



**Board of Education Policy
Table of Contents**

[Preface](#)

[Civility Policy](#)

[Notice of Nondiscrimination](#)

SECTIONS

A.....	SCHOOL DISTRICT ORGANIZATION
B.....	SCHOOL BOARD OPERATIONS
C.....	GENERAL SCHOOL ADMINISTRATION
D.....	FISCAL MANAGEMENT
E.....	BUSINESS MANAGEMENT
F.....	FACILITY EXPANSION PROGRAM
G.....	PERSONNEL
H.....	NEGOTIATIONS
I.....	INSTRUCTIONAL PROGRAM
J.....	STUDENTS
K.....	GENERAL PUBLIC RELATIONS
L.....	INTERORGANIZATIONAL RELATIONS
M.....	RELATIONS WITH OTHER EDUCATION AGENCIES

PREF CE

The policies contained in this manual are the result of a combined effort of the Kansas Association of School Boards, Unified School District 232 Board of Education and district staff. **Policies** are principles adopted by the school board to provide the administration with clear guidance and direction for handling the daily operations of the school district. They tell what the board wants and may at times include **why** and/or **how** they want it done.

This manual is currently divided into twelve sections of policies. These sections are:

- A -- SCHOOL DISTRICT ORGANIZATION
- B -- SCHOOL BOARD OPERATIONS
- C -- GENERAL SCHOOL ADMINISTRATION
- D -- FISCAL MANAGEMENT
- E -- BUSINESS MANAGEMENT
- G -- PERSONNEL (certified and non-certified)
- H -- NEGOTIATIONS
- I -- INSTRUCTIONAL PROGRAM
- J -- STUDENTS
- K -- GENERAL PUBLIC RELATIONS
- L -- INTERORGANIZATIONAL RELATIONS
- M -- RELATIONS WITH OTHER EDUCATION AGENCIES

When Using This Manual

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

Definitions

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

SCHOOL DISTRICT CIVILITY POLICY

Unified School District No. 232 believes interactions among individuals should be of a positive and productive nature. In accordance with this belief, it is the policy of the School District to treat everyone -- fellow employees, students, parents, patrons, visitors, anyone having business with the district -- with fairness and respect. The district also expects that anyone having interaction(s) with employees of the district will treat them with professionalism, courtesy, dignity, and respect.

BOE Adopted 6/04/2001 & 11/05/2007

Notice of Nondiscrimination

It is the policy of USD 232 not to discriminate on the basis of race, color, age, national origin, sex, sexual orientation, gender identity, religion, or disability in its programs, activities or employment, and provides equal access to the Boy Scouts and other designated youth groups to its facilities as required by Title IX of the Education Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act (ADA), the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, and other relevant state and federal laws. Inquiries regarding compliance with applicable civil rights statutes related to ethnicity, gender, age discrimination or equal access may be directed to Director of Human Resources, 35200 W. 91st Street, De Soto, Kansas 66018, phone 913-667-6200. Inquiries regarding compliance with applicable statutes regarding Section 504 of the Rehabilitation Act and the Individuals with Disabilities Education Act and the Americans with Disabilities Act may be directed to the Director of Special Services, 35200 W. 91st Street, De Soto, KS 66018, phone 913-667-6200. Interested persons, including those with impaired vision or hearing, can obtain information as to the existence and location of services, activities and facilities that are accessible to and usable by disabled persons by calling the Director of Special Services. Any act of retaliation against any person who has engaged in a protected activity, as that term is defined by law, is prohibited.

BOE Approved 2019



A – SCHOOL DISTRICT ORGANIZATION

A District Authority

Home Rule – Authority of the board to conduct district business.

ABE District Goals and Objectives

Long-range Planning

AC School District Grade Levels

Grade level configurations.

AD District Attendance Areas (See AG)

The board shall review school attendance areas {as needed} and make changes as warranted.

ADA School Census

The board may direct the superintendent to conduct a census for planning purposes.

AE School Year

At a minimum, the board shall provide a school year that meets the requirements of state law.

AEA School Calendar (See IKD)

The board shall establish a calendar for each school year.

AEB Extended School Year (See JBD, JCDA)

Conditions under which the board may extend the regular academic year.

Extended Learning Opportunities for Students

The board may require extended learning opportunities for students not meeting minimum academic requirements as defined by the board

AF School Day

The board determines start and end times of the school day and other time schedules.

AG Closing School Buildings (See AD)

The board reserves the right to close school building(s) as provided for in current law.

A District Authority

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

Home Rule

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

BOE Approved 09/07/2004 & 11/05/2007

ABE District Goals and Objectives (See BK)

The board shall annually establish and review long-range goals and objectives to guide district operations. All district personnel shall direct their efforts toward achieving district goals and objectives. The superintendent shall give the board periodic reports on progress made towards achieving district goals.

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

The superintendent shall develop necessary procedures to implement this policy.

BOE Approved 09/07/04 & 11/05/2007

[Return to Section A Table of Contents](#)

AC School District Grade Levels

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

The instructional organization of USD 232 is the pre-kindergarten-5, three (3), four (4) plan whereby the elementary schools include pre-kindergarten through grade five (5); middle schools include grades six (6) through eight (8); and high schools include grades nine (9) through twelve (12).

BOE Approved 09/07/04 & 11/05/2007

[Return to Section A Table of Contents](#)

AD District Attendance Areas (See AG)

The board shall review school attendance areas {as needed} and make changes as warranted.

The superintendent shall, annually, or as needed, prepare a written report for the board concerning changes recommended for school attendance areas for the next school year and the reasons for the recommendations. The board shall consider the recommendations following receipt of the report. The recommended changes shall be made available to district patrons. The board may schedule a public hearing to seek input on the proposed changes.

BOE Approved 09/07/04 & 11/05/2007

[Return to Section A Table of Contents](#)

ADA School Census

The board may direct the superintendent to conduct a census of the following:

- The number of potential students living in the district under the age of 5 years;
- The number of potential students and patrons residing in the district between the ages of 5 and 21;
- The number between the ages of 17 and 21.

The census shall also obtain information related to the planning of transportation services and other information the superintendent considers necessary.

BOE Approved 09/07/04 & 11/05/2007

[Return to Section A Table of Contents](#)

AE School 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 1/3 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.

BOE Approved 09/07/04 & 11/05/2007

[Return to Section A Table of Contents](#)

AEA School Calendar

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

BOE Approved 09/07/04 & 11/05/2007

[Return to Section A Table of Contents](#)

AEB Extended School Year

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

Extended Learning Opportunities for Students

The board may require extended learning opportunities for students not meeting minimum academic requirements as defined by the board. Students may be assigned to extended academic sessions including, but not limited to:

- before- or after-school;
- Saturday school; or
- summer sessions.

Regulations necessary to govern extended academic sessions shall be recommended by the superintendent for board approval. Truancy laws, suspension and expulsion policies and law, and all appropriate portions of the student behavior code shall apply during extended academic sessions. (See JBD, JBE, JDD and JCDA)

BOE Approved 09/07/04 & 11/05/2007

[Return to Section A Table of Contents](#)

AF School Day

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

BOE Approved 09/07/04 & 11/05/2007

[Return to Section A Table of Contents](#)

AG – Closing School Buildings (See AD)

Upon request of the board, the superintendent shall present to the board plans for efficient use of all school attendance centers.

Building Closure Process

The board, by adoption of a resolution, may close any school building at any time it determines the closure would improve the school system of the district. The board may close more than one school building in one resolution. Such a resolution shall require a majority vote of the members of the board and shall require no other approval.

Prior to adopting a resolution closing any school building, the board shall call and hold a hearing on the proposal. The notice of such hearing shall include the reasons for the proposed closing, the name of any affected school building, and the name of any school building to which the involved students shall be reassigned. Such notice also shall include the time, date, and place of the public hearing to be held on the proposal. Such notice shall be published at least once each week for two consecutive weeks in a newspaper of general circulation in the school district. The last publication shall be at least 10 but not more than 20 days prior to the date of the public hearing.

At any such hearing, the board shall hear testimony as to the advisability of the proposed closing, and a representative of the board shall present the board's proposal for such closing. Following the public hearing, or any continuation of such hearing, and after considering all of the testimony and evidence presented or submitted at the public hearing, the board shall determine whether the school building should be closed to improve the school system of the unified school district.

State Board Administrative Review

If a valid request is made not later than 45 days after the adoption of a resolution to close a school building or buildings, the state board of education shall conduct an administrative review of the resolution and issue an advisory determination, not later than 45 days after receipt of the request, to the school district that states whether the school district's resolution is reasonable under the totality of the circumstances.

Upon receipt of an advisory determination, including any advisory determination that the resolution is reasonable, the board of education of such school district shall reconsider such resolution. In reconsidering such resolution, the board of education shall hold a public hearing as provided in current law and may approve, modify and approve, or rescind such resolution upon the conclusion of such hearing.

No resolution adopted in regard to a school closing shall be effective until, at minimum, the 45-day time period has elapsed without a request for administrative review.

BOE Approved: 09/2004; 11/2007; 07/2023

B - SCHOOL BOARD OPERATIONS

BA.....[Goals and Objectives](#)

BAJ.....[Gifts](#)

BBBB .[New Member Orientation](#)

BBBF..[Reimbursement for Expenses](#)

BBC[Board Committees](#)

BBE[Attorney](#)

BCAC .[Special Meetings](#)

BCAE..[Public Hearings](#) (See BCBI)

BCB[Conflict of Interest](#)

BCBD .[Agenda](#)

BCBF..[Rules of Order](#)

BCBG .[Voting Method](#)
[Abstaining Vote](#)

BCBH .[Minutes](#)

BCBI...[Public Participation](#)

BCBJ..[News Coverage](#)

BCBK .[Executive Sessions](#) (See KB)

BDA[Policy Development System Adoption](#)

BE.....[School Board Records](#)

BG[Memberships](#) (See BE)

BK.....[Board Self-Evaluation](#)

BA Goals and Objectives

The Board of Education will adopt goals annually.

BOE Approved 09/07/04 & 11/05/2007

[Return to Section B Table of Contents](#)

BAJ Gifts

No board member shall solicit or accept gifts or gratuities from companies or individuals who have 1) indicated to the District or the board member a likelihood of submitting a proposal on a District or school contract; 2) an outstanding RFP or bid with the District or school, or 3) negotiations for a contract with the District or a school.

A board member may accept gifts; however, before accepting a gift or promotional item from any source and/or any gift or gratuity from an entity with an existing contract with the district where the receipt does not represent a conflict of interest or exceeds \$100.00, the board member shall report the acceptance to the President of the Board of Education. All gifts or contributions in excess of \$100.00 shall be reported to the Board of Education.

BOE Approved 03/08/2010

[Return to Section B Table of Contents](#)

BBBB New Member Orientation

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

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

BOE Approved 09/07/04 & 11/05/2007

[Return to Section B Table of Contents](#)

BBBF Reimbursement for Expenses

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

BOE Approved 09/07/04 & 11/05/2007

[Return to Section B Table of Contents](#)

BBC Board Committees

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

There shall be no standing or temporary board committees except as provided for in this policy. Board members may serve on district committees which advise the board.

Sub-committees of the board may be assigned on a temporary basis and shall consist of no more than three board members. Board subcommittees are subject to the open meetings law.

Advisory Committees

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

No financial assistance shall be furnished any committee without prior board approval. The superintendent or his/her designee shall monitor each committee's progress and relay information to the board. As requested, each committee shall report in writing to the superintendent and/or the board.

The board may dissolve any advisory committee at any time. No committee shall exist longer than one year unless reappointed by board action.

BOE Approved 09/07/04 & 11/05/2007 & 12/09/14

[Return to Section B Table of Contents](#)

BBE Attorney

The board shall appoint an attorney to handle legal matters referred by the board.

BOE Approved 09/07/04 & 11/05/2007

[Return to Section B Table of Contents](#)

BCAC Special Meetings (See BCBF)

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

BOE Approved 09/07/04 & 11/05/2007

[Return to Section B Table of Contents](#)

BCAE Public Hearings (BCBI)

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

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

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

BOE Approved 09/07/04 & 11/05/2007

[Return to Section B Table of Contents](#)

BCB Conflict of Interest

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

BOE Approved 10/06/08

[Return to Section B Table of Contents](#)

BCBD Agenda

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

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

The annotated agenda shall be sent to all board members at least {three} calendar days prior to any regular board meeting. The agenda format may include:

- monthly reports to the board;
- a consent agenda containing routine business and information items;
- financial reports including monthly listing of bills ready for payment ;
- important correspondence;
- bids, specifications;
- attendance center reports; and
- requests for hearings and other such information

Other items and reports may be added to the agenda.

BOE Approved 09/07/04 & 11/05/2007

[Return to Section B Table of Contents](#)

BCBF Rules of Order (See BCBH)

The board shall be governed by laws and rules adopted by the board. Robert's Rules of Order shall not be adopted by the board.

The president (or vice president in the absence of the president) shall preside at all meetings. The president shall present each agenda item for discussion or designate the superintendent or other staff member to present the agenda item. If both president and vice president are absent, the members present shall elect a president pro tempore who shall serve only for that meeting or for that part of the meeting in which the president and vice president are absent.

Any board member who wishes to make a motion, second a motion, or discuss pending business shall first secure recognition of the board president. All formal board actions shall be taken by ordinary motions unless a formal resolution is required by law.

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

BOE Approved 09/07/04 & 11/05/2007

[Return to Section B Table of Contents](#)

BCBG Voting Method

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

Any abstaining vote shall be counted as a "no" vote. (See KSA 72-1138)

Any member may declare a conflict of interest in a particular issue and shall leave the meeting room until discussion and voting on the matter is concluded. The minutes shall note that a particular member has declared a conflict of interest and left. The minutes shall also record the time the member left the meeting and when the member returned to the board meeting.

BOE Approved 09/ 004 11/2007

[Return to Section B Table of Contents](#)

BCBH Minutes

Accurate minutes of each board meeting shall be taken and transcribed. The clerk shall be responsible for taking and transcribing minutes of each board meeting. The board shall designate an acting clerk if the clerk is absent. Neither the superintendent nor a board member may serve as acting clerk. Unofficial minutes shall be sent to the board prior to the next board meeting. The board shall review minutes of each meeting as soon as practicable, shall make any corrections or changes required to make the minutes accurately reflect board actions taken, and then approve the minutes as presented or changed.

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

BOE Approved 09/07/04 & 11/05/2007

[Return to Section B Table of Contents](#)

BCBI Public Participation at Board Meetings

Open Forum

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

Patron-Requested Agenda Items

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

Handling Complaints (See KN)

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

BOE Approved 09/07/04 & 11/05/2007

[Return to Section B Table of Contents](#)

BCBJ News Coverage

The board shall provide accommodations for members of the news media present at board meetings. The superintendent shall provide copies of the board agenda to news media prior to each board meeting upon request or as required by law.

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

BOE Approved 09/07/04 & 11/05/2007

[Return to Section B Table of Contents](#)

BCBK – Executive Session (See BBBB, BE, CN, IDAE, II, JDD, and JRB)

The board shall conduct executive sessions only as provided by law, specifically the Kansas Open Meetings Act (“KOMA”).

Sample Motion

Motions to recess into executive session may be constructed as follows. “I move that the board recess into executive session to [fill in subject(s)] pursuant to [fill in justification from 1-7 enumerated below] and that the open meeting shall resume at [fill in time] in the board room.”

A subject of executive session would be the matter or issue presented for discussion, and the board member must include a brief description of the subject(s) to be discussed in the motion while still protecting important privacy interests. For example, the subject could be to discuss an individual employee’s performance, to hold a student discipline appeal hearing, to discuss potential litigation with our legal counsel, and/or any other matters as would appropriately fit under the justification to be utilized.

Acceptable justifications for recessing into executive session include the following:

- 1) The non-elected personnel exception under KOMA;
- 2) The exception for matters which would be deemed privileged in the attorney-client relationship under KOMA;
- 3) The exception for employer-employee negotiations under KOMA;
- 4) The exception for data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships under KOMA;
- 5) The exception relating to actions adversely or favorably affecting a student under KOMA;
- 6) The exception for preliminary discussion of the acquisition of real property under KOMA;
- 7) The exception under KOMA for school security matters to ensure the security of the school, its buildings, and/or its systems is not jeopardized.

NO BINDING ACTION SHALL BE TAKEN DURING CLOSED OR EXECUTIVE SESSIONS

When a motion is made to go into executive session, all blanks in the sample motion must be filled in. The time the board will return to the open meeting and the room in which the meeting will resume will be specifically stated. If necessary, the executive session may be extended with another motion made after the board returns to open session.

BOE Approved 09/2004; 11/2007; 08/2017

BDA Developing and Adopting Policy (See CMS)

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

Drafting Policy

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

Attorney Involvement

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

Policy Dissemination

The superintendent shall develop a procedure to ensure appropriate dissemination of board policy.

Historical Policy Files

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

Public Input on Policy

Individuals or groups may submit proposed changes in board policy.

BOE Approved 09/07/04 & 11/05/2007

[Return to Section B Table of Contents](#)

BE School Board Records (See CN)

The board shall keep records necessary to document board actions.

BOE Approved 09/07/04 & 11/05/2007

[Return to Section B Table of Contents](#)

BG Memberships

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

BOE Approved 09/07/04 & 11/05/2007

[**Return to Section B Table of Contents**](#)

BK Board Self-Evaluation

The board may conduct an annual self-evaluation. Each board member may use a self-evaluation instrument to appraise individual performance or the performance of the board as a whole. Results of these evaluations may be discussed at least annually, and revised standards and priorities may be developed to guide the board's development in the coming year.

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

1. Board members should be involved in developing the standards and process to be used.

The standards may include, but not be limited to:

- educational leadership;
- policy development;
- board member development and performance;
- relationships with the superintendent and other staff members;
- communications with the public;
- fiscal management;
- board meeting organization and committee performance;
- relations with cooperating agencies and other governmental organizations.

2. Evaluation shall be at a scheduled time and place with at least 6 board members present.
3. The evaluation shall be a composite of the individual board members' opinion.
4. The evaluation shall discuss strengths as well as areas needing improvement.

The evaluation results may be discussed in detail.

BOE Approved 09/07/04 & 11/05/2007

[Return to Section B Table of Contents](#)

C - GENERAL SCHOOL ADMINISTRATION

- CA.....[Goals and Objectives of School Administration](#)
- CB.....[Administrator Ethics](#)
- CD.....[Administrative Line and Staff Relations](#)
- CE.....[Superintendent of Schools](#)
- CEA ...[Superintendent Qualifications](#)
- CEB[Superintendent's Duties](#)
- CEC[Superintendent Recruitment](#)
- CEE[Compensation and Benefits](#)(See CEC)
- CEF.....[Expense Reimbursement and Credit Cards](#) (See CEE)
- CEG[Superintendent's Professional Development Opportunities](#)(See CEE)
- CEI.....[Evaluating the Superintendent](#)
- CEJ.....[Non-renewing or Terminating the Superintendent's Contract](#)
- CEK[Resignation](#)
- CF[Board-Superintendent Relations](#)(See CEK)
- CG[Administrative Personnel](#)
 - [Compensation Guides and Contracts](#)
 - [Qualifications and Duties](#)
 - [Recruitment](#)
 - [Assignment](#)
 - [Orientation](#)
 - [Supervision](#) (See GBH)
 - [Administrative Intern Program](#)
 - [Travel Expense and Reimbursement](#)
 - [Non-Renewal of Contract](#)
- CGI[Administrator Evaluation](#)
- CJ[Hiring Consultants](#)
- CK.....[Professional Development Opportunities](#) (See CG)
- CL[Administrative Teams](#)
 - [Method of Appointment](#)
 - [Organization](#)
 - [Resources](#)

[Financial](#)

CM[**Policy Implementation**](#)

CMA....[**Administrative Guidelines and Procedures**](#)

[Staff Involvement](#)

[Community Involvement](#)

[Student Involvement](#)

[Rules Drafting](#)

[Disseminating Rules](#)

[Reviewing Guidelines & Procedures](#)

[Action Allowed When No Policy Exists](#)

CN.....[**Public Records**](#)

[Types of Records](#)

[Central/District Office Records](#)

[Building Records](#)

[Public Access and Request for Public Records](#)

[Disposition](#)

[Fee Schedule for Open Records Requests](#)

[Retention of Documents in Certain Circumstances](#)

CO[**Reports**](#)

CA Goals and Objectives of School Administration

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

BOE Approved 06/05/06 & 03/30/09

[Return to Section C Table of Contents](#)

CB Administrator Ethics

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

The administrator:

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

BOE Approved 06/05/06 & 03/30/09

[Return to Section C Table of Contents](#)

CD Administrative Line and Staff Relations (See CC and GACB)

All administrators are ultimately responsible to the board. Within the limits of policy and terms of the job description, the superintendent's administrative subordinates have full authority to administer district programs.

BOE Approved 03/30/09

[Return to Section C Table of Contents](#)

CE Superintendent of Schools

The superintendent is the school system's administrative leader and shall have general supervision of all the schools. The superintendent is accountable to the board and is responsible for managing the schools in compliance with board policies.

The superintendent may delegate powers and duties to other school personnel. Delegating power or duties, however, shall not relieve the superintendent of responsibility for any action taken.

BOE Approved 06/05/06 & 03/30/09

[Return to Section C Table of Contents](#)

CEA Superintendent Qualifications

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

BOE Approved 06/05/06 & 03/30/09

[Return to Section C Table of Contents](#)

CEB Superintendent's Duties

The superintendent shall be responsible to:

- serve as the district's chief administrator;
- carry out all board policies and procedures;
- oversee safe and orderly schools;
- ensure student achievement for all student groups;
- build positive school/community relations;
- lead the board in developing constructive board/superintendent relations;
- oversee effective and efficient staff performance;
- practice responsible fiscal, facility and resource management;
- model positive professional attributes.

BOE Approved 06/05/06 & 03/30/09

[Return to Section C Table of Contents](#)

CEC Superintendent Recruitment

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

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

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

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

Selected candidates shall be interviewed by the board. (KSA 72-8202b)

Board members or their designees should visit each finalist's district.

BOE Approved 06/05/06 & 03/30/09

[Return to Section C Table of Contents](#)

CEE Compensation and Benefits

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

BOE Approved 06/05/06 & 03/30/09

[Return to Section C Table of Contents](#)

CEF Expense Reimbursement and Credit Cards

The superintendent's use of a district motor vehicle and a district credit card shall be confined to necessary school business. The board shall annually prescribe restrictions on the use of credit cards and shall monitor monthly receipts and reimbursement expenses. Expenses for district travel in personal vehicles or extended travel incurred in the performance of official duties shall be reimbursed in accordance with the provisions of GAN.

BOE Approved 06/05/06 & 03/30/09

[Return to Section C Table of Contents](#)

CEG Superintendent's Professional Development Opportunities

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

BOE Approved 06/05/06 & 03/30/09

[Return to Section C Table of Contents](#)

CEI Evaluating the Superintendent

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

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

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

Purpose of Superintendent Evaluation

The board's evaluation of the superintendent's performance shall accomplish the following:

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

Evaluation Procedures

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

- The board shall schedule an executive session annually to evaluate the superintendent's performance.
- Additional executive sessions may be scheduled during the year to discuss the district's management and the superintendent's performance.
- The board may request a mid-year and an end-of-year goals progress report and, if the board requests them, periodic reports on the district's operation.

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

1. Responsibilities defined in the superintendent's job description; and
2. Board/superintendent developed performance goals and objectives.

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

BOE Approved 06/05/06 & 03/30/09

[Return to Section C Table of Contents](#)

CEJ Non-renewing or Terminating the Superintendent's Contract

The board may non-renew or terminate the superintendent's contract.

BOE Approved 06/05/06 & 03/30/09

[Return to Section C Table of Contents](#)

CEK Resignation

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

BOE Approved 06/05/06 & 03/30/09

[Return to Section C Table of Contents](#)

CF Board-Superintendent Relations

The board delegates to the superintendent all administrative duties. The board reserves the ultimate decision in all matters concerning personnel policy or expenditures of funds; it will normally proceed in those areas only after receiving the superintendent's recommendations.

BOE Approved 06/05/06 & 03/30/09

[Return to Section C Table of Contents](#)

CG Administrative Personnel (Also see KB)

The board shall employ administrative personnel as needed.

Compensation Guides and Contracts

Administrative personnel shall be compensated for their services with a contracted salary as recommended by the superintendent, in consultation with the board. Administrative contracts shall be reviewed annually. The superintendent shall determine the terms and length of each contract. The board's attorney may develop and review administrator contracts. (See KB)

Qualifications and Duties

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

Recruitment

The board delegates to the superintendent the authority to identify and recommend the appointment of individuals to fill vacant administrative positions. The superintendent shall screen all applicants and may use other staff members to assist. The superintendent shall make recommendations to the board. The district may pay preapprove expenses incurred by candidates interviewed for an administrative position.

Assignment

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

Orientation

The superintendent shall conduct an appropriate administrative orientation program.

Supervision

The superintendent shall be responsible for supervising all administrative personnel.

Administrative Intern Program

The board may establish, by contract with an approved administrator training institution, an administrative intern program.

Travel Expense and Reimbursement

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

Non-Renewal of Contract

Whenever the Board proposes to not renew the contract of an administrative staff member, the provisions of Kansas Statute for administrator contracts shall be observed.

BOE Approved 06/05/06 & 03/30/09

[Return to Section C Table of Contents](#)

CGI Administrative Evaluation (See CEI)

Administrative personnel shall be evaluated in writing by the superintendent or designee, in accordance with legal requirements for the first two 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 policies concerning evaluation of district administrators shall be on file with the clerk in the central office and may be published in the appropriate handbook.

BOE Approved 06/05/06 & 03/30/09

[Return to Section C Table of Contents](#)

CJ Hiring Consultants (See BBG)

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

BOE Approved 06/05/06 & 03/30/09

[Return to Section C Table of Contents](#)

CK Professional Development Opportunities

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

BOE Approved 06/05/06 & 03/30/09

[Return to Section C Table of Contents](#)

CL Administrative Teams (See BBG,CJ and ID)

The board advocates the team concept of school administration.

Method of Appointment

The superintendent shall select the members of each administrative team.

Organization

The superintendent shall determine the organization of each administrative team.

Resources

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

Financial

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

BOE Approved 06/05/06 & 03/30/09

[Return to Section C Table of Contents](#)

CM Policy Implementation

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

BOE Approved 06/05/06 & 03/30/09

[Return to Section C Table of Contents](#)

CMA Administrative Guidelines and Procedures

The superintendent is responsible for establishing guidelines and procedures necessary to carry out board policy and to operate the district's schools. These guidelines and procedures shall constitute the administrative handbooks governing the schools and shall be considered for approval, modification or disapproval by the board. No administrative guideline or procedure shall conflict with board policy. Copies of all handbooks will be available to the board at their request.

Staff Involvement

The superintendent may include representatives of those employees who will be affected at the planning stage.

Community Involvement

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

Student Involvement

The superintendent may consider students' opinions concerning guidelines and procedures which affect them. (Also BDA)

Rules Drafting

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

Disseminating Rules

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

Reviewing Guidelines and Procedures

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

Action Allowed When No Policy Exists

In an emergency when action must be taken, the superintendent shall have authority to act. Consultation with the board president and timely notification of all board members will take place as soon after the emergency as possible. Any decision shall be subject to board review at the next meeting. The superintendent should recommend any needed policy changes identified or created by the incident.

BOE Approved 06/05/06

[Return to Section C Table of Contents](#)

CN Public Records (See BE, IDAE, II, HAI, JGGA, and JR et seq.)

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

Types of Records

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

Central/District Office Records

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

Building Records

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

Public Access

All records, except those subject to exception by the Kansas Open Records Act, shall be open to inspection by the general public during regular office hours of any school or the district office. The superintendent will establish procedures for making records available on normal business days when district offices are closed. Copies of open records shall be available upon receipt of a written request containing all required information: name, address and a description of the record requested.

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 business 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.

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

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

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

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

Disposition

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

The clerk is designated as the official custodian of all board records maintained by the district.

The Freedom of Information Officer is designated as official custodian of all district office records maintained by the district. Each principal is designated as official custodian of all

records maintained at the school level. In addition to those records required by law, the clerk shall be responsible for preparing and keeping other records necessary for the district's efficient operation.

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

Retention of Documents in Certain Circumstances

If a member of the Board of Education or employee of the District knows, or has reason to know, that a lawsuit or other claim has been filed, or will be filed, against the District or any officer or employee of the District, that person shall retain all documents and records, including electronic, that are relevant to, or relate in any manner to, the subject-matter of the lawsuit or claim. The Board member or employee shall immediately notify the Superintendent of the existence of such documents and records and shall retain them in their original form until further notice from the Superintendent.

BOE Approved 06/2006; 03/2009; 04/2017

FEE SCHEDULE FOR OPEN RECORDS REQUESTS

Once the official custodian has determined that the record(s) requested are not subject an exception to the Kansas Open Records Act, the School District shall charge fees for locating, identifying, providing access to, and making photocopies of public records, as well as supervision time by a person designated by the custodian of the records.

- 1) \$.20 per paper copy.
- 2) \$35 per computer run.
- 3) \$20 per hour for administrative time.
- 4) \$10 per hour for secretarial time.
- 5) All money received from fees pursuant to the Kansas Open Records Act must be remitted to the School District Treasurer at least monthly. Those receipts are to be credited to the general fund of the School District, unless otherwise specifically provided by law.

BOE Approved: 03/2009

CO Reports

The board may require reports from the superintendent or other staff members. The board delegates to the superintendent authority to request reports from any staff member.

BOE Approved 06/05/06 & 03/30/09

[Return to Section C Table of Contents](#)

D - FISCAL MANAGEMENT

DA.....[Goals and Objectives](#)

DB.....[Budget Planning](#)

DC.....[Annual Operating Budget](#) (See DB)

D [r ud re ention n esti tion](#)

D [eder is o i n e](#)

DFE.....[Investment of Funds](#)

DFG[Fees, Payments and Rentals](#)

DFM[Equipment and Supplies Sales](#) (See DFG)

DH.....[Bonded Employees](#)

DIC.....[Inventories](#)

DJB.....[Petty Cash Accounts](#)

DJE[Purchasing](#) (See DJB)

DJEB ..[Quality Control](#)

[Specifications](#)

[Standardization](#)

[Quantity Purchasing](#)

[Cost Control](#)

DJED .. [Purchasing Authority](#)

[Bid Specifications](#)

[Procedure](#)

[Responsible Bidder](#)

[Withdrawal of Bids](#)

[Rejection of Bids](#)

[Multi-State Purchasing Pools](#)

DJEE ..[Local Purchasing](#)

DJEF...[Requisitions](#)

DJEG ..[Purchase Orders and Contracts](#) (See DJEE)

DJEJ...[Payment Procedures](#) (See DJEE)

DJFABA .[Administrative Leeway](#)

DK.....[Student Activity Fund Management](#)

[Activity Fund Management](#)

[Activity Fund Deposits](#)

[Inactive Activity Funds](#)

[Activity Fund Management](#)

DA Goals and Objectives

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

BOE Approved 10/03/05 & 02/04/08

[Return to Section D Table of Contents](#)

DB – Budget Planning

(See DC and KBA)

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. In planning the budget, sufficient moneys shall be allocated in a manner reasonably calculated such that all students may achieve the capacities set forth in K.S.A. 72-3218(c).

Needs Assessment

Each year, the board shall conduct an assessment of the educational needs of each attendance center in the district. Such assessment shall be published on the school district's website. Information obtained from the needs assessment shall be used by the board when approving the budget of the school district to ensure improvement in student academic performance.

The board shall annually review state assessment results and, as part of such review, shall document the following:

- The barriers that must be overcome to have all students achieve proficiency above level 2 for grade level academic expectations on such assessments;
- Any budget actions, including, but not limited to, recommendations on reallocation of resources that should be taken to address and remove such barriers; and
- The amount of time the board estimates it will take for all students to achieve proficiency above level 2 for grade level academic expectations on the state assessments if such budget actions are implemented.

The board shall also prepare a summary of the budget. The budget, the summary of the proposed budget, the needs assessment, and the state assessment documentation shall be on file at the administrative offices of the school district and available on the school district's website. Notice of the hearing on the budget shall include a statement that the budget(s), the summary of the proposed budget, the needs assessment, and state assessment documentation is on file at the administrative offices of the district and available on the school district's website.

BOE Approved: 10/2005; 01/2008; 07/2022

DC — Annual Operating Budget

(See DB and KBA)

The district budget shall be prepared by the superintendent in cooperation with selected district employees and shall reflect the district's educational goals, including improvement in student academic performance as described in board policy DB and state law.

The superintendent shall follow the adopted budget.

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

Budget Forms

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

Priorities

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

Deadlines and Schedules

Deadlines and time schedules shall be established by the board, unless otherwise provided by state law.

Encumbrances

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

Recommendations

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

Preliminary Adoption Procedures

The superintendent will be responsible for developing the budget cover letter. A preliminary draft of the district's budget will be submitted by the superintendent within a timeframe that allows the district to comply with all statutory deadlines.

