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**A District Authority**

**A**

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.

Approved: KASB Recommendation – 1/01; 7/03

Approved: Galena USD # 499 – October 13, 2003

**ABE District Goals and Objectives**

**ABE**

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

Approved:

**ABE-R District Goals and Objectives**

**ABE-R**

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

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

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

The superintendent shall give the board periodic reports.

Approved:

**AC School District Organization Plan**

**AC**

The district will be organized on a K-2, 3-5, 6-8, and 9-12 plan.

Approved:

**AD District Attendance Areas**

**AD**

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

**Approved:**

**AD-R District Attendance Areas**

**AD-R**

Students attending school in Galena U.S.D. #499 in Kindergarten (K) through Grade two (2) will attend the Spring Grove Primary Center.

Students attending school in Galena U.S.D. #499 in Grades three (3) through eight (8) will attend the Liberty School Attendance Center.

Students attending school in Galena U.S.D. #499 in Grades nine (9) through twelve (12) will attend Galena High School.

**Approved:**

**AE** School Year

**AE**

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

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

Virtual Schools

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

Approved: KASB Recommendation 1/01; 6/05

Approved: Galena USD # 499 – July 11, 2005

**AEA School Calendar**

**AEA**

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

Approved:

**AEA-R School Calendar**

**AEA-R**

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

Approved:

**AEB Extended School Year**

**AEB**

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

Approved:

**AEB-R Extended School Year**

**AEB-R**

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

Approved:



**AF School Day**

**AF**

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

**Double Sessions**

The board may establish double sessions.

**Evening Sessions**

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

Approved:

**AF-R School Day**

**AF-R**

The beginning and ending times for all classes in each attendance center will be published each August in the Galena Sentinel Times.

Approved:

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*BDB	Policy Drafting (Also BDAA) (See BDA) <u>SN The ongoing process of planning, gathering information, and preparing recommendations relative to the need for new policies and/or the revision and repeal of existing policies.</u>
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BH

Ethics

SN An information category since ethics are determined  
by a group and not imposed upon it.

BK

Board Self-Evaluation

**BA Goals and Objectives**

**BA**

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

Approved:

**BBBB New Member Orientation**

**BBBB**

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

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

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

Approved:

**BBBB Reimbursement for Expenses**

**BBBB**

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

Approved: KASB Recommendation -1/01; 7/03

Approved: Galena USD # 499 - October 13, 2003

**BBC** Board Committees (See CF)

**BBC**

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

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

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

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

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

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

The board may dissolve any advisory committee at any time.

Approved:



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

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

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

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

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

Approved:

**BBE Attorney**

**BBE**

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

Approved:

**BBE-R Attorney**

**BBE-R**

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

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

Approved:

**BBG** Consultants (See CJ)

**BBG**

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

Approved:

W A I V E R O F N O T I C E

I hereby waive the written notice required under the provisions of K.S.A. 72-8205 as to the time, place and purpose of a special meeting of the Board of Education of Unified School District No. 499 State of Kansas, held on \_\_\_\_\_, 20 .

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Member, Board of Education

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Member, Board of Education

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Member, Board of Education

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Member, Board of Education

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Member, Board of Education

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Member, Board of Education

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Member, Board of Education

Attest:

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Clerk, Board of Education  
Unified School District No. 499  
Cherokee County  
State of Kansas

Approved:

**BCAE Public Hearings (See BCBI)**

**BCAE**

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

Approved:

**BCAE-R Public Hearings (See BCBI-R)**

**BCAE-R**

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

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

Approved:

**BCBD Agenda**

**BCBD**

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

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

Approved: KASB Recommendation-9/97

**BCBD-R Agenda**

**BCBD-R**

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

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

Approved: KASB Recommendation-9/97

**BCBF Rules of Order**

**BCBF**

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

Approved:

**BCBF-R Rules of Order**

**BCBF-R**

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

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

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

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

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

The following motions will be in order:

To recess;

To take action

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

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

To go into executive session; and

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

Approved:



**BCBG Voting Method**

**BCBG**

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

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

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

Approved:

**BCBH Minutes**

**BCBH**

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

Approved:

**BCBH-R Minutes**

**BCBH-R**

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

Approved:

**BCBI Public Participation**

**BCBI**

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

Approved:

**BCBI-R Public Participation**

**BCBI-R**

Any patron wishing to speak to the board shall first notify the superintendent by 4:00 p.m. Wednesday preceding the regular scheduled meeting and state the reason(s) for the request. The superintendent shall determine whether said request can be solved by the staff without appearance of the patron before the board. If not, the superintendent shall place the patron's request on the agenda of the next regular board meeting.

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

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

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

Handling of Complaints (See KN)

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

Approved:

**BCBJ**    News Coverage

**BCBJ**

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

Broadcasting and Taping

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

Approved:

**BCBJ-R**    News Coverage

**BCBJ-R**

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

Broadcasting and Taping

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

Cameras

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

Recording Devices

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

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

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

Approved:

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

Sample Motion

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

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

\*Explanation of reason for executive session

NO BINDING ACTION SHALL BE TAKEN DURING CLOSED OR EXECUTIVE SESSIONS

Approved: KASB Recommendation - 6/99

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

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

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

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

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

Approved: KASB Recommendation - 6/99



**BDA Policy Development System Adoption**

**BDA**

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

Policy Draft Writer

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

Attorney Involvement

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

Staff Involvement (Also GAA)

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

Community Involvement

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

Student Involvement

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

Approved: KASB Recommendation-7/96

**BDC Policy Adoption**

**BDC**

The board shall adopt new policies and delete or modify existing policies. All handbooks are to be approved by the board and adopted, by reference, as a part of these policies and rules.

**Policy Dissemination**

Changes in board policy shall be disseminated in the manner provided by the rules and regulations of the board.

**Policy Review**

The board shall review its policies and rules on an annual basis.

Approved:

**BDC-R Policy Adoption**

**BDC-R**

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

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

Policy Dissemination

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

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

Approved:

**BE** School Board Records (See CN)

**BE**

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

Annual Reports (See CO)

Academic Reports (See II)

Approved:

**BG** Memberships

**BG**

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

Approved:

**BH School Board Member Ethics**

**BH**

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

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

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

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

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

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

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

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

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

**BH School Board Member Ethics**

**BH-2**

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

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

Approved:

**BK Board Self-Evaluation**

**BK**

The board shall review the effectiveness of its internal operations at least annually. Each board member may use a self-evaluation instrument to appraise his individual performance. Results of these evaluations shall be discussed annually, and revised standards and priorities shall be developed for the next year's evaluation.

Approved:

**BK-R Board Self-Evaluation**

**BK-R**

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

- 1) Board members should be involved in development of the standards and process by which they shall evaluate themselves. The standards may include, but not be limited to: educational leadership, policy development, board member development and performance, relationships with the superintendent and other staff members, communications with the public, fiscal management, board meeting organizations and subcommittee performance, relations with cooperating agencies and other governmental organizations.
- 2) Evaluation shall be at a scheduled time and place with all board members present.
- 3) The evaluation shall be a composite of the individual board member's opinions.
- 4) The evaluation shall discuss strengths as well as areas needing improvement;
- 5) Following the discussion, determinations that are made shall be supported by objective evidence.



**BK-R Board Self-Evaluation**

**BK-R-2**

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

Approved:

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CO

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CA Goals and Objectives

CA

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

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

Approved:

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

The administrator: makes the well-being of students the basis for decision making and action;

Fulfills professional responsibilities with honesty and integrity;

Supports the principle of due process as required by law and protects the civil and human rights of all individuals;

Obeys local, state and national laws;

Implements the board's policies, rules and regulations;

Pursues appropriate measures to correct those laws, policies and regulations that are not consistent with sound educational goals;

Avoids using a position for personal gain;

Accepts academic degrees or professional certificates only from duly accredited institutions;

Seeks to improve the profession through research and continuing professional development; and

Honors employment contracts until fulfillment or release.

Approved:

**CE Superintendent of Schools**

**CE**

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

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

Approved:

CEA Qualifications

CEA

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

Approved:



**CEB Duties**

**CEB**

The responsibility of the superintendent shall be:

To serve as administrative head of the district;

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

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

To carry out the board's policies and rules;

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

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

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

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

To advise and recommend in business administration matters;

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

To assure that the district finances are properly managed.

Approved:

CEE Compensation and Benefits (See KB)

CEE

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.

Approved: KASB Recommendation – 01/02; 7/03

Approved: Galena USD # 499 – October 13, 2003

**CEF Expense Reimbursement**

**CEF**

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 limits and restrictions on the use of credit cards and shall monitor receipts and reimbursement expenses at least once a month. Credit card use shall be reported monthly to the board. 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.

Approved: KASB Recommendation - 6/01

**CEG Staff Development Opportunities**

**CEG**

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

Approved:

**CEI Evaluation**

**CEI**

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

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

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

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

Approved:

Superintendent Evaluation

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

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

Review, clarify and discuss the immediate and long-term goals for the district and the superintendent;

Establish, clarify and discuss the major functions, responsibilities and roles of the superintendent and the board;

Encourage a good working relationship between the board and the superintendent;

Encourage and recognize good administrative performance;

Improve the superintendent's leadership performance and management of the district by suggesting areas of responsibility and operating techniques that may be strengthened; and

Establish reasonable standards for continued employment of the superintendent.

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

The board shall schedule an executive work session at least two times during the year for the purpose of a mid-year evaluation and an end-of-

year evaluation of the superintendent's performance. The district's evaluation form shall be used.

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

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

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

Established criteria which are applicable to all administrators;

Responsibilities defined in the superintendent's job description; and

Board/superintendent developed performance goals and objectives.

The board and the superintendent shall develop an evaluation form that will provide the basis for the two formal evaluations and any informal discussions on the superintendent's performance.

After the board has developed a composite rating on the evaluation form reflecting the board's consensus of the superintendent's performance evaluation, the board shall give a copy to and meet with the superintendent in executive session to discuss the district's management and the ratings on the

**CEI-R Evaluation**

**CEI-R-3**

evaluation form. During the end-of-year evaluation, the superintendent shall take informal notes which will be reviewed with the board president prior to the preparation of a letter to the superintendent summarizing the evaluation.

The board shall provide official copies of the completed end-of-year evaluation form and cover letter for the superintendent and for the district to file as a permanent record.

Approved:



**CEJ Separation**

**CEJ**

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

Approved:

**CEK Resignation**

**CEK**

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

Approved:

**CF Board-Superintendent Relations**

**CF**

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

Approved:

The board shall employ administrative personnel as needed.

Compensation Guides and Contracts

Administrative personnel shall be compensated for their services with a contracted salary determined by the board. Administrative contracts shall be reviewed annually. The board 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 preapproved expenses incurred by candidates interviewed for an administrative position.

Assignment

The board shall solicit the superintendent's 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.

Approved: KASB Recommendation – 01/02;7/03

Approved: Galena USD # 499 – October 13, 2003

CGI Evaluation (See CEI, GBI)

CGI

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

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

Approved:

**CK Professional Development Opportunities**

**CK**

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

Approved:

CL Councils, Cabinets and Committees

CL

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

Method of Appointment

All administrators are automatically members of the administrative council.

Organization

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

Resources

The administrative council shall have at its disposal all of the personnel resources of the district normally used by the certified staff.

Material

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

Financial

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



**CL-R Councils, Cabinets and Committees**

**CL-R**

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

**Financial**

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

Approved:

**CM Policy Implementation**

**CM**

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

(See BD et seq.)

Approved:

The board delegates to the superintendent the responsibility for developing recommendations, and for designing any necessary arrangements to carry out board policy and to operate the district's schools. These rules and arrangements shall constitute the administrative regulations governing the schools and shall be considered for approval, modification or disapproval by the board.

