the students of the district in accordance with the rules adopted by the board.

No student shall be forced to participate in the distribution of any non-school materials in the schools.

#### 11.5.1 Advertising in the Schools

No advertising for commercial purposes shall be permitted in the school buildings or on the grounds of the district without prior approval of the board. Advertising in student publications shall be regulated by rules and regulations developed by the superintendent. Ads concerning drug paraphernalia and any controlled substance are prohibited in any school-sponsored publication.

Advertising in the student publications may promote products by brand name except that commercial ads promoting the sale of any controlled substance or drug paraphernalia are prohibited.

#### 11.5.2 Political Campaign Materials

In order to further citizenship training, the board encourages responsible use of political materials.

Subject to the approval of the superintendent, each building principal shall establish rules and regulations governing the distribution of political campaign in the school building during election campaigns in order to afford opportunity for all viewpoints to be considered. No student shall be forced to participate in the distribution or receipt of any political materials.

#### 11.5.3 Special Interest Materials

The principal of each building shall establish rules and regulations governing the distribution of special interest materials in the building.

No mailing lists of students or employees of the district shall be given to individuals, organizations or vendors for the purpose of distributing materials without a written request and approval of the appropriate records custodian as provided for in Students/Records.

### 11.6 **GIFTS TO SCHOOLS**

Persons or organizations desiring to make gifts to the schools should contact the superintendent. All gifts shall have the prior approval of the board.

### 11.7 **INTERVIEWS WITH STUDENTS**

Representatives of the news media seeking to interview a student during regular school hours must first have approval of the building principal. The building principal shall regulate all interviews with students so that such interviews do not interfere with the educational activities of the students involved.

### 11.8 **MEDIA RELATIONS**

The board will attempt to cooperate with media representatives.

#### 11.8.1 Conferences and Interviews

All news conferences and interviews will be scheduled in such a manner that they do not disrupt the regular educational activities of the schools.

#### 11.8.2 News Releases

News and information concerning school events and programs may be released to the press with the approval of the administrator of the school or program. All other news releases prepared for public distribution under the auspices of the district by employees or students of the district shall have approval of the superintendent prior to release.

The superintendent shall prepare copies of news releases approved by his office for members of the board upon request.

### **11.9 PUBLIC INFORMATION**

The board accepts responsibility for keeping the general public informed about the function and operation of the school system.

The implementation of the public information program of the district shall be the responsibility of the superintendent.

#### **11.9.1 Public's Right to Know**

All decisions of the board will be made in public. Executive sessions will be held only for specific reasons as provided by law.

#### **11.9.2 School-Sponsored Information Media**

The district will issue a newsletter to patrons of the district containing information about the operation and activities of the schools.

The superintendent shall be responsible for the content of the school district newsletter and such other school-sponsored information media that is deemed necessary.

### **11.10 PUBLIC SALES ON SCHOOL PROPERTY**

School property will not be used for any public sales without prior approval of the board other than those sponsored by the district to dispose of excess school property and equipment as approved by the board.

Whenever excess property of the district is to be sold at auction, such sales shall be to the highest bidder. No credit shall be extended.

### **11.11 SCHOOL VOLUNTEERS**

All school volunteers work under the direction of the school staff and provide supportive services to them.

Persons interested in volunteering time or services to the district should contact the building principal for assignment.

School volunteers serving in the district without financial compensation are bound by the policies, rules and regulations of the district and shall not be covered by workers' compensation.

The school volunteer shall work under the direction of the building administrator.

### **11.12 SOLICITATIONS**

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.

### **11.13 SUPERVISION OF NON-SCHOOL GROUPS**

A school employee shall be on duty to see that the building and equipment are properly used whenever any school facility is used by non-school groups or individuals.

A school employee may not be required to be on duty when, in the opinion of the building principal, it is not necessary. In this case, the sponsors and the principal accept full responsibility for the building's use.

#### **11.14 USE OF SCHOOL FACILITIES, EQUIPMENT, AND GROUNDS**

The board shall encourage the use of school buildings and school grounds by community groups. Use of any school facility or school grounds, however, shall not interfere with the daily school student routine or any school-sponsored activity.

The superintendent may establish a deposit fee for the use of school equipment that is to be removed from the school grounds. The deposit will be paid to the building principal and will be refunded when the equipment is returned and is in working order.

Requests for use of the district's buildings and grounds by individuals or outside organizations shall be submitted to the building principal. Any request for use of the district's buildings or grounds shall be granted or denied pursuant to regulations for use of the facilities developed by the administrator. Any group using the district's facilities shall comply with all rules and regulations governing use of the facility.

##### **11.14.1 Equipment**

Permission must be granted from the building principal before any district equipment is removed from the school grounds.

##### **11.14.2 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. The fee and/or rental charges shall be approved by the board and shall be reviewed at least once per year.

##### **11.14.3 Lease Arrangements**

Any lease arrangement shall have board approval.

#### **11.15 VISITORS TO THE SCHOOLS**

The board encourages its patrons and parents to visit the 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 the authority to request aid from any law enforcement agency 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 and its rules may be subject to the state trespass law.

**12. RELATIONSHIPS: ORGANIZATIONS AND AGENCIES**

**GOALS AND OBJECTIVES**

The board will seek to establish a satisfactory working relationship with governmental and private agencies having an interest in the operation of public schools.

The board will seek to work harmoniously with all educational agencies having an interest in the schools in the district.

**12.1 COLLEGES AND UNIVERSITIES**

The board may consider the use of student teachers in classes maintained by the district upon conclusion of a written contract with appropriate colleges and universities.

**12.2 FEDERAL GOVERNMENT DRUG-FREE SCHOOLS**

The unlawful possession, use, or distribution of illicit drugs and alcohol by students or school employees on school premises or as a part of any school activity is prohibited. This policy, and any curriculum used in conjunction with it, shall be evaluated at least every-other year using criteria developed by the superintendent and approved by the board. The board shall receive a report after each of these reviews is conducted. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act P.L. 102-226.

**12.3 INTERDISTRICT RELATIONS**

The board will work cooperatively with other districts to provide services to students when it is in the best interest of students and the districts.

**12.4 SCHOOL-COMMUNITY COOPERATION**

The board will seek to foster an atmosphere of cooperation between the schools and community groups and organizations.

**12.5 SCHOOL-COMMUNITY PROGRAMS**

The board will consider the establishment of programs sponsored jointly by the district and community groups or organizations whenever, in the judgment of the board, such programs cannot be or should not be wholly under the control of the board.

Search Report Form

Name of the student \_\_\_\_\_

Parents contacted \_\_\_\_\_ yes \_\_\_\_\_ no

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

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

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

\_\_\_\_\_

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

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

Names of the persons present while the student was being searched:

\_\_\_\_\_

\_\_\_\_\_

Result of the search:

\_\_\_\_\_

\_\_\_\_\_

Object/s confiscated:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**Notifications**

Parent/Guardian \_\_\_\_\_

Name Time Results

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

Name Time Results

Other \_\_\_\_\_

Name Time Results

cc: Student's file  
cc: Superintendent