Hearings and Reviews

The board shall conduct budget hearings according to state law. The minutes of the meeting at which the board approves its annual budget shall state a needs assessment was provided to the board in accordance with board policy DB and state law, the board evaluated such assessment, and the manner in which the board used such assessment in the approval of the district's budget.

District budgets, the summary of the proposed budget, the needs assessment, and the state assessment documentation described in board policy DB shall be on file at the administrative offices of the district and available on the district's website.

Budget Transparency

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

Management of District Assets/Accounts

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

BOE Approved: 10/2009; 08/2021; 07/2022

DE — Fraud Prevention and Investigation

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

Reporting Fraud

An employee who suspects fraud, impropriety, or irregularity shall promptly report those suspicions to the immediate supervisor and/or the superintendent. If the superintendent is the subject of the complaint, reports shall be made to the board president or the board's legal counsel. The superintendent shall generally have primary responsibility for any investigations, in coordination with legal counsel and other internal or external departments and agencies as appropriate. If the superintendent is the subject of the report of fraud, impropriety, or irregularity, the board shall retain control over the investigation or may designate its legal counsel or another investigator to act on behalf of the board in investigating the matter and reporting any findings back to the board.

Whistleblowers

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

Complaints, reports, or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the bases for the complaints, reports, or inquiries. They should be directed to the superintendent unless otherwise provided above. If the superintendent is implicated in the complaint, report, or inquiry, it should be directed to the board or its legal counsel. The district will conduct a prompt, review or investigation. The district may be unable to fully evaluate a vague or general complaint, report, or inquiry that is made anonymously.

BOE Approved: 8/2021

DFAC – Federal Fiscal Compliance (See CMA, CN)

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

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

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

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

Time and Effort Reporting by Employees

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

Recordkeeping

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

The district shall ensure the proper maintenance of federal fiscal records documenting:

- Amount of federal funds,
- How funds are used,
- Total cost of each project,
- Share of total cost of each project provided from other sources,
- Other records to facilitate an effective audit,
- Other records to show compliance with federal program requirements, and
- Significant project experiences and results.

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

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

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

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

Subrecipient Monitoring

If the district awards subgrants, the district shall establish procedures to:

- Assess the risk of noncompliance.
- Monitor grant subrecipients to ensure compliance with federal, state, and local laws and board policy, regulations, and procedures.
- Ensure the district's records are adjusted to cure recordkeeping issues discovered through the subrecipient's audits, on-site reviews, or other monitoring.

Compliance Violations

Employees and contractors involved in federally funded programs and subrecipients shall be made aware that failure to comply with federal law, regulations, or terms and conditions of a federal award may result

in the federal awarding agency or pass-through entity imposing additional conditions or terminating the award in whole or in part.

BOE Approved: 02/2019

DFE – 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.

Posting Securities

All investments of district monies shall be secured to 100% of the amount of district monies by F.D.I.C. coverage, a pledge of direct federal obligations or direct guaranteed federal agency deposits in accordance with requirements of state law. Exceptions to the required posting of securities shall be only as provided by law and approval of the board.

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

All banks and savings and loan associations (hereafter “financial institution(s)”) with main or branch offices located within the district and the county or counties in which part of the district is located shall be given an opportunity to bid on all monies offered for investment. All bids shall be specified on the basis of simple interest.

Distribution of monies for investment shall be as follows:

The treasurer or other person designated by the board shall inform each eligible financial institution of the total amount of money to be invested on a specified date and the maturity date of the investment. Each financial institution responding shall submit a single proposal of the rate of interest it would pay on all or part of the funds to be invested.

Monies shall be invested with the financial institution offering the highest interest rate in such amount as the financial institution will accept, and any remaining amounts shall be invested with the financial institution(s) offering the next highest interest rates in such amounts as it will accept until all funds offered for investment are invested. No financial institution shall be eligible to receive any funds in the same offering at a rate lower than its proposal rate.

No proposal less than the most recently determined investment rate as defined in K.S.A. 12-1675a shall be accepted unless otherwise authorized by K.S.A. 12-1675. No funds will be invested for maturities of more than two years.

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

Any monies not invested in financial institutions in the district or located in counties in which a part of the school district is located may be invested as authorized by Kansas law.

Monies available for reinvestment as a result of maturities may be reinvested with the financial institution holding such monies provided the financial institution agrees to pay the same or higher rate as that offered by the highest proposal at the time the requests for proposals were accepted.

In the event of identical high proposals, the allocation of monies to be invested between the financial institutions offering the high proposals shall be at the discretion of the superintendent.

The treasurer shall record the following information: the date of each request for proposal; the name of each financial institution notified; the name of the officer notified; the proposal; the amount of monies the financial institution is willing to accept at the rate proposed.

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

BOE Approved: 10/2005; 01/2008; 01/2021

DFG Fees, Payments, and Rentals (See KG)

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

BOE Approved 10/03/05 & 01/14/08

[Return to Section D Table of Contents](#)

DFM Equipment and Supplies Sales

It shall be the policy of the Board of Education to dispose of surplus or obsolete materials, supplies, equipment or property no longer required to accomplish the educational mission of the school district. Educational materials and/or equipment which are considered no longer needed shall be disposed of through a process outlined in the Business Handbook.

BOE Approved 10/03/05 & 01/14/08, Revised 04/11/11

[Return to Section D Table of Contents](#)

DH Bonded Employees

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

BOE Approved 10/03/05 & 01/14/08

[Return to Section D Table of Contents](#)

DIC Inventories

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

BOE Approved 10/03/05 & 02/04/08

[Return to Section D Table of Contents](#)

DJB Petty Cash Accounts

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

BOE Approved 10/03/05 & 01/14/08

[Return to Section D Table of Contents](#)

DJE — Purchasing

The purchasing, receiving, storing and distribution of supplies, equipment and services for use in the district shall be managed efficiently and economically. School employees are not allowed to purchase personal items from vendors using district accounts.

BOE Approved: 10/2005; 02/2008; 2/2022

DJEB Quality Control

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

Specifications

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

Standardization

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

Quantity Purchasing

Quantity purchasing is encouraged.

Cost Control

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

BOE Approved 10/03/05 & 01/14/08

[Return to Section D Table of Contents](#)

DJED – Purchasing Authority, Bids and Quotations Requirements

Purchasing Authority

All purchases requiring competitive bids shall be made in accordance with current statutes. All bids and supporting documentation shall be retained for a period of three years after bids have been opened.

The Superintendent or designee is authorized to approve purchases and/or execute contracts on behalf of the District for the purchase of goods and/or services if the value of such goods or services is \$20,000, or less. Further, services and service agreements scheduled to expire, and in excess of \$20,000, will be evaluated and a recommendation to renew the service or complete a Request for Proposal will be made to the Board of Education. Legal Reference: K.S. A. 72-1131

Bids and Quotation Requirements

Bid Specifications

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

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

Procedure

All bids must be submitted to the district in sealed envelopes with the name of the bidder and the date of the bid opening plainly marked. 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 district and such opening shall be witnessed by one other district employee. The bids shall then be arranged in order from low to high before they are presented to the board for action.

If authorized in the invitation for bids, bids may also be submitted electronically, so long as the contents of the file or files containing the bids cannot be viewed until the designated time for opening of bids.

Responsible Bidder

All bids shall be awarded to the lowest responsible and responsive bidder. The board shall be 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 whether a bidder is responsible by using any reliable information to form an intelligent judgment, such as interviews with the district's architect, discussions with previous clients of the bidder, information gathered by board members from the community, or an outside investigation agency.

Withdrawal of Bids

Any bid may be withdrawn and/or corrected prior to the scheduled time for opening of bids. In cases where a bidder has made an obvious mistake in its bid that is not discovered until after bids have been opened, the board may, in its sole and unlimited discretion, permit that bidder to withdraw its bid. In such a case, the bidder whose bid is withdrawn may not resubmit its bid and will be disqualified from submitting a corrected bid for the project in question. Any bid received after the publicized date and time shall not be considered by the board

Rejection of Bids

The board reserves the right to reject any and all bids and to ask for new bids. The board reserves the right to reject any parts of a bid. Legal Reference: K.S.A. 72-1151.

Multi-State Purchasing Pools

The board may participate in multi-state purchasing pools.

BOE Approved: 10/2005; 02/2008; 12/2013

DJEE Local Purchasing

Purchasing Authority

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

BOE Approved 10/03/05 & 02/04/08

[Return to Section D Table of Contents](#)

DJEF Requisitions

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

BOE Approved 10/03/05 & 01/14/08

[Return to Section D Table of Contents](#)

DJEG Purchase Orders and Contracts

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

BOE Approved 10/03/05 & 01/14/08

[Return to Section D Table of Contents](#)

DJEJ 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. (See DJEG)

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

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

BOE Approved 10/03/05 & 01/14/08

[Return to Section D Table of Contents](#)

DJFABA Administrative Leeway (See CMA)

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

BOE Approved 10/03/05 & 01/14/08

[Return to Section D Table of Contents](#)

DK Student Activity Fund Management (See JH)

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

Activity Fund Management

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

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

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

Activity Fund Deposits

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

Inactive Activity Funds (See JH)

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

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

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

Activity Fund Management

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

BOE Approved 10/03/05 & 01/14/08

E - BUSINESS MANAGEMENT

EA.....[Goals and Objectives](#)

EB.....[Buildings and Grounds Management](#)

EBA[Insurance Program](#)
[Liability Other Than For Vehicles](#)

EBAA..[Workers' Compensation](#)

EBB[Safety](#)
[Safety Rules](#)
[Safety Unit](#)
[Warning System](#)
[Safety Inspections](#)
[Heating and Lighting](#)

EBBA..[Hazardous Waste Inspection and Disposal](#)
[Inspection](#)
[Disposal](#)

EBBD..[Emergency Evacuations and Closings](#)

EBBE..[Emergency Drills](#)

EBC[Security and Safety](#)
[Reporting Crimes at School to Law Enforcement](#)
[Reporting Certain Students to Administrators and Staff](#)
[Annual Reports](#)
[Staff Immunity](#)
[Video Surveillance Cameras](#)
[Guidelines for Video Surveillance Cameras](#)

EBCA..[Vandalism](#)
[Vandalism Protection](#)
[Restitution for Damages](#)
[Return of School Property](#)
[Offering a Reward](#)

EBJ.....[Records](#)

ECH[Printing and Duplicating Services](#)

ED.....[Student Transportation Management](#) (See JGG)

EDAA..[School Vehicles](#) (Buses)
[Liability](#)
[Safety](#)
[Safety Inspection](#)
[Scheduling and Routing](#)
[Records](#)
[Housing of School Vehicles](#)

EE[**Food Service Management**](#)
[Sanitation Inspections](#)
[Records](#)
[Free & Reduced Price Meals](#)
[Unpaid Meal Charges](#)

EF[**Data Management**](#)
[Data Dissemination](#)
[To Education Agencies](#)

EG.....[**Energy Conservation**](#)

EA Goals and Objectives

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

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

BOE Approved 10/03/05 & 01/14/08

[Return to Section E Table of Contents](#)

EB Buildings and Grounds Management

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

BOE Approved 10/03/05 & 01/14/08

[Return to Section E Table of Contents](#)

EBA – Insurance Program

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

Liability Other Than For Vehicles

To the extent permitted by law, the board may insure all employees against legal action arising out of the performance of any authorized duties. The board may also purchase insurance covering loss resulting from student participation in a work-based learning program authorized by the district. The board may authorize the district to join a group-funded pool to provide insurance coverage for the district.

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

BOE Approved: 10/2005; 01/2008; 7/2022

EBAA Workers Compensation

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

BOE Approved 10/03/05 & 01/14/08

[Return to Section E Table of Contents](#)

EBB Safety

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

Safety Rules

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

Safety Unit

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

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

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

Warning System

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

Safety Inspections

The Director of Facilities, 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.

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.

BOE Approved 10/03/05 & 01/14/08

[Return to Section E Table of Contents](#)

EBBA Hazardous Waste Inspection and Disposal

Inspection

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

Disposal

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

BOE Approved 10/03/05 & 01/14/08

[Return to Section E Table of Contents](#)

EBBD Evacuations and Emergencies

If an emergency interferes with the normal conduct of school affairs, students may be dismissed from school only by the superintendent (or designee). A plan for emergency dismissal of students during the school day shall be developed by the superintendent and approved by the board. A copy shall be filed with the clerk.

BOE Approved 10/03/05 & 01/14/08

[Return to Section E Table of Contents](#)

EBBE — Emergency Drills

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

Each building principal shall develop a written plan for specific emergency drills required by law. The plan shall include specific arrangements for the evacuation of mobility impaired and other individuals who may need assistance from staff members to safely exit the building. Although plans for evacuation are essential, the state fire marshal may grant exemptions to the number or manner of drills required by law with regard to students receiving special education or related services, upon request.

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

The four fire drills and three crisis drills required by law may be scheduled at any time during the school year. However, the two tornado drills required shall be conducted in September and March. All these drills must be conducted by each school during school hours and cannot be made part of regular dismissal at the close of the school day.

BOE Approved: 10/2005; 01/2008; 8/2019

EBC – Security and Safety (See JCAC, JCDBB, JDD, JDDDB, JDDC, JGGA, and KGD)

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

Reporting Crimes at School to Law Enforcement

Unless reporting would violate the terms of any memorandum of understanding between the district and local law enforcement, any district employee who knows or has reason to believe any of the following has occurred at school; on school property; or at a school-sponsored activity, program, or event shall immediately report this information to local law enforcement.

Reportable events would include:

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

It is required the building administrator also be notified.

Reporting Certain Students to Administrators and Staff

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

Reportable events include:

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

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

Annual Reports

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

Staff Immunity

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

Video Surveillance Cameras

The District may use video surveillance cameras to monitor the activity of any individual or vehicle in District facilities or on District property. Video cameras may also be used to monitor students and employees riding in District-owned or District-contracted vehicles. Individuals should not rely on cameras for their personal safety or safety of personal property.

Video surveillance is intended to deter criminal and other inappropriate activity and violations of school District policies, rules and regulations. Video surveillance may be used to assist law enforcement and school administration with the investigation of a crime or violations of School District policies, rules, and regulations.

Guidelines for Video Surveillance Cameras

1. The District will notify parents, students and employees that District-owned surveillance cameras monitor school properties, as well as curricular and extracurricular activities. Appropriate signage indicating the presence of surveillance cameras will be visible at all properties equipped with a surveillance camera system.
2. The District will manage the operation, maintenance, and security of the surveillance camera system. Viewing of digitally recorded images from this system will be limited to school administrators or their designees, police officers and school resource officers. Recorded video files from the surveillance system will be maintained for up to 14 days.
3. Requests by any persons, other than noted above, to review digitally recorded images from the surveillance camera system shall be subject to guidelines set forth in the Federal Education Records and Privacy Act (FERPA) and the Kansas Open Records Act (KORA), and must be approved by the superintendent or his/her designee. If such images include a person or persons employed by the District, the Director of Human Resources will be consulted.

4. When student misconduct is revealed in a video or audio file and reported to the superintendent or his/her designee, the student (including the parent or legal guardian of the student) may request an opportunity to review the video or audio file. A request must be made in writing within three (3) business days of being notified of the alleged misconduct and submitted to the superintendent or his/her designee.

5. When misconduct of a District employee or contractor is revealed in a video or audio file and reported to the superintendent or his/her designee, the employee or contractor may request an opportunity to review the video or audio file. A request must be made in writing within three (3) business days of being notified of the alleged misconduct and submitted to the superintendent or his/her designee, so long as the video or audio file does not also contain education records or personally identifiable information (other than directory information) of a student, as those terms are used and defined in FERPA. Subject to the requirements of FERPA, the video or audio file will only be made available to the employee or contractor upon written consent of the student(s) and his or her parents or as otherwise required by law.

6. Surveillance camera systems will not be installed in any areas where there is a reasonable expectation of privacy, i.e. bathrooms or locker rooms. Camera systems should not be placed in instructional areas without the knowledge of the assigned teacher and the building administrator. Video surveillance will not be used to evaluate instructional performance of employees.

7. Staff and students are prohibited from tampering with the surveillance camera systems. The monitoring rooms in each building should be secure and access limited to administrators in the absence of a School Resource officer.

BOE Approved: 10/2005; 01/2008; 05/2011; 08/2017

EBCA Vandalism

Vandalism Protection

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

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

Restitution for Damages

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

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

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

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

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

Return of School Property

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

Offering a Reward

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

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

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

Persons having any knowledge are urged to contact the superintendent of schools at USD 232, De Soto, KS. 66018, telephone 913-667-6200. The board reserves the right to determine the deserving recipients of the reward in the event of corroborating and supplementary information.

BOE Approved 10/03/05 & 01/14/08

[Return to Section E Table of Contents](#)

EBJ Records

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

BOE Approved 10/03/05 & 01/14/08

[Return to Section E Table of Contents](#)

ECH Printing and Duplicating Services

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

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

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

BOE Approved 10/03/05 & 01/14/08

[Return to Section E Table of Contents](#)

ED — Student Transportation Management

(See EDDA and JGG)

The district will provide transportation to students as required by law. Student transportation can be provided through any of the methods outlined by law.

BOE Approved: 10/2005; 01/2008; 07/2022

EDDA – School Buses and Vehicles

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

Liability

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

Safety

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

Every school transportation provider shall have a valid driver’s license. Such drivers shall have full authority and responsibility for the passengers riding in school vehicles. The district and the leasing company shall agree on rules governing student behavior on buses.

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

Speed Limits

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

Safety Inspection

The superintendent or the superintendent’s designee shall be responsible for transportation inspections. Defects found in school vehicles shall be repaired as soon as possible. The director of transportation shall be responsible for keeping school vehicles in good operating condition.

Scheduling and Routing

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

Records

Every transportation provider will keep accurate records pertaining to each assigned vehicle. The types of records shall be developed by the superintendent or superintendent’s designee in cooperation with the leasing company.

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

Housing of School Vehicles

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

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

Transportation to Summer Activities or Athletic Events

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

Any staff requests for such use shall be submitted to the superintendent or the superintendent's designee at least 30 days prior to the activity and shall include information concerning the time, date, and duration of trip; the purpose of the transportation; the projected number of students requiring transportation for such event; the type of bus(es) or vehicle(s) requested; which district staff member(s) will be accompanying the student(s) on such trips; and whether or not additional school transportation providers would be required to provide such transport.

The superintendent may grant or deny such requests after taking into consideration the following factors:

- the expense of providing requested transport;
- the availability of funds for such purpose (or reimbursement);
- the availability of adequate school staff to chaperone and/or provide transportation;
- the availability of and/or the coverage of liability insurance for this purpose;
- priority of assignment and availability of necessary vehicles;
- Title IX and other fairness considerations in granting use or repeated use to a particular group of student participants; and
- other good cause as determined by the superintendent or the superintendent's designee.

BOE Approved: 10/2005; 01/2008; 09/2023

EE Food Services Management

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

Sanitation Inspections

The supervisor shall be responsible for inspecting each lunchroom to ensure that proper sanitation procedures are being followed.

Records

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

Meal Prices

Meal prices shall be determined by the board.

Free and Reduced Price Meals

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

Unpaid Meal Charges

The district's meal charging requirements are as follows.

A charge account for students paying full or reduced price for meals may be established with the district. Students may charge no more than five meals to this account. Charging of a la carte or extra items to this account will not be permitted. Adults will not be allowed to charge meals or a la carte items.

Any student failing to keep his/her account solvent as required by the district shall not be allowed to charge further meals until the negative account balance has been paid in full. However, such students will be allowed to purchase a meal if the student pays for the meal when it is received. Students will not be allowed to purchase a la carte items with a negative meal account balance. Students who have charged the maximum allowance to this account and cannot pay out of pocket for a meal will be provided an alternate meal consisting of a whole wheat American cheese sandwich with low-fat white milk.

In the instance a student receives an alternate meal for three consecutive days or has a habitual negative account balance, the supervisor will work with building administration to determine if the family may be in need of additional assistance such as payment plans, free and/or reduced meals application, or other resources.

At least one written warning shall be provided to a student and his/her parent or guardian prior to denying meals for exceeding the district's charge limit. If payment of the negative balance is not received by the time a student leaves USD 232 (i.e., graduation, transfer out of district), the debt shall be considered bad debt for the purposes of federal law concerning unpaid meal charges.

Payments for school meals may be made at the school or district office or online. Students, parents, and guardians of students are encouraged to prepay meal costs.

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

BOE Approved 10/2005; 01/2008; 04/2017

EF Data Management

Data Dissemination

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

To Education Agencies

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

BOE Approved 10/03/05 & 01/14/08

[Return to Section E Table of Contents](#)

EG Energy Conservation

The Board of Education supports energy conservation and believes it is responsible to ensure that every reasonable effort is made to conserve energy and natural resources while exercising sound financial management. The Board has engaged in a program to develop and implement a comprehensive energy conservation program across the organization. The program shall consist of short and long range strategies to maximize energy conservation. The administration will develop guidelines to administer the energy conservation program.

BOE Approved 10/08/12

[Return to Section E Table of Contents](#)

F--FACILITY EXPANSION PROGRAM

FA..... [Goals and Objectives](#)

FB..... [Building Committees](#)

FC..... [Memorials, Funerals, and Naming of District Facilities](#)

FD..... [Capital Outlay Long Range Planning](#) (See FA)

FDB ... [Long-Range Needs Determination](#)

FA Goals and Objectives

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

BOE Approved 09/10/07

[Return to Section F Table of Contents](#)

FB Building Committees

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

BOE Approved 09/10/07

[Return to Section F Table of Contents](#)

FC — Memorials, Funerals, and Naming of District Facilities

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

Memorials

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

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

Funerals

Use of school facilities for funerals and/or memorial services will not be allowed.

Naming of Facilities

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

BOE approved: 8/2018

FD Capital Outlay Long Range Planning

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

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

BOE Approved 09/10/07

[Return to Section F Table of Contents](#)

FDB Long Range Needs Determination

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

BOE Approved 09/10/07

[Return to Section F Table of Contents](#)

G—PERSONNEL

GA[Personnel Policy Organization](#)

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

GAA....[Goals and Objectives](#)

Employees must follow all applicable board policies, rules and regulations.

GAAA....[Equal Employment Opportunity and Nondiscrimination](#)

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.

GAAB..[Complaints of Discrimination](#)

GAAC..[Sexual Harassment](#)

GAACA....[Racial and Disability Harassment](#)

GAAD ...[Child Abuse](#)

KDCF Access to Students on School Premises

GAAE..[Bullying by Staff](#) – is prohibited.

GAAF..[Emergency Safety Interventions](#)

GACA..[Positions](#) - within the district.

GACB [Job Descriptions](#) - for each category of employee are filed with the clerk

GACBA[Work Schedule](#) – Employees must meet the requirements of their position.

GACC..[Recruitment and Hiring](#)

[Recruitment](#)

[Hiring](#)

[Hiring Sequence](#)

[Supplemental Positions](#)

GACCA[Nepotism](#)

[Employment and Supervision of Relatives](#)

- GACD .[Employment Eligibility Verification](#)** – District maintains proof that each employee is eligible for employment.
- GACE .[Assignment and Transfer](#)** - The board reserves the right to assign, reassign or transfer all employees in accordance with the negotiated agreement if applicable.
- GAD[Employee Development Opportunities](#)** - Employees must get prior approval for professional development activities of must be approved in advance.
- GADA .[Evaluation](#)** - Policy regarding evaluation documents.
[Availability of Evaluation Documents](#)
[Evaluation Criteria](#)
- GADB .[Suspension, Nonrenewal, and Termination](#)** - in accordance with Kansas law.
- GAE[Complaints](#)** – Process for filing a complaint regarding policies or decisions affecting employment.
- GAF[Staff-Student Relations](#)** - Staff members shall maintain professional relationships and communications with students.
- GAG....[Conflict of Interest](#)** - District employees are prohibited from engaging in any activity which may conflict with or detract from the effective performance of their duties.
- GAH....[Participation in Community Activities Staff](#)**
Participation in Community Activities – during the duty day
- GAHB .[Political Activities](#)** – Staff Elected to Public Office
- GAHC.[Political Activities](#)** – Using District Equipment or Time is prohibited.
- GAI[Solicitations](#)** - All solicitations of and by employees during duty hours are prohibited without prior approval.
- GAJ[Gifts](#)** - The giving of gifts between students and staff members is discouraged.
- GAK....[Personnel Records](#)** – District handling of personnel records.
[Requests for References](#) from a third party

[Immunity Provided](#) district employees when responding to a reference request.

GAL[Salary Deduction](#) - Are allowed where permitted.

GALA..[Salary Deductions](#) – Employee Complaint Process

GAM ...[Personal Appearance](#) - Appropriate dress and personal appearance is essential for all district employees.

GAN....[Travel Expenses](#)

GAO....[Maintaining Proper Control](#) – Employees may use reasonable force in maintaining a safe, orderly school environment.

GAOA.[Drug Free Workplace](#) – Illegal drug activity is prohibited.

GAOB.[Drug Free Schools](#) - The unlawful possession, use, sale or distribution of illicit drugs and alcohol by school employees on school premises or as a part of any school activity is prohibited.

GAOC. [o o ree S oo rounds for St ff](#)

GAOD.[Drug and Alcohol Testing](#) – If job functions require the employee to maintain a commercial driver's license.

GAOE.[Workers Compensation](#)

GAR...[Communicable Diseases](#) – Employees must notify the district.

GARA.[Bloodborne Pathogen Exposure Control Plan](#)

GARG.[Non-School Employment](#)

GARGA[Consulting](#)

GARGB[Tutoring for Pay](#)

GARI...[Family Medical Leave](#)

GARID..[Military Leave](#)

GBH....[Supervision of Licensed Staff](#)

GBK....[Suspension of Licensed Employees](#)

GBO....[Resignation](#) – Licensed employees may be assessed a penalty if allowed to resign.

GBQA.[Reduction of Teaching Staff](#)

GBRC .[Professional Development](#) – District Requirements

GBRD .[Staff Meetings](#) – Scheduled by administration in accordance with negotiated agreement.

GBRE .[Additional Duty](#) – May be established by the Board.

GBRJ..[Arrangement for Substitutes](#) – Will be made available by the District.

GBU....[Ethics](#) (See GAG) – Employee Ethics

GCI[Evaluation](#) - Classified Employees

GA Personnel Policy Organization – All Employees

These policies are arranged in the following manner:

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

BOE Adopted 01/03/06 & 08/04/2008

[Return to Section G Table of Contents](#)

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

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

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

BOE Adopted 01/03/06 & 08/04/2008

[Return to Section G Table of Contents](#)

GAAA – Equal Employment Opportunity and Nondiscrimination

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

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

Inquiries regarding compliance may be directed to:

Director of Human Resources

35200 West 91st Street

De Soto, KS 66018

913-667-6200

or

Equal Employment Opportunity Commission

400 State Ave., 9th Floor

Kansas City, KS 66101

913-551-5655

or

Kansas Human Rights Commission

900 SW Jackson, Suite 568-S

Topeka, KS 66612-1258

785-296-3206

or

United States Department of Education

Office for Civil Rights

One Petticoat Lane

1010 Walnut Street, Suite 320

Kansas City, MO 64106

816-268-0550

BOE Adopted 01/2006; 08/2008; 12/2017

GAAB – Complaints of Discrimination

(See GAAC, GAACA, JDDC, JGEC, JGECA, KN and KNA)

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

Discrimination against any individual on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, age, or religion in the admission to, access to, treatment, or employment in the district's programs and activities is prohibited. The Director of Human Resources, USD 232, 35200 West 91st Street, De Soto, KS 66018, 913-667-6200, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI and Title VII of the Civil Rights Act of 1964 (with the exception of discrimination on the basis of sex), and The Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, the Personal Responsibility Work Opportunity Reconciliation Act of 1996, and the Food Stamp Act of 1977, as amended. The Director of Special Services has been designated to coordinate compliance with nondiscrimination requirements contained in Section 504 of the Rehabilitation Act of 1973.

Complaints regarding alleged discrimination on the basis of sex, as prohibited by Title IX of the Education Amendments of 1972 and other federal and state laws regulating such discrimination and discriminatory harassment, shall be handled in accordance with the procedures outlined in board policies GAAC and JGEC and shall be directed to the Title IX Coordinator at USD 232, Director of Human Resources, 35200 West 91st Street, De Soto, KS 66018, 913-667-6200. More information may be obtained on discrimination on the basis of sex by contacting the Title IX Coordinator.

Complaints alleging discrimination in child nutrition programs offered by the district shall be handled in accordance with the procedures outlined in board policy KNA, and more information may be obtained on procedures for filing such a complaint by contacting the district compliance officer.

Unless otherwise provided in board policy, general complaints, those not alleging acts of discrimination, will be resolved using the district's general complaint procedures in policy KN.

Any employee who engages in discriminatory conduct shall be subject to disciplinary action, up to and including termination.

Except as otherwise provided in this policy and board policies GAAC, JGEC, and KNA, any incident of discrimination in any form shall promptly be reported to an employee's immediate

supervisor, the building principal or the district compliance coordinator for investigation and corrective action by the building or district compliance officer. Complaints alleging discriminatory and/or harassing conduct on the part of the superintendent shall be addressed to the board of education.

Except as otherwise provided in board policy regarding complaints of discrimination on the basis of sex or regarding child nutrition programs, complaints about discrimination, including complaints of harassment, will be resolved through the following complaint procedures:

Informal Procedures

The building principal shall attempt to resolve complaints of discrimination or harassment in an informal manner at the building level. Any school employee who receives a complaint of such discrimination or harassment from a student, another employee, or any other individual shall inform the individual of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. The building principal shall discuss the complaint with the individual to determine if it can be resolved. If the matter is resolved to the satisfaction of the individual, the building principal shall document the nature of the complaint and the proposed resolution of the complaint and forward this record to the district compliance coordinator. Within 20 days after the complaint is resolved in this manner, the principal shall contact the complainant to determine if the resolution of the matter remains acceptable.

If the matter is not resolved to the satisfaction of the individual in the meeting with the principal, or if the individual does not believe the resolution remains acceptable, the individual may initiate a formal complaint.

Formal Complaint Procedures

A formal complaint shall be filed in writing and contain the name and address of the person filing the complaint. The complaint shall briefly describe the alleged violation. If an individual does not wish to file a written complaint, and the matter has not been adequately resolved through the informal procedures described herein, the building principal may initiate the complaint. Forms for filing written complaints are available in each school building office and the central office.

A complaint should be filed as soon as possible after the conduct occurs but not later than 180 days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.

If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board may appoint an investigating officer. In other instances, the investigation shall be conducted by the building principal, the compliance coordinator, or another individual appointed by the board or the superintendent. The investigation shall be informal but thorough. The complainant and the respondent will be afforded an opportunity to submit written or oral evidence relevant to the complaint and to provide names of potential witnesses who may have useful information.

A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and a copy shall be forwarded to the complainant and the respondent within 30 days after the filing of the complaint. If the investigator anticipates a determination will not be issued within 30 days after the filing of the complaint, the investigator shall provide written notification to the parties including an anticipated deadline for completion. In no event shall the issuance of the written determination be delayed longer than 10 days from the conclusion of the investigation.

- If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.
- If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy, the negotiated agreement (as applicable), and state law will be followed.

Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the district compliance coordinator.

Formal Complaint Appeal

The complainant or respondent may appeal the determination of the complaint.

Appeals shall be heard by the district compliance coordinator, a hearing officer appointed by the board or the superintendent, or by the board itself.

The request to appeal the resolution shall be made within 20 days after the date of the written determination of the complaint at the lower level.

The appeal officer shall review the evidence gathered by the investigator at the lower level and the investigator's report and shall afford the complainant and the respondent an opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is filed.

The appeal officer will issue a written determination of the complaint's validity on appeal and a description of its resolution within 30 days after the appeal is filed.

If it is determined at any level that discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence. The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.

Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies including the right to file a complaint with the Office for Civil Rights of the U.S. Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.

BOE Approved: 07/2009; 12/2017; 12/2019; 01/2021; 08/2023

GAAC – Sexual Harassment (See GAF and JGEC)

The board of education is committed to providing a positive and productive working and learning environment, free from discrimination on the basis of sex, including sexual harassment. The district does not discriminate on the basis of sex in admissions, employment, or the educational programs or activities it operates and is prohibited by Title IX from engaging in such discrimination. Discrimination on the basis of sex, including sexual harassment will not be tolerated in the school district. Discrimination on the basis of sex of employees or students of the district by board members, administrators, licensed and classified personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

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

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

Sexual harassment shall include conduct on the basis of sex involving one or more of the following: (1) A district employee conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcomed sexual conduct; (2) unwelcomed conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's educational program or activity; or (3) sexual assault, dating violence, domestic violence, or stalking.

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

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual harassment will be promptly investigated and resolved. Any person may make a verbal or written report of sex discrimination by any means and at any time.