Staff Involvement

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

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

Community Involvement

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

Student Involvement

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

Rules Adoption

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

Rules Dissemination

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

Rules Review

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

Administration in Policy Absence

In an emergency when action must be taken where the board has provided no guides for administrative action, the superintendent shall have the power to act, but any decision shall be subject to board review at the next meeting. The superintendent should recommend any policy needs the incident has created.

Approved:

CMA-R Administrative Rules

CMA-R

No administrative rule shall be in conflict with board policy.

Rules Drafting

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

Staff Involvement

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

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

Student Involvement

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

Administration in Policy Absence

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

Approved:

The board delegates to the superintendent the authority to establish and maintain a system of records in accordance with the Kansas Open Records Act. The superintendent may assign another district employee to handle requests for records.

#### Types

A public record means any recorded information, regardless of form or characteristics which is made, maintained or kept by or is in the possession of the district, including those exhibited at public board meetings. This excludes records copyrighted by persons or groups other than the district and other exceptions according to current statute.

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

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

#### Public Use

All records except those deemed confidential by Kansas Open Records Act shall be open to inspection by the general public during regular office hours of any school or the central office. Whenever the school central office is closed on school vacation days which are normal business days, the telephone number of an available school administrator who will accept a request

**CN Records**

**CN-2**

for access to records shall be posted at the central office. (See JR et seq.) Copies of open records shall be available on written request.

**Disposition**

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

Approved:

**CN-R Records**

**CN-R**

The superintendent is designated as the official custodian of all central office records maintained by the district. Each building principal is designated as official custodian of all records established and maintained at the building level.

In addition to those records required by law, the superintendent shall be responsible for preparing and keeping other records necessary for the efficient operation of the district.

Employees of the district shall follow the guidelines found in the policies covering student records. Student records are not public records.

**Public Use**

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 subject to exemption by the Kansas Open Records Act. The custodian's decision shall

be made within three days of receipt of the request as provided by law. If access is not granted immediately, the custodian shall give a detailed explanation of the delay, and the time and place the record will be available. If the custodian does not grant the request, the person requesting shall, within three days of the request, receive a written explanation.

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

Advance payment of the expense of copying open records shall be borne by the individual requesting the copy, but the expense shall not exceed the actual cost of making copies including an employee's time. Under no circumstances shall the record 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.

Record Listings

Employees are prohibited from giving or selling lists of any school records to any person except as authorized by law or board policy.

Disposition

Each principal or the superintendent is responsible for the destruction of records according to current law.

Approved:



UNIFIED SCHOOL DISTRICT NO. 499  
GALENA, KANSAS

PUBLIC REQUEST  
FOR  
SCHOOL RECORDS

Person requesting records \_\_\_\_\_

Address of person requesting records \_\_\_\_\_

Date and time the request was made \_\_\_\_\_

Specific records being requested:

NOTE: Description must be specific enough to ensure that the records requested are the records provided.

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

Reason for denial or reason for delay::

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

\_\_\_\_ Approval to release records

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

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

\_\_\_\_\_  
Administrator/Designate                      Date

Approved:

**CO Reports**

**CO**

The board may require reports from the staff.

Types

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

Dissemination (See JR et seq.)

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

Approved:

**CO-R Reports**

**CO-R**

Types

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

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

Approved:

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**DA Goals and Objectives**

**DA**

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

Approved:

**DB Budget Planning**

**DB**

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

Approved:

**DC Annual Operating Budget**

**DC**

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

The superintendent shall follow the adopted budget.

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

**Budget Forms**

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

**Priorities**

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

**Deadlines and Schedules**

Deadlines and time schedules shall be established by the board.

**Encumbrances**

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



Recommendations

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

Preliminary Adoption Procedures

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

Hearings and Reviews

The board shall conduct budget hearings according to state law.

Approved: KASB Recommendation – 7/03

Approved: Galena USD # 499 – October 13, 2003

**DFAA Grants and other Outside Financial Resources**

**DFAA**

The board encourages the superintendent to secure federal, state and private grants, or other alternative funding sources for use in curriculum development, staff development, instructional or activity programs and other areas as directed by the board.

The board shall approve all grant applications before their submission.

Approved: KASB Recommendation – 6/04

Approved: Galena USD # 499 – August 9, 2004

**DFE Investment of Funds**

**DFE**

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

Approved:

**DFE-R Investment of Funds**

**DFE-R**

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

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

Distribution of monies for investment shall be as follows:

The treasurer or other person designated by the board shall inform each eligible bank and savings and loan association of the total amount of

money to be invested on a specified date and the maturity date of the investment. Each bank or savings and loan association bidding shall submit a single bid of the rate of interest it would pay on all or part of the funds to be invested.

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

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

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

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

Monies available for reinvestment as a result of maturities may be reinvested with the bank or association holding such monies provided the

bank or savings and loan association agrees to pay the same or higher rate as that offered by the highest bidder at the time of re-offer.

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

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

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

Approved:

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

**DFG**

Proceeds from fees for building or equipment use or rental will be credited to an allowable fund.

Approved:

**DFK Gifts and Bequests**

**DFK**

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

Approved:

**DFM Equipment and Supplies Sales**

**DFM**

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

Approved:



**DH Bonded Employees**

**DH**

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

Approved:

**DH-R Bonded Employees**

**DH-R**

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

Approved:

**DIC Inventories**

**DIC**

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

Approved:

**DIC-R Inventories**

**DIC-R**

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

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

Approved:

**DJB Petty Cash Accounts**

**DJB**

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

Approved:

[RESOLUTION TO ESTABLISH PETTY CASH FUND]

RESOLUTION

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

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

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

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

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

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

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

ADOPTED by the Board of Education of Unified School District \_\_\_\_\_, \_\_\_\_\_ County, Kansas, the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

[NOTE: A separate resolution must be adopted for each petty cash fund.]

\* Not to Exceed \$1500.00

**DJE Purchasing**

**DJE**

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

**Purchasing Authority**

The board shall appoint the superintendent, treasurer and clerk as purchasing agents for the district.

Approved:

**DJEB Quality Control**

**DJEB**

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

**Specifications**

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

**Standardization**

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

**Quantity Purchasing**

Quantity purchasing is encouraged.

**Cost Control**

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

Approved:

**DJED Bids and Quotations Requirements**

**DJED**

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

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

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

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

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

**Bid Specifications**

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

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

Procedure

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

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

Responsible Bidder

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

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

Withdrawal of Bids

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



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

Rejection of Bids

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

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

Multi-State Purchasing Pools

The board may participate in multi-state purchasing pools.

Approved: KASB Recommendation – 7/03

Approved: Galena USD # 499 – October 13, 2003

**DJEE Local Purchasing**

**DJEE**

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

Approved:

**DJEF Requisitions**

**DJEF**

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

Approved:

**DJEF-R Requisitions**

**DJEF-R**

All requisitions shall be submitted to the purchasing agent at a time designated by him. After a purchase order has been issued, the number of the purchase order shall be recorded on the requisition, and the number of the requisition shall be recorded on the purchase order. After processing, the original copy of the requisition shall be filed in the office of the purchasing agent in numerical sequence.

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

Approved:

**DJEF Requisitions**

**DJEF**

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

Approved:

**DJEF-R Requisitions**

**DJEF-R**

All requisitions shall be submitted to the purchasing agent at a time designated by him. After a purchase order has been issued, the number of the purchase order shall be recorded on the requisition, and the number of the requisition shall be recorded on the purchase order. After processing, the original copy of the requisition shall be filed in the office of the purchasing agent in numerical sequence.

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

Approved:

**DJEG Purchase Orders and Contracts**

**DJEG**

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

Approved:

**DJEG-R Purchase Orders and Contracts**

**DJEG-R**

Each purchase order shall include:

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

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

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

Approved:

**DJEJ Payment Procedures**

**DJEJ**

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.

Approved:

**DJFA Presentation of Claims for Payment**

**DJFA**

It shall be the policy of the Galena Unified School District Board of Education to consider for payment at its regularly scheduled monthly meeting, all claims received on or before the third business day of the month. All claims received after the Wednesday preceding the regular monthly meeting will not be considered for payment until the following month's Board of Education Meeting.

Approved:

**DJFAB**    **Administrative Leeway** (See CMA)

**DJFAB**

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

Approved:



**DK Student Activity Fund Management (See JH)**

**DK**

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

**Activity Fund Management**

The board office 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 an annual report on all activity accounts.

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

**Activity Fund Deposits**

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

**Inactive Activity Funds (See JH)**

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

Approved:

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EA Goals and Objectives

EA

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

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

Approved:

**EB Buildings and Grounds Management**

**EB**

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

Approved:

**EB-R Buildings and Grounds Management**

**EB-R**

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

Approved:

**EBA Insurance Program**

**EBA**

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

**Liability Other Than For Vehicles**

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

Approved:

**EBA-R Insurance Program**

**EBA-R**

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

Approved:

**EBAA Workers Compensation**

**EBAA**

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

Approved:

**EBAA-R Workers Compensation**

**EBAA-R**

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

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

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

Choice of Physician

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

Approved:



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

Safety Rules

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

Safety Unit

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

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

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

Warning System

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

Safety Inspections

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

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

**Heating and Lighting**

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

Approved: KASB Recommendation-7/96

EBBA Hazardous Waste Inspection and Disposal

EBBA

Inspection

Regular inspection of district facilities for hazardous waste shall be conducted by Maintenance. Written records of these inspections shall be maintained.

Disposal

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

Approved:

**EBBD**    Evacuations and Emergencies

**EBBD**

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

Approved: KASB Recommendation-7/96

**EBBD-R**    Evacuations and Emergencies

**EBBD-R**

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

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

(See JBH)

School-Closing Announcements

When the superintendent believes the safety of students is threatened by severe weather or other circumstances, parents and students shall be

notified of school closings or cancellations by announcements made over radio/TV station(s), District Administrators and Supervisors.

**Bomb Threats**

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

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

**Planning for Emergencies**

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

Approved: KASB Recommendation-7/96

**EBBE Emergency Drills**

**EBBE**

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

Approved: KASB Recommendation-7/96

**EBBE-R Emergency Drills**

**EBBE-R**

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

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

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

**EBBE-R Emergency Drills**

**EBBE-R-2**

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

Approved: KASB Recommendation-7/96

**EBBF** Crisis Planning (See EBBD)

**EBBF**

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

Approved: KASB Recommendation-7/96

**EBBF-R** Crisis Planning

**EBBF-R**

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

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

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

Approved: KASB Recommendation-7/96



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

**Reporting Crimes at School to Law Enforcement**

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

It is recommended the building administrator also be notified.

**Reporting Certain Students to Administrators and Staff**

Administrative, professional or paraprofessional employees of a school who have information that a pupil has engaged in the following shall report the information and the identity of the pupil to the superintendent. The superintendent shall investigate the matter and if it is determined the student has been involved in the following, the superintendent shall provide

information, and the identity of the student to all employees who are involved or likely to be directly involved in teaching or providing related services to pupil:

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

Annual Reports

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

Staff Immunity

No board of education, 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.

Approved: KASB Recommendation-7/96; 6/98; 6/99

**- Sample Form -**

Retype to suit local needs, remove from policy book and file with the clerk and principals. Form could also be included in staff or student handbooks.

<b>Report to Local Law Enforcement</b> <b>USD _____</b>
--

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

{Briefly describe each incident and the person/s involved in felonies, misdemeanors and weapons}

<b>Date</b>	<b>School/Location</b>	<b>Student/s or Person/s Involved</b>	<b>Brief Description</b>
1.			
2.			
3.			
4.			
5.			