The Director of Human Resources, USD 232, 35200 West 91st Street, De Soto, KS 66018, 913-667-6200, has been designated to coordinate compliance with nondiscrimination requirements contained in Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 regarding discrimination on the basis of sex, and the Kansas Act Against Discrimination. Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the Title IX Coordinator. Inquiries about the application of Title IX to the district may be referred to the Title IX Coordinator; to the Assistant Secretary for Civil Rights at the U.S. Department of Education, Office of Civil Rights, 400 Maryland Avenue, SW, Washington D.C. 20202-1100, (800)421-3481, or at OCR@ed.gov; or both.

Response to Harassment Complaints

The district takes all reports of sexual harassment seriously and will respond meaningfully to every report of discrimination based on sex, including sexual harassment, of which the district has actual knowledge. Employees who believe they have been subjected to sexual harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building administrator or the Title IX Coordinator. All employees receiving reports of alleged sexual harassment shall notify the Title IX Coordinator.

Definitions

The following definitions apply to the district in responding to complaints of sexual discrimination including sexual harassment as defined by Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Act Against Discrimination.

The "complainant" means an individual who is alleged to be a victim of conduct that could constitute sexual harassment.

"Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved.

The "decision-maker" reviews all the evidence and prepares an impartial written responsibility determination as to whether the alleged conduct occurred and provides an opportunity for the

parties and their representatives to prepare written questions to be answered by the other party. The decision-maker shall not be the Title IX Coordinator or investigator.

“Domestic violence” includes crimes of violence committed by a person who is a current or former spouse, partner, person with whom the victim shares a child, or who is or has cohabited with the victim as a spouse or partner, by a person similarly situated to a spouse of the victim under Kansas or applicable federal law, or by any other person against an adult or youth victim having protection from such person’s acts by Kansas or applicable federal law.

A “formal complaint” means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment.

The “investigator” is the person who carries out the investigation after the formal complaint is filed and conducts interviews of the witnesses, collects and documents evidence, and drafts an investigative report.

A “respondent” is an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

“Sexual assault” means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

“Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or to suffer substantial emotional distress.

The “Title IX Coordinator” is the individual designated at the district level who has responsibility to coordinate compliance with Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 regarding discrimination on the basis of sex, and the Kansas Act Against Discrimination. The Title IX Coordinator’s responsibilities include, but are not limited to: developing materials and ensuring professional development occurs for staff involved in Title IX compliance, creating systems to centralize records, gathering relevant data, contacting the complainant (and/or parents or guardians, if applicable) once the district has actual knowledge of alleged sexual harassment, coordinating the implementation of supportive measures, signing a formal complaint to initiate a grievance process, and ensuring any remedies are implemented.

The Title IX Coordinator, any investigator, decision-maker, or any person who facilitates an informal resolution process shall not have a conflict of interest or bias for or against the complainant or respondent. These individuals shall receive training on the definition of sexual

harassment; the scope of the education program and activities; how to conduct an investigation, including appeals and informal resolution processes; and how to serve impartially, including by avoiding prejudgment of the facts, conflicts of interest, and bias. Decision-makers shall receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant. Investigators shall receive training on issues of relevance of questions and evidence in order for them to create investigative reports that fairly summarize relevant evidence.

Any employee who witnesses an act of sexual harassment or receives a complaint of harassment from another employee or a student shall report the complaint to their immediate supervisor, building administrator, or Title IX Coordinator. Employees who fail to report complaints or incidents of sexual harassment to appropriate district officials may face disciplinary action. District officials who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

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

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

The Title IX Coordinator shall promptly respond in a meaningful way to any reports of sexual discrimination including sexual harassment of which the district has actual knowledge as follows:

- Contact the complainant within ten (10) business days and discuss the availability of supportive measures, with or without the filing of a formal complaint, and consider the complainant's wishes as to supportive measures; and
- Inform the complainant of the right to a formal complaint investigation consistent with Title IX and the informal resolution process.

Supportive Measures

The district will treat the complainant and respondent equitably by offering supportive measures. These non-disciplinary and non-punitive measures will be offered as appropriate, as reasonably available, and without cost to the complainant or the respondent. Supportive measures are designed to restore or preserve equal access to the education program or activity

without unreasonably burdening the other party. “Supportive Measures” shall include, but not be limited to, measures designed to protect the safety of all parties, to protect the district’s educational environment, or to deter sexual harassment. These measures may include counseling, extensions of deadlines or course-related adjustments, modifications of work or class schedules, escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring, and other similar measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

The Formal Complaint

No investigation of alleged sexual harassment may occur until after a formal complaint has been filed.

A formal complaint is a document filed by the complainant or signed by the Title IX Coordinator alleging sexual harassment and requesting an investigation. The procedures for filing a formal complaint are as follows:

- At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the district concerning which the formal complaint is filed.
- A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. Filing of the complaint with the Title IX Coordinator may be done in person, by mail, or by email. If an individual does not wish to file a written complaint, and the matter has not been adequately resolved, the Title IX Coordinator may initiate the complaint. Forms for filing written complaints are available in each school building office and the central office.
- A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 calendar days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.
- 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 a qualified individual designated by the Title IX Coordinator or another individual appointed by the board. The investigation shall be thorough. All interested persons, including the complainant and the respondent, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.

Formal Complaint Notice Requirements

Upon filing of a formal complaint, the district shall provide written notice to the known parties including:

- Notice of the allegations of sexual harassment including sufficient details to prepare a response before any initial interview including:
 - the identities of the parties involved, if known;
 - the conduct allegedly constituting sexual harassment; and
 - the date and location of the alleged incident, if known.
- The district's investigation procedures, including any informal resolution process;
- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made by the decision-maker at the conclusion of the investigation;
- Notice to the parties they may have an advisor of their choice and may inspect and review any evidence; and
- Notice to the parties of any provision in the district's code of conduct or policy that prohibits knowingly making false statements or knowingly submitting false information.
- If, in the course of an investigation, the investigator decides to investigate allegations about the complainant or respondent that are not included in the notice initially provided, notice of the additional allegations shall be provided to known parties.

Formal Complaint Investigation Procedures

To ensure a complete and thorough investigation and to protect the parties, the investigator shall:

- Ensure that the preponderance of the evidence burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the district and not the parties;
- Provide an equal opportunity for the parties to present witnesses and evidence;
- Not restrict either party's ability to discuss the allegations under investigation or to gather and present relevant evidence;
- Allow the parties to be accompanied with an advisor of the party's choice;

- Provide written notice of the date, time, location, participants, and purpose of any interview, meeting, or hearing at which a party is expected to participate;
- Provide the parties equal access to review all the evidence collected which is directly related to the allegations raised in a formal complaint, including the investigative report, and the opportunity to respond to that evidence before a determination is made;
- Be impartial and objectively evaluate all relevant evidence without relying on sex stereotypes;
- Not have conflicts of interest or bias for or against complainants or respondent;
- Not make credibility determinations based on the individual's status as complainant, respondent, or witness.

Formal Complaint Investigation Report

The investigator shall prepare an investigative report that fairly summarizes relevant evidence and share the report with the parties and their advisors for review and response.

Before completing the investigative report, the investigator must send each party and their advisors the investigative report for review and allow the parties 10 days to submit a written response for the investigator's consideration.

The investigator's written report shall include an objective evaluation of all relevant evidence using a preponderance of the evidence standard to determine responsibility.

Decision-Maker's Determination

Upon receiving the investigator's report, the decision-maker must make a determination regarding responsibility and afford each party the opportunity to submit written, relevant questions that the parties want asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions.

The decision-maker must issue a written determination regarding responsibility based on a preponderance of the evidence. The decision-maker's written determination shall:

- Identify the allegations potentially constituting sexual harassment;
- Describe the procedural steps taken, including any notifications to the parties, site visits, methods used to gather evidence, and interviews;
- Include the findings of fact supporting the determination;

- Address any district policies and/or conduct rules which apply to the facts;
- Address each allegation and a resolution of the complaint including a determination regarding responsibility, the rationale therefor, any disciplinary sanctions imposed on the respondent, and whether the remedies are designed to preserve access to the educational program or activity will be provided by the district to the complainant; and
- The procedures and permissible bases for the complainant and/or respondent to appeal the determination.

A copy of the written determination shall be provided to both parties simultaneously.

The range of disciplinary sanctions and remedies may include, but may not be limited to, supportive measures, short term suspension, long term suspension, expulsion for students, and/or termination for employees. Complainants and respondents shall be treated equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made. The Title IX Coordinator is responsible for the effective implementation of any remedies. If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.

If the investigation results in a recommendation that an employee be suspended with or without pay or terminated, procedures outlined in board policy, the negotiated agreement (as applicable), and/or state law will be followed.

Records relating to complaints filed and their resolution shall be maintained by the Title IX Coordinator for seven years.

The decision becomes final on the date the parties receive the results of an appeal, if any appeal is filed, or on the date the opportunity for an appeal expires.

Appeals

The complainant or respondent may appeal the decision-maker's determination regarding responsibility or a dismissal of a formal complaint, on the following base:

- Procedural irregularity that affected the outcomes;
- New evidence that was not reasonably available at the time that could affect the outcome; and/or

- The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias against either party that affected the outcome.
- The request to appeal shall be made in writing to the Title IX Coordinator within 20 days after the date of the written determination. Appeals shall be on the record and heard by an attorney, an independent hearing officer appointed by the board, or the board. The appeal decision-maker may not be the Title IX Coordinator, the Investigator, or the decision-maker from the original determination.
- The appeal decision-maker will issue a written decision within 30 days after the appeal is filed. The appeal decision-maker will describe the result of the appeal and the rationale for the result.

The appeal decision-maker shall:

- Review the evidence gathered by the investigator, the investigator's report, and the original decision-maker's determination;
- Notify both parties in writing of the filing of an appeal and give them 10 days after the appeal is filed to submit further evidence in writing;
- Not have a conflict of interest or bias for or against complainant or respondent and receive the required training;
- Issue a written decision and the rationale for the decision within 30 days after the appeal is filed;
- Describe the result of the appeal and the rationale for the result in the decision; and
- Provide the written decision simultaneously to both parties and to the Title IX Coordinator.

Informal Resolution Process

At any time during the formal complaint process and prior to reaching a determination regarding responsibility, the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and determination of responsibility.

The informal resolution process may be facilitated by a trained educational professional, consultant, or other individual selected by the Title IX Coordinator under the following conditions:

- The parties are provided a written notice disclosing the allegations, the requirements of the informal resolution process, information on when it may preclude the parties from resuming a formal complaint arising from the same allegations;
- At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the investigation of the formal complaint and be informed of any consequences resulting from participating in the informal resolution process;
- The parties voluntarily and in writing consent to the informal resolution process; and
- The informal resolution process cannot be used to resolve allegations that an employee sexually harassed a student.

If the matter is resolved to the satisfaction of the parties, the facilitator shall document the nature of the complaint and the proposed resolution, have both parties sign the documentation and receive a copy, and forward it to the Title IX Coordinator. Within 20 days after the complaint is resolved in this manner, the Title IX Coordinator shall contact the complainant to determine if the resolution of the matter remains acceptable. If the matter is not resolved, or if the individual does not believe the resolution remains acceptable within 20 days after the informal resolution document is executed, the individual or the Title IX Coordinator may proceed with the formal complaint process.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence. The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or appeal.

Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies including the right to file a complaint with the Office for Civil Rights of the U.S. Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.

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

To the extent possible while still following the above procedures, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to provide supportive measures to both parties, to take appropriate corrective action, and ~~to~~ to provide due process to the complainant and the respondent.

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

A summary of this policy and the complaint procedures including how to report or file a formal complaint of sex discrimination or sexual harassment shall be posted in each district facility, shall be published in employee handbooks, and on the district's website as directed by the Title IX Coordinator. Notification of the policy may include posting information notices, publishing in local newspapers, publishing in newspapers and magazines operated by the school, or distributing memoranda or other written communications to students and employees. In addition, the district is required to include a statement of nondiscriminatory policy in any bulletins, announcements, publications, catalogs, application forms, or other recruitment materials that are made available to participants, students, applicants, or employees.

BOE Approved: 01/2006; 08/2008; 12/2017; 01/2021

GAACA – Racial and Disability Harassment: Employees (see GAF, JGECA and KN)

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

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. Disability harassment is unlawful discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. All forms of racial and disability harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial or disability harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

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

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

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

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

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

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

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

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

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

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

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

harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including termination from employment.

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

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

BOE Adopted 01/2006; 08/2008; 12/2017

GAAD – Child Abuse – All Employees (see JCAC & JGEC)

Any district employee who has reason to know or suspect a child has been injured as a result of physical, mental or emotional abuse or neglect or sexual abuse, shall promptly report the matter to the local Kansas Department for Children and Families (DCF) office or to the local law enforcement agency if the DCF office is not open.

Employees may file a report of suspected abuse anonymously to either DCF by phoning 1-800-922-5330 or to local law enforcement officials. The Code for Care of Children also provides civil immunity from prosecution if the report is made in good faith.

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

DCF or Law Enforcement Access to Students on School Premises

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

Cooperation Between School and Agencies

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

Reporting Procedure

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

If the building principal has been notified, the principal shall immediately notify the superintendent that the initial report to DCF has been made. If appropriate, the principal may confer with the school's social worker, guidance counselor or psychologist. At no time shall the principal or any other staff member prevent or interfere with the making of a suspected child abuse report.

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

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

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

Mobile Crisis Helpline

Crisis support for Kansas families and children to resolve an emotional, psychiatric, or behavioral health crisis is available through the Department of Children and Families Mobile Crisis Helpline, 1-833-441-2240, including:

- Problem solving to resolve behavioral health crisis;
- Referral to community resources or recommendation to engage in stabilization services;
- In-person support via mobile crisis response; and
- Contacting mobile crisis response unit to assist in emergency situations.

Services are available to all Kansans 20 years or younger including anyone in foster care or formerly in foster care.

Annual Training

Annual training for all school employees on child abuse and neglect reporting requirements shall be provided, and documentation of the training shall be maintained.

BOE Approved: 01/2006; 08/2008; 01/2021; 02/2022

GAAE Bullying by Staff – All Employees

The board of education prohibits bullying in any form, including electronic means, on or while using school property, in a school vehicle or at a school-sponsored activity or event. The administration shall implement a plan to address bullying on school property, in a school vehicle or at a school-sponsored activity or event.

The plan shall include provisions for the training and education of staff members. Staff members who bully others in violation of this policy may be subject to disciplinary action, up to and including suspension pending a hearing and/or termination. If appropriate, staff members who violate the bullying prohibition shall be reported to local law enforcement. (See JDDC)

BOE Adopted 08/04/2008 – Revised 04/11/11

[Return to Section G Table of Contents](#)

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

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

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

Definitions

“Area of purposeful isolation” means any separate space, regardless of any other use of that space, other than an open hallway or similarly open environment.

“Campus police officer” means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72-6146, and amendments thereto.

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

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

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

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

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

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

“Parent” means:

- a natural parent;
- an adoptive parent;
- a person acting as a parent as defined in K.S.A. 72-3122(d)(2), and amendments thereto;

- a legal guardian;
- an education advocate for a student with an exceptionality;
- a foster parent, unless the student is a child with an exceptionality; or
- a student who has reached the age of majority or is an emancipated minor.

“Physical Escort” means the temporary touching or holding of the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location. Physical escort shall not be considered an emergency safety intervention.

“Physical Restraint” means bodily force used to substantially limit a student’s movement, except that consensual, solicited, or unintentional contact and contact to provide comfort, assistance, or instruction shall not be deemed to be physical restraint.

“Purposefully isolate” when used regarding a student, means that school personnel are not meaningfully engaging with the student to provide instruction and any one of the following occurs:

1. Removal of the student from the learning environment by school personnel;
2. Separation of the student from all or most peers and adults in the learning environment by school personnel; or
3. Placement of the student within an area of purposeful isolation by school personnel.

“School Resource Officer” means a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement between the local law enforcement agency and the district.

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

“Seclusion” means placement of a student for any reason other than for in-school suspension, detention, or any other appropriate disciplinary measure in a location where both of the following conditions are met:

- School personnel purposefully isolate the student; and
- the student is prevented from leaving or has reason to believe, that the student will be prevented from leaving the area of purposeful isolation.

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

Prohibited Types of Restraint

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

- Using face-down (prone) physical restraint;

- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student's airway;
- Using physical restraint that impacts a student's primary mode of communication;
- Using chemical restraint, except as prescribed treatments for a student's medical or psychiatric condition by a person appropriately licensed to issue such treatments; and
- Use of mechanical restraint, except:
 - Protective or stabilizing devices required by law or used in accordance with an order from a person appropriately licensed to issue the order for the device;
 - Any device used by a certified law enforcement officer to carry out law enforcement duties; or
 - Seatbelts and other safety equipment when used to secure students during transportation.

Use of Emergency Safety Interventions (ESI)

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

ESI Restrictions

A student shall not be subjected to ESI if the student is known to have a medical condition that could put the student in mental or physical danger as a result of ESI. The existence of such medical condition shall be indicated in a written statement from the student's licensed health care provider, a copy of which has been provided to the school and placed in the student's file.

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

Use of Seclusion

When a student is placed in seclusion, a school employee shall see and hear the student at all times. The presence of another person in the area of purposeful isolation or observing the student from outside the area of purposeful isolation shall not create an exemption from otherwise reporting the incident as seclusion. When a student is placed in or otherwise directed to an area of purposeful isolation, the student shall have reason to believe that the student is prevented from leaving.

If the area of purposeful isolation is equipped with a locking door designed to prevent a student from leaving the area of purposeful isolation, the door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the area of purposeful isolation, or in case of emergency, such as fire or severe weather.

An area of purposeful isolation shall be a safe place with proportional and similar characteristics as those of rooms where students frequent. Such area shall be free of any condition that could be a danger to the student, well-ventilated, and sufficiently lighted.

Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on ESI. The intensity of the training provided will depend upon the employee's position. Administrators, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position. Each school building shall maintain written or electronic documentation regarding the training that was provided and a list of participants, which shall be made available for inspection by the state board of education upon request.

Notification and Documentation

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

Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include:

- The events leading up to the incident;
- student behaviors that necessitated the ESI;
- steps taken to transition the student back into the educational setting;
- the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI;
- space or an additional form for parents to provide feedback or comments to the school regarding the incident;
- a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and
- email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items if the triggering issue necessitating the ESIs is the same.

The parent shall be provided the following information after the first and each subsequent incident during each school year:

- A copy of this policy which indicates when ESI can be used;
- a flyer on the parent's rights;
- information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and the complaint process of the state board of education; and
- information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas.

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

Law Enforcement, School Resource, and Campus Security Officers

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

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

Documentation of ESI Incidents

Except as specified above with regard to law enforcement or school resource officer use of emergency safety interventions, each building shall maintain documentation any time ESI is used with a student. The documentation shall include all of the following:

- Date and time of the ESI,
- Type of ESI,
- Length of time the ESI was used,
- School personnel who participated in or supervised the ESI,
- Whether the student had an individualized education program at the time of the incident,
- Whether the student had a section 504 plan at the time of the incident, and
- Whether the student had a behavior intervention plan at the time of the incident.

All such documentation shall be provided to the building principal, who shall be responsible for uploading the information within the Kansas State Department of Education (KSDE) ESI database on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

Reporting Data

District administration shall ensure all ESI data is submitted to Kansas State Department of Education as required and review data as needed.

Parent Right to Meeting on ESI Use

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

For a student with an IEP or a Section 504 plan, such student's IEP team or Section 504 plan team shall discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan, or amend the behavior intervention plan if already in existence.

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

For a student without an IEP or Section 504 plan, the school staff and the parent shall discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

The student who is the subject of such meetings shall be invited to attend the meeting at the discretion of the parent. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if such student would benefit from such measures.

Local Dispute Resolution Process

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

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

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

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

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the formal written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education and shall be mailed to the parents and the state department within 30 days of the board's receipt of the formal complaint.

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

BOE Approved: 08/2013; amended 10/2015; 08/2023

GACA Positions – All Employees (see CD and GACB)

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

BOE Adopted 01/03/06 & 08/04/2008

[Return to Section G Table of Contents](#)

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

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

BOE Adopted 01/03/06 & 08/04/2008

[Return to Section G Table of Contents](#)

GACBA Work Schedule – All Employees (see JGFB)

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

Employees must be at their assigned area during each duty day. Any employee who finds it necessary to leave during their duty day shall first secure approval from the immediate administrative supervisor. Building and supervision assignments shall be made by the supervisor.

Attendance Required

Regular attendance is required of all employees subject to leave provisions in district policy, employee handbooks, the negotiated agreement, or other documents approved by the board. Excessive absences or tardiness, unauthorized leave or unexcused absences may result in disciplinary action including termination of employment.

BOE Adopted 01/03/06 & 08/04/2008

[Return to Section G Table of Contents](#)

GACC – Recruitment and Hiring

Recruitment

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

Hiring

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

Hiring sequence

- Conditional offer of employment to the candidate in writing subject to revocation or, if provisional employment has already begun, termination of employment based upon unsatisfactory results of any reference and/or background checks performed;
- Written acceptance by the candidate;
- Contract or other appropriate document provided 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.

Supplemental Positions

The superintendent is authorized to execute contracts on behalf of the district to fill supplemental positions if the amount is less than \$20,000.

Supplemental contracts will be issued separately from the primary employment contract. The board shall receive reports on any contracts upon request.

BOE Approved: 01/2006; 08/2008; 01/2009; 8/2019

GACCA Nepotism

Employment and Supervision of Relatives

As used in this subsection, “relative” is defined as including the following categories: wife, husband, father, father-in-law, mother, mother-in-law, daughter, daughter-in-law, son son-in-law, brother, brother-in-law, sister, sister-in-law, grandparent, grandchild, aunt, uncle, niece, nephew or resident of the household.

No board member shall vote on matter pertaining to the employment or termination of a relative.

An applicant shall not be interviewed by a relative, nor shall they be hired for, or assigned to, a position in which he or she will be appraised by a relative.

The superintendent will inform the board in circumstances where it is not in the district’s best interest to follow this policy.

These provisions shall not apply to any person who has been regularly employed by the board prior to the adoption of this policy.

KASB Approved 09/08, BOE Approved 10/06/08

[Return to Section G Table of Contents](#)

GACD Employment Eligibility Verification – All Employees (see GAK)

Employment and Supervision of Relatives

As used in this subsection, “relative” is defined as including the following categories: wife, husband, father, father-in-law, mother, mother-in-law, daughter, daughter-in-law, son son-in-law, brother, brother-in-law, sister, sister-in-law, grandparent, grandchild, aunt, uncle, niece, nephew or resident of the household.

No board member shall vote on matter pertaining to the employment or termination of a relative.

An applicant shall not be interviewed by a relative, nor shall they be hired for, or assigned to, a position in which he or she will be appraised by a relative.

The superintendent will inform the board in circumstances where it is not in the district’s best interest to follow this policy.

These provisions shall not apply to any person who has been regularly employed by the board prior to the adoption of this policy.

KASB Approved 09/08, BOE Approved 10/06/08

[Return to Section G Table of Contents](#)

GACE Assignment and Transfer - All Employees

The board reserves the right to assign, reassign or transfer all employees. Also see the negotiated agreement.

BOE Adopted 01/03/06 & 08/04/2008

[Return to Section G Table of Contents](#)

GAD Employee Development Opportunities – All Employees

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

BOE Adopted 01/03/06 & 08/04/2008

[Return to Section G Table of Contents](#)

GADA Evaluation – All Employees

The board shall adopt approved evaluation instruments. The instruments shall govern evaluations of all staff in compliance with applicable statutes and the negotiated agreement and shall be filed with the clerk.

Availability of Evaluation Documents

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

Evaluation Criteria

Evaluation criteria shall be established by the board.

BOE Adopted 01/03/06 & 08/04/2008

[Return to Section G Table of Contents](#)

GADB Suspension, Nonrenewal and Termination – All Employees

Suspension, nonrenewal or termination shall be in accordance with Kansas law.

BOE Adopted 01/03/06 & 08/04/2008

[Return to Section G Table of Contents](#)

GAE Complaints – All Employees

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

BOE Adopted 01/03/06 & 08/04/2008

[Return to Section G Table of Contents](#)

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

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

BOE Adopted 01/2006; 08/2008; 11/2017

GAG Conflict of Interest – All Employees

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

BOE Adopted 01/03/06 & 08/04/2008

[Return to Section G Table of Contents](#)

GAH Participation in Community Activities – All Employees

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

BOE Adopted 01/03/06 & 08/04/2008

[Return to Section G Table of Contents](#)

GAHB Political Activities – All Employees

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

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

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

BOE Adopted 01/03/06 & 08/04/2008

[Return to Section G Table of Contents](#)

GAHC Political Activities – All Employees (See GAHB)

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

BOE Adopted 01/03/06 & 08/04/2008

[Return to Section G Table of Contents](#)

GAI Solicitations – All Employees (see KDC)

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

BOE Adopted 01/03/06 & 08/04/2008

[Return to Section G Table of Contents](#)

GAJ Gifts – All Employees (see GBU, JL and KH)

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

Gifts to Staff Members

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

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

No employee shall solicit or accept gifts or gratuities from companies or individuals who have 1) indicated to the District or the employee a likelihood of submitting a proposal on a District or school contract; 2) an outstanding RFP or bid with the District or school, or 3) negotiations for a contract with the District or a school.

An employee may accept gifts; however, before accepting a gift or promotional item from any source the employee or school organization shall obtain written approval by the Principal or Supervisor of all gifts with a value up to \$150, if the value exceeds \$150 and up to \$250, the employee shall notify the Principal or Supervisor and obtain written approval from the Superintendent of Schools prior to acceptance of the promotional item, gift or gratuity. All gifts or contributions in excess of \$250 to an employee shall be submitted to the Superintendent for approval by the Board of Education prior to acceptance of such gift or gratuity.

BOE Approved: 08/2008; 03/2010; 8/2015; 01/2023

GAK Personnel Records (see GACD, CEI, CGI and GCI)

Personnel files required by the district shall be confidential and in the custody of the records custodian and/or the superintendent. Employees have the right to inspect their files upon proper notice under the supervision of an appropriate supervisor. All records and files maintained by the district should be screened periodically by the custodian of records.

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

Requests for References

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

Upon receipt of a written request district officials may provide information regarding past and present employees to prospective employers in compliance with current law. Information that may be provided will include:

- employment date(s);
- job description and duties while in the district's employ;
- last salary or wage;
- wage history;
- whether the employee was voluntarily or involuntarily released from service and the reasons for the separation;
- written employee evaluations which were conducted prior to the employee's separation from the employer and to which an employee shall be given a copy upon request.

Immunity Provided

Unless otherwise provided by law, an employer who responds in writing to a written request concerning a current or former employee from a prospective employer of that employee shall

be absolutely immune from civil liability for disclosure of the information noted earlier in this policy to which an employee may have access.

Prohibition on Aiding and Abetting Sexual Abuse

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

BOE Adopted 01/2006; 08/02008; 04/2017

GAL Salary Deductions – All Employees

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

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

BOE Adopted 01/03/06 & 08/04/2008

[Return to Section G Table of Contents](#)

GALA Salary Deductions – All Employees

The district shall comply with the salary basis requirements of the Fair Labor Standards Act (FLSA). The board prohibits all managers from making any improper deductions from the salaries of exempt employees.

Employees shall be made aware of this policy.

If an employee believes that an improper deduction has been made to his or her salary, the employee should immediately report this information to his or her direct supervisor, or to the Director of Budget and Finance.

Reports of improper deductions shall be promptly investigated. If it is determined that an improper deduction has occurred, the employee shall be promptly reimbursed for any improper deduction made.

BOE Adopted 08/04/2008

[Return to Section G Table of Contents](#)

GAM Personal Appearance – All Employees

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

BOE Adopted 01/03/06 & 08/04/2008

[Return to Section G Table of Contents](#)

GAN Travel Expenses - All Employees (see BBBF, GBRC, CG and CEF)

The board shall provide reimbursement for expenses incurred in travel related to the duties of the district's employees when approved in advance by the superintendent or his/her designee. Mode of travel will be based on, but not limited to, the availability of transportation, distance and number of persons traveling together.

Requests for reimbursement shall have the following attached: receipts for transportation, parking, hotels or motels, and other expenses for which receipts are ordinarily available. Meals not covered by the registration fees will be reimbursed up to the per diem rate approved by the district not to exceed the IRS allowable rate. 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.

REIMBURSEMENT PROCEDURES FOR OUT-OF-DISTRICT EVENTS: Attendance at Conferences, Workshops, Seminars, or Meetings

A limited number of employees shall be allowed to attend conferences, workshops, seminars and meetings each year as a means of promoting professional growth. If an employee is given prior approval by his/her supervisor to attend one of the above as the official representative of USD 232, the actual and reasonable cost of travel, meals, lodging and registration fee may be considered appropriate expense of the district.

The proper expense form must be completed and supplied to the employee's immediate supervisor within ten (10) days after returning from the trip. Mileage reimbursement for approved official school district use of employee's personal vehicles shall be at the State of Kansas approved mileage rate.

GENERAL CONSIDERATIONS

Approval to Travel: All employees must receive approval from their supervisor for out-of-district travel prior to incurring the expense. Travel of more than 300 miles requires approval of superintendent. Travel by the superintendent of more than 300 miles requires the approval of the President of the Board of Education.

Personal Funds to be supplied: Employees shall provide themselves with sufficient funds to cover unexpected expenses. Advance payment of district funds will be limited to previously

approved airline tickets and registration fees. In some cases, a purchase order may be obtained for lodging expenses.

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

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

BOE Adopted 08/2006; 08/2008; 10/2017

GAO Maintaining Proper Control – All Employees

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

BOE Adopted 01/03/06 & 08/04/2008

[Return to Section G Table of Contents](#)

GAOA – Drug Free Workplace

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

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

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

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

BOE Approved: 01/2006; 08/2008; 08/2023

GAOB Drug Free Schools - All Employees (see JDDA)

Employees shall not unlawfully manufacture, distribute, dispense, possess, or use illicit drugs, controlled substances, manufactured non-medical or non-prescribed mood altering substances, or alcoholic beverages on district property or at any school activity. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

BOE Adopted 01/03/06 & 08/04/2008, Revised 12/14/09

[Return to Section G Table of Contents](#)

GAOC – Tobacco-Free School Grounds for Staff

(See JCDA and KMA)

The use, possession, or promotion of any tobacco product by staff members is prohibited at all times in any district facility; in school vehicles; at school-sponsored activities, programs, or events; and on school owned or operated property.

The following definitions apply to this policy.

“Tobacco product” means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled, or ingested by any other means, including, but not limited to, electronic nicotine delivery system (hereafter “ENDS”), cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or snus. Tobacco product also means any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes, charging devices, cartridges, and any substance used in ENDS, whether or not they contain nicotine. This definition does not include FDA-approved nicotine replacement therapies including transdermal nicotine patches, nicotine gum, and nicotine lozenges prescribed to the employee by a medical practitioner or obtained over the counter and used in accordance with label requirements.

“Electronic nicotine delivery system” or “(ENDS)” means any device that delivers a vaporized solution (including nicotine, THC, or any other substance) by means of cartridges or other chemical delivery systems. Such definition shall include, but may not be limited to, any electronic cigarette, vape pen, hookah pen, cigar, cigarillo, pipe, or personal vaporizer. ENDS are not FDA-approved nicotine replacement therapy devices.

“Promotion” includes, but is not limited to, product advertising via branded gear, bags, clothing, any personal articles, signs, structures, vehicles, flyers, or any other materials.

BOE Approved: 01/2006; 08/2008; 08/2010; 08/2018; 01/2021

GAOD Drug and Alcohol Testing – All Employees

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

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

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

BOE Adopted 01/03/06 & 08/04/2008

[Return to Section G Table of Contents](#)

GAOE – Workers Compensation (See KFD)

The district will participate in workers compensation as required by current statute. The combined workers compensation benefits and salary received under allowed leave shall not exceed one full day's pay. All employees of the district shall be covered by workers compensation. Workers compensation coverage is provided for all employees regardless of assignment, length of assignment, and/or hours worked per day. Benefits are for personal injury from accident or industrial diseases arising out of and in the course of employment in the district.

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

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

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

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

In no event shall the employee be entitled to a combination of workers compensation benefits, district paid disability insurance, and salary in excess of their full salary. Available paid leave may be used for this purpose until 1) available paid leave benefits are exhausted; 2) the employee returns to work; or 3) the employee is released by the medical provider and a position is offered by the

employer, but the employee declines to return to work; or 4) employment is terminated. Paid leave shall be calculated on a pro rata amount equal to the percentage of salary paid by the district.

Testing

The board, through its designated workers compensation coordinator, may require a post-injury chemical test as authorized by K.S.A. 44-501 et seq., and, if such test is refused, all workers compensation benefits shall be forfeited by the employee. The board, through its designated workers compensation coordinator, may require a post-injury agility test upon receiving the doctor's release to return to work.

Choice of Physician

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

BOE Approved: 07/2009; 08/2017; 06/2023

GAR Communicable Diseases – All Employees

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

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

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

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

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

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

- the nature of the risk;
- the duration of the risk;
- the severity of the risk; and

- the probability that the disease will be transmitted or cause harm to the employee or to others who will share the same setting.

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

BOE Adopted 01/03/06 & 08/04/2008

[Return to Section G Table of Contents](#)

GARA Bloodborne Pathogen Exposure Control – All Employees

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

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

BOE Adopted 01/03/06 & 08/04/2008

[Return to Section G Table of Contents](#)

GARG Non-School Employment – All Employees

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

BOE Adopted 01/03/06 & 08/04/2008

[Return to Section G Table of Contents](#)

GARGA Consulting – All Employees

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

BOE Adopted 01/03/06 & 08/04/2008

[Return to Section G Table of Contents](#)

GARGB Tutoring for Pay - Licensed

Employees shall not receive pay for tutoring or private instruction during the employee's contract day.

BOE Adopted 01/2006; 08/2008; 06/2017

GARI Family and Medical Leave – All Employees

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

BOE Adopted 07/06/09

[Return to Section G Table of Contents](#)

GARID – Military Leave

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

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

- Army, Navy, Marine Corps, Air Force or Coast Guard.
- Army Reserve, Navy Reserve, Marine Corps Reserve, Air Force Reserve or Coast Guard Reserve.
- Army National Guard or Air National Guard.
- Commissioned corps of the Public Health Service.
- Any other category of persons designated by the President in time of war or emergency.

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

- Active duty.
- Active duty for training.
- Initial active duty for training.
- Inactive duty training.
- Full-time National Guard duty.
- Absence from work for an examination to determine a person’s fitness for any of the above types of duty.

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

The returning employee is entitled to be reemployed in the job that they would have attained had they not been absent for military service, with the same seniority, status and pay, as well as other

rights and benefits determined by law. If necessary, the employer must provide training or retraining that enables the employee to refresh or upgrade their skills so they can qualify for reemployment. While the individual is performing military service, he or she is deemed to be on a furlough or leave of absence and is entitled to the non-seniority rights accorded other individuals on non-military leaves of absence. Individuals performing military duty of more than 30 days may elect to continue employer sponsored health care for up to 24 months at a cost of up to 102 percent of the full premium. For military service of less than 31 days, health care coverage is provided as if the individual had never left. All pensions which are a reward for length of service are protected.

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

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

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

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

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

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

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

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

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

BOE Approved: 07/2009; 08/2023

GBH Supervision of Licensed Staff

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

BOE Adopted 01/03/06 & 08/04/2008

GBK Suspension of Licensed Employees

The superintendent may suspend licensed employees with pay for any reason until the suspension is resolved by the superintendent or board action.

If a suspension is imposed on an employee pending dismissal, the employee is entitled to pay until the employee has an informal hearing at which time the reasons for the suspension are given along with an opportunity for the employee to respond. Any further proceedings require statutory due process.

BOE Adopted: 08/04/2008

[Return to Section G Table of Contents](#)

GBO Resignation - Licensed

The board shall consider any licensed employee's resignation which is submitted to the board in writing. The board may accept resignations from employees under contract when the resignation will be in the best interests of the district. A licensed employee who has signed a contract and accepted a 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 suitable replacement has been employed. In addition, a penalty may be assessed if a request for release from contract is received after the statutory deadline.

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

BOE Adopted 01/03/06 & 08/04/2008

[Return to Section G Table of Contents](#)

GBQA Reduction of Teaching Staff - Licensed

If the board decides that the size of the teaching staff must be reduced, this shall first be accomplished by attrition due to resignations and retirement and then following the negotiated agreement.

BOE Adopted 01/03/06 & 08/04/2008

[Return to Section G Table of Contents](#)

GBRC Professional Development (See GAN) - Licensed

There shall be a program of professional development for employees, which meets minimum statutory and State Board of Education requirements. The program shall promote:

- continuous professional development;
- improving academic achievement for all students;
- diversification in academic foundations or subject knowledge; and
- improved job effectiveness and enhanced skills.

When appropriate, the superintendent shall consult with the staff about professional development activities.

All appropriate employees shall attend professional development sessions unless excused by the superintendent. Professional development programs may use all or a portion of the workday.

BOE Adopted 01/03/06 & 08/04/2008

[Return to Section G Table of Contents](#)

GBRD Staff Meetings - Licensed

Staff meetings for licensed personnel shall be called by the administration in accordance with the negotiated agreement.

BOE Adopted 01/03/06 & 08/04/2008

[Return to Section G Table of Contents](#)

GBRE – Additional Duty

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

Adopted 01/2006; 08/2008; 11/2017

GBRJ Substitute Teaching - Licensed

Qualified substitute teachers shall be secured for the district. The Human Resources Department shall be responsible for obtaining substitute teachers and employing them as needed.

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

BOE Adopted 01/03/06 & 08/04/2008

[Return to Section G Table of Contents](#)

GBU Ethics (see GAJ, IA, IAA and IKB) - Licensed

An educator in the performance of assigned duties shall:

- Meet and continuously maintain applicable certification or licensure requirements as defined by state and/or federal law for position held;
- actively support and pursue the district's educational mission;
- recognize the basic dignity of all individuals;
- maintain professional integrity;
- avoid accepting anything of substantial value offered by another which is known to be or which may appear to influence judgment or the performance of duties;
- accurately represent professional qualifications; and
- be responsible to present any subject matter in a fair and accurate manner.

BOE Adopted 01/2006; 08/2008; 04/2017

GCI Classified Employee Evaluation

All classified employees shall be evaluated at least once annually. Evaluation documents will be maintained in the employee's personnel file.

BOE Adopted 01/03/06 & 08/04/2008

[Return to Section G Table of Contents](#)

H - NEGOTIATIONS

(This section on negotiations is confined to professional employees negotiating under the professional employee negotiations law, KSA 72-5413 et seq.)

HAA [Personnel Negotiations Legal Status](#)

HAB [Goals and Objectives](#)

HAC [Scope of Negotiations](#)

HAE [Board Negotiating e resent ti es](#)

HAF [Superintendent's Role](#)

HAHBA .. [Use of School Facilities](#)

HAHBB .. [Use of School Equipment](#)

HAI [Negotiations Procedures](#)

- [Time, Place, Duration, Agenda, Notification, Rules of Order](#)
- [Distribution of Information](#)
- [Research Assistance](#)
- [Minutes and Records](#)
- [Progress Reporting To Staff and Board](#)
- [Progress Reporting To Press and Public](#)

HAJ [Preliminary Agreement Disposition](#)

HAK [Ratification Procedures](#)

HAL [Announcement of Agreement](#)

HAN [Slowdowns](#)

HAA Personnel Negotiations Legal Status

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

BOE Approved 10/03/05 & 02/04/08

[Return to Section H Table of Contents](#)

HAB Goals and Objectives

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

BOE Approved 10/03/05 & 02/04/08

[Return to Section H Table of Contents](#)

HAC Scope of Negotiations (see HAI)

Negotiations shall cover only topics that are mandatorily negotiable under current law. The board shall reserve the right to negotiate any topic the board deems in the best interest of the district.

BOE Approved 10/03/05 & 02/04/08

[Return to Section H Table of Contents](#)

HAE – Board Negotiating Representatives

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

Each year the board shall designate its representatives for the purpose of negotiating during the current school year. The superintendent and the board president shall make recommendations to the board regarding who shall be members of the negotiating team for the board.

BOE Approved: 10/2005; 02/2008; 01/2021

HAF Superintendent's Role

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

BOE Approved 10/03/05 & 02/04/08

[Return to Section H Table of Contents](#)

HAHBA Use of School Facilities

School facilities shall be made available for negotiating sessions.

BOE Approved 10/03/05 & 02/04/08

[Return to Section H Table of Contents](#)

HAHBB Use of School Equipment

The board may make school equipment available for negotiating sessions.

BOE Approved 10/03/05 & 02/04/08

[Return to Section H Table of Contents](#)

HAI Negotiations Procedures

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

Distribution of Information

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

Research Assistance

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

Minutes and Records

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

Progress 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.

Progress Reporting to the Media and Public

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

BOE Approved 10/03/05 & 02/04/08

[Return to Section H Table of Contents](#)

HAJ Preliminary Agreement Disposition

All tentative agreements shall be reported to the board.

BOE Approved 10/03/05 & 02/04/08

[Return to Section H Table of Contents](#)

HAK 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.

BOE Approved 10/03/05 & 02/04/08

[Return to Section H Table of Contents](#)

HAL Announcement of Agreement

The board may announce its ratification of the agreement.

BOE Approved 10/03/05 & 02/04/08

[Return to Section H Table of Contents](#)

HAN Slowdowns

The board opposes work slowdowns by its teachers.

BOE Approved 10/03/05 & 02/04/08

[Return to Section H Table of Contents](#)

I--INSTRUCTIONAL PROGRAM

IA..... [Philosophy - Mission Statement](#)

IAA [Academic Freedom](#)

IB..... [School Site Councils](#)

IC..... [Instructional Program](#)

ICAA.... [Teaching Methods](#)

IDA [Educational Program](#)

[Curricular Offerings](#)

[Educational Goals and Objectives](#)

[Additional Educational Programs](#)

IDAA.... [Special Programs](#)

[Partnerships](#)

[Work-Study Programs](#)

[Vocational School/JC-TEC](#)

[Criteria to Attend](#)

[Transportation](#)

[Credit through Alternative Educational Opportunities](#)

IDAB.... [Support Programs](#)

[Drug Education](#)

[Student Mental Health](#)

[Dropout Prevention](#)

[At-Risk Students](#)

[Guidance](#)

[Homebound Instruction](#)

IDAC [Exceptional Programs](#)

IDAD [Title I Programs](#)

[Annual Parent Meeting](#)

[Parental Involvement Encouraged](#)

[Activities to Enable Parent Participation](#)

[Scheduling for Parents' Convenience](#)

[Annual Evaluation](#)

IDAE [Student Privacy Policy](#)

IDCE [College Classes](#)

[Concurrent Enrollment](#)

IDFA [**Athletics**](#)

IE [**Instructional Arrangements**](#)

[Class Size](#)

[Scheduling for Instruction](#)

[Pre-enrollment](#)

IEB [**Charter Schools**](#)

IF [**Textbooks, Instructional Materials & Media Centers**](#)

[Selection Criteria: Textbook Selection and Adoption](#)

[Challenges to Instructional Materials](#)

[Selection Criteria: Instructional Media Center \(IMC\) Materials](#)

[Collection Development](#)

[Challenges to Media Materials](#)

[Instructions to the Media Review Committee](#)

[Gifts and Unsolicited Materials](#)

IFAB [**Supplemental and Copyrighted Materials**](#)

IFBH [**Outside Speakers**](#)

IFC..... [**Community Resources**](#)

IFCB [**Field Trips**](#)

IFC [**erni t o od tions**](#)

IFD [**Tutoring, Private Lessons, and Private Counseling**](#)

IHA [**Grading Systems**](#)

IHB [**Homework**](#)

IHEA.... [**Make-Up Opportunities**](#) (See JBD)

IHF..... [**Graduation Requirements**](#) (See JFC)

II [**Educational Testing Program**](#)

[Test Integrity](#)

[Reporting Test Results](#)

IIA..... [**r de or Su e t ource e er tion**](#) (Credit by Examination)

[Grades K-5](#)

[Grades 6-12](#)

IIBG [**Computer Use**](#)

[Use of District Computers/Privacy Rights](#)

[Copyright](#)

[Installation](#)

[Hardware](#)

[Audits](#)

[E-mail Privacy Rights](#)

[Ownership of Employee Computer Material](#)

IIBGA .. [Children's Internet Protection Act](#)

IIBGB .. [Online Learning Opportunities](#)

[Application](#)

[Guidelines](#)

[Other Regulations or Guidelines](#)

IIHB [Technology Access and Use Statement](#)

IJ [Evaluation of Instructional Program](#)

IKB [Controversial Issues](#)

IKCA.... [Human Sexuality and AIDS Education](#)

[Opt-In Procedure and Form](#)

[Opt-In Form](#)

[Annual Request Required](#)

IKD [Religion in Curricular or School Sponsored Activities](#)

[Teaching About Religion](#)

[Religion in the Curriculum and School Activities](#)

[Religious Symbols in the Classroom](#)

[Religious Holidays](#)

[Graduation and Other Ceremonies](#)

IKDA.... [Religious Objections to Activities](#)

IKE [Assemblies](#)

IKI [Lesson Plans](#)

ING [Animals and Plants in the School](#)

[Therapy or Working Animals in Schools](#)

IA – Philosophy

The mission of USD 232 is to prepare all students for their future through excellent, innovative learning opportunities with caring, dedicated and passionate staff in a safe and secure environment.

BOE Approved: 04/2005; 11/2008; 9/2017

IAA Academic Freedom

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

BOE Approved 04/25/05 & 11/03/08

[Return to Section I Table of Contents](#)

IB 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 determining the methods that should be employed at the school site to meet these goals and objectives. Discussions may include allocations of the school budget and administrative and management functions.

The membership of each council shall include, at a minimum, the building principal, and representatives of: teachers and other school personnel, parents of pupils attending the school, the business community, and community leaders. The board shall establish guidelines for membership selection and term limits of site council members. (See Administrative Guidelines)

Each site council shall establish meeting schedules that shall be subject to board approval. Each council shall report to the board annually or as requested. All site council reports shall be available to the board of education before submission to the state.

BOE Approved 04/25/05 & 11/03/08

[Return to Section I Table of Contents](#)

IC – Instructional Program (See CJ, CL, IDA, and IJ)

Licensed staff shall cooperatively develop an integrated, comprehensive performance-oriented preK-12 instructional program, which will be composed of the specific courses and programs offered that allow students to meet the goals and objectives set forth in the educational program. The instructional program is to include district instructional goals and learning objectives and be based on valid educational research and current State Board of Education requirements. After board of education approval, district instructional goals and learning objectives shall be used by the staff as the basis for developing and implementing specific curricula. The superintendent may develop a schedule for periodic curriculum reviews.

Modification

Additions, deletions, or alterations to the Instructional Program shall be approved by the board.

Personnel

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

Financial Resources

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

Evaluation

(See IJ)

BOE Approved: 04/2005; 11/2008; 01/2021

ICCA 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 required as a part of the district's school improvement efforts. With prior administrative approval, experimentation with teaching methods is permitted.

BOE Approved 04/25/05 & 11/03/08

[Return to Section I Table of Contents](#)

IDA – Educational Program (see IC, IDA, IDAA, IDAB, IDAC, and IJ)

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

Curricular Offerings

An outline of each curricular offering and the learning objectives to be mastered shall be developed. When approved by the board, they shall become a part of these policies and rules by reference.

Educational Goals and Objectives

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

Additional Educational Programs

Additional educational programs shall be in one of the following categories: Special Programs (IDAA), Support Programs (IDAB) and Exceptional Programs (IDAC).

BOE Approved: 04/2005; 11/2008; 01/2021

IDAA – Special Programs

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

Partnerships

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

Work-Study Programs

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

Vocational School/JC-TEC

Criteria to Attend

A qualified USD 232 student must have completed at least ten (10) credits and/or attained junior/senior status (state guidelines), or be at least sixteen (16) years of age (federal guidelines). In addition to at least one (1) of the criteria, this program should be deemed the most appropriate educational alternative for the student as collectively determined by student, parent, counselors and building administrators.

Transportation

USD 232 provides bus transportation to and from the vocational technical educational programs. Students are encouraged to take advantage of this service.

On a case-by-case basis and in extreme circumstance, USD 232 may reimburse students for their transportation expense to the vocational technical educational programs. The reimbursement will be at the rate not to exceed the rate specified in K.S.A. 75-3203 and will be limited to two (2) round trips per day on a route prescribed by the Board. In those cases where more than one (1) student is transported in the same vehicle, mileage shall be paid for only one (1) student.

Credit through Alternative Educational Opportunities

Students enrolled in grades six through twelve may earn course credits through alternative educational opportunities with sponsoring entities. For the purposes of this policy, terms have the following meanings.

- “Alternative educational opportunity” means instruction that primarily occurs outside the classroom with a sponsoring entity.

- “Sponsoring entity” means a business, not-for-profit organization, nonprofit organization, trade association, parent of a student, teacher, or administrator that partners with a school district to provide an alternative educational opportunity to students.

Eligibility Requirements for Sponsoring Entities

The board may accept a proposal from a sponsoring entity if the alternative educational opportunity provided by the sponsoring entity provides an additional learning opportunity for students through a work-based, pre-apprenticeship, apprenticeship, internship, industry certification, or community program; and either the proposal is approved by the state board of education as an alternative educational opportunity, or it complies with the requirements of this policy regarding such opportunities.

Requirements for the Provision of Alternative Educational Opportunities

Each approved alternative educational opportunity with a sponsoring entity shall be managed and directed by a licensed teacher employed by the school district. The teacher may work collaboratively with the principal, the sponsoring entity, or another teacher to develop a course plan for instruction with learning outcomes identified. The teacher shall monitor the student’s progress and level of achievement based on this plan. The plan will be reviewed periodically and adjusted as needed to promote a quality learning experience. The principal shall provide a report annually, or as requested, to the superintendent evaluating the additional educational opportunity provided to participating students and making recommendations to the superintendent on continuation, termination, or modification of the opportunity.

Processes for Submitting a Proposal for an Additional Educational Opportunity

Sponsoring entities wishing to partner with the district to provide additional educational opportunities to students, shall submit a proposal to the superintendent outlining the contact information and credentials of the person(s) that would be working directly with the student participants in this experience; educational goals for the partnership; any time, place, manner, and number of participant restrictions regarding how the learning opportunity would be provided; proposed learning outcomes for participating students; and any details regarding prerequisite coursework, certification, or experience a candidate for this experience should possess prior to entering the program.

Criteria for Evaluating Such Proposals

Prior to making a recommendation to the board on whether the district should partner with or continue to partner with a sponsoring entity, the superintendent shall review the proposed alternative educational opportunity in comparison with the board approved curriculum and goals, consulting other staff members as necessary in that process. Before recommending action to continue such partnership from year-to-year, the superintendent may seek and shall

review any available reports on the opportunity provided by the principal in accordance with this policy.

The board should consider the recommendation of the superintendent in determining whether to partner with or continue partnership with a sponsoring entity. In order for the board to partner with a sponsoring entity and to maintain such partnership, the sponsoring entity must first meet the eligibility requirements as outlined in this policy.

Additional considerations weighing into the decision to partner with a sponsoring entity may include, but may not be limited to: whether the learning experience meets the curricular, rigor, and relevance needs of the student and/or the district; qualifications, experience, reputation, and responsibility of the sponsoring entity and/or individuals that would be working directly with students; related costs for the district, regarding the provision of transportation, equipment, human resources to monitor the experience, etc.; space and time constraints if the experience will be provided in district facilities; student and staff safety; the need for and/or availability of insurance coverage, as applicable; effect on other district course offerings and activities; and student interest. As the welfare of students is of paramount importance to the board, the district reserves the right to complete background checks on any individuals working directly with students on behalf of the sponsoring entity and to base decisions on entering or exiting such a partnership, in whole or in part, on the results thereof.

Determining the Course Credit that May Be Earned Through These Opportunities

The superintendent may develop procedures for review of the experience and the award of credit in accordance with board approved curriculum. The superintendent may award credit for the experience as deemed appropriate for district elective offerings based on meeting local standards for those offerings. In order for any alternative educational experience to be approved for credit in a state-required course, such experience must meet all applicable statutory, regulatory, and Kansas State Board of Education approved standards for award of such credit.

State Reporting Requirements

The superintendent or the superintendent's designee shall make reports to the Kansas State Department of Education as required thereby. Such reports will include information regarding the alternative educational opportunities offered at each school, the names of sponsoring entities, the number of students participating in such opportunities, and credits earned.

BOE Approved: 04/2005; 11/2008; 07/2022

IDAB Support Programs

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

Drug Education

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

The board's comprehensive drug and alcohol abuse and prevention program shall be included as part of the district's curriculum. The curriculum at each grade level shall be age-appropriate and developmentally based.

A student who voluntarily seeks assistance, advice or counseling from school personnel regarding drugs or drug abuse shall not be disciplined by school authorities solely on the basis of seeking assistance.

Student Mental Health

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

Dropout Prevention

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

At-Risk Students

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

Guidance

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

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

Homebound Instruction

Homebound instruction may be provided if a student is unable to attend school because of lengthy physical illness or injury, authenticated in writing by a physician; or mental illness, authenticated in writing by a psychiatrist if:

The parent makes a written request for homebound instruction; and the principal, the student's IEP team, student improvement team, or a section 504 team determines homebound services, are medically necessary to allow for meaningful participation in the program. The district may require a licensed physician recommends homebound instruction in writing.

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

BOE Approved 04/25/05 & 11/03/08

[Return to Section I Table of Contents](#)

IDAC Exceptional Programs and/or Services

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

BOE Approved 04/25/05 & 11/03/08

[Return to Section I Table of Contents](#)

IDAD Title I Programs

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

Annual Parent Meeting

Each Title 1 school shall designate at least one meeting date each year for the purpose of providing parents of Title I students an opportunity to meet with school personnel in order to participate in the design and implementation of the Title I program.

Parental Involvement Encouraged

Parents shall receive information about the Title I program, the curriculum, academic assessments, and required proficiency levels, and their right to request additional meetings. All parents of Title I students shall be invited to the meetings.

The board shall strongly encourage parental involvement in the district's Title I program. Included in these efforts shall be: activities that will educate parents regarding the intellectual and developmental needs of their children at all age levels including:

- Assistance in understanding.
- State academic content and achievement standards;
 - How to monitor their child's progress; and
 - Title I regulations.
- Activities that include promoting cooperation between the district and other agencies or school/community groups (such as parent-teacher groups, Head Start, Parents as Teachers, etc.) to furnish learning opportunities and disseminate information regarding parenting skills and child/adolescent development.

•Implementing strategies to involve parents in the educational process, including: Joint development of a school-parent compact that outlines the shared responsibilities of the school and the parent for high student achievement by:

- Keeping families informed of opportunities for involvement and encouraging participation in various programs.
- Providing access to educational resources for parents/families to use together with their children.
- Keeping families informed of the objectives of district educational programs as well as of their child's participation and progress within these programs.
- Allowing parents reasonable access to staff who work with their children.
- Providing professional development opportunities for teachers and staff to enhance their understanding of effective parent involvement strategies.
- Promoting activities, which emphasize the importance of parent-school communication.

Activities to Enable Parental Participation

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

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

Scheduling for Parents' Convenience

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

Annual Evaluation

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

BOE Approved 04/25/05 & 11/03/08

[Return to Section I Table of Contents](#)

IDAE – Student Privacy Policy

(See BCBK, ICA, ICAA, II, and JR et seq.)

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

Student Data Restrictions

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

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

Student data may be disclosed to:

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

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

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

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

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

The district may disclose:

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

Student Data Security Breach

If there is a security breach or unauthorized disclosure of student data or personally identifiable information of any student submitted to or maintained on a statewide student longitudinal data system, each affected student or the parent or legal guardian of the student, if a minor, shall be immediately notified, and an investigation into the causes and consequences of the breach or unauthorized disclosure will be conducted.

Biometric Data

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

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

- Provision of counseling or psychological services,
- Conducting student threat assessments,
- Completing student disciplinary investigations or hearings, or
- Conducting child abuse investigations.

Select Student Surveys

No nonacademic test, questionnaire, survey, or examination containing any questions about the personal and private attitudes, values, beliefs, or practices of the student or the student's parents, guardians, family members, associates, friends, or peers that is administered during the school day shall be administered to any kindergarten through 12th grade student unless:

- The parent or guardian is notified in writing not more than four months in advance of the administration of such test, questionnaire, survey, or examination that such is to be administered; and
- The parent or guardian of the student gives consent through a written or electronic signature or, in the event of an immediate need, gives verbal consent for the student to participate.

Advance notification to a parent or guardian must include:

- A copy of the test, questionnaire, survey, or examination that is to be administered;
- Information on how the parent or guardian may provide written consent to authorize the student to take such test, questionnaire, survey, or examination;
- The name of the company or entity that produces or provides the test, questionnaire, survey, or examination to the school; and
- Whether the school will receive or maintain the resulting data and an explanation of how the school intends to use and maintain such data.

For written consent to be accepted, timely notice in compliance with the requirements of this policy must be provided, and the parent or guardian must have had an opportunity to review the information contained in the notice. Written consent must be provided separately for each individual test, questionnaire, survey, or examination that is to be administered. Prior to administering any such test, questionnaire, survey, or examination, a copy of it must be posted and maintained on the district's website.

A student has the right to refuse to take any test, questionnaire, survey, or examination as described herein at any time, regardless of receipt of parent or guardian consent to participate. Prior to administering any such test, questionnaire, survey, or examination, each student shall be informed that such student has the right to refuse to take it and that the student will not suffer any adverse consequences based on refusal to participate.

No personally identifiable student data shall be collected through any such test, questionnaire, survey, or examination.

Except as otherwise provided in this policy, the provisions of this subsection shall apply to any test, questionnaire, survey, or examination as described herein that is administered or proposed to be administered to any student by any employee of a school district, including, but not limited to, any administrator, teacher, counselor, social worker, psychologist, or nurse.

If, however, any district employee becomes aware that a student may be at risk of suicide by a credible report from the student, the student's peers, or another school district employee, the school personnel who are designated to administer a suicide risk assessment or screening tool may administer such risk assessment or screening tool in accordance with the provisions of this subsection to determine whether the student could be at risk for suicide. Such designated school personnel may include, but is not limited to, any administrator, teacher, counselor, social worker, psychologist, or nurse. Prior to the administration of any such risk assessment or screening tool, the designated staff member shall verbally notify the parent or guardian before the administration of such risk assessment or screening tool and obtain the consent of the parent or guardian.

If the designated staff member is unable to verbally notify the parent or guardian of the student and obtain consent after reasonable attempts to do so, the designated staff member may administer the risk assessment or screening tool without such consent. If a risk assessment or screening tool is administered without the parent or guardian's consent, as soon as contact with the parent or guardian is made, the designated staff member shall notify the parent or guardian of the administration of such assessment or screening tool and provide to the parent or guardian all information obtained from the risk assessment or screening tool administered to the student.

BOE Approved: 04/2005; 11/2008; 04/2015; 11/2017; 07/2022

IDCE – College Classes

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

Concurrent Enrollment

A student enrolled in grades 11 or 12, or a gifted child in grades 9 through 12 who has demonstrated the ability to benefit from participation in the regular curricula of eligible postsecondary education institutions, may apply to the principal for permission to enroll at an eligible postsecondary education institution.

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

BOE Approved: 06/2005; 11/2008; 07/2021

IDFA Athletics

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

BOE Approved 04/25/05 & 11/03/08

[Return to Section I Table of Contents](#)

IE Instructional Arrangements

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

Class Size

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

Scheduling for Instruction

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

Pre-enrollment

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

BOE Approved 04/25/05 & 11/03/08

[Return to Section I Table of Contents](#)

IEB Charter Schools

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

BOE Approved 04/25/05 & 11/03/08

[Return to Section I Table of Contents](#)

IF Textbooks, Instructional Materials and Media Centers

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

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

Selection Criteria: Textbooks and Instructional Materials

Textbooks and instructional materials shall provide:

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

Challenges to Instructional Materials

- a. Any complaint concerning instructional materials shall be made to the principal in writing, on a form provided by the district.
- b. When a written complaint is received regarding instructional materials or in a specific school, the teacher (building personnel) shall be notified of the complaint and its source.
- c. If building personnel agree that the instructional material in question should be retained, the complainant will be contacted in an attempt to resolve the issue.
- d. If building personnel and complainant cannot reach agreement among themselves or if they concur that the instructional material should be removed, they will

- immediately notify the Superintendent of Schools (or designee).
- e. When notified that:
 - (1) Building personnel concur in the removal of the instructional material in question,
 - (2) Building personnel disagree about the propriety of disputed instructional material, or
 - (3) A Complaint Form Regarding Instructional Materials has been filed.
 - (a) The Superintendent of Schools (designee) shall convene an Instructional Review Committee (IRC).
 - (b) The IRC will hear testimony from the complainant and involved professional staff.
 - (c) The IRC shall submit its recommendation to the Superintendent of Schools and the Board.
 - f. The IRC shall consist of a district administrator, the Director of Educational Services; three (3) citizens selected by the Board, and one (1) teacher from an appropriate grade level.
 - g. The IRC will be convened by the chairperson appointed by the Superintendent of Schools, and the committee will reevaluate the instructional material, giving full consideration to national, state and district educational objectives, standards and outcomes.
 - h. The IRC will request the complainant and the person(s) primarily responsible for the use of the material to appear before the IRC to offer additional information concerning the complaint.
 - i. The Superintendent of Schools may request other professionally qualified resource persons to serve with the IRC.
 - j. The chair of the IRC shall, within thirty (30) calendar days after the hearing, submit the final recommendation of the IRC to the Superintendent of Schools.
 - k. The Superintendent of Schools may accept or reject the IRC's decision. The Superintendent of Schools shall, within ten (10) calendar days of receiving the IRC decision, notify all concerned of his/her decision.
 - l. The Superintendent of Schools shall submit a copy of the IRC report to the Board and indicate the action he/she is going to take. Instructional materials shall not be removed from use until a final decision, through proper procedural action, has been completed.

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

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

Selection Criteria: Instructional Media Center (IMC) Materials

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

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

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

Collection Development

The media collection shall be developed systematically, be well balanced in coverage of subjects, include various types of materials and a variety of content in various formats.

The collection shall reflect, enrich and complement the broad interests represented in the curriculum. The collection should be large enough to allow materials to be placed in classrooms for extended periods of time.

Challenges to Media Materials

- a. All complaints to a staff member shall be reported to the Building Principal.
- b. The principal will try to schedule a meeting between the complainant, the building media specialist, and him/herself within seven (7) days of the complaint to try to resolve the issue. If the issue is not resolved, the Principal will continue to the next step.
- c. The Building Principal shall give the complainant a letter of explanation and a form referred to as a "Citizen's

Request for Reconsideration of Instructional Media Center Materials."

- d. No follow-up procedures will be initiated unless the Building Principal receives a written and signed complaint.
- e. Questioned materials shall remain in the IMC pending a final decision. However, access to questioned materials can be denied to the student or students of the parents making the complaint, if they so desire.
- f. The Principal shall notify the Superintendent of Schools and the Director of the Division of Teaching and Learning of the receipt of the written complaint. Upon receipt of the completed reconsideration form, the Principal in the building involved will call together a Media Review Committee.
- g. The committee will be selected as the need arises. The following shall be members:
 - (1) Building Principal or his/her designated representative.
 - (2) President of the high school student council when appropriate.
 - (3) Media specialists, two (2) from the challenged book level and one (1) from each of the other levels in the School District.
 - (4) Two (2) teachers from the building involved to be selected by their respective faculties.
 - (5) Three (3) parents, one (1) from the elementary level, one (1) from the middle school level and one (1) from the high school level to be selected by the Building Principal.
 - (6) The Director of the Division of Teaching and Learning.
- h. The Media Review Committee shall meet to discuss the material, following the guidelines set forth in instructions to the committee and shall prepare a report on the material containing their recommendations on disposition of the matter.
- i. The Principal shall notify complainant of the decision and send a formal report and recommendation to the Board of Education.
- j. If the complainant is still not satisfied, he or she may appeal to the Board of Education for a hearing and final decision. If an appeal is requested by the complainant, the superintendent shall request that the board schedule an appeal and shall prepare in advance of the appeal all appropriate documentation for the board's study.

Instructions to the Media Review Committee

- a. Freedom of inquiry is vital to education in a democracy. The decision of the committee should be based on the broad principles of the freedom to learn to read rather than on defense of individual materials.
- b. All materials should be studied thoroughly including the reading of available reviews. The general acceptance of the materials should be checked by consulting standard evaluation aids and local holdings in other schools.
- c. Passages or parts should not be pulled out of context. The values and faults should be weighed against each other. Individual and committee opinions should be based on the material as a whole.
- d. The complainant, if he or she wishes, will be granted a public hearing before the committee.
- e. The committee's report, presenting both majority and minority opinions, will be presented by the Principal to the complainant at the conclusion of the discussion of the questioned material.

Gifts and Unsolicited Materials

(See Board Policy KH when making gifts of instructional materials.)

BOE Approved 04/25/05 & 11/03/08

[Return to Section I Table of Contents](#)

IFAB Supplemental and Copyrighted Materials

Supplemental instructional materials shall be selected based on their relationship to the board-approved curriculum. Materials which would normally require parental consent before use by a student under the age of eighteen shall not be used as instructional materials except on rare occasions, where the educational value can be justified, after prior approval by the principal, and with parent notification and opt out opportunity. Videos and/or movies shall be reviewed by the classroom teacher for their appropriateness for the grade level prior to classroom use. Videos may be shown if all copyright guidelines have been followed and if they are specifically related to the curriculum. Full length videos/movies are discouraged. Showing movies for the purpose of entertainment is prohibited without prior permission from the principal. (See ECH)

BOE Approved 04/12/10

IFBH Outside Speakers

With administrative approval, outside speakers may be invited to meet with groups of students as part of the educational process.