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

Signed: \_\_\_\_\_  
Administrator or other school employee.

cc: Superintendent of Schools, USD \_\_\_\_\_  
Student/s file

**- Sample Form -**

*Retype to suit local needs, remove from policy book and file with the clerk and principals. Form could also be included in staff or student handbooks.*

<b>Report to Staff Member USD _____</b>
---

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

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

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

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

*Signed: \_\_\_\_\_*  
*School employee who receives the report*

*Signed: \_\_\_\_\_*  
*Administrator or school employee making report*

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Vandalism Protection

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

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

Restitution for Damages

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

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

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

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

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

Return of School Property

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

Offering a Reward

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

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

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

Persons having any knowledge are urged to contact the superintendent of schools at 702 East Seventh Street, Galena, KS 66739, telephone 316/783-4499 ext 10. The board reserves the right to determine the deserving recipients of the reward in the event of corroborating and supplementary information.

Approved:

**EBE Cleaning and Maintenance Programs**

**EBE**

The superintendent and supervisor of non-certified staff will develop building and grounds cleaning and maintenance program for the district.

Approved:

**EC Equipment and Supplies Management**

**EC**

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

**Receiving**

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

Approved:

**EC-R Equipment and Supplies Management**

**EC-R**

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

**Receiving**

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

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

Approved:



ECA HIPAA Policy (Also see JRB)

ECA

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

Staff Training Required

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

Compliance Required

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

Approved: KASB Recommendation – 7/03

Approved: Galena USD # 499 – October 13, 2003

**ECH Printing and Duplicating Services**

**ECH**

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

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

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

Approved: KASB Recommendation – 7/02; 7/03

Approved: Galena USD # 499 – October 13, 2003

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

## *Suggested Handbook Language*

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

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

### The Purpose and Character of the Use

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

### The Nature of the Copyrighted Work

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

### The Amount and Substantiality of the Portion Used

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

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

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

### Prohibited Practice

No one may make multiple copies of a work for classroom use if it has already been copied for another class in the same institution; make multiple copies of a short poem, article, story, or essay from the same author more than once in a class term or make multiple copies from the same collective work or periodical issue more than three times a term; make multiple copies of works more than nine times in

the same class term; make a copy of works to take the place of an anthology; and may not make a copy of “consumable” materials, such as workbooks.

#### Permitted Practice

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

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

#### Guidelines for Off-Air Recording of Broadcast

##### Programming for Education Purposes

A broadcast program may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable retransmission) and retained for a period not to exceed the first 45 consecutive calendar days after date of recording. Upon conclusion of such retention period, all off-air recordings must be erased or destroyed immediately.

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

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

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

After the first 10 consecutive school days, off-air recordings may be used up to the end of the 45 calendar day retention period only for evaluation purposes by the teacher, i.e., to determine whether or not to include the broadcast program in the teaching curriculum. They may not be used for student exhibition or any other nonevaluation purpose without authorization.

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

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

#### Computer Software

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

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

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

Approved by Board of Education: \_\_\_\_\_ Date

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

**ED**

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

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

Approved:

EDAA School Vehicles (District-Owned Buses)

EDAA

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

Liability

All school vehicles will be adequately insured.

Safety

Every school vehicle driver shall have authority and responsibility for the passengers riding in school vehicles.

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

Speed Limits

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

Safety Inspection

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

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

Scheduling and Routing

Scheduling and routing shall be the responsibility of the superintendent.

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

Records

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

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

Licensing of Drivers

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



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

Housing of School Vehicles

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

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

Approved: KASB Recommendation – 7/03

Approved: Galena USD # 499 – October 13, 2003

**EE Food Services Management**

**EE**

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

**Sanitation Inspections**

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

**Records**

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

Approved:

**EE-R Food Service Management**

**EE-R**

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

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

Approved:

EF Data Management

EF

Data Dissemination

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

To Education Agencies

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

Approved:

**TABLE OF CONTENTS**  
**(F--FACILITY EXPANSION PROGRAM)**

SN Includes new construction as well as related activities such as acquiring sites, plant remodeling or modernizing and leasing or renting property to meet expansion needs.

FA	Goals and Objectives
FB	Building Committees
	<u>SN Applicable where such committees function by law.</u>
*FBA	Legal Status
*FBB	Types and Functions
*FBC	Method of Appointment
*FBD	Organization
*FBE	Resources
*FBEA	Personnel
*FBEB	Material
*FBEC	Financial
*FBF	Liaison
*FBG	Reporting
*FBH	Dissolution
*FC	Public Information Program (See KB)
FD (See FA)	Capital Outlay Long Range Planning (See FA)
*FDA	Long-Range Planning Involvement
*FDAA	Consultants (See BBG, CJ)
*FDAB	Architects
*FDAC	Attorney
*FDAD	Staff
*FDAE	Community
*FDAF	Local Government
*FDAG	State Government
*FDAH	Federal Government
FDB	Long-Range Needs Determination
*FDBA	Existing Facilities Inventory
*FDBAA	Existing Facilities Use
*FDBAB	Existing Facilities Use Evaluation
*FDBB	Obsolescence Determination
*FDBC	Instructional Need Projections
*FDBD	Enrollment Projections
*FDBE	Community Use Needs Projection
*FDBF	Site Availability Projections
*FDBFA	Investment in Sites
*FDBG	Cost Projections
*FDC	Naming New Facilities
*FE	Project Planning
*FEA	Project Planning Involvement
*FEAA	Consultants (See BBG, CJ)
*FEAB	Architects

*FEAC	Attorney
*FEAD	Staff
*FEAE	Community
*FEAF	Local Government
*FEAG	State Government
*FEAH	Federal Government
*FEB	Educational Specifications <u>SN Detailed, precise, expert presentation of a plan or proposal for educational facilities including equipment, classrooms, laboratories, curriculum, etc.</u>
*FEC	Architectural Programming <u>SN The process of identification and systematic organization of the functional, architectural, structural, mechanical, and esthetic criteria which influence decision making for the design of a functional space, building or facility.</u>
*FED	Plans and Specifications
*FEDA	Site
*FEDB	Construction
*FEDC	Equipment
*FEE	Cost Estimates
*FEEA	Preliminary
*FEEB	Final
*FEF	Capitalization Planning
*FF	Project Financing
*FFA	Bond Sales
*FFAA	Bond Referenda
*FFAB	Bond Issues
*FFAC	Bond Anticipation Notes
*FFAD	Bond Sales Reserves
*FFAE	Bond Sales Investment
*FFB	Short Term Notes
*FFC	Reserve Funds Use
*FFD	Annual Budget Use
*FFE	Supplementary Appropriations
*FFF	State Loans and Grants
*FFG	Federal Loans and Grants
*FG	Project Administration
*FGA	General Supervision
*FGAA	Board Responsibilities
*FGAB	Building Committee Responsibilities
*FGAC	School Administration Responsibilities
*FGAD	Architect Responsibilities
*FGAE	Contractor Responsibilities
*FGB	Site Acquisition Procedures
*FGC	Bids and Quotations (See DJED)

*FGCA	Job Specifications
*FGCB	Bid Advertisements and Solicitations
*FGCC	Bid Opening Procedures (See DJED)
*FGCD (See DJED)	Determination of Low Bidder Responsibility
*FGD	Contracts
*FGDA	Contract Drafting
*FGDAA	Fair Employment Clause
*FGDAB	Affidavits and Guarantees
*FGDB	Contract Awards Procedure
*FGE	Project Insurance Program
*FGEA	Casualty
*FGEB	Liability
*FGE C	Surety Bonds
*FGF	Quality Control
*FGFA	Inspections
*FGFB	Field Checks
*FGG	Change Orders
*FGH	Payment Procedures
*FGHA	Installment
*FGHB	Final
*FGI	Records and Reports
*FH	Completed Project
*FHA	Board Inspection and Acceptance
*FHB	Staff Training for Occupancy
*FHC	Public Dedication
*FHCA	Names on Building Plaques
*FI	Leasing and Renting to Meet Expansion Needs
*FIA	Semi-Permanent Arrangements
*FIB	Temporary Arrangements
*FIBA	Emergency Schoolhousing

FA Goals and Objectives

FA

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

Approved:

**FB Building Committees**

**FB**

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

Approved:



**FD Capital Outlay Long Range Planning**

**FD**

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

Approved: KASB Recommendation-7/96

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

**FD-R**

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

Approved:

**FDB Long Range Needs Determination**

**FDB**

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

Approved:

**TABLE OF CONTENTS (TC)  
G--PERSONNEL**

*GA	General Section
	<u>SN Policies applicable to all school employees.</u>
GAA	Goals and Objectives - KSA 72-8205
GAAA	Non-discrimination and Equal Opportunity
GAAB	Federal Program Administration
GAAC	Sexual Harassment
GAACA	Racial Harassment
*GAB	Budget Planning Involvement
*GABB	Incentive Pay System
GAC	Policies and Rules Development Involvement (Also BDA, CMA)
GACA	Positions
GACB	Qualifications and Duties
*GACC	Recruitment
GACD	Employment Eligibility Verification
GAD (See GAC)	Development Opportunities
GADA	In-Service Education - KSA 72-1106(f)
GAE	Grievances - KSA 72-5424
GAEA	Complaints of Discrimination
GAF	Staff-Student Relations
GAG	Conflicts of Interest (See GBU) - KSA 75-4301 <u>et seq.</u>
GAGA	Nepotism
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GAH	Participation in Community Activities
GAHB	Political Activities
GAHB	Public Appearances
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GAI	Solicitations by Staff Members
GAI	Solicitations of Staff Members
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GAJ	Gifts by Staff Members
GAJ	Gifts to Staff Members (See KH, JL)
GAK	Records (See JR <u>et seq.</u> ) - KSA 72-7801 <u>et seq.</u>
GAK	Types (See JR <u>et seq.</u> )
GAK	Public Use (See JR <u>et seq.</u> )
GAK	Disposition (See JR <u>et seq.</u> )
GAL	Salary Deductions - KSA 72-8601; 72-8603
GAM	Personal Appearance
GAN	Travel Expenses - KSA 75-3201 <u>et seq.</u> ; 72-3202 to 72-3204
GAO	Staff Protection
GAOA	Drug Free Workplace
GAOB	Drug Free Schools
GAOC	Tobacco Products in Schools Prohibited
GAOD	Drug and Alcohol Testing of bus drivers
GAQ	Retirement - KSA 72-1701 <u>et seq.</u> ; 72-5501 <u>et seq.</u> ; 74-4931 <u>et seq.</u>
GAR	Communicable Diseases

GARA	Bloodborne Pathogen Exposure Control Plan
GARI	Family Medical Leave
*GB	Certified Personnel Section <u>SN Excludes district school superintendent and other school management and supervisory personnel classified under GC policies.</u>
GBA	Compensation Guides and Contracts - KSA 72-5412; 72-5412a <u>SN Scope of category determined by actual agreements in force. See Handbook.</u>
*GBAA	Incentive Pay System
GBBA	Qualifications <u>SN Job descriptions listed and coded (GBBAA, GBBAB, etc.) job-by-job.</u>
GBC (See GBBA)	Recruitment
GBD	Hiring, Teacher Selection
GBE	Assignment and Transfer
*GBF	Orientation
GBG	Probation
GBH (See GBE)	Supervision
GBI	Evaluation - KSA 72-9001 <u>et seq.</u>
*GBJ	Promotion
GBK	Suspension
*GBL	Tenure - KSA 72-5445 <u>et seq.</u>
GBN	Separation - KSA 72-5435 <u>et seq.</u>
GBO	Resignation Liquidated Damages Release From Contract
*GBP (See GBO)	Reemployment
*GBQ	Retirement - KSA 74-4931 <u>et seq.</u>
GBQA	Reduction in Staff
GBR	Working Conditions - KSA 72-1106
GBR	Work Load
GBR	Time Schedules
*GBRA	Health Examinations - KSA 72-5213
*GBRAA	Flu Shots
GBRD	Staff Meetings
GBRE (See GBRD)	Additional Duty - KSA 72-5412a
*GBRF	Travel Expenses - KSA 75-3201 <u>et seq.</u> ; 75-3203; 75-3204
GBRG	Non-School Employment
GBRGA (See GBRG)	Consulting
GBRGB	Tutoring for Pay
GBRH	Certified Leaves and Absences
GBRH	Sabbaticals
GBRH	Conference and Visitations
GBRH	Exchange Teaching
GBRI	Personal Leaves and Absences

GBRI	Emergency Leave - KSA 43-155 to 43-159
GBRI	Illness (Sick Leave)
GBRI	Religious
GBRI	Bereavement
GBRIBA	Disability
GBRIBA	Maternity
GBRID	Military
GBRJ	Arrangement for Substitutes
*GBRK	Vacations
*GBS	Certified Organizations
*GBT	Certified Publishing
GBU	Ethics (See GAG) <u>SN An information category since ethics are usually determined by a profession and not imposed upon it.</u>
*GC	Noncertified Personnel Section <u>SN Excludes school management and supervisory personnel classified under GC policies.</u>
GCA	Compensation Guides and Contracts
*GCAA	Incentive Pay System
GCBA	Qualifications and Duties <u>SN Job descriptions listed and coded (GCBAA, GCBAB, etc.) job-by-job.</u>
GCC	Recruitment
*GCD	Hiring
GCE	Assignment and Transfer
*GCF	Orientation
*GCG	Probation
GCH	Supervision - KSA 72-1106
GCI	Evaluation
*GCI	Promotion
GCK (See GCH)	Suspension
*GCL	Tenure
*GCN	Separation
GCO (See GCH)	Resignation
*GCP	Reemployment
*GCQ	Retirement - KSA 74-4931 <u>et seq.</u>
GCR	Working Conditions
GCR	Time Schedules
GCR	Work Load
*GCRA	Health Examinations
*GCRD	Overtime Pay - KSA 44-1201-1213; (See Fair Labor Standards Act)
*GCRE	Travel Expenses - KSA 75-3201 <u>et seq.</u>
GCRF (See GCRE)	Non-School Employment
GCRG	Leaves and Absences
GCRG	Emergency and Legal
GCRG	Illness (Sick Leave)

GCRG  
GCRG  
GCRG  
\*GCRGF  
GCRH  
GCRI  
\*GCS

Disability (See GBRIBA)  
Military  
Religious  
Bereavement  
Vacation Days - KSA 72-1106  
Paid Holidays - KSA 72-1106; 35-107  
Employee Organizations

**GA Personnel Policy Organization**

**GA**

These policies are arranged in the following manner:

- GA policies apply to all employees.
- GB policies apply to teachers and other certified staff covered by the negotiated agreement.
- GC policies apply to classified/non-certified staff.

Approved: KASB Recommendation - 2/98

**GAA Goals and Objectives**

**GAA**

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

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

Approved: KASB Recommendation - 2/98



GAAA Equal Employment Opportunity and Nondiscrimination GAAA

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

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

Inquiries regarding compliance may be directed to Clerk of the Board at the Central Office, 702 East Seventh Street, Galena, KS 66739, or to:

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  
8930 Ward Parkway, Suite 2037  
Kansas City, Missouri 64114-3302  
(816) 268-0550

Approved: KASB Recommendation - 2/98; 8/98; 6/06

Approved: Galena USD # 499 – July 10, 2006

**GAAB Complaints of Discrimination**

**GAAB**

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

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. Clerk of the Board at the Central Office, 702 East Seventh Street, Galena, KS 66739, phone number 620/783-4499 ext 10 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990.

Complaints of discrimination should be addressed to an employee's supervisor or to the building principal or the compliance coordinator. Complaints against the superintendent should be addressed to the board of education. Complaints of discrimination will be resolved using the district's discrimination complaint procedures. (See KN)

Approved:

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

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

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

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

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

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

Employees who believe they have been subjected to sexual harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building principal or the district compliance coordinator. Employees who do not believe the matter is appropriately resolved through

this meeting may file a formal complaint under the district's discrimination complaint procedure. (See KN)

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

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

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

ject to immediate disciplinary action, up to and including termination of employment.

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

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

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

Approved: KASB Recommendation - 2/98; 8/98; 7/03

Approved: Galena USD # 499 – October 13, 2003

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

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events.

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

Racial Harassment is racially motivated conduct which:

1. Affords an employee different treatment, solely on the basis of race, color or national origin, in a manner which interferes with or limits the ability of the employee to participate in or benefit from the services, activities or programs of the school;

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

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

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

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

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

Any employee who witnesses an act of racial harassment or receives



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

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

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

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

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

Approved:

GAAD Child Abuse (See JCAC)

GAAD

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 Social Rehabilitation Services (SRS) office or to the local law enforcement agency if the SRS office is not open.

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.

Approved: KASB Recommendation - 2/98

GAAD-R Child Abuse

GAAD-R

SRS Access to Students on School Premises (See JCAC)

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

Cooperation Between School and Agencies

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

Reporting Procedure

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

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

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

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

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

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

Approved:

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

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

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

**Definitions**

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

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

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

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

“Law enforcement officer” and “police officer” mean a full-time or part-time salaried officer or employee of the state, a county, or a city, whose duties include the prevention or detection of crime and the enforcement of criminal or

traffic law of this state or any Kansas municipality. This term includes a campus police officer.

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

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

“Parent” means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-1046(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; (6) a foster parent, unless the student is a child with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.

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

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

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

“School security officer” means a person who is employed by a board of education of any school district for the purpose of aiding and supplementing

state and local law enforcement agencies in which the school district is located, but is not a law enforcement officer or police officer.

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

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

Prohibited Types of Restraint

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

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

- o Any device used by a certified law enforcement officer to carry out law enforcement duties; or
- o Seatbelts and other safety equipment when used to secure students during transportation.

Use of Emergency Safety Interventions

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

ESI Restrictions

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

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

subjecting the student to ESI would result in significant physical harm to the student or others.

Use of Seclusion

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

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

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

Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on ESI. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.



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

Notification and Documentation

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

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

documenting the items in subparagraphs (A), (B) and (C) if the triggering issue necessitating the ESIs is the same.

The parent shall be provided the following information after the first and each subsequent incident during each school year: (1) a copy of this policy which indicates when ESI can be used; (2) a flyer on the parent's rights; (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and the complaint process of the state board of education; and (4) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident of ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by email. Upon the occurrence of a second or subsequent incident, the parent shall be provided with a full and direct website address containing such information.

Law Enforcement, School Resource, and Campus Security Officers

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

If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day using the parent's preferred method of contact. A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of

an emergency safety intervention, or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

Documentation of ESI Incidents

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

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

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

Reporting Data

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

Parent Right to Meeting on ESI Use

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

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

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

For a student without an IEP or Section 504 plan, the school staff and the parent shall discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral

assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

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

Local Dispute Resolution Process

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

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

informal resolution with the board of education and provide a copy to the state department of education.

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

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

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

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

Approved:

KASB Recommendation – 6/19; 12/13; 6/15; 6/16

**GACA Positions**

**GACA**

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

Approved: KASB Recommendation - 2/98



**GACB Job Descriptions**

**GACB**

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

Approved: KASB Recommendation - 2/98

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

Selection

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

Approved:

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

**GACD**

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

Approved: KASB Recommendation - 2/98

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

**GACD-R**

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

Approved: KASB Recommendation - 2/98

**GACE Assignment and Transfer**

**GACE**

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

Approved: KASB Recommendation - 2/98

**GAD Employee Development Opportunities**

**GAD**

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

Approved: KASB Recommendation - 2/98

**GAE Complaints**

**GAE**

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

Approved:

**GAF Staff-Student Relations**

**GAF**

(See GAAC, GAACA JGEC, JGECA and KN)

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

Approved:

KASB Recommendation – 2/98; 7/03; 4/07; 6/07; 6/16

**GAG Conflict of Interest**

**GAG**

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

Approved: KASB Recommendation - 2/98



**GAH Participation in Community Activities**

**GAH**

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

Approved: KASB Recommendation - 2/98

**GAHB Political Activities (See GBRK and GCRK)**

**GAHB**

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

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

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

Approved: KASB Recommendation - 2/98

**GAI Solicitations (See KDC)**

**GAI**

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

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

Approved: KASB Recommendation - 2/98

GAJ Gifts (See JL, KH)

GAJ

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

Gifts to Staff Members

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

Approved: KASB Recommendation - 2/98

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

**GAK**

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

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

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

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

Approved: KASB Recommendation - 2/98

**GAM Personal Appearance**

**GAM**

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

Approved: KASB Recommendation - 2/98

**GAN Travel Expenses (See BBBF and GBRC)**

**GAN**

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

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

Approved: KASB Recommendation - 2/98; 7/03

Approved: Galena USD # 499 - October 13, 2003

GAOC Use of Tobacco Products and Nicotine Delivery Devices  
(See JCDA)

GAOC

The use of tobacco products in any form and/or of any nicotine delivery device is prohibited for staff members in any school building owned or operated by the district; within 10 feet of entrances, open windows, and air intake vents of such buildings; in other district facilities; and in school vehicles. {Any use of tobacco products or nicotine delivery devices on district property shall be only in areas designated for such purpose.} For the purposes of this policy, "nicotine delivery device" means any device that can be used to deliver nicotine to the person inhaling from the device. Such definition shall include, but may not be limited to, any electronic cigarette, cigar, cigarillo, pipe, or personal vaporizer.

Approved:

KASB Recommendation - 2/98; 4/07; 6/13; 6/16



**GBK Suspension**

**GBK**

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

Approved: KASB Recommendation - 2/98

**GBK-R Suspension**

**GBK-R**

The superintendent may suspend certified employees with pay for any reason, including one or more of the following: alleged violation of board policy, rule or regulation; refusal or failure to follow a reasonable directive of an administrator; the filing of a complaint against the employee with any civil or criminal authority; the alleged commission of an offense involving moral turpitude; or other good cause.

If a suspension is imposed on an employee pending dismissal, the employee is entitled to pay until the employee has a hearing before the board. The hearing shall determine whether further suspension shall be with or without pay.

Approved: KASB Recommendation - 2/98

**GBN Nonrenewal and Termination**

**GBN**

Nonrenewal or termination shall be in accordance with Kansas law.

Approved: KASB Recommendation - 2/98

**GBO Resignation**

**GBO**

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

If the certified 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.

**Exit Interviews**

Exit interviews may be conducted after an employee resigns.

Approved: KASB Recommendation – 2/98; 6/06

Approved: Galena USD # 499 – July 10, 2006

Employees may find it necessary or desirable to retire from employment prior to normal retirement age. Employees meeting eligibility requirements may elect to apply for this retirement benefit. Retirement is voluntary and at the discretion of an eligible employee. The effective date for the retirement policy to begin shall be the 1992-93 year.

1. Eligibility. An employee is eligible for retirement benefits if the employee:
  - a. Is currently a full-time employee of the district.
  - b. Combination of age and years of service total 85 years (e.g., age 55 with 30 years of service or age 60 with 25 years of service.)
  - c. Has completed a minimum of 25 years of employment in Galena Unified School District No. 499.

Eligibility in accordance with a—c above will be determined by the superintendent. An employee applying for retirement shall have the responsibility to provide all facts and information necessary to prove eligibility for retirement to determine the benefits to be paid.

2. Application. An employee may apply for retirement by giving written notice to the superintendent. Such written notice by the employee shall be submitted on or before the first day of May preceding the end of the contract year in which the employee anticipates taking retirement. The application shall include the following information:
  - a. A statement of applicant's desire to retire.

- b. The applicant's birth date and age on the date of retirement.
- c. The number of years applicant has been employed by USD 499.
- d. The current address and telephone number of the applicant.
- e. The month or months the applicant desires to receive the retirement benefit payment.