Speakers shall be informed of this policy and any rules when they are invited to make a presentation and must agree to abide by building principal and district expectations.

Outside speakers should be selected so that various points of view are presented.

Outside speaker are not to solicit business from staff or students without prior approval from the building principal.

The teacher/sponsor or any member of the school administration may interrupt or suspend any proceedings if the speaker is not abiding by these rules.

With prior board approval an honorarium may be paid to outside speakers.

The board shall establish rules governing the selection and behavior of outside speakers.

BOE Approved 04/25/05 & 11/03/08

[Return to Section I Table of Contents](#)

IFC Community Resources

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

School Volunteers (See KFD)

BOE Approved 04/25/05 & 11/03/08

[Return to Section I Table of Contents](#)

IFCB Field Trips

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

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

Non-Sanctioned Field Trips

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

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

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

BOE Approved 04/25/05 & 11/03/2008

[Return to Section I Table of Contents](#)

IFCC – Overnight Accommodations

During school district sponsored travel that requires overnight stays by students, separate overnight accommodations will be provided for students of each biological sex.

Definitions

For the purpose of this policy, “Biological sex” means the biological indication of male and female in the context of reproductive potential or capacity, such as sex chromosomes, naturally occurring sex hormones, gonads, and nonambiguous internal and external genitalia present at birth, without regard to an individual’s psychological, chosen, or subjective experience of gender.

“School district sponsored travel” means any travel that is necessary for students to attend, participate, or compete in any event or activity that is sponsored or sanctioned by a school operated by the school district, including, but not limited to, any travel that is organized:

- By any club or other organization recognized by the school;
- Through any communication facilitated by the school, such as email; or
- Through fundraising activities conducted, in whole or in part, by school district employees or on school district property.

Notice to Parents

This policy will be provided to parents prior to a student’s participation in a school district sponsored activity or travel that requires overnight stays by students.

BOE Approved: 08/2023

IFD Tutoring, Private Lessons, and Private Counseling

The District acknowledges and understands that, at times, parents may wish to seek additional educational support for their child. Therefore, District personnel are encouraged to cooperate with parents, students and tutors when tutoring, private lessons, or private counseling are arranged by the parent or guardian. In an effort to support a positive experience, the following criteria shall be considered:

1. Staff, parents and students may discuss the advisability of tutoring, private lessons or private advisement.
2. It shall be the responsibility of the parent and the tutor/service provider to agree upon a fee and location for the tutoring, private lessons, or private counseling. This agreement shall be considered a private contract between the parent and the tutor/service provider.
3. Any tutoring, private lessons, or private counseling for pay that take place in District buildings must comply with the Board's facilities usage and rental policies.
4. A District employee may neither tutor nor give private lessons or private counseling to individual students for pay during the employee's contract day.
5. Private lessons, private counseling, or tutoring should be arranged to take place during non-school hours.
6. Staff will communicate with tutors/service providers so long as the communication expectations involve reasonable and customary requests.
7. Staff will communicate protected student information to tutors/service providers only when a FERPA release has been signed by the parent or guardian of the student who is seeking tutoring assistance.
8. General tutorial services offered by a parent organization to students at-large are not governed by this policy.

BOE Adopted 06/2017

IHA Grading System

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

BOE Approved 04/25/05 & 11/03/08

[Return to Section I Table of Contents](#)

IHB Homework

Homework shall be assigned as needed to support learning objectives.

Homework shall not be used as a means to discipline students.

BOE Approved 04/25/05 & 11/03/08

[Return to Section I Table of Contents](#)

IHEA Make-Up Opportunities (see JBD, JDD)

Within time limits established by the administration, all teachers shall supply make-up work assignments when requested. The time limits shall be included in the staff and student handbooks each year.

BOE Approved 04/25/05 & 11/03/08

[Return to Section I Table of Contents](#)

IHF – Graduation Requirements

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

High School (Grades 9 – 12) = 25 Credits

Language Arts	4.5 Units
Social Science	3.5 Units
Mathematics	4.0 Units
Science	3.0 Units
Physical Education/Health	1.5 Units
Fine Arts	1.0 Unit
Electives	7.5 Units

- *Two (2) units must be Technology Electives*

Total Credits 25

Unless otherwise provided herein, in order to qualify for graduation, the board requires each candidate to earn 25 academic credits of a type meeting state and district requirements beginning with the class of 2002.

A student who successfully completes Integrated Math III, or an equivalent-leveled course, by the conclusion of Grade 11, with approval, may, as a senior, substitute one (1) unit of Mathematics with one (1) unit of “Quantitative Reasoning” if it aligns with the student’s Individual Plan of Study. A detailed list of math course requirements, as well as the Quantitative Reasoning courses, are listed in the high school course guide.

Exceptions may be granted by the superintendent or his/her designee to waive local graduation requirements that are in excess of the state minimum requirements for students on a case by case basis.

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

Other situations may warrant waiver of graduation requirements in excess of the minimum requirements adopted by the state board due to extenuating circumstances or other hardship conditions.

BOE Approved: 08/2001; 11/2008; 08/2018; 6/2021

II Educational Testing Program (see JR et seq.)

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

Test Integrity

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

Reporting Test Results

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

BOE Approved 04/25/05 & 11/03/08

IIA – Grade or Subject/Course Acceleration

Subject or grade level acceleration may be considered only when the student's needs have been reviewed via the Student Intervention Team, in consultation with the principal and only when the student can demonstrate mastery of a preponderance of the grade-level or subject area indicators in the current grade. Additional consideration must also be given to the intellectual, emotional, and social impact of acceleration for the individual student.

Grades K-5

Special consideration for subject area/grade level advancement made at the elementary level must be through the Student Intervention Team, in consultation with the principal and district administration, and in accordance with existing Board of Education policies and administrative procedures.

Grades 6-12

Students may pursue a proficiency exam as a method to advancement in the middle/high school curriculum.

Acceleration of course placement: students in grades 9-12 may move to advanced levels of courses identified by the Department of Curriculum and Instruction without taking pre-requisite courses if they have successfully completed the proficiency exam with a score of 85 percent or better. (No credit awarded; acceleration to the next course only.) Students in grades 6-8 will be allowed to advance levels of courses in the content areas identified by the Department of Curriculum and Instruction only if they have successfully completed the proficiency exam with a score of 85 percent or better. (No credit awarded; acceleration to the next course only.)

Proficiency Examinations will be comprehensive and will assess state and district indicators. Exams will be reviewed annually prior to administration. The District's Department of Curriculum and Instruction will establish a process and procedures for subject/course acceleration via proficiency exam.

BOE Approved: 09/2002; 11/2008; 02/2011; 02/2012; 07/2021

IIBG Computer Use (See ECH, JCDA and KBA)

Use of District Computers/Privacy Rights

Computer systems are for educational and professional use. All information created by staff shall be considered district property and shall be subject to unannounced monitoring by district administrators. The district retains the right to discipline any student, up to and including expulsion, and any employee, up to and including termination, for violations of this policy.

Copyright

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

Installation

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

Hardware

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

Audits

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

E-mail Privacy Rights

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

Ownership of Employee Computer Materials

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

BOE Approved 11/03/08

IIBGA Children's Internet Protection Act

The district shall implement the Children's Internet Protection Act (CIPA). The superintendent shall develop a plan to implement the Children's Internet Protection Act. This plan shall be on file with the board clerk and in each school office with Internet access, and copies shall be available. The superintendent shall ensure compliance with CIPA by completing Federal Communication Commission forms as required. (See Administrative Guidelines)

BOE Approved 11/03/08

[Return to Section I Table of Contents](#)

IIBGB – Online Learning Opportunities

Application

Students may apply for permission to enroll in an online course for credit. Applications for the next academic year shall be submitted to the principal no later than April 1st. The student and the student's parents shall be informed of the administrator's decision in writing no later than August 15th or the first day of school, whichever comes first.

Students may not enroll in an online course as an alternative to any course offered by the high school, except as an attempt to earn credit for a class already attempted but failed by the student, or in situations with extenuating circumstances, as determined by the building principal.

Guidelines

The following guidelines shall be used by the administration:

- 1) Only approved courses shall be posted on student transcripts.
- 2) Approval of any course shall be based upon the course content and rigor, its length and scope, its method of assessing knowledge acquired by the student, the qualifications of the instructor and other appropriate factors.
- 3) Enrollment in an online course will be allowed only if an appropriately certified staff member is available and willing to supervise the student's participation in the course.
- 4) Suspended or expelled students may also apply for permission to enroll in online course work.

Other Regulations or Guidelines

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

BOE Approved: 11/2008; 07/2021

IIHB Technology Access and Use Statement

Throughout the academic year, students will access technology, computers, information networks, and the Internet. Such access is provided to achieve the learning outcomes associated with various academic programs. It is the student's responsibility to only access files and "sites" that are consistent with, and appropriate for, these learning outcomes and course objectives.

USD 232 makes no warranties of any kind, whether expressed or implied, for the technology, computer and computer network services it provides. The School District, nor its employees, will be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. Use of any information obtained via technology or school computer resources is at the user's own risk and users should not expect that files stored on school servers will be private. The School District specifically denies any responsibility for the accuracy or quality of information obtained through its information (Internet) resources.

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

Students who fail to use building/School District technology in an appropriate fashion (solely for approved curricular pursuits) will be subject to disciplinary action and may have technology privileges revoked.

BOE Approved 05/17/99 & 11/03/08

[Return to Section I Table of Contents](#)

IJ — Evaluation of Instructional Program (See IC, ICA, and II)

The superintendent may develop guidelines to evaluate the instructional program. This evaluation may be part of the district's school improvement efforts.

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

BOE Approved: 04/2005; 11/2008; 01/2021

IKB Controversial Issues (See GBU, IA and IFBH)

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

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

BOE Approved 11/03/08

[Return to Section I Table of Contents](#)

IKCA Human Sexuality and AIDS Education

Opt-In Form

Students must have parent/guardian permission to be eligible to participate in Human Sexuality and AIDS Education. Schools will send permission letters to parents/guardians prior to instruction of the health unit involving human sexuality. Parents are welcomed and encouraged to visit schools, in advance of the health unit, to review any/all instructional materials related to the program. Students who do not return a signed permission form will be given alternate assignments to complete outside the classroom.

Annual Request Required

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

BOE Approved 04/25/05 & 11/03/08 revised 06/09/14

[Return to Section I Table of Contents](#)

IKD Religion in Curricular or School Sponsored Activities

No religious belief or non-belief shall be promoted or disparaged by the district or its employees. Students and staff should be tolerant of each other's religious views. Students and staff members may be excused from participating in practices contrary to their religious beliefs unless there are clear issues of overriding concern which prevent it

Teaching about Religion

Teachers may teach about religion, religious literature and history but are prohibited from promoting, expounding, criticizing or ridiculing a religion. Religious texts may be used to teach about religion, but the use of religious texts is prohibited if used to promote a particular religious doctrine.

Religion in the Curriculum and School Activities

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

Religious Symbols in the Classroom

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

Religious Holidays (See AEA)

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

Graduation and Other Ceremonies

School ceremonies shall be secular in nature.

BOE Approved 04/25/05 & 11/03/08

IKDA Religion 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 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.

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

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

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

If the parents are dissatisfied with the principal's decision, they may appeal in writing to the superintendent.

If the opt-out request is granted, students who opt-out of activities for religious reasons may still be required to view the activity, to learn the subject matter of the activity, or to discuss the activity.

The student may be reassigned during the activity or given alternative class assignments.

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

BOE Approved 04/25/05 & 11/03/08

[Return to Section I Table of Contents](#)

IKE Assemblies

Each building principal may schedule assemblies as needed. (See Administrative Guidelines)

BOE Approved 04/25/05 & 11/03/08

[Return to Section I Table of Contents](#)

IKI Lesson Plans

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

BOE Approved 04/25/05 & 11/03/08

[Return to Section I Table of Contents](#)

ING Animals and Plants in the School

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

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

Therapy or Working Animals

Requests by individual employees or students to bring “working” or “therapy” animals to school on a routine basis will be considered on a case-by-case basis. Training for the animal, insurance, bonding requirements, liability issues, student health issues and any other pertinent concerns of the administration will be considered before administrative approval is given.

BOE Approved 04/25/05 & 11/03/08

[Return to Section I Table of Contents](#)

J—STUDENTS

JA [Goals and Objectives](#)

JB [Attendance Records](#)

JBC..... [Enrollment](#)

Resident

School Year Transition Waiver

Enrollment Procedures

Part-Time Students

Identification of Students

Enrollment Information

Assignment to Grade Level or Classes; Transferring Credit

JBCA .. [Homeless Students](#)

JBCB .. [Foster Care Students](#)

JBC .. [Enrollment of Nonresident Students](#)

JBD..... [Absences and Excuses](#)

JBE..... [Truancy](#)

JBDA .. [Attendance Boundaries](#)

[Transfer/Boundary Policies](#)

[Transfer Requests](#)

[Procedure for Transfer](#)

JBH..... [Release of a Student During the School Day](#)

JCAB .. [Searches of Property](#)

JCABB [Searches of Students](#)

JCAC .. [Interrogation and Investigations](#)

Coordination with Law Enforcement

Investigations Initiated by School Administrators and Conducted
by School Resource Officers (SRO)

Investigations Initiated by School Administrators and Conducted by
Law Enforcement Officers

Investigations Initiated and Conducted by Law Enforcement
Officers Violations of Criminal Law

Taking Students Into Custody

Disturbance of School Environment

JCDA [Student Conduct](#)

JCDAA [Tobacco-Free School Grounds for Students](#)

JCDB [Dress Code](#)

JCDBB [Weapons](#)

JCE [Complaints of Discrimination](#)

JCEC .. [Demonstrations](#)

JDA [Corporal Punishment](#)

JDB [Detention](#)

JDC [Probation](#)

JDD [Suspension and Expulsion Procedures](#)

JDDA .. [Drug Free Schools](#)
[Student Conduct](#)

JDDB .. [Reporting Crimes to Law Enforcement](#)

JDDC .. [Student Bullying](#)

Prohibits bullying in any form on school property, in a
school vehicle or at a school-sponsored activity or event

JF [Academic Achievement](#)

JFA [Peer Grading of Assignments](#)

-

JFAB .. [Student Conferences](#)

JFAC .. [Parent Conferences](#)

JFB [Promotion and Retention](#)

JFC [Graduation Exercises](#)

JFCA .. [Early Graduation](#)

JGA [Student Insurance Program](#)

JGC [Health Assessments and Physicals](#)

JGCA.. [Local Wellness Policy](#)

JGCB.. [Inoculations](#)

JGCB.. [Automated External Defibrillators](#)

JGCC .. [Communicable Diseases](#)

JG D .. [et S reenin s](#)

JGD [Student Psychological Services](#)

JGEC .. [Sexual Harassment](#)

JGECA [Racial and Disability Harassment](#)

JGFB .. [Supervision of Students](#)

JGFG .. [Student Accidents](#)

JGFGB.. [Supervision of Medications](#)

JGFGBA [Student Self-Administration of Medications](#)

JGG [Transportation](#)

JGGA.. [Use of Video Cameras](#)

JGH [School Food Service Programs](#)

[Free or Reduced Price Meals](#)

[Contracts with Other Agencies](#)

JH [Student Activities](#)

JHC.....Student Organizations

Student Clubs

Non-School Sponsored Student Clubs

Student Government

JHCA..Student Publications

School-Sponsored Student Publications

Non-School Sponsored Student Publications

Advertisements

JHCAAGang Activity

JI.....Community Activities

JJ.....Employment of Students

In-School Employment

Outside Employment

Vocational or Other Work Experience

JKSolicitations

JL.....Gifts

JM.....Contests for Students

JNAwards

JQExceptional Students

JQAStudents Needing Alternative Services / Accommodations Due to Disability

JQE.....Alternative Arrangements for Nontraditional Students

JQIAdult Students

Adult Education/Community Education

JQKA..Foreign Exchange Students

JQLHearing Procedures for Exceptional Students

JQLA..Class-size/Caseload Limits for Exceptional Students

JRStudent Records

JRA.....Types of Records

Permanent Student Records

Administrative Records

Supplementary Records

Tentative Records

JRB.....[Release of Student Records](#)

[Directory Information](#)

[Forwarding Pupil Records](#)

JRC.....[Disposition of Records](#)

JRD.....[Hearing Request](#)

JS[Student Fees and Charges](#)

[Credit Card Payments](#)

[Fee Schedules](#)

[Debt Collection](#)

[Forwarding Pupil Records](#)

JA Goals and Objectives

The goal set forth in this policy and rule section is to create the best possible educational climate. These student policies are designed to prevent misunderstanding by students about their responsibilities and privileges. The ideas and recommendations of students shall be considered when adopting policies, rules and regulations governing the conduct of students and their rights and responsibilities.

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

BOE Approved 6/20/05 & 12/01/08

[Return to Section J Table of Contents](#)

JB Attendance Records

Daily attendance records shall be maintained for each student in each school. The primary responsibility for recording attendance shall be assigned to teachers using forms prescribed by the superintendent. A cumulative attendance record for each student shall be kept in the principal's office.

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

BOE Approved 6/20/05 & 12/01/08

[Return to Section J Table of Contents](#)

JBC – Enrollment

(See IIBGB, JBCA, JBCB, and JQKA)

Resident Students

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

Nonresident Students

Details concerning the enrollment and continued enrollment process for nonresident students may be found in board policy JBCC.

School Year Transition Waiver

USD 232 resident students in good standing (see below) who enroll prior to September 20 may apply for a School Year Transition Waiver to maintain enrollment (not to exceed the current academic year) if their status (after September 20) changes from resident to nonresident student.

Students who have been granted a School Year Transition Waiver, and remain a student in good standing, may complete the current academic school year only.

High school juniors who are granted a School Year Transition Waiver, and remain a student in good standing, may complete their junior year and apply for an additional waiver to complete their senior year as a nonresident student. To be eligible for consideration students must remain a student in good standing and enroll by September 20 of their senior year.

Student in Good Standing

A student meeting one or more of the following criteria shall automatically be deemed not in good standing and may be denied continued enrollment based solely thereon.

- The student failed to maintain a 95% attendance rate in the last school year, excluding excused absences under board policy JBD and/or any relevant student handbook language;

- the student is truant as defined by state statute and board policy JBE – any three consecutive unexcused absences, any five unexcused absences in a semester, or seven unexcused absences in a school year, whichever comes first;
- the student or the student’s parent or person acting as a parent provided false or fraudulent information in the application process;
- the student is not a resident of Kansas;
- the student is not making acceptable progress toward graduation;
- the student is currently under a period of suspension or expulsion from any Kansas school district, and such suspension or expulsion will not expire until after the next school year has begun;
- the student has had two in-school suspensions or one out of school suspension in the current school year, excluding suspensions a manifestation determination determined to be a manifestation of the student’s disability or a failure on the part of school staff to implement an individualized education program, Section 504 plan, or behavior intervention plan;
- the student violated codes of conduct; or
- the student has been given a long-term suspension or expulsion by the district in the current school year.

Final determination related to a student being in “Good Standing” will ultimately be made by the building principal at each school.

Enrollment Restriction

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

Enrollment Procedures

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

Part-Time Students

The board allows any child to enroll part-time in the school district to allow the student to attend any courses, programs, or services offered by the school district if the child:

- Is also enrolled in a nonaccredited private elementary or secondary school or in any other private, denominational, or parochial school as required by law;
- requests to enroll part-time in the school district; and

- meets the age of eligibility requirements for school attendance.

District administrators shall make a good faith attempt to accommodate scheduling requests of students enrolling in the school district in these situations but shall not be required to make adjustments to accommodate every such request.

Part-time students, other than those specified previously in this policy may enroll with the administration's permission if they complete all paperwork in a timely fashion and are in attendance no later than September 20. Such part-time students may be admitted only to the extent that staff, facilities, equipment, and supplies are available, and the students follow the district's student conduct policies and rules.

An application for part-time enrollment may be approved only for the current school year or for a lesser period of time as designated by the school principal and Superintendent of Schools in approving the application. An application for part-time enrollment must be submitted at least annually.

Identification of Students

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

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

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

Enrollment Information

The enrollment documentation shall include a student's permanent record card with a student's legal name as it appears on the birth certificate, or as changed by a court order and the name,

address, telephone number of the lawful custodian. The records shall also provide proper proof of identity.

Assignment to a School Building, Grade Level, or Classes

Unless otherwise provided herein, the superintendent shall assign students to the appropriate building. Any student desiring to attend a school outside the attendance area in which the student resides may do so only with the prior written permission of the superintendent or his/her designee.

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

Assignment to a particular grade level or particular classes shall be determined by the building principal based on the educational abilities of the student. If the parents disagree, the principal’s decision may be appealed to the superintendent. If the parents are still dissatisfied with the assignment, they may appeal in writing to the board.

Transferring Credit

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

Transfers from Non-Accredited Schools

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

BOE Approved: 6/05; 12/08; 04/10; 12/12; 11/13; 06/17; 07/22; 12/23

JBCA Homeless Students (See EDAA and JBC)

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

Coordinator

The board shall designate a homeless coordinator for the district.

Homeless Student Regulations Required by Federal and State Law

Homeless students shall, by definition, include the following:

1. Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals. Children and youth who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
2. Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
3. Migratory Children who meet one of the above-described circumstances.

Enrollment/Placement (See JBC)

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

School Stability

In determining the best interest of the child or youth, the district homeless student liaison shall:

1. presume that keeping the child or youth in the school of origin is in the child's or youth's best interest, except when doing so is contrary to the request of the child's or youth's parent or guardian, or (in the case of an unaccompanied youth) the youth;
2. consider student-centered factors related to the child's or youth's best interest, including factors related to the impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child's or youth's parent or guardian or (in the case of an unaccompanied youth) the youth;
3. if, after conducting the best interest determination based on consideration of the presumption in clause (1) and the student-centered factors in clause (2), it is determined that it is not in the child's or youth's best interest to attend the school of origin or the school requested by the parent or guardian, or (in the case of an unaccompanied youth) the youth, provide the child's or youth's parent or guardian or the unaccompanied youth with a written explanation of the reasons for its determination, in a manner and form understandable to such parent, guardian, or unaccompanied youth, including information regarding the right to appeal such determination; and
4. in the case of an unaccompanied youth, ensure that the district homeless student liaison assists in placement or enrollment decisions under this subparagraph, gives priority to the views of such unaccompanied youth, and provides notice to such youth of the right to appeal.

Immediate Enrollment

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

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

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

Relevant Academic Records

The enrolling school shall immediately contact the school last attended by the child or youth to obtain relevant academic and other records.

Relevant Health Records

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

Records

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

Enrollment Disputes

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

- 1) the child or youth shall be immediately enrolled in the school in which enrollment is sought (whether sought by the parent, guardian, or unaccompanied youth), pending final resolution of the dispute, including all available appeals;
- 2) the parent or guardian of the child or youth or (in the case of an unaccompanied youth) the youth shall be provided with a written explanation of any decisions related to school selection or enrollment made by the school, the local educational agency, or the State

educational agency involved, including the rights of the parent, guardian, or unaccompanied youth to appeal such decisions; and

- 3) the parent, guardian, or unaccompanied youth shall be referred to the district homeless student liaison, who shall carry out the dispute resolution process as expeditiously as possible after receiving notice of the dispute.

Placement Choice

The choice regarding placement shall be made regardless of whether the child or youth lives with the homeless parents or has been temporarily placed elsewhere.

Privacy

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

Contact Information

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

Definition

The term “school of origin” means the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including a preschool.

When the child or youth completes the final grade level served by the school of origin, the term “school of origin” shall include the designated receiving school at the next grade level for all feeder schools.

Comparable Services

Each homeless child or youth shall be provided services comparable to services offered to other students in the school selected, including:

- 1) Transportation services;
- 2) Educational services for which the child or youth meets the eligibility criteria, such as services provided under title I of the Elementary and Secondary Education Act of 1965 or similar State or local programs, educational programs for children with disabilities, and educational programs for English learners;
- 3) Programs in career and technical education;
- 4) Programs for gifted and talented students; and
- 5) School nutrition programs.

Coordination

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

Housing Assistance

If applicable, the district shall coordinate with state and local housing agencies responsible for developing the comprehensive housing affordability strategy to minimize educational disruption for children and youths who become homeless.

The coordination required shall be designed to:

- 1) ensure that all homeless children and youths are promptly identified;
- 2) ensure that all homeless children and youths have access to, and are in reasonable proximity to, available education and related support services; and
- 3) raise the awareness of school personnel and service providers of the effects of short-term stays in a shelter and other challenges associated with homelessness.

Homeless Children and Youths with Disabilities

For children and youths who are both homeless and eligible for services under the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.), the district shall coordinate the provision of services under these regulations with the provision of programs for children with disabilities served by the district and other involved local educational agencies.

District Homeless Student Liaison

The board designates the following individual to act as the district's homeless student liaison:

Name: Robert Kordalski

Address: 35200 W 91st Street, De Soto, KS 66018

Phone: 913-667-6200

Fax: 913-667-6201

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

The district homeless student liaison shall ensure:

- 1) homeless children and youths are identified by school personnel through outreach and coordination activities with other entities and agencies;
- 2) homeless children and youths are enrolled in, and have a full and equal opportunity to succeed in, district schools;
- 3) homeless families and homeless children and youths have access to and receive educational services for which such families, children, and youths are eligible, including services through Head Start programs (including Early Head Start programs) under the Head Start Act (42 U.S.C. 9831 et seq.), early intervention services under part C of the Individuals with Disabilities Education Act (20 U.S.C. 1431 et seq.), and other preschool programs administered by the local educational agency;
- 4) homeless families and homeless children and youths receive referrals to health care services, dental services, mental health and substance abuse services, housing services, and other appropriate services;

- 5) the parents or guardians of homeless children and youths are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;
- 6) public notice of the educational rights of homeless children and youths is disseminated in locations frequented by parents or guardians of such children and youths, and unaccompanied youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form understandable to the parents and guardians of homeless children and youths, and unaccompanied youths;
- 7) enrollment disputes are mediated in accordance with these regulations;
- 8) the parent or guardian of a homeless child or youth, and any unaccompanied youth, is fully informed of all transportation services, including transportation to the school of origin, and is assisted in accessing transportation to the school that is selected;
- 9) school personnel providing services under these regulations receive professional development and other support; and
- 10) unaccompanied youths:
 - a. are enrolled in school;
 - b. have opportunities to meet the same challenging state academic standards as Kansas establishes for other children and youth; and
 - c. are informed of their status as independent students under federal law regarding student financial assistance for higher education acquisition and that the youths may obtain assistance from the district homeless student liaison to receive verification of such status for purposes of the Free Application for Federal Student Aid.

The liaison shall also work with the state coordinator for education of homeless children and youth to request and receive needed technical assistance and monitoring to ensure the district complies with federal and state law regarding homeless students. Similarly, the liaison will coordinate with the state coordinator in order to provide professional development opportunities for district personnel to aid them in identifying and meeting the needs of

homeless children and youths and will respond to inquiries from parents, guardians, and homeless children and youths to ensure they are provided with the full protection of the law and services they are due.

Notice

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

Local and State Coordination

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

Homeless Status

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

Dispute Resolution Process

A complaint regarding the placement or education of a homeless child or youth shall first be presented orally and informally to the district's student liaison. If the complaint is not promptly resolved, the complainant may present a formal written complaint (grievance) to the student liaison. The written complaint must include the following information: date of filing, description of concerns, the name of the person or persons involved, and a

recapitulation of the action taken during the informal charge stage. Within five (5) working days after receiving the complaint, the liaison shall state a decision in writing to the complainant, with supporting evidence and reasons. In addition, the coordinator will inform the superintendent of the formal complaint and the disposition.

Transportation (See EDAA, JBC and JGG)

If it is in the best interest of the homeless child or youth to attend the school of origin, transportation to and from that school will be provided at the request of the parent or guardian or, in the case of an unaccompanied youth, the homeless coordinator. If the student's temporary housing is outside the attendance area of the school of origin, then the district will work with the school of origin to agree on a method to apportion the responsibility and costs for transporting the child. If an agreement cannot be reached, the costs will be shared equally.

BOE Approved: 6/2005; 12/2008; 08/2010; 06/2017

JBCB – Foster Care Students (See EDAA, JBC, and JBCA)

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

Mobile Crisis Helpline

Crisis support for Kansas families and children to resolve an emotional, psychiatric, or behavioral health crisis is available through the Department of Children and Families Mobile Crisis Helpline, 1-833-441-2240, including:

- Problem solving to resolve behavioral health crisis;
- Referral to community resources or recommendation to engage in stabilization services;
- In-person support via mobile crisis response; and
- Contacting mobile crisis response unit to assist in emergency situations.

Services are available to all Kansans 20 years or younger including anyone in foster care or formerly in foster care.

Point of Contact

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

BOE Approved: 06/2017

Foster Care Student Regulations to Aid in Implementation of Federal Law

The Every Student Succeeds Act (“ESSA”) addresses additional protections for students in foster care and establishes a system of joint responsibility for school districts, the Kansas State

Department of Education (“KSDE”), and the Kansas Department for Children and Families (“DCF”) to ensure the educational stability of students in foster care.

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

Transportation of Students in Foster Care

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

1. DCF agrees to reimburse the district for the additional costs;
2. The district agrees to pay the additional costs; or
3. DCF and the district split the additional costs.

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

Additional Costs

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

School of Origin

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

Best-Interest Determination

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

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

District Foster Care Liaison

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

The District has designated the following staff person as the District foster care liaison:

Name: Alvie L. Cater

Position: Assistant Superintendent

E-mail: acater@usd232.org

Address: 35200 W 91st Street, De Soto, KS 66018

Telephone: 913-667-6200

Child Welfare Agency

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

Child Welfare Contact

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

BOE Approved: 06/2017; 02/2022

JBCC – Enrollment of Nonresident Students

(See JBC, JBCA, JBCB, and JQKA)

Kansas law requires the board to allow nonresident students to enroll in and attend the schools of the district if the board's capacity determination finds there are open seats for such students. In order to determine the district's capacity to accept nonresident students at each grade level in each district school, the board has adopted this policy.

Details concerning the open enrollment and continued enrollment processes for nonresident students may be found in this policy, while general processes on enrollment documentation, assignment to buildings and classes, etc., may be found in board policy JBC.

Definitions

For the purposes of this policy, the following definitions apply.

"Homeless child" means a child who lacks a fixed, regular and adequate nighttime residence and whose primary nighttime residence is:

- A. A supervised publicly or privately operated shelter designed to provide temporary living accommodations, including welfare hotels, congregate shelters and transitional housing for the mentally ill;
- B. an institution that provides a temporary residence for individuals intended to be institutionalized;
- C. a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for humans.

"Nonresident student" means a student who is enrolled and in attendance at or seeking to enroll and attend a school located in a district where such student is not a resident.

"Parent" means and includes natural parents, adoptive parents, stepparents, and foster parents.

"Person acting as parent" means:

- A. a guardian or conservator; or
- B. a person, other than a parent, who:
 - i. is liable by law to maintain, care for or support the child;
 - ii. has actual care and control of the child and is contributing the major portion of the cost of support of the child;

- iii. has actual care and control of the child with the written consent of a person who has legal custody of the child; or
- iv. has been granted custody of the child by a court of competent jurisdiction.

"Receiving school district" means a school district of nonresidence of a student who attends school in such school district.

"Sibling" means a brother or sister of whole or half blood, adoptive brother or sister, a stepbrother or stepsister or a foster brother or foster sister.

Determining Capacity for Nonresident Enrollment

The superintendent or designee has the responsibility for studying capacity in each school of the school district and at each grade level within each school and for making recommendations to the board regarding the district's capacity to accept nonresident students. To make recommendations to the board to assist with determining capacity, the superintendent or the superintendent's designee(s) shall do the following.

The superintendent or designee shall develop recommendations on capacity and classroom student-to-teacher ratios in each grade level in each school serving kindergarten students and students in grades one through eight. Such recommendations may be based on, but not be limited to, the following factors:

- Present classroom student-teacher ratios in each grade level in each school;
- projected enrollment shifts based on the resident student population, which may include a percentage adjustment for anticipated growth or decline based on documented enrollment trends; and
- maximum capacity of the classroom and associated learning, activity, and common area spaces.

The superintendent or designee shall develop recommendations on capacity and student-to-teacher ratios for each school building or program serving students in grades nine through twelve. Such recommendations may be based on, but not be limited to, the following factors:

- Present building or program student-teacher ratios;

- projected enrollment shifts based on the resident student population, which may include a percentage adjustment for anticipated growth or decline based on documented enrollment trends;
- anticipated demand for particular courses or programming; and
- maximum capacity of the classroom and associated learning, activity, and common area spaces.