After the board has acted on the application for retirement, the superintendent shall notify the applicant in writing of the final disposition of the application and the amount of retirement benefits to be paid and the date the benefit will be paid to the applicant.

Employees meeting eligibility requirements may elect to apply for this retirement benefit. Retirement is voluntary and at the discretion of an eligible employee.

A. Eligibility: An employee is eligible for retirement benefits if the employee:

- 1. Is currently a full-time employee of the district.
- 2. is retired under KPERS
- 3. Has completed a minimum of 25 years of employment in Galena Unified School District No. 499.

An employee applying for retirement shall have the responsibility to provide all facts and information necessary to prove eligibility for retirement and to determine the benefits to be paid.

B. Application: An employee may apply for retirement by giving written notice to the superintendent. Such written notice by the employee shall be submitted on or before the first day of May

preceding the end of the contract year in which the employee anticipates taking retirement. The application shall include the following information:

1. A statement of applicant's desire to retire.
2. The applicant's birth date and age on the date of retirement.
3. The number of yeas applicant has been employed by USD 499
4. The current address and telephone number of the applicant.

After the board has acted on the application for retirement, the superintendent shall notify the applicant in writing of the final deposition of the application and the amount of retirement benefits to be paid and the date the benefit will be paid to the applicant.

- C. Retirement Benefit. Employee shall be eligible for retirement benefit of \$10,000.00.
- D. The benefit shall be payable in five(5) equal annual payments commencing in December following the retirement. The benefits payment shall be taxable by the appropriate government agencies.
- E. Upon death of the employee receiving benefit, all remaining retirement benefits will be payable to the designated beneficiary on an annual basis.
- F. An employee who retires shall have the responsibility to keep the school district informed of his/her current mailing address and telephone number.

- G. If any provision of this early retirement plan is determined to be in violation of Federal or State laws or regulations, the plan shall then immediately be terminated by board action and shall not be in further effect unless readopted by the board.

The benefit shall be payable at the discretion of the employee on any regular payroll date within 12 months of the employee's retirement date or the benefit may be a lump sum payment. The benefit payment shall be taxable to the employee by the appropriate government agencies.

Upon the death of the employee receiving benefit, all retirement benefits will terminate.

An employee who retires shall have the responsibility to keep the school district informed of his/her current mailing address and telephone number.

If any provision of this early retirement plan is determined to be in violation of Federal or State laws or regulations, the plan shall immediately be terminated by board action and shall not be in further effect unless readopted by the board.

Approved:

**GBQA Reduction of Teaching Staff**

**GBQA**

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

Approved: KASB Recommendation – 2/98

**GBQA-R Reduction of Teaching Staff**

**GBQA-R**

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

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

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

If two or more teachers have similar certifications, qualifications, training, skills, evaluations and interests in a teaching area, those teachers who have tenure will be retained over those who are nontenured. If all of the teachers have similar certifications, qualifications, training, skills, evaluations and interests and all are tenured, the teacher(s) who best meets the needs



of the district, considering the factors outlined above and any other relevant factors, will be retained.

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

Approved: KASB Recommendation - 2/98

GBR Work Schedule (See JGFB)

GBR

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

Approved: KASB Recommendation - 2/98

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

**GBRC**

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

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

Approved: KASB Recommendation - 2/98

GBRD Staff Meetings

GBRD

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

Approved: KASB Recommendation - 2/98

**GBRE Additional Duty**

**GBRE**

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

Approved: KASB Recommendation – 2/98

**GBRG Non-School Employment**

**GBRG**

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

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

Approved: KASB Recommendation - 2/98

**GBRGA Consulting**

**GBRGA**

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

Approved: KASB Recommendation – 2/98

**GBRGB Tutoring for Pay**

**GBRGB**

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

Approved: KASB Recommendation – 2/98



Paid Leave

Full-time employees will be credited with 8 days of paid leave on the first day of the fiscal year. Unused leave will be accumulated to a maximum of 64 days. The annual credit of 8 days will be first applied to employee absences.

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

Sick leave is available for the personal illness of the employee or the illness of the employee's spouse, brothers, sisters, children, parents, grandparents, grandchildren, and any other person for whom the employee is legally responsible, pursuant to court order.. The superintendent shall have the right to receive verification of any illness or disability.

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

Personal leave is for the purpose of conducting personal activities that may not be completed outside the workday. Personal leave is limited to one(1) day per fiscal year and will be deducted from paid leave allowed. Unused personal leave may be accumulated to three (3) days. Requests for personal leave must be given to the employee's supervisor at least two (2) days in advance of the period of leave.

If the employee leaves the employment of the district for any reason, no payment will be made for unused sick leave.

Unpaid Leave

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

Jury Leave

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

Approved:

GBRIBA Disability Leave

GBRIBA

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

Approved: KASB Recommendation - 2/98

**GBRJ Substitute Teaching**

**GBRJ**

Qualified substitute teachers shall be secured for the district.

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

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

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

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

Approved:

GBRK Political Activities (See GAHB)

GBRK

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

Approved: KASB Recommendation - 2/98

An educator in the performance of assigned duties shall:

- actively support and pursue the district's educational mission. (see IA);
- 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 (IAA and IKB).

Approved: KASB Recommendation – 2/98

GCA Compensation and Work Assignments

GCA

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

Work Assignments

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

Overtime

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

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

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

Regular or overtime pay as appropriate for time away from (name of town) MINUS:

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

Approved:

**GCI Classified Employee Evaluation**

**GCI**

All classified employees shall be evaluated at least once a year. Evaluation documents will be on file with the clerk of the board.

Approved:

**GCI-R Classified Employee Evaluation**

**GCI-R**

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

Approved: KASB Recommendation - 2/98



**GCK Suspension**

**GCK**

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

Approved: KASB Recommendation – 2/98

**GCRF Non-School Employment**

**GCRF**

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

Approved: KASB Recommendation – 2/98

Paid Leave

Full-time employees will be credited with 8 days of paid sick leave on the first day of the fiscal year. Unused leave will be accumulated to a maximum of 64 days. The annual credit of 8 days will be first applied to employee absences.

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

Employees desiring bereavement leave shall contact the superintendent. A maximum of five (5) consecutive school days shall be allowed when the deceased was related to the employee as a spouse or child. A maximum of three consecutive school days shall be allowed when the deceased was related to the employee as a parent, grandparent, brother, sister or grandchild. One day of bereavement leave may be granted to an employee for attending the funeral of a relative other than those referred to above. Bereavement leaves may also be granted when the deceased was residing with the employee at the time of death. Other bereavement leaves may be granted at the discretion of the superintendent. The length of each bereavement leave shall be determined by the superintendent.

Personal leave is for the purpose of conducting personal activities that may not be completed outside the workday. Personal leave is limited to

**GCRG Leaves and Absences**

**GCRG-2**

one day per fiscal year and will be deducted from paid leave allowed. Unused personal leave may be accumulated up to three (3) days. Requests for personal leave must be given to the employee's supervisor at least two (2) days in advance of the period of leave.

If the employee leaves the employment of the district for any reason, no payment will be made for unused sick leave, or personal leave.

**Unpaid Leave**

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

**Jury Leave**

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

Approved:

**GCRH Vacations**

**GCRH**

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

Approved: KASB Recommendation - 2/98

**GCRH-R Vacations**

**GCRH-R**

One week of vacation after one year of employment; two weeks of vacation after two years of employment; three weeks after ten years of employment.

Approved:

**GCRI Paid Holidays**

**GCRI**

Paid holiday leave may be granted to classified employees.

Approved: KASB Recommendation - 2/98

**GCRI-R Paid Holidays**

**GCRI-R**

Paid holiday leave for classified employees: New Year's Day, Memorial Day, Fourth of July, Labor day, Thanksgiving Day and the following Friday, and Christmas Day.

Approved:

**GCRK Political Activities (See GAHB)**

**GCRK**

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

Approved: KASB Recommendation - 2/98

**GAO Maintaining Proper Control**

**GAO**

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

Approved: KASB Recommendation - 2/98



**GAOA Drug Free Workplace**

**GAOA**

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

Approved: KASB Recommendation - 9/97

**GAOA-R Drug Free Workplace**

**GAOA-R**

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

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

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

Within 30 days after the notice of conviction is received, the school district will take appropriate action with the employee. Such action may include, suspension, placement on probationary status, or other disciplinary action including termination. Alternatively, or in addition to any action short of termination, the employee may be required to participate satisfactorily in an approved drug abuse assistance or rehabilitation program as a

condition of continued employment. The employee shall bear the cost of participation in such program. Each employee in the district shall be given a copy of this policy.

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

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

Approved:

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

**GAOB**

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

Approved: KASB Recommendation - 2/98

**GAOB-R Drug Free Schools**

**GAOB-R**

**Employee Conduct**

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

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

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

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

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

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

Approved: KASB Recommendation - 9/97; 2/98

**GAOC Use of Tobacco Products in School Buildings**

**GAOC**

The use of tobacco products in any form is prohibited in any school building, vehicles, athletic seating areas and facilities owned, leased or rented by the district used for pupil attendance purposes. (See JCDA)

Approved:

**GAOD Drug and Alcohol Testing**

**GAOD**

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

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

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

Approved: KASB Recommendation - 7/96; 2/98

Whenever an employee is absent from work and is receiving workers compensation benefits due to a work-related injury or is receiving district paid disability insurance, the employee may use available paid sick leave to supplement the workers compensation or district paid disability insurance payments. In no event shall the employee be entitled to a combination of workers compensation benefits, district paid disability insurance, and salary in excess of his/her full salary. Available paid sick leave may be used for this purpose until 1) available paid sick leave benefits are exhausted; 2) the employee returns to work; or 3) employment is terminated. Sick leave shall be deducted on a prorata amount equal to the percentage of salary paid by the district.

Approved:

**GAOF Salary Deductions**

**GAOF**

Salary deductions shall be made if permitted by board policy, or required by law. The superintendent shall develop forms to provide information needed to make approved salary deductions. All requests for salary deductions shall be submitted to the superintendent during enrollment periods established by the board.

The following deductions are allowed: group health insurance, supplemental life insurance, dental insurance and vision insurance; Franklin Life Insurance Company – Annuities; Galena Education Association dues; Kansas national Education Association dues; National Education Association dues; Uni-Serve P.A.C.; American Family Assurance Company – Cancer Care Insurance; Columbian Securities Company – Life Insurance; Salary Protection/Disability Insurance; dependent child care, medical reimbursement insurance, tax sheltered annuities; S.E.K. Teachers Credit Union.

Approved:



**GAR Communicable Diseases**

**GAR**

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

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.

Approved: KASB Recommendation - 2/98

**GAR-R Communicable Diseases**

**GAR-R**

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

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

- 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.

AIDS

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

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

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

The district establishes the following guidelines for dealing with the problems presented by school employees who have or could transmit HIV to other school employees or students. The guidelines will be reviewed periodically and revised as necessary to reflect new medical information regarding HIV. Based upon the present knowledge that HIV is primarily transmitted by blood or sexual contact, and that casual person-to-person contact as would occur

among school employees appears to pose no risk, individuals known to be infected with HIV virus should not be restricted from the work setting unless otherwise medically indicated.

Case Review

The determination of the appropriate educational setting for HIV infected individuals will be made on a case-by-case basis by a Review Board. The school nurse or county health nurse will serve as Chairperson of the Review Board and serve as the contact source for all referred cases.

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

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

Dealing With School Employees With HIV

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

Confidentiality

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

Approved: KASB Recommendation – 2/98

**GARA Bloodborne Pathogen Exposure Control Plan**

**GARA**

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

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

Approved: KASB Recommendation - 9/97

GARI Family and Medical Leave

GARI

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

Approved: KASB Recommendation - 9/97; 2/98

(Remove this page from the policy book)

### **SAMPLE: FAMILY AND MEDICAL LEAVE PLAN**

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

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

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

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

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

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

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

- a. the reasons that leave will count as family and medical leave,
- b. any requirements for medical certification,
- c. employer requirement of substituting paid leave,
- d. requirements for premium payments for health benefits and employee

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FAML-2

- responsibility for repayment if employer pays employee share,
  - e. right to be restored to same or equivalent job,
  - f. any employer required fitness-for-duty certifications.
- Family leave (reasons 1 or 2) may not be used intermittently or on a part-time basis without the prior approval of the superintendent.

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

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

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



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 seniority. If necessary, the employer must provide training or retraining that enables the employee to refresh or upgrade their skills so they can qualify for reemployment. While the individual is performing military service, he or she is deemed to be on a furlough or leave of absence and is entitled to the non-seniority rights accorded other individuals on non-military leaves of absence. Individuals performing military duty of more than 30 days may elect to continue employer sponsored health care for up to 18 months at a cost of up to 102 percent of the full premium. For military service of less than 31 days, health care coverage is provided as if the individual had never left. All pensions which are a reward for length of service are protected.

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

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

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

<u>TIME SPENT ON MILITARY DUTY</u>	<u>RETURN TO WORK OR APPLICATION FOR REEMPLOYMENT</u>
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 it does not exist, the individual must be reemployed. However, if after reemploying the individual, documentation becomes available that shows one or more reemployment requirements were not met, the employer may terminate the individual, effective immediately. The termination does not operate retroactively.

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

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

Approved: KASB Recommendation 9/97

**GBH Supervision**

**GBH**

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

Approved: KASB Recommendation - 2/98

**GBI Evaluation**

**GBI**

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

Availability of Evaluation Documents

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

Evaluation Criteria

Evaluation criteria shall be established by the board

Approved: KASB Recommendation - 2/98

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**HAA Legal Status**

**HAA**

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

Approved:



HAB Goals and Objectives

HAB

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

Approved:

HAC Scope of Negotiations (See HAI)

HAC

Negotiations shall cover only topics that are mandatorily negotiable under current law. The board reserves the right to negotiate any topic the board deems in the best interest of the district.

Approved: KASB Recommendation – 6/04

Approved: Galena USD # 499 – August 9, 2004

**HAE Board Negotiating Agents**

**HAE**

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

Approved:

**HAE-R Board Negotiating Agents**

**HAE-R**

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

Approved:

**HAF Superintendent's Role**

**HAF**

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

Approved:

**HAHBA Use of School Facilities**

**HAHBA**

School facilities shall be made available for negotiating sessions.

Approved:

**HAHBA-R Use of School Facilities**

**HAHBA-R**

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

Approved:

**HAHBB Use of School Equipment**

**HAHBB**

The board may make school equipment available for negotiating sessions.

Approved:

**HAI Negotiations Procedures**

**HAI**

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

**Distribution of Information**

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

**Research Assistance**

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

**Minutes and Records**

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

**Reporting to Staff and Board**

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

**Reporting to the Media and Public**

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

Approved:

Minutes and Records

One member of the board's team shall be designated to keep reasonably detailed minutes and records of all negotiating sessions. Following each session, a person shall transcribe the minutes and notes and distribute the minutes to the board.

Reporting to the Staff and Board

The board shall, through the superintendent, be fully advised as to the status of the negotiating sessions. The board shall be furnished copies of the minutes and records of each session. The board shall, through the superintendent, report to the staff information as the board deems advisable.

Reporting to the Media and Public

Before any school board news release or statement on negotiations to the press and public is made, the release shall be prepared by the chief negotiator and the superintendent and approved by the president of the board. If the president of the board is unavailable, the vice-president of the board shall make the determination, and if he is also unavailable, the superintendent shall make the determination. No other person is authorized to release to the public or press, on behalf of the board, any information in regard to negotiations.

Research Assistance

Information not currently available in the form requested by the association, at the discretion of the board, may be supplied if the association reimburses the board for any additional expenses. (See CN)

Approved:



**HAI Preliminary Agreement Disposition**

**HAI**

All tentative agreements shall be reported to the board.

Approved:

**HAK Ratification Procedures**

**HAK**

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

Approved:

**HAK-R Ratification Procedures**

**HAK-R**

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

Approved:

**HAL Announcement of Agreement**

**HAL**

The board may announce its ratification of the agreement.

Approved:

**HAN Slowdowns**

**HAN**

The board opposes work slowdowns by its teachers.

Approved:

**HAN-R Slowdowns**

**HAN-R**

If any district teachers engage in a practice commonly known as a "slowdown," the board shall immediately direct the superintendent and other administrators to investigate the situation and report back to the board instances in which a teacher is not performing in accordance with the terms of the contract. The board shall take whatever action may be deemed appropriate, including termination of the teacher.

Approved:

**HAO Boycotts and Strikes**

**HAO**

The board opposes boycotts and strikes by its teachers.

Approved:

**HAO-R Boycotts and Strikes**

**HAO-R**

The superintendent may prepare a comprehensive plan to follow if district teachers strike. This plan shall be kept confidential, with only key personnel having knowledge of its contents.

Approved:

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## IA Philosophy

IA

Realizing that individuals live in a complex society, the board of education is hopeful that each student, in addition to the more academic preparations provided by the public schools, will have the opportunity for basic training in desirable moral and ethical values in preparation for assuming a useful role in society.

It is understood that all students will not learn all things equally well. But all should have an equal opportunity in the pursuit of the educational acquisition. The board of education will attempt to balance its program to provide for the varied needs and interests of the student in its school. The board accepts the premise that the student is the center of the school curriculum and that the instructional program should be tailored to fit a child-centered program of education.

The board of education views the educational process as a comprehensive program which must be undertaken in cooperation with other institutions of our society and will seek to establish and maintain strong ties with parents and community programs.

In prescribing courses of study for students during each year of the district's educational program, the board of education subscribes to the following district wide goals and objectives.

Develop a level of proficiency in the basic skills such as mathematics, reading, science and oral/written communication.

Develop pride in work and a feeling of self-worth and respect, respect other people, their rights, property, and culture and to obey and respect rules, regulations, and authority.

**IA Philosophy**

**IA-2**

Develop Basic skills to enter directly into a career to continue the educational process.

Learn to honor America, its heritage, institutions, and traditions; and exercise the responsibilities of concerned self-disciplined citizens.

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

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

Approved:

IAA Academic Freedom

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.

Approved:

**IB School Site Councils**

**IB**

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

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

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

Each site council shall establish meeting schedules that shall be subject to board approval. Each council shall report to the board at least 1 times a year. As required, the superintendent shall submit reports to the State Board of Education evaluating the effectiveness of each school site council. Reports shall be reviewed by the board of education before submission to the state.

Approved: KASB Recommendation--7/96; 6/04

Approved: Galena USD # 499 – August 9, 2004

IC Curriculum Development (See IDA)

IC

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

Modification

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

Personnel

Outside resource and district personnel may be used in curriculum development. (See BBG)

Financial Resources

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

Evaluation (See IJ)

Approved:

ICA Pilot Projects

ICA

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

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

Pilot Project Evaluation

Before any pilot project proposal is submitted to the board for approval, an evaluation format shall be developed and included with the pilot project. (See IJ; JR et seq.)

Approved:

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

Approved:

**IDA Educational Program (See IC)**

**IDA**

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

**Curriculum Handbooks**

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

**Educational Goals and Objectives**

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

**Other Educational Programs**

Other educational programs provided by the district shall be in one of the following categories:

Special Programs (IDAA), Support Programs (IDAB) and Exceptional Programs (IDAC).

Approved:



**IDAA Special Programs**

**IDAA**

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

**Partnerships**

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

**Work-Study Programs**

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

Approved:

**IDAA-R Special Programs**

**IDAA-R**

**Partnerships**

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

activities, and identifying available resources to help meet the partnership's goals and objectives subject to board approval.

An annual review of the partnership's goals and objectives shall be conducted by the committee and submitted in writing to the board.

Partnerships shall not exceed one year. However, continuation on a year-to-year basis may be granted by the board if requested by the committee in their annual report.

Work-Study Programs

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

Approved:

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

Drug Education

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

The board's comprehensive drug and alcohol abuse and prevention program shall be included as part of the district's curriculum. The curriculum at each grade level shall be age-appropriate and developmentally based.

A student who voluntarily seeks assistance, advice or counseling from school personnel regarding drugs or drug abuse shall not be disciplined by school authorities solely on the basis of seeking assistance.

Student Mental Health

Appropriate mental health awareness and suicide prevention programs shall be initiated and continued in the district.

Dropout Prevention

The programs to prevent students from dropping out of school, or to encourage dropouts to return to school shall be: Cornerstone Alternative High School; Virtual School; after school and summer school programs.

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

At-Risk Students

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

Guidance

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

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

Homebound Instruction

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

The parent makes the request for homebound instruction; and

The family physician recommends homebound instruction in writing.

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

Approved:

IDAC Exceptional Programs

IDAC

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

List Other Appropriate Information Here

Approved:

**IDAD**    **Title I Programs**

**IDAD**

The board shall ensure that the district's Title I programs operate in accordance with federal laws and conditions. The Title I Director is responsible for administering the district's Title I programs, assessing the educational needs of all students, particularly the needs of educationally deprived children, developing appropriate communication channels between all parties, developing inservice training for parents and staff, and developing appropriate evaluation procedures.

Approved:

**IDAD-R**    **Title I Programs**

**IDAD-R**

The Title I Director shall designate annually one meeting date for the purpose of providing parents of Title I students an opportunity to meet with the administration in order to participate in the design and implementation of the Title I program. All parents of Title I students shall be invited to this meeting.

The board shall strongly encourage parental involvement in the district's Title I program. The board shall design a program to encourage parental participation that may include but not be limited to the following activities: providing parents with access to meeting space and materials; providing parents with information concerning current Title I law, regulations,

and instructional programs; and training programs to instruct parents how to become involved in their child's Title I program.

In order to fully meet the federal guidelines established for Title I programs, the board shall: provide timely notification to parents about their child's Title I selection, instructional objectives, progress reports, and parental recommendations; establish dates and sites for parent-teacher conferences; help parents promote a child's education at home by providing suggestions, educational materials, and training programs; help promote parental participation in school activities; designating parent coordinators in the district; and establish parent advisory councils in order to consult with parents about how the district can work with parents to achieve Title I program objectives, and solicit parent's suggestions in the planning, development, and operation of the program.

Approved:

**IDFA** **Athletics**

**IDFA**

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

Approved: KASB Recommendation – 8/98



**IE Instructional Arrangements**

**IE**

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

Class Size

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

Scheduling for Instruction

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

Pre-enrollment

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

Approved:

**IEB Charter Schools**

**IEB**

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

Approved:

**IF Textbooks, Instructional Materials and Media Centers**

**IF**

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

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

Textbook selection criteria may be established by the board.

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

Approved:

**IF-R Textbooks, Instructional Materials and Media Centers**

**IF-R**

**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 instructional staff members.

Selection Criteria: Media Center Materials

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

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

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

Collection Development

The media collection shall be developed systematically, be well balanced in coverage of subjects, include various types of materials and a variety of content in various formats.

**IF-R Textbooks, Instructional Materials and Media Centers**

**IF-R-3**

The collection shall reflect, enrich and complement the broad interests represented in the curriculum. The collection should be large enough to allow materials to be placed in classrooms for extended periods of time.

Challenges of Materials (See IKD, KN)

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

If the complaint is not resolved at the meeting with the superintendent, the complainant may request that the board consider the complaint. If the board chooses to consider the complaint, it shall forward all appropriate written materials to a review committee.

Review Committee

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

The building principal, media specialist, two subject area specialists and two community members.

The committee's charge shall be:

To review the material and prepare a written report containing conclusions and recommendations within 30 days;

To direct a written report to the board; and

To send the complainant a copy of the report.