On or before May 1 of each year, the superintendent shall present the recommendations concerning capacity and student-to-teacher ratios to the board for adoption or modification, and the board shall determine, for each grade level in each school building of the school district for the next succeeding school year, the following:

- Capacity based on the study conducted by the superintendent or the superintendent's designee;
- the number of students expected to attend school in the school district; and
- the number of open seats available to nonresidents at each grade, building, or program level.

On or before June 1 of each year, the district shall publish the number of open seats available to nonresident students in each grade level for each school building of the district for the next succeeding school year on the school district's website.

From June 1 through June 30, district administration shall accept applications from nonresident students.

If the number of applications for a grade level in a school building is less than the number of available seats for that grade level in the school building, the nonresident students shall be accepted for enrollment and attendance at the school district, except as provided below for nonresident students regarding continued enrollment.

If the number of applications for a grade level in a school building is greater than the number of available seats for the grade level in the school building, district administration shall randomly select nonresident students using a confidential lottery process. This process shall be completed on or before July 15 of each year.

The district shall provide to the parent or person acting as a parent of a nonresident student who was not accepted for or denied enrollment at such school district the reason for the nonacceptance or denial and an explanation of the nonresident student selection process.

Priority in Filling Open Seats

Subject to having capacity to enroll nonresident students, the district shall give priority in enrollment to the following nonresident students, who shall receive open seats without necessity of being selected through the open-seat lottery:

- Any sibling of a nonresident student who was accepted to enroll in and attend school in the district, with priority given when the nonresident student is first accepted and, if necessary, at any other time the district considers transfer applications; and
- any nonresident student who is a military student as defined in K.S.A. 72-5139, with priority given when the student is first accepted and, if necessary, at any other time the district considers transfer applications;.

Regardless of capacity determinations, the following categories of students shall be allowed to enroll as if resident students:

- any child who is in the custody of the Department for Children and Families and who is living in the home of a nonresident student who transfers to the district;
- any nonresident student who has a parent or person acting as parent employed by the district, while the parent or person acting as a parent remains employed by the district; or
- any child who is experiencing homelessness shall be permitted to enroll in and attend the school district of origin or the school district of residence.

If one of these exceptions no longer applies to the student, the student's enrollment status would be subject to review under the terms for continued enrollment under this policy.

Prohibitions Regarding Open Enrollment Provisions of this Policy

The district shall not:

- Charge tuition or fees to any nonresident student who transfers to the district pursuant to this policy, except fees that are otherwise charged to every student enrolled in and attending school in the district; or
- accept or deny a nonresident student transfer based on ethnicity; national origin; gender; income level; disabling condition; proficiency in the English language; or measure of achievement, aptitude, or athletic ability.

Except for a child in the custody of the Department for Children and Families or a child who is experiencing homelessness, a nonresident student shall not transfer more than once per school year to one or more receiving school districts pursuant to the provisions of this policy or authorizing Kansas law.

Transportation of Nonresident Students

The district, by virtue of being a receiving school district of a nonresident student, shall not be required to provide transportation to nonresident students unless otherwise required to do so by state and/or federal law.

KSHSAA Eligibility

Nothing in this policy or state law shall exempt a nonresident student who transfers into the district from the requirements of the Kansas State High School Activities Association (“KSHSAA”) regarding eligibility to participate in KSHSAA activities.

Information Share with the Kansas State Department of Education

The superintendent shall submit or have submitted to the Kansas State Department of Education this policy, the number of nonresident student transfers approved and denied in each grade level and whether the denials were based on capacity or in accordance with the policy’s terms, as required.

Nonresident Student Continued Enrollment

A nonresident student who has been accepted for enrollment and attendance at a district school shall be permitted to continue enrollment and attendance in the district until such student graduates from high school, reaches the age of 21 (if the student is a student with an exceptionality, not solely eligible for gifted services under an individualized education program), or receives a G.E.D., unless such student is no longer deemed by district administration to be in good standing.

Except as otherwise specified herein, nonresident students who have previously been accepted for enrollment by the school district will be allowed to continue enrolling in the district as specified above. The district will not require parents to resubmit a new nonresident application each school year and will advance the previous application of an enrolled student amending only

the grade placement of the student unless the district provides notification to the parent, person acting as a parent, or student that enrollment is not going to be continued for the upcoming school year for reasons specified as follows.

Regardless of capacity to accept nonresident students at a nonresident student's grade level or in the student's designated school or program, an individual student may be denied continued enrollment for not being in good standing. Nonresident students admitted to the district shall be evaluated by district administration to determine standing for continued enrollment.

Students *may* be denied continued enrollment at any major grading period (first quarter, first semester, third quarter, and second semester) based on the results of these evaluations. However, if the student has a disability, the student's ability to meet these expectations shall be considered prior to denying continued enrollment in the district. Similarly, administration shall consider the adverse impact of homelessness on a student's attendance and any resulting suspensions or expulsions before making a determination on the continued enrollment of a student who is homeless. As part of this reflection, administration shall consider the obstacles a homeless student faces to arrive at school on time or each day due to housing instability, lack of transportation, or lack of other basic resources that can hinder consistent attendance.

A student meeting one or more of the following criteria shall automatically be deemed not in good standing and may be denied continued enrollment based solely thereon.

- The nonresident student failed to maintain a 95% attendance rate in the last school year, excluding excused absences under board policy JBD and/or any relevant student handbook language;
- the nonresident student is truant as defined by state statute and board policy JBE – any three consecutive unexcused absences, any five unexcused absences in a semester, or seven unexcused absences in a school year, whichever comes first;
- the nonresident student or the student's parent or person acting as a parent provided false or fraudulent information in the application process;
- the nonresident student is not a resident of Kansas;
- the nonresident student is not making acceptable progress toward graduation;
- the nonresident student is currently under a period of suspension or expulsion from any Kansas school district, and such suspension or expulsion will not expire until after the next school year has begun;

- the nonresident student has had two in-school suspensions or one out of school suspension in the current school year, excluding suspensions a manifestation determination determined to be a manifestation of the student's disability or a failure on the part of school staff to implement an individualized education program, Section 504 plan, or behavior intervention plan;
- the nonresident student violated codes of conduct; or
- the nonresident student has been given a long-term suspension or expulsion by the district in the current school year.

Parents shall be informed of any administrative decision not to continue enrollment of a nonresident student no later than June 30.

BOE Approved: 12/2023

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

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

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

Excused/Unexcused Absences

The definition of "excused absence" includes the following:

- Personal illness;
- Health-related treatment, examination, or recuperation;
- Verifiable, emergency situations requiring immediate action.
- Serious illness or death of a member of the family;
- Obligatory religious observances;
- Participation in a district-approved or school sponsored activity or course;
- Absences prearranged by parents and approved by the principal; and
- Students of active duty military personnel may have additional excused absences at the discretion of the principal for visitations relative to leave or deployment.

Regular attendance is required of all pupils enrolled in elementary and secondary school under Kansas compulsory attendance statutes. It is a parental responsibility under Kansas statutes to require the regular school attendance "...of any child who has reached the age of seven (7) years and is under the age of eighteen (18) years," unless the child is exempted by statute. A student's chronic absenteeism will result in a conference with the parents/guardians and the principal and/or his designee to determine how future absences will be handled. A physician's note may be required for chronic absenteeism related to health issues.

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

Significant Part of a School Day

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

Make-Up Work

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

BOE Approved: 07/2017

JBE – Truancy

(See AEB, IDCE, JBD, and JQ)

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

Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester, or seven unexcused absences in a school year, whichever comes first. Truancy shall not apply to students who have attained a high school diploma, a general educational development credential, or a high school equivalency credential. Children with disabilities are subject to the compulsory attendance requirements of the Kansas Special Education for Exceptional Children Act, and when a child is required to attend school by the special education law and is inexcusably absent, the requirements regarding truancy shall apply.

For truancy purposes, being enrolled and continuously attending a public school; a private, denominational, or parochial school taught by a competent instructor for a period of time which is substantially equivalent to the period of time public school is maintained in the school district in which the private, denominational, or parochial school is located; or a combination of attendance in both a public school and a private, denominational, or parochial school may satisfy compulsory attendance requirements. School year means the period from July 1 to June 30. Students who are absent without a valid excuse for a significant part of any school day shall be given an unexcused absence for truancy accounting purposes.

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

Waiver of Compulsory Attendance Requirements

Students 16 or 17 years of age may be exempt from compulsory attendance regulations if:

- The student is regularly enrolled in and attending a program recognized by the board as an approved alternative educational program;
- the parent(s) or person acting as parent provides written consent to allow the student to be exempt from the compulsory attendance requirement and the student and the

student's parent or person acting as parent attend the counseling session required by law and signs the appropriate consent and waiver form;

- the student is not subject to truancy law in accordance with law or this policy;
- the student is regularly enrolled and continuously attending school as required by law and is concurrently enrolled in a postsecondary educational institution; or
- the student is exempt from compulsory attendance requirements pursuant to a court order.

Involvement of Law Enforcement

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

Reporting to Parents

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

Dual Enrollment Students

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

BOE Approved: 07/2017; 07/2022

JBDA Attendance Boundaries

The goal set forth in this policy and rule section is to create the best possible educational climate. These student policies are designed to prevent misunderstanding by students about their responsibilities and privileges. The ideas and recommendations of students shall be considered when adopting policies, rules and regulations governing the conduct of students and their rights and responsibilities.

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

BOE Approved 6/20/05 & 12/01/08

[Return to Section J Table of Contents](#)

JBDA Attendance Boundaries

Transfer/Boundary Policies

It is generally the policy of this School District that a student shall be required to attend the school designated for the attendance area in which the student resides. However, the Board realizes that there are exceptional circumstances that may cause students (and/or their parents) to desire to attend a school outside their attendance area. Administrators may approve transfers based on the provisions of this policy.

1. Transfer Requests

A request for transfer of a student from one school to another may be made by a student who is 18 years of age or older, by a parent, by a legal guardian, or by a lawful custodian based upon special circumstances and for justifiable reasons. Such a request shall be considered on the basis of:

- a. Educational needs and interests of the student,
- b. The educational needs and interests of the students in the sending and receiving school. Educational needs and interests of the students shall include:
 - (1) Functional enrollment numbers for the current year as well as other impacted years,
 - (2) Class sizes,
 - (3) Adequate program flexibility and efficiency,
 - (4) Staffing,
 - (5) Other valid reasons as determined by the Superintendent of Schools. (Transfers for special-education purposes will be processed by the school's special-services team.)

2. Procedure for Transfer

1. A request for transfer for the next succeeding school year must be submitted to the home school, on forms provided by the School District. Those forms shall include pertinent information from this policy and shall include a parent/ guardian signature line that will indicate their understanding of this policy.

2. The Superintendent of Schools or his/her designated representative, shall approve or disapprove each request for transfer; and shall notify the requesting party of the final disposition of the request for transfer. A copy of each approved transfer will be provided to the sending school and the receiving school. Unless otherwise indicated, an approved transfer will be effective only for the next year. It will be necessary to annually renew a request for transfer.
3. Superintendent's Authority. The Board authorizes the Superintendent of Schools, or a designee, to transfer a student from his/or her assigned school to any school in the School District whenever such transfer is determined to be in the best interests of the student and the School District. The Board authorizes the Superintendent of Schools to cancel, revoke or rescind a transfer at any time and for any reason.
4. Transportation. As a condition for approval of any request for voluntary transfer, the requesting party shall be required to sign a transportation waiver form provided by the School District on which it is acknowledged that any right to free transportation that a student may otherwise have by reason of Board policy or state statute is waived. See Page 5 of JBDA Intra-District Transfer Request Form.
5. Eligibility. Any student who transfers to a school outside of the student's attendance area of residence shall be subject to all eligibility rules of the Kansas State High School Activities Association and such eligibility rules as may be adopted by the Board.
6. Transfer Policy. A twelfth grade student who no longer resides in his/her assigned high school attendance area may make application to the Superintendent of Schools to enroll in and attend twelfth grade at the school attended in the eleventh grade. As used in this policy, "twelfth grade" begins upon completion of the last day of the eleventh grade.

BOE Approved 8/20/01 & 12/01/08

JBH Release of a Student During the School Day

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

BOE Approved 6/20/05 & 12/01/08

[Return to Section J Table of Contents](#)

JCAB Searches of Property

Principals are authorized to search property if there is reasonable suspicion that district policies, rules or directives are being violated. In addition all lockers shall be subject to random searches without prior notice or reasonable suspicion. All searches by the principal shall be carried out in the presence of another adult witness. (See JCABB)

BOE Approved 6/20/05 & 12/01/08

[Return to Section J Table of Contents](#)

JCABB Searches of Students

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

BOE Approved 6/20/05 & 12/01/08

[Return to Section J Table of Contents](#)

JCAC – Interrogation and Investigations

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

If there is reason to believe a violation of a criminal law has been committed, the principal shall notify the appropriate law enforcement agency and may request further investigation of the alleged violation.

Coordination with Law Enforcement

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

Investigations Initiated by School Administrators and Conducted by School Resource Officers (SRO)

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

Investigations Initiated by School Administrators and Conducted by Law Enforcement Officers

When law enforcement officers, other than the SRO, conduct an investigation and/or question a student(s) during school hours, the building principal shall make a reasonable attempt to contact a parent, guardian or representative of the student(s) prior to questioning. Notification or attempted notification of parents, guardian or representative shall be documented by the administrator involved. If a student's parents, guardian or representative is not present during questioning of a student, the principal may be present.

Investigations Initiated and Conducted by Law Enforcement Officers

The administration shall cooperate with law enforcement officers who are conducting investigations of suspected child abuse. (See GAAD)

Law enforcement officers shall not be permitted to conduct investigations during school hours except in demonstrated emergency situations. If a demonstrated emergency is found, the principal shall require identification of law enforcement officials and reasons for the interrogation or investigation of a student. If the principal is not satisfied with either the identification or the reason, the request shall not be granted. The principal shall attempt to notify the superintendent and the officer's superiors of the reasons for the refusal.

Violations of Criminal Law

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

Taking Students into Custody

Students shall not be voluntarily released by school officials to law enforcement authorities unless the student has been placed under arrest or taken into custody by law enforcement or Department for Children and Families (DCF). Reasonable effort shall be made to notify the student's parents, guardian or representative when students are removed from school for any reason by law enforcement authorities.

If a student is taken into custody by a campus police officer, school administrators shall also make a good-faith effort to contact parents. Notification efforts shall be documented. Parents shall not be notified by school officials when their child is taken into custody by DCF and/or law enforcement as a result of allegations of abuse or neglect.

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

Disturbance of School Environment

Law enforcement officers may be requested to assist in controlling disturbances at school and if necessary to take students or other persons into custody. (See EBC, GAAD, JCABB, JCEC & JHCAA)

BOE Approved: 6/2005; 12/2008

JCDA Student Conduct

Each principal shall develop rules and regulations to govern student conduct consistent with board policies. The rules shall be reviewed by the board and adopted as policy by reference. A copy of the current rules shall be filed with the state board of education. (See AEB, JA)

BOE Approved 6/20/05 & 12/01/08

[Return to Section J Table of Contents](#)

JCDAA – Tobacco-Free School Grounds for Students

(See GAOC and KMA)

The use, possession, or promotion of any tobacco product by any student is prohibited at all times in any district facility; in school vehicles; at school-sponsored activities, programs, or events; and on school owned or operated property.

Student violations will result in disciplinary actions as outlined by board policy and/or student handbooks. Disciplinary actions may include parent/guardian notification, participation in a tobacco and electronic nicotine delivery systems education program, referral to a cessation program, and/or community service. Student violations may be reported to law enforcement if use or possession is deemed to be illegal.

The following definitions apply to this policy.

“Tobacco product” means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled, or ingested by any other means, including, but not limited to, electronic nicotine delivery system (hereafter “ENDS”), cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or snus. Tobacco product also means any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes, charging devices, cartridges, and any substances used in ENDS, whether or not they contain nicotine. This definition does not include FDA-approved nicotine replacement therapies including transdermal nicotine patches, nicotine gum, and nicotine lozenges prescribed to the student by a medical practitioner or obtained over the counter and used in accordance with label requirements.

“Electronic nicotine delivery system” or “(ENDS)” means any device that delivers a vaporized solution (including nicotine, THC, or any other substance) by means of cartridge or other chemical delivery systems. Such definition shall include, but may not be limited to, any electronic cigarette, vape pen, hookah pen, cigar, cigarillo, pipe, or personal vaporizer. ENDS are not FDA-approved nicotine replacement therapy devices.

“Promotion” includes, but is not limited to, product advertising via branded gear, bags, clothing, any personal articles, signs, structures, vehicles, flyers, or any other materials.

BOE Approved: 06/2005; 12/2008; 08/2010; 05/2013; 07/2017; 08/2018; 01/2021

JCDB – Dress Code

Neatness, decency and good taste are guidelines of the district dress code.

Traditional tribal regalia or objects of cultural significance shall not be prohibited at a public event. (K.S.A. 60-5321)

Dress codes shall be published in the appropriate student handbooks.

BOE Approved: 6/2005; 12/2008; 02/2022

JCDBB – Weapons (See EBC, JDC, JDD, JHCAA and KGD)

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

Weapons and Destructive Devices

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

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

Penalties for Possession

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

Possession of, handling of, and/or transmitting a weapon of a type other than described under the “Weapons and Destructive Devices” heading above, an item being used as a

weapon or destructive device, or a facsimile of a weapon may result in disciplinary action up to and including suspension and/or expulsion. Expulsion hearings for weapons violations shall be conducted by the superintendent or the superintendent's designee.

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

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

BOE Approved 6/2005; 12/2008; 08/2017

JCE – Complaints of Discrimination (See JDDC, JGEC, JGECA, KN, and KNA)

Complaints About Discrimination

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

Discrimination against any student on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, or religion in the admission or access to, or treatment in the district's programs and activities is prohibited. The Director of Human Resources, USD 232, 35200 W. 91st Street, De Soto, KS 66018, phone 913-667-6200, 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, and the Americans with Disabilities Act of 1990. The Director of Special Services has been designated to coordinate compliance with nondiscrimination requirements contained in Section 504 of the Rehabilitation Act of 1973.

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

Any perceived incident of discrimination in any form shall be promptly reported to the building principal, another administrator, the counselor, another certified staff member, or the district compliance coordinator for investigation and corrective action by the building or district compliance officer. Any school employee who receives a complaint of discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the report shall be made to the district compliance coordinator. Complaints alleging discriminatory and/or harassing conduct on the part of the superintendent shall be addressed to the board of education. Any general student complaint, not alleging an act of discrimination, shall be resolved under the district's general complaint procedures in policy KN.

Except as otherwise provided in this policy or board policies GAAC, JGEC, or KNA regarding complaints of discrimination on the basis of sex or regarding child nutrition programs, complaints about discrimination, including complaints of harassment, will be resolved through the following complaint procedures.

Informal Procedures

The building principal shall attempt to resolve complaints of discrimination or harassment in an informal manner at the building level. Any school employee who receives a complaint of such discrimination or harassment from a student, another employee, or any other individual shall inform the individual of the employee's obligation to report the complaint and any proposed

resolution of the complaint to the building principal. The building principal shall discuss the complaint with the individual to determine if it can be resolved. If the matter is resolved to the satisfaction of the individual, the building principal shall document the nature of the complaint and the proposed resolution of the complaint and forward this record to the district compliance coordinator. Within 20 days after the complaint is resolved in this manner, the principal shall contact the complainant to determine if the resolution of the matter remains acceptable.

If the matter is not resolved to the satisfaction of the individual in the meeting with the principal, or if the individual does not believe the resolution remains acceptable, the individual may initiate a formal complaint.

Formal Complaint Procedures

A formal complaint shall be filed in writing and contain the name and address of the person filing the complaint. The complaint shall briefly describe the alleged violation. If an individual does not wish to file a written complaint, and the matter has not been adequately resolved through the informal procedures described herein, the building principal may initiate the complaint. Forms for filing written complaints are available in each school building office and the central office.

A complaint should be filed as soon as possible after the conduct occurs but not later than 180 days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.

If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board may appoint an investigating officer. In other instances, the investigation shall be conducted by the building principal, the compliance coordinator, or another individual appointed by the board or the superintendent. The investigation shall be informal but thorough. The complainant and the respondent will be afforded an opportunity to submit written or oral evidence relevant to the complaint and to provide names of potential witnesses who may have useful information.

A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and a copy forwarded to the complainant and the respondent within 30 days after the filing of the complaint. If the investigator anticipates a determination will not be issued within 30 days after the filing of the complaint, the investigator shall provide written notification to the parties including an anticipated deadline for completion. In no event, shall the issuance of the written determination be delayed longer than 10 days from the conclusion of the investigation.

- If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.
- If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy, the negotiated agreement (as applicable), and state law will be followed.

Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the district compliance coordinator.

Formal Complaint Appeal

The complainant or respondent may appeal the determination of the complaint.

Appeals shall be heard by the district compliance coordinator, a hearing officer appointed by the board or the superintendent, or by the board itself.

The request to appeal the resolution shall be made within 20 days after the date of the written determination of the complaint at the lower level.

The appeal officer shall review the evidence gathered by the investigator at the lower level and the investigator's report and shall afford the complainant and the respondent an opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is filed.

The appeal officer will issue a written determination of the complaint's validity on appeal and a description of its resolution within 30 days after the appeal is filed.

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

Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies including the right to file a complaint with the Office for Civil Rights of the U.S. Department of Education or the Kansas Human Rights Commission.

BOE Approved: 06/2005; 12/2008; 12/2017; 12/2019; 08/2023

JCEC Demonstrations

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

BOE Approved 6/20/05 & 12/01/08

[Return to Section J Table of Contents](#)

JDA Corporal Punishment

Corporal punishment shall not be permitted in the school district.

BOE Approved 6/20/05 & 12/01/08

[Return to Section J Table of Contents](#)

JDB Detention

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

BOE Approved 6/20/05 & 12/01/08

[Return to Section J Table of Contents](#)

JDC Probation

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

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

BOE Approved 6/20/05 & 12/01/08

[Return to Section J Table of Contents](#)

JDD Suspension and Expulsion Procedures

Except as limited by Section 504 or IDEA, a student may be suspended or expelled, for reasons set forth in Kansas law. Any student who is suspended for a period of more than 10 days or expelled shall receive a copy of the current suspension and expulsion law and this policy. Suspension/expulsion hearings shall be conducted by the superintendent/designee or other licensed employee, or committee of licensed employees of the school in which the pupil is enrolled, or by any other hearing officer appointed by the board. (See AEB, EBC, IHEA, JBD, JCDA, JCDBB, JDC, JDDB, JHCAA and See Student Handbooks)

BOE Approved 6/20/05 & 12/01/08

[Return to Section J Table of Contents](#)

JDDA Drug-Free Schools

Maintaining drug-free schools is important in establishing an appropriate learning environment for the district's students. The unlawful possession (including being under the influence), use, sale or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited.

Student Conduct

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

Students shall not unlawfully manufacture, sell, distribute, dispense, possess, use or be under the influence of illicit drugs, controlled substances, manufactured non-medical or non-prescribed mood altering substances, or alcoholic beverages at school or 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 all disciplinary actions approved by the board.

First Offense

A first time violator shall be subject to one or more of the following sanctions:

- A punishment up to and including long-term suspension. Additional consequences as defined by the co-curricular/extra-curricular participation guidelines

Second Offense

A second time violator shall be subject to the following sanctions:

- A punishment up to and including long-term suspension.
- Additional consequences as defined by the co-curricular/extra-curricular participation guidelines
- 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.

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 punishment up to and including expulsion from school.
- Additional consequences as defined by the co-curricular/extra-curricular participation guidelines

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.

All district employees shall report immediately to the school principal any observed use, sale, transfer or possession of any drug, medication, other chemical substance, or the paraphernalia associated with administering drugs. The principal, with the possible assistance of the School Nurse and/or School Resource Officer, will conduct an investigation of the facts surrounding these reported observations, possibly including a review of the student's health record, and shall contact parents or legal guardians when necessary.

Any district employee who observes a student exhibiting an apparent health disturbance shall refer this student to the school nurse for further observation. If after this observation, the nurse has reasonable grounds to believe that the student's behavior or health disturbance may be related to the use of a restricted substance, the nurse shall alert the school principal who will then immediately contact the student's parents or legal guardians and urge that a physician be consulted.

A list of drug and alcohol counseling and rehabilitation programs is available in the Student and Parent District Handbook. If a student agrees to enter and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents. Parents or students should contact the

directors of the programs to determine the cost and length of the program.

The administration may reduce suspension periods, if the student and parents provide proof of entry into approved intervention programs and subsequent successful completion of the full program course as outlined in the Probationary Document.

Students in violation of the Zero Tolerance Drug & Alcohol Policy will be deemed a student not in good standing. Seniors found to be in violation of this policy may be excluded from graduation exercises if it is determined by the Building Administrative Team that the student's presence at graduation exercises would be a disruptive/poor influence or a threat to the orderliness of the graduation ceremony. Seniors excluded from graduation exercises will receive their diplomas by mail at a later date, provided they have met graduation requirements.

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

BOE Approved 6/20/05 & 12/01/08, Revised 12/14/09, Revised 04/11/11

[Return to Section J Table of Contents](#)

JDDDB – Reporting Crimes to Law Enforcement (See EBC and JDD)

Unless reporting would violate the terms of any memorandum of understanding between the district and local law enforcement, whenever a student engages in conduct which constitutes the commission of any misdemeanor or felony, at school, on school property, or at a school supervised activity and/or has been found 1) in possession of a weapon, 2) in possession of a controlled substance or illegal drug, or 3) to have engaged in behavior at school which has resulted in or was substantially likely to have resulted in serious bodily injury to others, the principal shall report such act to the appropriate law enforcement agency.

BOE Approved: 6/2005; 12/2008; 08/2017

JDDC Student Bullying

State and Federal Law and Board policy expressly prohibit bullying in any form, including electronic means (cyberbullying) and harassment at school, on school property, and at all school-sponsored activities, programs, or events. Harassment or bullying in any gesture or written, verbal, graphic or physical act (including electronically transmitted acts—i.e. internet, cell phone, personal digital assistant (pda), or wireless hand held device) that is reasonably perceived as being motivated either by any actual act or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on school property, at any school-sponsored function, or in a school vehicle. If the bullying or harassment is severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or has the effect of substantially disrupting the orderly operation of the school, school officials may follow school policies in handling the bullying harassment violation. The administration shall implement a plan to address bullying on school property, in a school vehicle or at a school-sponsored activity or event. The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the board. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who have bullied others in violation of this policy may be reported to local law enforcement.

BOE Approved 12/03/07 & 8/04/2008 & 12/01/08, Revised 04/11/11 & 4/08/2013

JF Academic Achievement

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

Reporting

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

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. The superintendent shall develop standard reporting forms for each grade level. (See Policy II and JR)

BOE Approved 6/20/05 & 12/01/08

[Return to Section J Table of Contents](#)

JFA Peer Grading of Assignments

Peer Grading Prohibited

No student shall be allowed to grade another student's work. Teachers who assign work to students are expected to grade each assignment and to enter the grade or mark in the appropriate grade book

BOE Approved 6/20/05 & 12/01/08

[Return to Section J Table of Contents](#)

JFAB Student Conferences

Peer Grading Prohibited

Teachers shall be available for student conferences at mutually convenient times.

BOE Approved 6/20/05 & 12/01/08

[Return to Section J Table of Contents](#)

JFAC Parent Conferences

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

BOE Approved 6/20/05 & 12/01/08

[Return to Section J Table of Contents](#)

JFB Promotion and Retention

Students may be promoted when they have demonstrated mastery of the board-approved learning objectives.

The final decision to promote or retain a student shall rest with the principal after receiving information from parents/guardians, teachers, and other appropriate school personnel.

BOE Approved 6/20/05 & 12/01/08

[Return to Section J Table of Contents](#)

JFC Graduation Exercises

Students who have completed the requirements for graduation may be allowed to participate in graduation exercises unless participation is denied for appropriate reasons. Graduation exercises shall be under the control and direction of the building principal. (See IHF)

BOE Approved 6/20/05 & 12/01/08

[Return to Section J Table of Contents](#)

JFCA Early Graduation

Students who complete all state and local graduation requirements may request permission to graduate early. (See IHF)

BOE Approved 6/20/05 & 12/01/08

[Return to Section J Table of Contents](#)

JGA Student Insurance Program Graduation

Parents or guardians shall be notified annually in writing of student insurance provided by the district, and that medical expenses not covered by such policies are the responsibility of the parents.

Principals shall keep a record of the students who enroll in the group insurance program.

BOE Approved 6/20/05 & 12/01/08

[Return to Section J Table of Contents](#)

JGC Health Assessments and Physicals (See JGCB)

Unless otherwise provided herein, all students up to the age of nine shall submit evidence they have undergone a health assessment prior to entering kindergarten or before enrolling in the district for the first time.

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

All students engaged in activities covered by appropriate KSHSAA rules shall provide the building principal with proof of a physical examination and clearance to participate.

Principals shall work cooperatively with local, county, and state health agencies to disseminate materials related to the availability of health assessments.

BOE Approved 6/2005; 12/2008; 07/2017

JGCA – Local Wellness Policy

The board is committed to providing a school environment that promotes student wellness as part of the total learning experience for its students. To this end, the board shall promote and monitor a local wellness plan that includes methods to promote student wellness, prevent and reduce childhood obesity, and provide assurance that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum federal standards. The plan shall:

- Include goals for providing proper student nutrition promotion and education, physical activity and other school-based activities designed to promote student wellness which are based on evidence-based strategies and techniques;
- Meet federal nutrition standards and guidelines for all foods and beverages provided to students in each school during the school day; and
- Ensure standards and nutrition guidelines for all foods and beverages sold to students during the school day at each district school are consistent with the requirements of the School Breakfast Program, the National School Lunch Program, and the competitive food standards established pursuant to the National School Lunch Program.

The Superintendent or designee shall be responsible for the implementation and oversight of this policy and plan to ensure each of the district's schools, programs, and curriculum is compliant with this policy, the plan, and existing law and regulations.

Each building principal or designee shall annually report to the superintendent or designee regarding compliance in his/her school. Staff members responsible for programs related to school wellness shall also report to the superintendent or designee regarding the status of such programs. The superintendent or designee shall then annually report to the board on the district's compliance with law, policy, and the district's plan related to school wellness.

Wellness Committee

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

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

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

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

- The extent to which district schools are in compliance with law, policy, and its plan related to school wellness;
- The extent to which this policy and plan compare to model local wellness policies; and
- A description of the progress made by the district in attaining the goals of this policy.

At least once every three (3) years, the district shall update or modify this policy and wellness plan based on the results of the most recent triennial assessment and/or as district and community needs and priorities change; wellness goals are met; new health science, information, and technologies emerge; or new federal or state guidance or standards are issued.

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

Recordkeeping

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

- The written school wellness policy and plan;
- Documentation demonstrating that the district has informed the public, on an annual basis, about the contents of the school wellness policy and plan and any updates to these documents;

- Documentation of efforts to review and update the school wellness policy and plan, including who was involved in the review and methods used by the district to inform the public of their ability to participate in the review; and
- Documentation demonstrating the most recent assessment on the implementation of the school wellness policy and plan and notification of the assessment results to the public.

BOE Approved 6/2006; 12/2008; 9/2017

JGCB – Inoculations

Unless provided otherwise herein, all students enrolling in any district school for the first time shall provide the building principal with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. Booster shots mandated by the Secretary of the Department of Health and Environment are also required. Documentation must show the student has received at least one dose of each required immunization deemed necessary by the Kansas Department of Health and Environment, with the most recent dose of each immunization series received by the second Monday in October for students enrolled through August 31st, the second Monday of January for students who enroll September 1st through November 30th, and the second Monday of April for students who enroll December 1st through March 31st. Failure to timely complete all required series shall be deemed non-compliance.

As an alternative to the immunizations required, a student may present:

- (1) an annual written statement signed by a licensed physician stating the physical condition of the child to be such that the tests or inoculations would seriously endanger the life or health of the child; or
- (2) a written statement signed by the parent or guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to such tests or inoculations.

Students who are not immunized against a particular disease(s) shall be excluded from school during any outbreak. Any student who fails to comply with immunization requirements shall be excluded from school until statutory requirements are satisfied. Prior to each exclusion deadline, written notice regarding the policy and required immunizations will be provided to the parent/guardian. The exclusion date will be the second Monday in October for students enrolled through August 31st, the second Monday of January for students who enroll September 1st through November 30th, and the second Monday of April for students who enroll December 1st through March 31st. School nurses will provide parents or guardians information related to available resources for immunizations. Additional notification of non-compliance may be made by email and/or telephone. Nurses will document thoroughly how notification was made on the student record in Skyward.

If the student remains in a status of non-compliance, the building principal will notify the parent or guardian two weeks before the exclusion date by telephone that the student will be excluded until such time statutory requirements are satisfied.

On or before May 15th of each school year, a copy of this policy and the applicable state law shall be posted on the District website for students, prospective students, and/or their parents or guardians to view. At the beginning of a school year, the school board shall provide information on immunizations applicable to school age children to parents and

guardians of students in grades six through 12. The information on immunizations shall include:

- (1) a list of sources for additional information; and
- (2) related standards issued by the National Centers for Disease Control and Prevention.

Additionally, immunization information, along with the Kansas statutes relating to school immunizations, will be included in enrollment information for each school year. Immunization information will clearly state that students shall be excluded from school for non-compliance with Kansas immunization requirements, unless the student satisfies one of the alternatives described in paragraph 2 of this section.

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

Each principal shall forward evidence of compliance with the inoculation law to other schools or school districts when requested by the school or by the student's parents/guardians and shall work cooperatively with local, county, and state health agencies to disseminate materials related to the availability of inoculations.

The provisions of K.S.A. 72-3120 do not apply to any student while subject to exclusion from school attendance under the provisions of this section.

BOE Approved: 12/2010; 03/2016; 07/2017

JGCBA Automated External Defibrillators

The board only allows the use of automated external defibrillators (AED) in district schools and other facilities by qualified persons as required by law.

To be qualified, a district employee shall have completed all training, and have demonstrated proficiency in the use of the AED as required by current law. (See Administrative Guide)

BOE Approved 12/01/08

[Return to Section J Table of Contents](#)

JGCC Communicable Diseases

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

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

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

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

BOE Approved 6/20/05 & 12/01/08

[Return to Section J Table of Contents](#)

JGCD – Health Screenings

Vision and hearing screenings will be conducted in the district as part of the overall health services program. Such screenings will be administered in accordance with state law. When appropriate, other screenings deemed beneficial to students may be performed in the school health program.

When these screenings cannot be performed by district staff, the board authorizes the superintendent to identify healthcare service providers to provide them. Such healthcare service providers shall be required to enter into a contract with the district prior to providing any screenings or other services to students in the school setting.

Vision Screenings

Basic vision screenings shall be provided to students without charge according to the following schedule:

- Annually for every child participating in IDEA part B programs;
- At least once each school year for students in kindergarten and grades one, two, three, five, seven, and ten;
- Within the first year of enrollment in the district;
- Upon request by the parent or guardian of a student enrolled in an accredited nonpublic school who resides in the school district.

These basic vision screenings shall be performed by a vision screener designated by the board, who shall follow current state vision screening guidelines for performing the screenings. The results of the screening and, if necessary, referral for an examination by an ophthalmologist or optometrist shall be reported to the parents or guardians of the student. Any referral shall not show a preference in favor of any particular ophthalmologist or optometrist to provide an additional examination.

While not part of the board provided vision screening program, each student needing assistance in achieving mastery of basic reading, writing, and mathematics skills shall be encouraged to obtain an eye examination by an optometrist or ophthalmologist to determine if the student suffers from conditions impairing the ability to read. Expense for such an examination, if not reimbursed through Medicaid, private insurance, or any other governmental or private program, shall be the responsibility of the student's parent or guardian.

Hearing Screening

Each year hearing screening procedures will be conducted for students in their first year of school attendance in the district. Such procedures will be provided for other students at a frequency of

not less than once every three years unless otherwise specified by state law. Students known to have hearing difficulties and students referred by teachers, parents, and/or physicians will be screened regardless of grade level.

Under certain conditions, hearing screening services are provided for students residing within district boundaries who are enrolled in accredited non-public schools. These services are coordinated between the administration of the accredited nonpublic school and district administration and require a request from the student's parent or guardian. Implementation of the program for nonpublic school students follows the same guidelines as for district students.

The results of the test and, if necessary, the desirability of examinations by a qualified physician shall be reported to the parents or guardians of students screened.

Selected Screenings

Other screening procedures may be deemed appropriate and beneficial to students. Designated staff will assist in the planning and implementation of other screening programs following standard procedures.

Screening results, and referrals, when necessary, will be communicated to parents.

BOE Approved: 07/2022

JGD Student Psychological Services

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

BOE Approved 6/20/05 & 12/01/08

[Return to Section J Table of Contents](#)

JGEC – Sexual Harassment (See GAAC, GAAD, GAF, JDDC and KN)

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. The district does not discriminate on the basis of sex in admissions, employment, or the educational programs or activities it operates and is prohibited by Title IX from engaging in such discrimination. Discrimination on the basis of sex, including sexual harassment, will not be tolerated in the school district. Discrimination on the basis of sex of employees or students of the district by board members, administrators, licensed and classified personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

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

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

Sexual harassment shall include conduct on the basis of sex involving one or more of the following: (1) A district employee conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcomed sexual conduct; (2) unwelcomed conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's educational program or activity; or (3) sexual assault, dating violence, domestic violence, or stalking.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse of sexual nature; pressure for sexual activity; repeated remarks to a person with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

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

promptly investigated and resolved. Any person may make a verbal or written report of sex discrimination by any means and at any time.

The Director of Human Resources, USD 232, 35200 West 91st Street, De Soto, KS 66018, 913-667-6200, has been designated to coordinate compliance with nondiscrimination requirements contained in Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 regarding discrimination on the basis of sex, and the Kansas Act Against Discrimination. Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the Title IX Coordinator. Inquiries about the application of Title IX to the district may be referred to the Title IX Coordinator; to the Assistant Secretary for Civil Rights at the U.S. Department of Education, Office of Civil Rights, 400 Maryland Avenue, SW, Washington D.C. 20202-1100, (800)421-3481, or at OCR@ed.gov; or both.

Response to Harassment Complaints

The district takes all reports of sexual harassment seriously and will respond meaningfully to every report of discrimination based on sex, including sexual harassment, of which the district has actual knowledge. Any students who believes that he or she has been subjected to sexual harassment should report the alleged harassment to the building principal, another administrator, the guidance counselor, the Title IX Coordinator, or another licensed staff member. All employees receiving reports of sexual harassment from a student shall notify the Title IX Coordinator.

Definitions

The following definitions apply to the district in responding to complaints of sexual discrimination including sexual harassment as defined by Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Act Against Discrimination.

The “complainant” means an individual who is alleged to be a victim of conduct that could constitute sexual harassment.

“Dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved.

The “decision-maker” reviews all the evidence and prepares an impartial written responsibility determination as to whether the alleged conduct occurred and provides an opportunity for the parties and their representatives to prepare written questions to be answered by the other party. The decision-maker shall not be the Title IX Coordinator or investigator.

“Domestic violence” includes crimes of violence committed by a person who is a current or former spouse, partner, person with whom the victim shares a child, or who is or has cohabited with the victim as a spouse or partner, by a person similarly situated to a spouse of the victim under Kansas or applicable federal law, or by any other person against an adult or youth victim having protection from such person’s acts by Kansas or applicable federal law.

A “formal complaint” means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment.

The “investigator” is the person who carries out the investigation after the formal complaint is filed and conducts interviews of the witnesses, collects and documents evidence, and drafts an investigative report.

A “respondent” is an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

“Sexual assault” means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

“Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or to suffer substantial emotional distress.

The “Title IX Coordinator” is the individual designated at the district level who has responsibility to coordinate compliance with Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 regarding discrimination on the basis of sex, and the Kansas Act Against Discrimination. The Title IX Coordinator’s responsibilities include, but are not limited to: developing materials and ensuring professional development occurs for staff involved in Title IX compliance, creating systems to centralize records, gathering relevant data, contacting the complainant (and/or parents or guardians, if applicable) once the district has actual knowledge of alleged sexual harassment, coordinating the implementation of supportive measures, signing a formal complaint to initiate a grievance process, and ensuring any remedies are implemented.

The Title IX Coordinator, any investigator, decision-maker, or any person who facilitates an informal resolution process shall not have a conflict of interest or bias for or against the complainant or respondent. These individuals shall receive training on the definition of sexual harassment; the scope of the education program and activities; how to conduct an investigation, including appeals and informal resolution processes; and how to serve impartially, including by avoiding prejudgment of the facts, conflicts of interest, and bias. Decision-makers shall receive

training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant. Investigators shall receive training on issues of relevance of questions and evidence in order for them to create investigative reports that fairly summarize relevant evidence.

Any employee who witnesses an act of sexual harassment or receives a complaint of harassment from another employee or a student shall report the complaint to their immediate supervisor, building administrator, or Title IX Coordinator. Employees who fail to report complaints or incidents of sexual harassment to appropriate district officials may face disciplinary action. District officials who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable student conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness, and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct.

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

The Title IX Coordinator shall promptly respond in a meaningful way to any reports of sexual discrimination including sexual harassment of which the district has actual knowledge as follows:

- Contact the complainant within 10 business days and discuss the availability of supportive measures, with or without the filing of a formal complaint, and consider the complainant's wishes as to supportive measures; and
- Inform the complainant of the right to a formal complaint investigation consistent with Title IX and the informal resolution process.

Supportive Measures

The district will treat the complainant and respondent equitably by offering supportive measures. These non-disciplinary and non-punitive measures will be offered as appropriate, as reasonably available, and without cost to the complainant or the respondent. Supportive measures are designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party. "Supportive Measures" shall include, but not be limited to, measures designed to protect the safety of all parties, to protect the district's educational environment, or to deter sexual harassment. These measures may include counseling, extensions of deadlines or course-related adjustments, modifications of work or class schedules, escort services, mutual restrictions on contact between the parties, changes in work locations,

leaves of absence, increased security and monitoring, and other similar measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

The Formal Complaint

No investigation of alleged sexual harassment may occur until after a formal complaint has been filed.

A formal complaint is a document filed by the complainant or signed by the Title IX Coordinator alleging sexual harassment and requesting an investigation. The procedures for filing a formal complaint are as follows:

- At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the district concerning which the formal complaint is filed.
- A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. Filing of the complaint with the Title IX Coordinator may be done in person, by mail, or by email. If an individual does not wish to file a written complaint, and the matter has not been adequately resolved, the Title IX Coordinator may initiate the complaint. Forms for filing written complaints are available in each school building office and the central office.
- A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 calendar days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.
- 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 a qualified individual designated by the Title IX Coordinator or another individual appointed by the board. The investigation shall be thorough. All interested persons, including the complainant and the respondent, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.

Formal Complaint Notice Requirements

Upon filing of a formal complaint, the district shall provide written notice to the known parties including:

- Notice of the allegations of sexual harassment including sufficient details to prepare a response before any initial interview including:
 - the identities of the parties involved, if known;
 - the conduct allegedly constituting sexual harassment; and

- the date and location of the alleged incident, if known.
- An explanation of the district's investigation procedures, including any informal resolution process;
- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made by the decision-maker at the conclusion of the investigation;
- Notice to the parties they may have an advisor of their choice and may inspect and review any evidence; and
- Notice to the parties of any provision in the district's code of conduct or policy that prohibits knowingly making false statements or knowingly submitting false information.
- If, in the course of an investigation, the investigator decides to investigate allegations about the complainant or respondent that are not included in the notice initially provided, notice of the additional allegations shall be provided to known parties.

Formal Complaint Investigation Procedures

To ensure a complete and thorough investigation and to protect the parties, the investigator shall:

- Ensure that the preponderance of the evidence burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the district and not the parties;
- Provide an equal opportunity for the parties to present witnesses and evidence;
- Not restrict either party's ability to discuss the allegations under investigation or to gather and present relevant evidence;
- Allow the parties to be accompanied with an advisor of the party's choice;
- Provide written notice of the date, time, location, participants, and purpose of any interview or meeting at which a party is expected to participate;
- Provide the parties equal access to review all the evidence collected which is directly related to the allegations raised in a formal complaint, including the investigative report, and the opportunity to respond to that evidence before a determination is made;

- Be impartial and objectively evaluate all relevant evidence without relying on sex stereotypes;
- Not have conflicts of interest or bias for or against complainants or respondents;
- Not make credibility determinations based on the individual's status as complainant, respondent, or witness.

Formal Complaint Investigation Report

The investigator shall prepare an investigative report that fairly summarizes relevant evidence and share the report with the parties and their advisors for review and response.

Before completing the investigative report, the investigator must send each party and their advisors the investigative report for review and allow the parties 10 days to submit a written response for the investigator's consideration.

The investigator's written report shall include an objective evaluation of all relevant evidence using a preponderance of the evidence standard to determine responsibility.

Decision-Maker's Determination

Upon receiving the investigator's report, the decision-maker must make a determination regarding responsibility and afford each party the opportunity to submit written, relevant questions that the parties want asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions.

The decision-maker must issue a written determination regarding responsibility based on a preponderance of the evidence. The decision-maker's written determination shall:

- Identify the allegations potentially constituting sexual harassment;
- Describe the procedural steps taken, including any notifications to the parties, site visits, methods used to gather evidence, and interviews;
- Include the findings of fact supporting the determination;
- Address any district policies and/or conduct rules which apply to the facts;
- Address each allegation and a resolution of the complaint including a determination regarding responsibility, the rationale therefor, any disciplinary sanctions imposed on the respondent, and whether remedies designed to restore or preserve access to the educational program or activity will be provided by the district to the complainant; and

- The procedures and permissible bases for the complainant and/or respondent to appeal the determination.

A copy of the written determination shall be provided to both parties simultaneously.

The range of disciplinary sanctions and remedies may include, but may not be limited to, supportive measures, short term suspension, long term suspension, expulsion for students, and/or termination for employees. Complainants and respondents shall be treated equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made. The Title IX Coordinator is responsible for the effective implementation of any remedies. If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.

If the investigation results in a recommendation that an employee be suspended with or without pay or terminated, procedures outlined in board policy, the negotiated agreement (as applicable), and/or state law will be followed.

Records relating to complaints filed and their resolution shall be maintained by the Title IX Coordinator for seven years.

The decision becomes final on the date the parties receive the results of an appeal, if any appeal is filed; or on the date the opportunity for an appeal expires.

Appeals

The complainant or respondent may appeal the decision-maker's determination regarding responsibility or a dismissal of a formal complaint, on the following bases:

- Procedural irregularity that affected the outcomes;
- New evidence that was not reasonably available at the time that could affect the outcome; and/or
- The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias against either party that affected the outcome.

The request to appeal shall be made in writing to the Title IX Coordinator within 20 days after the date of the written determination. Appeals shall be on the record and heard by an attorney, an independent hearing officer appointed by the board, or the board. The appeal decision-maker

may not be the Title IX Coordinator, the Investigator, or the decision-maker from the original determination.

The appeal decision-maker will issue a written decision within 30 days after the appeal is filed. The appeal decision-maker will describe the result of the appeal and the rationale for the result. The appeal decision-maker shall:

- Review the evidence gathered by the investigator, the investigator's report, and the original decision-maker's determination;
- Notify both parties in writing of the filing of an appeal and give them 10 days after the appeal is filed to submit further evidence in writing;
- Not have a conflict of interest or bias for or against complainant or respondent and receive the required training;
- Issue a written decision and the rationale for the decision within 30 days after the appeal is filed;
- Describe the result of the appeal and the rationale for the result in the decision; and
- Provide the written decision simultaneously to both parties and to the Title IX Coordinator.

Informal Resolution Process

At any time during the formal complaint process and prior to reaching a determination regarding responsibility, the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and determination of responsibility.

The informal resolution process may be facilitated by a trained educational professional, consultant, or other individual selected by the Title IX Coordinator under the following conditions:

- The parties are provided a written notice disclosing the allegations, the requirements of the informal resolution process, and information on when it may preclude the parties from resuming a formal complaint arising from the same allegations;
- At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process, resume the investigation of the formal complaint, and be informed of any consequences resulting from participating in the informal resolution process;

- The parties voluntarily and in writing consent to the informal resolution process; and
- The informal resolution process cannot be used to resolve allegations that an employee sexually harassed a student.

If the matter is resolved to the satisfaction of the parties, the facilitator shall document the nature of the complaint and the proposed resolution, have both parties sign the documentation and receive a copy, and forward it to the Title IX Coordinator. Within 20 days after the complaint is resolved in this manner, the Title IX Coordinator shall contact the complainant to determine if the resolution of the matter remains acceptable. If the matter is not resolved, or if the individual does not believe the resolution remains acceptable within 20 days after the informal resolution document is executed, the individual or the Title IX Coordinator may proceed with the formal complaint process.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence. The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or appeal.

Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies, including the right to file a complaint with the Office for Civil Rights of the U.S. Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.

The filing of a complaint or otherwise reporting sex discrimination including sexual harassment shall not reflect upon the individual's status or grades. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted, or participated in any investigation, proceeding, or hearing involving sex discrimination, including sexual harassment, is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

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

A summary of this policy and the complaint procedures including how to report or file a formal complaint of sex discrimination or sexual harassment shall be posted in each district facility shall be published in student handbooks, and on the district's website as directed by the Title IX Coordinator. Notification of the policy may include posting informational notices, publishing in local newspapers, publishing in newspapers and magazines operated by the school, or

distributing memoranda or other written communications to students and employees. In addition, the district is required to include a statement of nondiscriminatory policy in any bulletins, announcements, publications, catalogs, application forms, or other recruitment materials that are made available to participants, students, applicants, or employees.

BOE Approved: 6/2005; 12/2008; 12/2017; 01/2021

JGECA – Racial and Disability Harassment (See GAACA, GAAB, GAF, JDDC and KN)

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

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. Disability harassment is unlawful discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. All forms of racial or disability harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

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

Prohibited conduct under this policy includes racially or disability-motivated conduct which:

- 1) Affords a student different treatment, solely on the basis of race, color, national origin, or disability, in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school;
- 2) Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or
- 3) Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student’s academic performance or ability to participate in or benefit from the services, activities or programs of the school.

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

The district encourages all victims of racial or disability harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of racial or disability harassment and take prompt corrective action to end the harassment.

Any student, who believes he or she has been subject to racial or disability harassment or has witnessed an act of alleged racial or disability harassment, should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of racial or disability harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure in policy KN.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial or disability harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial or disability harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially or disability motivated.

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

When a complaint contains evidence of criminal activity or child abuse, the compliance coordinator shall report such conduct to the appropriate law enforcement or DCF authorities.

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

The filing of a complaint or otherwise reporting racial or disability harassment shall not reflect upon the student's status or grades. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted, or participated in any investigation, proceeding, or hearing involving a racial or disability harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

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

A summary of this policy and related materials shall be posted on the district website. The policy shall also be published in student, parent and employee handbooks as directed by the district compliance coordinator.

BOE Approved 6/2005; 12/2008; 12/2017

JGFB Supervision of Students

Students shall be supervised by school personnel when they are under the jurisdiction of the school.

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

Each building principal shall make a school day duty roster of teachers, aides, paraprofessionals and administrators for supervising students at specific times and in designated areas. (See GAO)

Employees' (licensed and classified) children will not be permitted in the workplace during the regular work day without prior administrative approval.

The presence of employee's children cannot interfere with the functions of the workplace or the employee's ability to carry-out their duties.

BOE Approved 6/20/05 & 12/01/08

JGFG Student Accidents

When a staff member sees a student who has been involved in an accident at school, on school property or at a school-sponsored event, the staff member shall follow the rules for the care of an injured student. If a student has an accident which appears to require medical treatment, no action shall be taken by an employee except to send for medical help and to make the student as comfortable as possible while waiting for medical assistance to arrive. If an employee is qualified to administer first aid, that aid may be given. Qualified employees, for the purpose of this policy, are those employees who have successfully completed an approved Red Cross first aid program or the school nurse.

All injuries to students must be reported to the Building Principal and School Nurse.

For minor injuries, first aid is to be administered by school personnel, but never one student for another student.

Children who are ill or injured are not to be taken or sent home until parents or other designated, responsible people have been contacted at home or at work.

Appropriate records of student accident shall be maintained. (See School Health Handbook)

BOE Approved 6/20/05 & 12/01/08

[Return to Section J Table of Contents](#)

JGFG B Supervision of Medications

Medicine or drugs will only be administered in a school facility, on school property, or at a school-sponsored activity under the following conditions:

- A licensed physician or dentist has given written permission and
- instructions for the administration of all medicine or drugs, including “over-the-counter” or non-prescription drugs, i.e., lotions, creams, pain medication, vitamins, medicated cough drops, etc.
- The prescription or written direction from the physician or dentist must be dated and identify the medicine or drug to be administered, the dosage to be administered, the time of day for each administration, and the anticipated number of days to be administered.
- A parent/guardian has given written permission for administration of the medicine or drug.
- The Board of Education authorizes the Building Administrator, working in conjunction with the District and building nurses, the student’s parents, the student’s physician, and District Administration, to vary from the provisions of this policy when in the best interests of the students and when necessary to accommodate the special health circumstances of the student.

See the School Nurse for complete practices and procedures.

BOE Revised 08/17/09

JGFGBA Student Self-Administration of Medications (anaphylaxis or asthma)

The self-administration of medication is allowed for eligible students in grades K–12. As used in this policy medication is defined as a medicine for the treatment of anaphylaxis or asthma including, but not limited to, any medicine defined in current federal regulation as an inhaled bronchodilator or auto-injectable epinephrine. Self-administration is the student's discretionary use of an approved medication for which the student has a prescription or written direction from a health care provider.

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

Student Eligibility

An eligible student shall meet all the following requirements:

1. A written statement from the student's health care provider stating the name and purpose of the medication/s;
2. The prescribed dosage;
3. The time the medication is to be regularly administered;
4. Any additional special circumstances under which the medication is to be administered;
5. The length of time for which the medication is prescribed;
6. The student shall also demonstrate to the health care provider or the provider's designee and the school nurse or the nurse's designee the skill level necessary to use the medication and any device that is necessary to administer the medication as prescribed. In the absence of a school nurse, the school shall designate a person who is trained to witness the demonstration.

Authorization Required

The health care provider shall prepare a written treatment plan for managing the student's asthma or anaphylaxis episodes and for

medication use by the student during school hours. The student's parent or guardian shall annually complete and submit to the school any written documentation required by the school, including the treatment plan prepared by the student's health care provider. Permission forms shall be updated during enrollment/or upon request.

Employee Immunity

All teachers responsible for the student's supervision shall be notified that permission to carry medications and self-administer has been granted. The school district shall provide written notification to the parent or guardian of a student that the school district and its officers, employees and agents are not liable for damage, injury or death resulting directly or indirectly from the self-administration of medication.

Waiver of Liability

The student's parent or guardian shall sign a statement acknowledging that the school districts and its officers, employees or agents incur no liability for damage, injury or death resulting directly or indirectly from the self-administration of medication and agreeing to release, indemnify and hold the schools and its officers, employees and agents, harmless from and against any claims relating to the self-administration of medication allowed by this policy.

The parent or guardian of the student shall sign a statement acknowledging that the school incurs no liability for any injury resulting from the self-administration of medication and agreeing to indemnify and hold the school, and its employees and agents, harmless against any claims relating to the self-administration of such medication.

Additional Requirements

- The school district shall require that any back-up medication provided by the student's parent or guardian be kept at the student's school in a location to which the student has immediate access if there is an asthma or anaphylaxis emergency;

- The school district shall require that all necessary and pertinent information be kept on file at the student's school in a location easily accessible if there is an asthma or anaphylaxis emergency;
- Eligible students shall be allowed to possess and use approved medications at any place where the student is subject to the jurisdiction or supervision of the school district, its officers, employees or agents;
- The board may adopt policy or handbook language which imposes additional requirements relating to the self-administration of medication allowed for in this policy and may establish a procedure for, and the conditions under which, the authorization for student self-administration of medication may be revoked. (See JGFGB)

BOE Approved 11/07/05 & 12/01/08

Student Self-Administration of Medications Not For Anaphylaxis or Asthma (Grades 6 through 12)

With the proper form completed by parents and filed in the health office, students in grades 6 through 12, may carry and take their own prescription medication unless the Physician specifically orders the medication to be administered through the health room. Medication is to be carried in prescription bottles with the name of the medication and directions attached. Controlled drugs, such as Ritalin and narcotic pain medications, must be kept in a locked area of the office or health room and administered by the nurse or the designee. Students with chronic conditions should have a record of medications on file in the health room.

Common over-the-counter medication for minor discomforts (Tylenol, Midol, Advil) may be carried by the student with parental permission. The student should carry what is needed for that day and it should be carried in the original container that is clearly marked. A limited amount of Acetaminophen and Ibuprofen is stocked in the health room for students use with parental written

permission. Students are prohibited from sharing any medications with another student.

The principal will have final authority to revoke medication privileges.

BOE Approved 12/01/08

[Return to Section J Table of Contents](#)

JGG – Transportation

School-provided transportation shall be available to and from school for those students who qualify. Transportation may be provided by the district for all school activities. Transportation may be denied to students who are detained after school for disciplinary reasons.

Students who use school-provided transportation shall be under the jurisdiction of the vehicle driver while in the vehicle. Students shall be subject to the district's student behavior code and other regulations developed by the superintendent and approved by the board.

Drivers shall report violations of the rules to the building principal who may discipline students. The principal may suspend or revoke the transportation privilege of a student who violates any rule or regulation.

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

Extracurricular and Co-Curricular Activities Transportation for Middle and High School Students

Students may, from time to time, be involved in co-curricular or extra-curricular programs which require travel. Extracurricular activities requiring transportation shall include, but not be limited to, all athletic teams and all school plays and musicals. Co-curricular activities requiring transportation shall include, but not be limited to, graded and credited activities, such as cheerleading, debate, drill team and instrumental music. The District may provide authorized vehicles to transport all middle and high school participants to and from all extracurricular activities and co-curricular events and practices that are located off campus. Parents wishing to decline such transportation for their student(s) may do so by providing the schools' activities/athletic director with a signed transportation consent and release form.

The School District assumes no responsibility for the safety of transportation provided by someone other than authorized School District personnel. Students who fail to conform to School District policies may be subject to disciplinary action.

When transportation is provided by the School District, it will be at no cost to the student and will be regulated by state laws and School District policies.

Completion of the required form is required before participation in the extracurricular or co-curricular activity.

BOE Approved: 06/2005; 12/2008; 06/2014; 07/2022

JGGA 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.

(See EBC, JR and JRB)

BOE Approved 6/20/05 & 12/01/08 & 05/09/2011

[Return to Section J Table of Contents](#)

JGH School Food Service Programs

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

Free or Reduced Price Meals

Free or reduced price meals shall be provided for students who qualify under state and federal rules and regulations.

The eligibility forms, rules and regulations governing this program shall be provided by the administration to students or their parents.

Contracts with Other Agencies

The board may enter into contracts with the governing authority of any nonpublic school or any child care institution to provide meals for children who attend these institutions. The board may also contract for meal service with any municipality, any state university or any corporation whose operations are substantially controlled by a state university.

Contracts shall provide for payment of the costs incurred by the district to provide the service. Income received by the district under any contract to provide this service shall be deposited in the district food service fund and may be expended whether budgeted or not.

BOE Approved 6/20/05 & 12/01/08

[Return to Section J Table of Contents](#)

JH – Student Activities (See DK, JGFB, JM and KG)

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

Eligibility for Activities

Unless otherwise provided herein, students who participate in any school activity shall meet the following requirements:

- all applicable KSHSAA regulations;
- academic eligibility requirements noted in handbooks; and
- other requirements requested by the administration and approved by the board.

Participation in Kansas State High School Activity Association Activities

Any student meeting the following requirements shall be permitted to participate in any district activities that are regulated, supervised, promoted, and developed by the Kansas State High School Activities Association (“KSHSAA”). The requirements include:

- being a resident of the school district;
- being enrolled and attending a nonpublic elementary or secondary school;
- complying with the health certification and inoculation requirements of K.S.A. 72-6262, as amended, prior to participation in any such activity;
- meeting applicable age and eligibility requirements required by KSHSAA; and
- paying any fees required by the district for participation in such activity, if such fees are generally imposed upon all other students who participate in the activity; seeking participation at the appropriate school of the district that corresponds to where the student resides within the school district’s respective school attendance boundaries established by the board.

Any student attending a home school, who is a resident of the district and seeks to participate in a KSHSAA activity sponsored by the district, shall be deemed to meet any academic eligibility requirements established by KSHSAA for participation in such activity if:

- The student is maintaining satisfactory progress towards achievement or promotion to the next grade level; and
- The parent, teacher, or organization that provides instruction to the student submits an affidavit or transcript to KSHSAA indicating the student meets these academic eligibility requirements.

Upon submission of an affidavit, the student attending a home school shall be deemed to meet any academic eligibility requirements established by KSHSAAA and shall retain such academic eligibility during the activity season for which the affidavit was submitted.

The board may require a student who participates in an activity pursuant to this policy to enroll in or complete a particular course as a condition of participation, if such requirement is imposed upon all other students who participate in a particular KSHSAA activity.

Except as provided in this policy regarding modified academic eligibility requirements for home school students, and any student who seeks to participate in an activity pursuant to this policy shall be subject to any tryout or other participation requirements that are otherwise applicable to all other students for participation in the activity.

Adding or Eliminating Activities

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

BOE Approved: 06/2005; 12/2008; 08/2023

JHC Student Organizations

Students may form clubs and other groups organized to promote or pursue specialized activities outside the regular classroom. Membership in student organizations, whether school sponsored or non-school sponsored, must be open to all interested and eligible students. The building principal and the board shall approve school sponsored student organizations, and a staff member shall attend the meetings or activities to supervise use of the facilities by all student organizations as an advisor or supervisor.

Student Clubs

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

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

Non-School Sponsored Student Clubs

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

Student Government

Student councils under the direct control of the building principal or designated faculty representative may be established. Student councils may exercise only the authority expressly delegated to them by the building principal.

BOE Approved 6/20/05 & 12/01/08

[Return to Section J Table of Contents](#)

JHCA Student Publications

School-Sponsored Student Publications

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

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

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

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

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

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

Non-School Sponsored Student Publications

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

Advertisements

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

BOE Approved 6/20/05 & 12/01/08

[Return to Section J Table of Contents](#)

JHCAA Gang Activity

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

The superintendent shall establish procedures and regulations for disciplinary action to be taken against any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in gang-related activities. (See JCAC, JCDA, JCDBB and JDD)

District staff may be provided in-service training in gang behavior and characteristics to facilitate identification of students involved in gang activities.

BOE Approved 6/20/05 & 12/01/08

[Return to Section J Table of Contents](#)

J Community Activities

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

BOE Approved 6/20/05 & 12/01/08

[Return to Section J Table of Contents](#)

JJ Employment of Students

In-School Employment

Students may be employed by the district. The district shall not employ students in hazardous jobs.

Outside Employment

A student who needs to work on a regular basis during the school day shall file a written request with the principal. If the request is approved, the student shall file a work schedule with the principal. Changes in the schedule shall be reported by the student to the principal. The student shall not begin the new schedule unless the change is approved by the principal.

Vocational or Other Work Experience

A student who works in a board-approved vocational or other work-experience program shall have a schedule developed cooperatively by the employer and the supervising teacher and approved by the principal prior to beginning the work activity. (See IDAA)

BOE Approved 6/20/05 & 12/01/08

[Return to Section J Table of Contents](#)

JK Solicitations

Commercial firms shall not be permitted to solicit students during school hours or on school property without prior approval of the administration.

Solicitations by students of students during school hours and on school property shall be done only when they are related to school sponsored activities. All student sales projects shall require the principal's prior approval.

Representatives from commercial schools, colleges, armed forces or other agencies shall be permitted to meet with students only by permission of the principal. Student contact by these organizations shall be arranged for and supervised by the guidance office. (See KI)

BOE Approved 6/20/05 & 12/01/08

[Return to Section J Table of Contents](#)

JL Gifts

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

BOE Approved 6/20/05 & 12/01/08

[Return to Section J Table of Contents](#)

JM Contests for Students

No student shall enter any contest as a school representative unless the contest is approved by the KSHSAA or by the administration. (See JH)

BOE Approved 6/20/05 & 12/01/08

[Return to Section J Table of Contents](#)

JN Awards

Awards for participation in interscholastic activities shall be limited to those approved by the KSHSAA.

BOE Approved 6/20/05 & 12/01/08

[Return to Section J Table of Contents](#)

JQ Exceptional Students

All programs and services for exceptional students shall be managed in accordance with the local plans for exceptional students, the policy and rules of the local board, and the rules and regulations of the state board of education.

BOE Approved 6/20/05 & 12/01/08

[Return to Section J Table of Contents](#)

JQA Students Needing Alternative Services/Accommodations Due to Disability

Alternative services and/or accommodations may be provided if a student is unable to attend a typical school day because of lengthy physical illness or injury, authenticated in writing by a physician; or lengthy mental illness, authenticated in writing by a psychiatrist.

District staff, through the appropriate process (student improvement, IEP, or Section 504 team), must determine which, if any alternative services and/or accommodations are necessary and appropriate to allow for meaningful participation in the program.

BOE Approved 12/01/08

[Return to Section J Table of Contents](#)

JQE Alternative Arrangements for Non-traditional Students

Married students, pregnant students and students who are parents shall have access to the same educational opportunities, special services and extracurricular activity considerations provided to other students.

A pregnant student may be required to provide a physician's release statement to be allowed to participate in school activities.

If there is a delay in obtaining a physician's release statement, in the student's best interest, the administration may deny activity participation until the permission slip is made available. (See JQE Application for Home Bound Instruction and Request for Homebound Instruction in appendix)

BOE Approved 6/20/05 & 12/01/08

[Return to Section J Table of Contents](#)

JQI Adult Students

Adult students who have not graduated from high school are encouraged to attend high school classes.