The Review Committee Shall:

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

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

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

Removing Challenged Materials

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

Approved:

(Retype and file with clerk.)

USD \_\_\_\_\_  
REQUEST FOR REVIEW OF A TEXTBOOK,  
INSTRUCTIONAL MATERIAL,  
OR  
MEDIA CENTER MATERIAL

Request initiated by \_\_\_\_\_

Telephone \_\_\_\_\_ Address \_\_\_\_\_

Complainant represents: \_\_\_\_\_ self; or if a group:

Name of group \_\_\_\_\_

The material I object to is a: film \_\_\_ recording \_\_\_ magazine \_\_\_ pamphlet \_\_\_ textbook \_\_\_  
other \_\_\_\_\_.

Book or other material \_\_\_\_\_

Author (if known) \_\_\_\_\_

Publisher (if known) \_\_\_\_\_

1. Are you familiar with the district policy, procedure and philosophy regarding selection of text books, instructional materials and media center materials? \_\_\_ Y \_\_\_ N

2. To what in the material do you object? (Please be specific; cite pages or items.)

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

3. What do you feel might be the result of using this material? \_\_\_\_\_

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

4. Did you read or view all this material? \_\_\_ If no, how were the parts selected for reading or viewing?

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

5. What do you believe is the theme of this material? \_\_\_\_\_

\_\_\_\_\_

6. What would you recommend the school do with this material?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. In its place, what material of equal educational quality would you recommend that would convey as valuable a picture and perspective?

\_\_\_\_\_

8. Additional comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

-----

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Signature of complainant

Date received: \_\_\_\_\_



**IFBH**    **Outside Speakers** (See IKB)

**IFBH**

With administrative approval, outside speakers may be invited to meet with groups of students as part of the educational process.

The board shall establish rules governing the selection and behavior of outside speakers.

Approved:

**IFBH-R**    **Outside Speakers**

**IFBH-R**

The teacher/sponsor and the school building administrator are expected to exercise judgement and to investigate fully those who are being considered as resource speakers in the district.

Teachers/sponsors should encourage the use of resource persons representing various points of view in order to help students gain a more comprehensive understanding of any topic.

The idea presented and the resource person invited to present them shall have a demonstrable relation to the curricular or extra-curricular activity in which the participating students are involved.

Prior to appearance or participation, the resource speaker shall be given a copy of board policy and rules, and each speaker shall agree to abide by these regulations:

Profanity, vulgarity and lewd comments are prohibited;

Any language that calls for a student strike or that may invite a riot is prohibited;

**IFBH-R**    **Outside Speakers**

**IFBH-R-2**

Smoking is not permitted while speaking or consulting with students.

The teachers/sponsor or any member of the school administration responsible for inviting the resource speaker has the right and duty to interrupt or suspend any proceedings if the resource speaker, by his conduct, is judged to have disregarded the agreement to abide by these rules.

Approved:

**IFC**    Community Resources

**IFC**

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

School Volunteers (See KFD)

Approved:

**USD Approved Field Trips**

Field trips may be approved by the principal when less than 25 miles, approved by the superintendent when 50 miles or less, and approved by the board when over 50 miles.

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.

Non-sanctioned Field Trips(continued)

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 occur during class time or the employee's work day with the authorization of the superintendent.

Approved: KASB Recommendation – 6/05

Approved: Galena USD # 499 – June 12, 2006

**NOTE: This form must be signed and returned to the school by \_\_\_\_\_ (date)**

**if the student named below is to participate in the field trip or activity.**

-----

**Consent to Participate in Field Trip or Other Activity and Consent for Treatment**

I, \_\_\_\_\_, the parent and legal guardian of \_\_\_\_\_  
give my consent for my child to participate in the field trip/other activity described here:

\_\_\_\_\_

on \_\_\_\_\_ date. I further give my legal consent and authorize any representative of \_\_\_\_\_  
School to authorize emergency medical treatment, including any necessary surgery or hospitalization, for my above-  
named child, for any injury or illness of an emergency nature he/she incurred while participating in the field trip or  
other activity noted above by any physician or dentist licensed in accordance with the provisions of the Kansas  
Healing Arts Act, K.S.A. 65-2801, and any hospital.

I agree to pay and assume all responsibility for medical and hospital expenses and any emergency services  
incurred on behalf of my child.

I acknowledge and agree that \_\_\_\_\_ School is not responsible for any medical, hospital  
expenses and/or other charges that are incurred in the medical treatment or hospitalization of my child. A photocopy  
of this document shall have the same force and effect as the original. If my child requires emergency medical  
treatment, I understand that school personnel will make a reasonable attempt to contact me to seek my permission to  
authorize that treatment. To facilitate contacting me, I agree to continue to provide current work and home phone  
numbers to the school.

\_\_\_\_\_  
Parent or Legal Guardian Date

\_\_\_\_\_  
Parent or Legal Guardian Date

IHA Grading System

IHA

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

Approved:

**IHB Homework**

**IHB**

Homework shall not be used as a means to discipline students. Homework shall be assigned as needed to reinforce lessons introduced in the classroom.

Approved:



IHEA Make-Up Opportunities (See JBD, JDD)

IHEA

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

Approved:

**IHF Graduation Requirements**

**IHF**

The board may adopt graduation requirements exceeding the minimums set forth by state regulations.

Approved: KASB Recommendation 9/97

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

**II**

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

Approved:

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

**II-R**

**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, the patrons and the State Board of Education.

Approved:

Use of District Computers/Privacy Rights

Computer systems are for educational and professional use only. All information created by staff and students shall be considered district property and shall be subject to unannounced monitoring by district administrators. The district retains the right to discipline any student, up to and including expulsion and any employee, up to and including termination, for violations of this policy.

Copyright (See ECH)

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

Installation

No software, including freeware or shareware, may be installed on any district computer until cleared by the network administrator. The administrator will verify the compatibility of the software with existing software and hardware, and prescribe installation and de-installation procedures. Freeware and shareware may be downloaded only onto workstation floppy disks, not hard drives. Program files must have the Superintendent's approval to be installed on any district server or computer. Students shall not install software on district computers or computer systems.

Hardware

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

Audits

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

Privacy Rights

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

Ownership of Employee/Student-Produced Computer Materials

Computer materials or devices created as part of any assigned district responsibility or classroom activity undertaken on school time shall be the property of the board. The board's rules governing ownership of employee or student-produced computer materials are on file with the clerk and are available upon request.

Approved: KASB recommendation 9/97

## **Staff Handbook**

Employees shall have no expectation of privacy when using district e-mail or other official communication systems. E-mail messages shall be used only to conduct approved and official district business. All employees must use appropriate language in all messages. Employees are expected to conduct themselves in a professional manner and to use the system according to these guidelines or other guidelines published by the administration.

Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the administration. The district retains the right to duplicate any information in the system or on any hard drive. Employees who violate district computer policies are subject to disciplinary action up to and including termination.

## **Student Handbook**

Students shall have no expectation of privacy when using district e-mail or computer systems. E-mail messages shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration.

Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules, or any other classroom rules relating to computer use are subject to disciplinary action up to and including suspension from school.

**IJ Evaluation of Instructional Program (See IC, ICA, II & MK) IJ**

The superintendent shall develop guidelines to evaluate a portion of the instructional program each year. This evaluation shall be part of the district's school improvement efforts as required by current regulation.

Approved:

**IJ-R Evaluation of Instructional Program (See IC, ICA, II & MK) IJ-R**

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

Approved:

**IKB Controversial Issues (See IAA)**

**IKB**

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

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

Approved:



**IKCA Human Sexuality and AIDS Education**

**IKCA**

**Opt-Out Procedure and Form**

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

Approved:

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

**IKCA-R**

**Opt-Out Procedure**

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

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

Notice of the availability of the Human Sexuality and AIDS curriculum goals and objectives will be made to the public by means of building notification at enrollment.

Opt-Out Form

Parents or guardians (or students eighteen years of age or older) may complete the opt-out request by obtaining a copy of the appropriate form from the (clerk of the board/principal), completing and signing the form and returning the form to the (superintendent/principal.) The signed form will be kept on file in the (clerk of the board's/principal's) office.

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

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

Approved:

**NOTE: Remove from book and file with the clerk/principals.**

HUMAN SEXUALITY  
AND  
AIDS EDUCATION

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

-----  
-----  
-----  
-----

I have had the opportunity to review the curriculum goals and objectives or  
have had the opportunity to have them explained to me by a school official.

-----  
Date

-----  
Signature of Parent/Guardian

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

**IKD**

No religious belief or non-belief shall be promoted or disparaged by the district or its employees. Students and staff should be tolerant of each other's religious views. Students and staff members may be excused from participating in practices contrary to their religious beliefs unless there are clear issues of overriding concern which prevent it.

**Teaching About Religion**

Teachers may teach about religion, religious literature and history but are prohibited from promoting, expounding, criticizing or ridiculing a religion. Religious texts may be used to teach about religion, but the use of religious texts is prohibited if used to promote a particular religious doctrine.

**Religion in the Curriculum and School Activities**

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

**Religious Symbols in the Classroom**

Temporary display of religious symbols is permitted as part of the curriculum.

**Religious Holidays (See AEA)**

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

**Graduation and Other Ceremonies**

School ceremonies shall be secular in nature.

Approved:

Religion in the Curriculum and School Activities

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

Religious Symbols in the Classroom

The temporary use of religious symbols such as a cross, menorah, crescent, Star of David, creche, symbols of native American religions or other symbols that are a part of a religious holiday are permitted as a teaching aid if they are displayed as an example of a holiday's cultural and religious heritage.

Religious Holidays (See AEA)

School vacations shall have secular designations, e.g., Winter Vacation, Spring Break.

Graduation and Other Ceremonies

The district seeks to maintain traditions significant to the community. Inspirational addresses which do not promote religion may be permitted at these ceremonies.

Approved:

**IKDA Religious Objections to Activities**

**IKDA**

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

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

Approved:

**IKDA-R Religious Objections to Activities**

**IKDA-R**

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

**IKDA-R Religious Objections to Activities**

**IKDA-R-2**

consider the request. The completed form shall be kept on file with the clerk and the superintendent shall receive a copy.

The principal shall review the request and determine whether the request should be granted or denied. The principal shall notify the parents of the decision within a reasonable amount of time after the request is submitted. If the parents are dissatisfied with the principal's decision, they may appeal, in writing, to the superintendent.

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

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

Approved:

Sample Only: Retype, remove from policy book and file with the clerk.

ACTIVITY PARTICIPATION OPT-OUT FORM

I, \_\_\_\_\_ (parent/guardian) request that my child,  
\_\_\_\_\_, be excused from participating in certain activi-  
ties for religious reasons.

From what activity do you wish your child to be excused?

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

Identify where in the curriculum the activity exists. (Please identify the  
grade level, class, building.)

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

For what reason do you wish your child to be excused. (Please state the  
particular religious objection to this activity, including the religious teaching  
you believe this activity violates.)

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

I understand that I am requesting the school to excuse my child from certain  
activities and that my request is subject to review and determination by the  
school. I further understand that if my request is granted, my child may still  
be required to view the activity, discuss the activity or may otherwise be ex-  
posed to the subject matter of the activity.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Administrator Signature  
Date Received \_\_\_\_\_



**IKE Assemblies**

**IKE**

Each building principal may schedule assemblies as needed.

Approved:

**IKE-R Assemblies**

**IKE-R**

Each building principal shall develop a behavior code for students attending school assemblies.

Approved:

**IKI Lesson Plans**

**IKI**

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

Approved:

ING Animals and Plants in the School

ING

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

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

Approved:

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**JA Goals and Objectives**

**JA**

The goal set forth in this policy and rule section is to create the best possible educational climate. These student policies are designed to prevent misunderstanding by students about their responsibilities and privileges. The ideas and recommendations of students shall be considered when adopting policies, rules and regulations governing the conduct of students and their rights and responsibilities.