Adult Education/Community Education

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

BOE Approved 6/20/05 & 12/01/08

[Return to Section J Table of Contents](#)

JQKA – Foreign Exchange Students (See JBC)

Foreign exchange students from organizations approved each year by the Kansas State High School Activities Association may be admitted to the district on a tuition-free basis to the extent staff, facilities, equipment, and supplies are available. Other foreign exchange students who meet residency requirements may be allowed to enroll in the district under rules established by the board. Students who enter the country on an F-1 visa and who are admitted to the district shall pre-pay tuition equal to the current cost per pupil as calculated by the Kansas State Department of Education.

BOE Approved: 06/2005; 12/2008; 01/2021

JQL Hearing Procedures for Exceptional Students

A hearing procedure shall be available to parents or guardians of exceptional students according to state board of education regulations, the state special education plan, locally adopted procedures and applicable laws. A hearing shall be held for the purpose of ascertaining whether a staffing/placement committee's recommendations for assignment, reassignment, exclusion, transfer or withdrawal of a student are warranted.

BOE Approved 6/20/05 & 12/01/08

[Return to Section J Table of Contents](#)

JQLA Class-size/Caseload Limits for Exceptional Students

The superintendent shall develop and review annually class-size/caseload limits for students with exceptionalities.

BOE Approved 6/20/05 & 12/01/08

[Return to Section J Table of Contents](#)

JR Student Records

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

BOE Approved 6/20/05 & 12/01/08

[Return to Section J Table of Contents](#)

JRA Types of Records

Permanent Student Records

Each school shall permanently retain records relating to each student's academic performance, attendance and activities. Information about students collected and stored by any school personnel shall be separated into one of the following classifications:

Administrative Records

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

Supplementary Records

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

Tentative records

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

BOE Approved 12/01/08

[Return to Section J Table of Contents](#)

JRB Release of Student Records

Individual student files are not available for public inspection. The custodian of student records shall disclose the student's educational records only as provided for in policy.

Directory Information

Annual notice shall be given to parents and eligible students concerning their rights with regard to student records. In addition, the custodian of the educational records shall give annual public notice of the class of records the institution has designated as directory information and of the right of the parent or eligible student to opt-out of the release of directory information without prior written consent. The appropriate forms for providing notice shall be on file in the office of the custodian of the educational records.

After giving notice and allowing a reasonable period of time for parents or eligible students to inform the district that any or all of the directory information should not be released without prior written consent, the custodian of records may make directory information available without parental or eligible student's consent. The custodian of records shall make student recruiting information (including student name, address, and telephone listing) available to military recruiters and postsecondary institutions unless parents or eligible students provide a written request to the district providing that the specified information not be released without prior written consent. Notice of the option to opt-out of the release of recruitment information shall be provided to parents and eligible students in the district's annual notice of rights under the Family Educational Rights and Privacy Act.

For the purposes of this policy, school official means teacher, administrator, other certified employee or board of education. The district may disclose, without the parents or eligible students' consent, personally identifiable information to school officials with a legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support-staff member (including health or medical staff and law enforcement unit personnel); the school board (in executive session); a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The custodian may disclose students' education records to the following persons without the prior consent of the parents:

- Other school officials, including teachers within the district who have legitimate educational interests;
- Officials of other schools or school systems in which the student intends to enroll. The school district will forward student records to such institutions without further notice to the parents or eligible student when the disclosure is initiated by a parent or eligible student or

an annual notice provided to parents and eligible students by the district informs them that such records will be automatically disclosed to these institutions for the purposes of enrollment or transfer of the student;

- Authorized persons to whom a student has applied for or from whom a student has received financial aid;
- State and local officials or authorities to whom such information is specifically required to be reported or disclosed pursuant to state statutes;
- Organizations conducting studies for educational agencies for the purpose of developing, validating or administering student tests or programs;
- Accrediting organizations;
- Parents of a student 18 years of age if parents claim the student as a dependent for income tax purposes;
- Appropriate persons if knowledge of any information is necessary to protect the health or safety of the student or other persons in an emergency;
- An agency caseworker or representative of a state or local child welfare agency or tribal organization who has the right to access a student's case plan when such agency or organization is legally responsible for the care and protection of the student and when any further disclosure of such information thereby will be limited in accordance with law; and
- In compliance with a lawfully issued subpoena or judicial order.

Access will be granted to any third party upon written authorization of the eligible student, parent or guardian.

No personally identifiable information contained in personal school records shall be furnished to any person other than those, herein. When there is written instruction from the student's parents, guardian or the eligible student specifying the records, the reasons and the person(s) to whom the release is to be made, a copy of the records to be released shall be made available to the student, parents or guardian upon request. When information is requested in compliance with a judicial order, or pursuant to any lawfully issued subpoena, parent(s)/guardian and the student shall be notified of the orders or subpoenas in advance of compliance, with the order or subpoena unless:

- the order or subpoena specifically forbids such disclosure; or
- the order is issued in the context of a court proceeding where a parent is a party and the proceeding involves child abuse and neglect or dependency matters.

Nothing contained in this policy shall preclude authorized representatives of the Comptroller General of the United States, the Secretary and an administrative head of an educational agency or state authorities from having access to student or other records which may be necessary in connection with the audit and evaluation of federally supported education programs or the enforcement of the federal legal requirements which relate to these programs. The data collection by such official with respect to individual students shall not include information (including social security numbers) which would permit the personal identification of students or their parents or guardian on the data collected and provided.

All persons, agencies or organizations desiring access to the records of a student shall be required to sign a form, which shall be kept permanently with the student's file, but only for inspection by the parents/guardian, the student or a school official responsible for record maintenance. The form signed shall indicate the specific educational or other interest of each person, agency or organization has in seeking this information.

Personal information shall be transferred to a third party only on the condition that such party shall not permit any other party to have access to such information without the written consent of the student's parents or the eligible student. The board and staff shall protect the rights of privacy of students and their families in connection with any surveys or data-gathering activities conducted, assisted or authorized by the board or administration. Regulations established under this policy shall include provisions controlling the use, dissemination and protection of such data.

Forwarding Pupil Records

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

BOE Approved: 6/2005; 12/2008; 07/2017

JRC Disposition of Records

All student records will be maintained and screened periodically.

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

The principal or designee shall review a student's records when the student moves from elementary to a middle school or junior high, from a middle school or junior high to high school and upon high school graduation or ceasing to attend school in the district. During each review obsolete or unnecessary information shall be removed and destroyed.

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

BOE Approved 6/20/05 & 12/01/08

[Return to Section J Table of Contents](#)

JRD Hearing Request

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

The hearing shall be conducted and the decision rendered by a person who does not have a direct interest in the hearing outcome.

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

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

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

BOE Approved 6/20/05 & 12/01/08

JS Student Fees and Charges

Building principals shall be authorized to collect fees approved by the board or to seek restitution for any school property lost, damaged or destroyed by a student.

Credit Card Payments

Credit and debit cards may be accepted to pay fees, fines, and charges due the district. A fee may be collected to cover costs of accepting credit or debit cards.

Fee Schedules

The superintendent shall distribute a schedule of enrollment fees and other fees approved in advance by the board to all building principals. The fee schedule shall include:

- A list of all items for which a charge is to be collected;
- The amount of each charge;
- The date due;
- Classifications of students exempt from the fee or charge;
- A system for accounting for and disposing of fees; and
- An appeal procedure to be used by students or parents to claim exemption from paying the fees or charges.

Debt Collection

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

Forwarding Pupil Records

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

BOE Approved 6/20/05 & 12/01/08

[Return to Section J Table of Contents](#)

K--GENERAL PUBLIC RELATIONS

KA.....Goals and Objectives

- The District goal is to keep the public informed.

KB.....Public Information Programs

- Use of District Newsletter and other Media

KBADistrict or School Websites

KBCMedia Relations (See KB)

Broadcasting and Taping

News Releases

Conferences and Interviews

KDCSolicitations

- Solicitations by Staff (See KI and GAI)

KFDSchool Volunteers (Also IFC)

KGUse of School Facilities by Community Groups (See DFG)

Fees and Rental Charges

Lease Arrangements

Supervision of Non-School Groups

Insurance and/or Bonds

KGAUse of School Property and Equipment (See KG)

Personal Use

KGB....Use of Unmanned Aircraft Systems

KGDDisruptive Acts at School or School Activities

- The school administration and staff are responsible for handling any disturbance caused by adults or students.
- Possession of a Firearm

KH.....Gifts to Schools

KIDistributing Materials in Schools

Materials Produced by Outside Groups--Including Religious Materials

Political Campaign Materials

Advertising in the Schools

Mailing Lists

KK..... is os of District Property

KM Visitors to the Schools

KM o o ree S oo rounds for isitors

KN..... Complaints

KN Co ints e rdin i d Nutrition ro r s

KA Goals and Objectives (see IB)

The goal of educational public relations is to facilitate a process of communication between the district and its internal and external publics. The public relations program is intended to develop better public understanding of the district's goals, objectives, accomplishments, and needs.

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

BOE Approved 05/15/06 & 11/05/2007

[Return to Section K Table of Contents](#)

KB Public Information Programs (see CEE, CG and KBA)

The board shall keep the public informed about the school system's functions and operations.

Newsletters and other Media

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

The superintendent shall direct the dissemination of district information and report to the board as requested.

When approved by the principal, attendance center announcements or school-related information may be sent home with students.

BOE Approved 05/15/06 & 11/05/2007

[Return to Section K Table of Contents](#)

KBA – District or School Websites

(See KB and ECH)

The board may establish a district web site and may allow creation of web sites for individual schools. The district website shall be maintained and updated as directed by the superintendent or the superintendent's designee. The school websites shall be maintained and updated as directed by the principal or the principal's designee.

Website Rules

Website rules shall include the following areas:

- data privacy and FERPA regulations;
- copyright rules, relating to access and use of materials and the property rights of the district, students or employees who create material;
- instruction on what information and materials will be prominently posted on district and/or school homepages, which shall include, but may not be limited to:
 - a copy of Kansas State Department of Education's Form 150 estimating the legal maximum general fund budget as well as the budget summary for the current school year and actual expenditures for the immediately preceding two school years showing total net dollars of transfers and dollars per pupil as specified in Kansas law, using the full-time equivalent enrollment of the school district for such required calculations;
 - district budgets, the summary of the proposed budget, the needs assessment, and the state assessment documentation described in board policy DB;
 - the board's policy for the part-time enrollment of students; and
 - a copy of any nonacademic test, questionnaire, survey, or examination containing any questions about the personal and private attitudes, values, beliefs, or practices of the student or the student's parents, guardians, family members, associates, friends, or peers that is administered during the school day in accordance with board policy IDAE.
- The board's and administration's right to determine website content and monitor use by employees and students.

District and school websites are maintained to support the public relations and educational programs of the district and/or the schools. Websites may be modified or terminated at any time by board action.

BOE Approved: 05/2006; 11/2007; 07/2022

KBC Media Relations

Upon presentation of proper credentials, media members on assignment will be admitted free of charge to all school extra-curricular activities. To the extent possible, space will be provided at sporting and special events for members of the working media to cover extra-curricular activities.

Broadcasting and Taping

The superintendent is authorized to establish rules and regulations for broadcasting and taping district activities.

The appropriate building principal shall be responsible for determining eligibility and issuing passes to press members on assignment to cover school events. Members of the broadcast media shall notify the superintendent prior to the event they wish to cover so arrangements may be made for their equipment.

News Releases

News and information concerning building events and programs may be released to the media with the approval of the principal. District news releases prepared for public distribution by district employees or students shall have the superintendent's approval prior to release. The superintendent shall, upon request, prepare official district news releases for the board.

Conferences and Interviews

News conferences and interviews shall be scheduled so they do not disrupt regular educational activities. Representatives of the news media seeking to interview a student during school hours must first have the principal's approval and permission from the student's parent or guardian.

BOE Approved 05/15/06 & 11/05/2007

[Return to Section K Table of Contents](#)

KDC Solicitations (see KI and GAI)

The board shall discourage all solicitations of and by staff members during regular school hours and at school-sponsored activities.

BOE Approved 05/15/06 & 11/05/2007

[Return to Section K Table of Contents](#)

KFD School Volunteers (see EBAA and IFC)

School volunteers work under the school staff's direction with the principal's approval.

School volunteers are bound by the policies, rules and regulations of the district, serve without financial compensation and are not covered by workers' compensation.

BOE Approved 05/15/06 & 11/05/2007

[Return to Section K Table of Contents](#)

KG Use of School Facilities by Community Groups (see JH)

The board may allow use of school buildings and school grounds by community groups {outside the school day}. Use of any school facility or school grounds, however, shall not interfere with daily school use or any school-sponsored activity.

Fees and Rental Charges

The board shall establish reasonable fees and/or rental charges for the use of any school facility or school grounds; fees and/or rental charges will cover costs of wages of school personnel involved and utilities. The fee and/or rental charges shall be approved by the board and shall be reviewed annually.

Lease Arrangements

The board shall approve any lease arrangements.

Supervision of Non-School Groups

Whenever any school facility is used by non-school groups or individuals, a school employee shall be on duty to see that the building and equipment are properly used.

Insurance and/or Bonds

The board, through its duly authorized agent, reserves the right to require bonds (cash or otherwise), insurance, or other damage deposits, acceptable to the board before allowing use of the schools' facilities. Use is subject to limited access and availability. Any damages occurring during use will be billed to the individual and/or organization renting the facility.

BOE Approved 05/15/06 & 11/05/2007

[Return to Section K Table of Contents](#)

KGA Use of District Personal Property and Equipment

Requests for use of district equipment by individuals or outside organizations shall be submitted to the superintendent and will be charged accordingly. Any request shall be granted or denied pursuant to guidelines for using equipment developed by the administrator and approved by the board.

The superintendent may establish a deposit for use of school equipment before it is removed from the school grounds or other district property. The deposit will be paid to the designated administrator and will be refunded when the equipment is returned in working order.

Personal Use

No district equipment shall be used by staff for personal reasons at school or away from its designated station without the prior approval of the superintendent.

BOE Approved 05/15/06 & 11/05/2007 & 05/19/08

[Return to Section K Table of Contents](#)

KGB Use of Unmanned Aircraft Systems

Unless granted special permission by the superintendent or his/her designee, the use of Unmanned Aircraft Systems (UAS) for any purpose is not permitted at any school district event, activity or classroom activity. This prohibition applies to all school district indoor/outdoor property and includes a ban at all venues including the spectator areas and parking areas.

BOE Approved 10/05/2015

KGD – Disruptive Acts at School or School Activities (see EBC, GAAE, JCDBB, and JDDC)

Disruptive acts at school or school sponsored activities will not be tolerated. Persons threatening the safety of students, school personnel, or other persons; to damage school property; or to interfere with school or school activities or the educational process will be asked to leave the premises.

The school administration and staff are responsible for handling any disturbance caused by adults or students. The final decision for determining if assistance is needed is the responsibility of the superintendent or school principal. In the absence of these individuals, the determination shall be made by the assistant principal or person designated to be in charge of the building or activity. The superintendent shall be notified of any serious problem at the school.

Possession of a Firearm

Unless otherwise required by law or authorized by board policy, no person other than a law enforcement officer shall possess a firearm on any district owned or operated property; within any district owned or operated building or facility; in a school vehicle; in an employee's personal vehicle being used to transport students or school staff in the performance of job duties for the district; or at any school sponsored activity, program, or event. This prohibition includes possession of concealed and/or openly carried weapons; however, such prohibition shall not apply to the secured storage of a handgun in a district employee's own locked vehicle on school property so long as such weapon is maintained out of plain sight.

Appropriate signs shall be conspicuously posted as directed by the board and required by law.

Anyone in violation of this policy shall be directed to leave the premises immediately and not return without prior approval from the building administrator or superintendent. Failure to comply with such order will result in a report to law enforcement.

BOE Approved 05/2006; 11/2007; 10/2017

KH – Gifts to Schools

Any non-school organization, business, or individual making a gift to a school or the district in excess of \$1,000 shall have the prior approval of the board. Building principals are authorized to accept gifts of up to \$500 and the superintendent may accept gifts of up to \$1,000 on behalf of the board of education.

All gifts or contributions in excess of \$500 from school related organizations such as PTA, Booster Clubs, or other school affiliated organizations shall be reported by the Principal to the Superintendent and Board of Education for recognition and record keeping purposes.

All gifts given to a school will be regarded as district property.

Organizations, businesses, or individuals desiring to make gifts to a school should contact the building principal for assistance and guidance to comply with school district policies and procedures. Parties interested in making a gift to the district should contact the superintendent.

BOE Approved: 05/2006; 11/2007; 01/2023

KI Distributing Materials in Schools (see JHCA)

In accordance with rules adopted by the board, the superintendent reserves the right to refuse distribution to students any material by outside individuals or groups which creates a material or substantial interference with normal school activity or appropriate discipline in the operation of the school.

Materials Produced by Outside Groups—including Religious Materials

The principal may establish rules and regulations which control the time, place and manner in which non-school/educational materials are displayed and disseminated in the building or on school property. No student shall be forced to participate in the distribution or receipt of any non-school materials in the schools.

Political Campaign Materials

The board encourages responsible use of political materials as part of the board-approved curriculum. No student shall be forced to participate in the distribution or receipt of any political materials.

Advertising in the Schools

No advertising for commercial purposes shall be permitted in the school buildings or on the grounds of the district without prior board approval. Advertising in student publications shall be regulated by rules and regulations developed by the superintendent. Advertising in the student publications may promote products by brand name. Ads promoting the sale of any controlled substance, drug paraphernalia or any other illegal material or activity are prohibited.

Mailing Lists

No mailing lists of students shall be given to individuals, organizations or vendors for the purpose of distributing materials.

BOE Approved 05/15/06 & 11/05/2007

[Return to Section K Table of Contents](#)

KK — Disposal of District Property

Except when disposing of a school district building, the board may dispose of property in a manner the board deems to be in the district's best interest. Whenever such excess district property is to be sold at auction, all sales shall be to the highest bidder. No credit shall be extended.

Disposal of a School District Building

Within 30 days after the board of education adopts a resolution to dispose of a school district building, the board shall submit written notice of its intention to dispose of such building to the legislature. Such notice shall be filed with the chief clerk of the House of Representatives and the secretary of the senate and shall contain the following:

- A description of the school district's use of such building immediately prior to the decision to dispose of such building;
- the reason for such building's disuse and the decision to dispose of such building;
- the legal description of the real property that is to be disposed; and
- a copy of the resolution adopted by the board of education.

Upon receipt of the notice, the legislature may adopt a concurrent resolution state the legislature's intention that the state acquire the school district building in the following manner.

If the notice is received by the legislature during a regular legislative session, the legislature shall have 45 days to adopt a concurrent resolution as outlined below.

If the notice is received when the legislature is not in regular session, then the legislature shall have 45 days from the commencement of the next regular session to adopt a concurrent resolution as outlined below.

If the legislature does not adopt a concurrent resolution as outlined below within the 45-day period, then the school district may proceed with the disposition of such school district building in accordance with state law.

Such concurrent resolution shall include:

- The name of the school district that owns such building;
- the information contained in the written notice as outlined above; and
- the state agency that intends to acquire such building and the intended use of such building upon acquisition.

Upon adoption of a concurrent resolution, the state agency named in such resolution shall have 180 days to complete the acquisition of such school district building and take title to the real property. Upon request of the state agency acquiring the school district building, the legislative coordinating council may extend the 180-day period for a period of not more than 60 days.

The board shall not sell, gift, lease or otherwise convey such building or any of the real property described in the written notice or take any action or refrain from taking any action that would diminish the value of such property during the 180-day period or any extension thereof.

If the state agency does not take title to the property within the 180-day period or any extension thereof, then the school district may proceed with disposition of such school district building in accordance with state law and any written agreements entered into between such state agency and the school district.

For purposes of this policy, the term "state agency" means any state agency, department, authority, institution, division, bureau, or other state governmental entity.

BOE Approved: 05/2006; 11/2007; 08/2023

KM Visitors to the Schools

The board encourages patrons and parents to visit district facilities. Patron visits shall be scheduled with the teacher and the building principal.

Notices shall be posted in school buildings to require visitors to check in at the office before proceeding to contact any other person in the building or on the grounds.

Any person who visits a building and/or grounds of the district will be under the jurisdiction of the building principal who shall be responsible for developing rules and regulations governing the presence of visitors in the buildings.

The principal has authority to request assistance from law enforcement if any visitor to the district's buildings or grounds refuses to leave or creates a disturbance. Violation of this rule may lead to removal from the building or grounds and denial of further access to the building or grounds. Violators of this board policy may be subject to the state trespass law.

BOE Approved 05/15/06 & 11/05/2007

[Return to Section K Table of Contents](#)

KMA – Tobacco-Free School Grounds for Visitors (See GAOC and JCDA)

The use of any tobacco product by parents, contractors, volunteers, and all other visitors is prohibited at all times in any district facility; in school owned or operated property.

The following definitions apply to this policy.

“Tobacco product” means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled, or ingested by any other means, including, but not limited to, electronic nicotine delivery system (hereafter “ENDS”), cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or snus. Tobacco products also means any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes, charging devices, cartridges, and any substance used in ENDS, whether or not they contain nicotine. This definition does not include FDA-approved Nicotine Replacement Therapies including transdermal nicotine patches, nicotine gum, and nicotine lozenges.

“Electronic nicotine delivery system” or “ENDS” means any device that delivers a vaporized solution (including nicotine, THC, or any other substance) by means of cartridges or other chemical delivery systems. Such definition shall include, but may not be limited to, any electronic cigarette, vape pen, hookah pen, cigar, cigarillo, pipe, or personal vaporizer.

BOE Approved: 01/2021

KN – Complaints

(See BCBI, GAAC, GAACA, GAAB, GAAF, IF, IKD, JCE, JGEC, JGECA, and KNA)

General Complaints

The board encourages all complaints regarding the district to be resolved at the lowest possible administrative level. If the investigation and determination procedures of a complaint are not regulated in another board policy or the negotiated agreement, as applicable, it will be designated a general complaint subject to processing under this policy. Whenever a complaint is made directly to the board as a whole or to a board member as an individual, it will be referred to the administration for study and possible resolution.

Informal Procedures

The building principal shall attempt to resolve complaints of discrimination or harassment in an informal manner at the building level. Any school employee who receives a complaint of such discrimination or harassment from a student, another employee, or any other individual shall inform the individual of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. The building principal shall discuss the complaint with the individual to determine if it can be resolved. If the matter is resolved to the satisfaction of the individual, the building principal shall document the nature of the complaint and the proposed resolution of the complaint and forward this record to the district compliance coordinator. Within 20 days after the complaint is resolved in this manner, the principal shall contact the complainant to determine if the resolution of the matter remains acceptable. If the matter is not resolved to the satisfaction of the individual in the meeting with the principal, or if the individual does not believe the resolution remains acceptable, the individual may initiate a formal complaint.

Formal Complaint Procedures

- A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. If an individual does not wish to file a written complaint and the matter has not been adequately resolved through the informal procedures of this policy, the building principal may initiate the complaint. Forms for filing written complaints are available in each school building office and the central office.
- A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.
- If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board shall appoint an investigating officer. In other instances, the investigation shall be conducted by the building principal, the compliance coordinator, or another individual appointed by the board or the superintendent. The

investigation shall be informal but thorough. The complainant and the respondent will be afforded an opportunity to submit written or oral evidence relevant to the complaint and to provide names of potential witnesses who may have useful information.

- A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and a copy forwarded to the complainant and the accused no later than 30 days after the filing of the complaint. If the investigator anticipates a determination will not be issued within 30 days after the filing of the complaint, the investigator shall provide written notification to the parties including an anticipated deadline for completion. In no event shall the issuance of the written determination be delayed longer than 10 days from the conclusion of the investigation.
 - If the investigation results in a recommendation that a student or staff member be subject to discipline, the specifics will not be included in the written determination provided to the parties to protect the privacy rights of the student or staff member.
 - If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.
 - If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy, the negotiated agreement or state law will be followed.
- Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the district compliance coordinator.

Appeal Procedures

The complainant may appeal the determination of the complaint. Appeals shall be heard by the district compliance coordinator, a hearing officer appointed by the board, or by the board itself. The request to appeal the determination shall be made within 20 days after the date of the written determination of the complaint at the lower level. The appeal officer shall review the evidence gathered by the investigator and the investigator's report and shall afford the complainant and the person against whom the complaint is filed an opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is filed. Whenever an appeal officer is appointed to review an appeal, the appeal officer will prepare a written report to the board within 30 days after the appeal is submitted for decision. The board shall render its decision not later than the next regularly-scheduled meeting of the board following the receipt of the report and provide the parties with a notice of the result of the appeal. Any matter determined by the board in accordance with this process shall be valid to the same extent as if the matter were fully heard by the board without an appeal officer.

- Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies including the right to file a complaint with the Office for Civil Rights of the U.S.

Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.

If it is determined at any level that a violation of board policy or school rules occurred, the district will take prompt, remedial action to prevent its reoccurrence. The district prohibits retaliation or discrimination against any person for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.

Complaints About Discrimination on the Basis of Sex

Complaints regarding alleged discrimination on the basis of sex, as prohibited by Title IX of the Education Amendments of 1972 and other federal and state laws regulating such discrimination and discriminatory harassment, shall be handled in accordance with the procedures outlined in board policies GAAC, for staff, and JGEC, for students, and shall be directed to the Title IX Coordinator at USD 232, Director of Human Resources, 35200 West 91st Street, De Soto, KS 66018, 913-667-6200.

Complaints about Discrimination or Discriminatory Harassment Not on the Basis of Sex

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, genetic information, sexual orientation, gender identity, or religion in the admission to, access to, treatment, or employment in the district's programs and activities is prohibited. The USD 232 Director of Human Resources, 35200 West 91st Street, De Soto, KS 66018, 913-667-6200, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI and Title VII of the Civil Rights Act of 1964 (with the exception of discrimination on the basis of sex), Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, the Personal Responsibility Work Opportunity Reconciliation Act of 1996, and the Food Stamp Act of 1977, as amended.

For more information regarding what qualifies as discrimination or harassment on the basis of race or disability, see board policies GAACA applying to staff members and JGECA applying to students.

For information regarding the investigation or resolution process for complaints of discrimination or discriminatory harassment not involving sex-based conduct or district child nutrition programs, see board policies GAAB for staff members and JCE for students.

Complaints Concerning Child Nutrition Programs

Complaints alleging discrimination in child nutrition programs offered by the district shall be handled in accordance with the procedures outlined in board policy KNA.

Complaints about Section 504 of the Rehabilitation Act of 1973

Complaints concerning Section 504 shall be addressed in accordance with the grievance process outlined in the Section 504 Handbook for USD 232.

Complaints about Policy

The superintendent shall report any unresolved complaint about policies to the board at the next regularly scheduled board meeting.

Complaints about Curriculum

The superintendent shall report a failure to resolve any complaint about curriculum to the board at the next regularly scheduled board meeting. See board policy IF for complaints dealing with textbooks and instructional materials.

Complaints about Instructional Materials

The building principal shall report any unresolved complaint about instructional materials to the superintendent immediately after receiving the complaint. See board policy IF.

Complaints about Facilities and Services

The superintendent shall report any unresolved complaint about facilities and services to the board at the next regularly scheduled board meeting.

Complaints about Personnel

The superintendent or the building principal involved shall report any unresolved complaint about personnel to the board at the next regularly scheduled board meeting.

Complaints about Emergency Safety Intervention Use

Complaints concerning the use of emergency safety interventions by district staff shall be addressed in accordance with the local dispute resolution process outlined in board policy GAAF.

Complaints about School Rules

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

BOE Approved: 07/2009; 12/2017; 12/2019; 01/2021; 08/2023

KNA – Complaints Regarding Child Nutrition Programs

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or retaliation for prior civil rights activity in any program or activity conducted or funded by the United States Department of Agriculture is prohibited. The Director of Human Resources, USD 232, 35200 W. 91st Street, De Soto, KS, 66018, 913-667-6200, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Americans with Disabilities Act, Age Discrimination Act of 1975, Personal Responsibility Work Opportunity Reconciliation Act of 1996, and the Food Stamp Act of 1977, as amended.

Complaints About Discrimination in Child Nutrition Programs

To file a complaint of discrimination regarding child nutrition programs offered by the district, complete the USDA Program Discrimination Complaint Form (AD-3027) at:

http://www.ascr.usda.gov/complaint_filing_cust.html; or

write a letter and provide the information requested in the form. To request a complaint form, call (866) 632-9992.

Submit the completed form to:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410.
FAX: (202) 690-7442
Email: program.intake@usda.gov

BOE Approved: 01/2021

L--INTERORGANIZATIONAL RELATIONS

LA Goals and Objectives

The District's goal is to have a satisfactory working relationship with governmental agencies and private organizations having an interest in the schools.

LB School-Community Cooperation (See LA)

The Board seeks cooperation with community groups and organizations.

LBA.... Consideration of Requests for Tax Abatement and Tax Increment Financing

LC School-Community Programs (See LA)

The Board supports programs jointly sponsored with community groups or agencies.

LDD Federal Government - Drug Free Schools

It is unlawful to possess, use, sale or distribute illicit drugs and alcohol on school premises or as a part of any school activity.

LA Goals and Objectives

The board shall seek to establish a satisfactory working relationship with governmental agencies and private organizations having an interest in the schools.

BOE Approved 05/15/06 & 11/05/2007

[Return to Section L Table of Contents](#)

LB School-Community Cooperation

The board shall seek to foster cooperation between the schools and community groups and organizations.

BOE Approved 05/15/06 & 11/05/2007

LBA – Consideration of Requests for Tax Abatement and Tax Increment Financing

Recognizing the potential impact on school district operations (enrollment/staffing) and financing, all official information received and related to requests for tax abatement and/or tax increment financing will be forwarded to members of the Board of Education. Requests for tax increment financing will be included as an agenda item at a Board of Education meeting.

BOE Approved: 12/2013; 01/2021

LC School-Community Programs

The board shall consider establishing programs sponsored jointly by the district and community groups or organizations whenever, in the board's judgment, these programs cannot or should not be wholly under the board's control.

BOE Approved 05/15/06 & 11/05/2007

[Return to Section L Table of Contents](#)

LDD Federal Government – Drug Free Schools

The unlawful possession, use, sale or distribution of illicit drugs and alcohol by students or school employees on school premises or as a part of any school activity is prohibited. This policy, and any curriculum used in conjunction with it, shall be evaluated at least every-other year using criteria developed by the superintendent and approved by the board. The board shall receive a report after each of these reviews is conducted. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act. P.L. 102-226. (See IDAB, GAOB, and JDDA)

BOE Approved 05/15/06 & 11/05/2007

[Return to Section L Table of Contents](#)

M--RELATIONS WITH OTHER EDUCATION AGENCIES

MA[Goals and Objectives](#)

To work harmoniously with educational agencies having an interest in the district's schools.

MD[Inter-district Relations](#) (See MA)

The board works with other districts to provide services that are in the best interest of our students and the district.

MF[Colleges and Universities](#) (See MA)

University student teachers and other relationships.

MI[Kansas Education Systems Accreditation](#)

MA Goals and Objectives

The board shall seek to work harmoniously with educational agencies having an interest in the district's schools. Staff shall follow all regulations required by state and federal education agencies.

BOE Approved 07/06/09

[Return to Section M Table of Contents](#)

MD Inter-district Relations

The board shall work cooperatively with other districts to provide services to students when it is in the best interest of students and the district.

BOE Approved 05/15/06 & 11/05/2007

[Return to Section M Table of Contents](#)

MF Colleges and Universities

The board may consider use of student teachers in district classes.

Contract Required

A written student teaching contract with appropriate colleges and universities shall be prepared.

Other Relationships

Other relationships between the district and institutions of higher education may be considered upon recommendation of the administration.

BOE Approved 05/15/06 & 11/05/2007

[Return to Section M Table of Contents](#)

MI Kansas Education Systems Accreditation

Kansas Education Systems Accreditation (hereafter “KESA”) is a district-wide accreditation process. Accreditation within this process is ultimately granted by the Kansas State Board of Education. The district school board (hereafter “board”) shall maintain the goal of full accreditation for the district. Good faith efforts shall be made by all staff to implement district school improvement plans. The board shall monitor compliance.

The board is committed to implementing and sustaining the foundational structures defined within the KESA process as well as defining and implementing district-wide goals in alignment with the KESA rubrics.

In order for accreditation to be achieved, the board shall commit to school improvement for all district schools, academic achievement for all district students, and results-based professional development for all district staff members. The superintendent shall regularly report to the board on the district’s progress toward full accreditation within the five-year cycle defined as part of the KESA process.

The board shall fully inform the public in languages commonly used in the community about district-wide goals, school improvement plans, the progress of school improvement efforts, the accreditation status of each district school, and other pertinent information as the board may direct.

BOE Approved: 06/2017