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

Approved: KASB Recommendation-7/96



**JB Attendance Records**

**JB**

Daily attendance records shall be maintained for each student in each school. The primary responsibility for recording attendance shall be assigned to teachers using forms prescribed by the superintendent. A cumulative attendance record for each student shall be kept in the principal's office.

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

Approved: KASB Recommendation-7/96

**JBCA Homeless Students**

**JBCA**

The district, in accordance with state and federal law and the Kansas state plan, will ensure that homeless children in the school district have access to a free and appropriate public education. Homeless students are individuals who lack a fixed, regular and adequate nighttime residence.

**Coordinator**

The superintendent shall designate a homeless coordinator for the district.

Approved: KASB Recommendation – 7/03

Approved: Galena USD # 499 – June 12, 2006

**Note: The reader is encourage to review regulations and forms for related information.**

## **Homeless Student Regulations Required by Federal and State Law**

NOTE: This document MUST be approved by board action to become policy. File with clerk, distribute to principals and duplicate as necessary in district newsletters and other documents.

**Homeless students shall, by definition, include the following:**

1. Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
2. Children and youth who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
3. Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
4. Migratory children who meet one of the above-described circumstances.

### Enrollment/Placement (See JBC)

The administration shall consider the best interest of the child, with Parental involvement, in determining whether the child should be enrolled in the school of origin or the school that nonhomeless students who live in the attendance area in which the homeless child or youth is actually living are eligible to attend. To the extent feasible, and in accordance with the child or youth's best interest, the child or youth should continue his or her education in the school of origin, except when contrary to the wishes of the parent or guardian. If the youth is unaccompanied by a parent or guardian, the homeless coordinator will consider the views of the youth in deciding where the youth

## JBCA Homeless Student Regulations

will be educated. The choice regarding placement shall be made regardless of whether the child or youth lives with the homeless parents or has been temporarily placed elsewhere.

The school selected shall immediately enroll the homeless child or youth, even if the child or youth is unable to produce records normally required for enrollment, such as previous academic records, immunization records, proof of residency or other documentation. However, the district may require a parent of guardian of a homeless child or youth to submit contact information.

The district must provide a written explanation, including a statement regarding the right to appeal, to the homeless child or youth's parent or guardian, or to the homeless youth if unaccompanied, if the district sends the child or youth to a school other than the school of origin or other than a school requested by the parent or guardian.

If a dispute arises over school selection or enrollment in a school, the child or youth shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute. The child, youth, parent or guardian shall be referred to the district homeless coordinator, who will carry out the dispute resolution process as expeditiously as possible.

For the purposes of this policy, "school of origin" is defined as the school that the student attended when permanently housed or the school in which the student was last enrolled.

A complaint regarding the placement or education of a homeless child or youth shall first be presented orally and informally to the district's homeless coordinator. If the complaint is not promptly resolved, the complainant may

present a formal written complaint (grievance) to the homeless coordinator. The written complaint must include the following information: date of filing, description of concerns, the name of the person or persons involved and a recapitulation of the action taken during the informal charge stage. Within five (5) working days after receiving the complaint, the coordinator, shall state a decision in writing to the complainant, with supporting evidence and reasons. In addition, the coordinator will inform the superintendent of the formal complaint and disposition.

#### Services

Each homeless child or youth shall be provided services comparable to services offered to other students in the district including, but not limited to, transportation services; educational services for which the child meets the eligibility criteria, such as educational programs for disadvantaged students, students with disabilities and gifted and talented students; vocational programs and technical education; school meals programs; preschool programs; before-and after school care programs; and programs for students with limited English proficiency. Homeless students will not be segregated in a separate school or in a separate program within a school based on the students' status as homeless.

#### Transportation (See EDAA, JBC and JGG)

If it is in the best interest of the homeless child or youth to attend the school of origin, transportation to and from that school will provided at the request of the parent or guardian or, in the case of an unaccompanied youth, the homeless coordinator. If the student's temporary housing is outside the attendance area of the school of origin, then the district will work with the

school of origin to agree on a method to apportion the responsibility and costs for transporting the child. If an agreement cannot be reached, the costs will be shared equally.

Records (See JR and JGCB)

Any records ordinarily kept by the school, including immunization records, academic records, birth certificates, guardianship records and evaluations for special services or programs of each homeless child or youth shall be maintained so that appropriate services may be given the student, so that necessary referrals can be made and so that records may be transferred in a timely fashion when a homeless child or youth enters a new school district. Copies of records shall be made available upon request to students or parents in accordance with the Family Educational Rights and Privacy Act.

Coordinator

The Superintendent designates the following individual to act as the district's homeless coordinator: Sheri Allen, Federal Program Director, 1900 Galena Avenue, phone 620-783-4499 ext. 2100, fax 620-783-2804. The district shall inform school personnel, service providers and advocates working with homeless families of the duties of the district homeless coordinator. The homeless coordinator will ensure that:

1. Homeless children and youths are identified by school personnel and through coordination activities with other entities and agencies.
2. Homeless children and youths enroll in, and have a full and equal opportunity to succeed in, schools in the district.
3. Homeless families, children and youths receive educational services for which such families, children and youths are eligible, including Head

Start, Even Start and preschool programs administered by the district and referrals to health care services, dental services, mental health services and other appropriate services.

4. The parents or guardians of homeless children and youths are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
5. Public notice of the educational rights of homeless children and youths is disseminated where such children and youths receive services, such as schools, family shelters and soup kitchens.
6. Enrollment disputes are mediated in accordance with law.
7. The parent or guardian of a homeless child or youth, and any unaccompanied youth, is fully informed of all transportation services, including transportation to the school of origin and is assisted in accessing transportation to the school selected.
8. Unaccompanied youths will be assisted in placement or enrollment decision, their views will be considered and they will be provided notice of the right to appeal.
9. Children or youths who need to obtain immunizations, or immunization or medical records, will receive assistance.

Approved: KASB Recommended Regulations – 7/03

Approved: Galena USD # 499 – June 12, 2006

# Complaint Form

## PROGRAMS FOR HOMELESS STUDENTS

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

After reviewing the situation, it would be in the best interest of your child or youth to be educated at \_\_\_\_\_.

Explanation of decision: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

Approved: KASB Recommended Regulation - 7/03

Approved: Galena USD # 499 - June 12, 2006



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. (See JQKA)

Non-resident Students

Non-resident students are those who do not meet the definition of a resident student. Non-resident students may be admitted only to the extent that staff, facilities, equipment and supplies are available, and contingent on terms or agreement between parents/guardian and district.

Enrollment Procedures

The superintendent shall establish orderly procedures for enrolling all students, including pre-enrollment, changes in enrollment, normal enrollment times and communication to parents and to the public. Any student who has been suspended or expelled from another district will not be admitted to the district unless approved by the board.

**Identification of Students**

All students enrolling in the district for the first time shall provide required proof of identity. Students enrolling in kindergarten or first grade shall provide a certified copy of their birth certificate or other documentation which the board determines to be satisfactory. Students enrolling in grades 2-12 shall provide a certified transcript or similar pupil records.

**Enrollment Information**

The enrollment documentation shall include a student's permanent record card with a student's legal name as it appears on the birth certificate, or as changed by a court order and the name, address, telephone number of the lawful custodian. The records shall also provide the identity of the student as evidenced by a certified birth certificate, copy of a court order placing the student in the custody of Kansas Social and Rehabilitation Services, a certified transcript of the student, a baptismal certificate or other documentation the board considers satisfactory. If proper proof of identity is not provided within 30 days of enrolling, the superintendent shall notify local law enforcement officials as required by law and shall not notify any person claiming custody of the child.

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

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 (junior high) school and in the senior high school, full faith and credit shall be given to units earned in other accredited schools, unless the principal determines there is valid reason for not doing so.

Transfers from Non-Accredited Schools

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

Approved:

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

**JBD**

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

Approved: KASB Recommendation-7/96; 9/97

**JBD-R**    **Absences and Excuses**

**JBD-R**

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

Excused/Unexcused Absences

Truancy is defined as being absent from school without permission from both the parent/legal guardian and the school.

Significant Part of a School Day

Usually interpreted as one-half of scheduled class periods/blocks.

Make-Up Work

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

Approved: KASB Recommendation-7/96; 9/97

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

**JBE**

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 (or \_\_\_\_ ) shall report students who are inexcusably absent from school to the appropriate authority.

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

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

#### Waiver of Compulsory Attendance Requirements

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

Involvement of Law Enforcement

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

Reporting to Parents

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

Dual Enrollment Students

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

Approved:

KASB Recommendation – 7/96; 9/97; 8/98; 7/02; 6/04; 6/06; 4/07; 6/10; 6/12;  
11/12; 1/13; 6/16

(  
**(From KASB Forms Book)**

**PARENT CONSENT AND WAIVER FOR CHILD 16 OR OLDER TO BE EXEMPT  
FROM COMPULSORY ATTENDANCE REQUIREMENTS.**

I, \_\_\_\_\_, understand that pursuant to Kansas law,  
(Name of Parent(s) or Person Acting As Parent)  
\_\_\_\_\_ is required to attend school until he/she receives a high school diploma or general  
(Name of Student)  
educational development (GED) credential or reaches the age of 18, whichever occurs first.

Pursuant to K.S.A. 72-1111, as amended, Unified School District No. 499 encourages

\_\_\_\_\_ to remain in school or to pursue an education alternative.  
(Name of Student)

The academic skills listed below have not been achieved by \_\_\_\_\_:  
(Name of Student)

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Based on \_\_\_\_\_ the difference in future earning power between a  
(Source of Information)  
high school graduate and a high school drop out is \_\_\_\_\_.

\_\_\_\_\_ is encouraged to attend one of the following alternative education programs:  
(Name of Student)

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I (we) the undersigned hereby give written consent to allow \_\_\_\_\_, who is [16]  
(Name of Student)  
[17] years of age, to be exempt from the Kansas compulsory attendance requirement and state we have  
attended the final counseling session conducted by USD No. 499 in which the above information was  
presented to us.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Signature of Parent(s) or Person  
Acting as Parent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## LIFETIME EARNINGS INFORMATION FOR HIGH SCHOOL PRINCIPALS

Education Level	Total Lifetime Earnings
Less than high school diploma	\$1,052,647
High school diploma	\$1,418,890
Some college—no degree	\$1,702,780
Associate Degree	\$1,769,090
Bachelor's Degree	\$2,498,260
Master's Degree	\$2,865,460
Doctorate Degree	\$3,897,650
Professional Degree	\$5,137,355
Bachelor's Degree or higher	\$2,834,510

Source:

Day and Newburger 2002; calculations at <http://www.census.gov/prod/2002pubs/page23-210.pdf>



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

**JBH**

Building principals shall not release a student during the school day except upon a written or verbal request from the student's lawful parent or person acting as a parent.

Approved: KASB Recommendation-7/96

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

**JBH-R**

Before releasing a student during the school day, the building principal shall be responsible for verifying the identity of the person seeking release of the student.

If the principal is not satisfied with the identification provided by the person seeking release of a student, the student's release may be refused.

Students shall not be allowed to run personal errands for school employees off school premises during the school day.

Approved: KASB Recommendation-7/96

**JCAB Searches of Property**

**JCAB**

Principals are authorized to search property if there is reasonable suspicion that district policies, rules or directives are being violated. In addition all lockers shall be subject to random searches without prior notice or reasonable suspicion. All searches by the principal shall be carried out in the presence of another adult witness.

Approved: KASB Recommendation-7/96; 8/98

**JCAB-R Searches of Property**

**JCAB-R**

**Search of Lockers**

Lockers in the district schools shall be under supervision of the principal. Students shall have no expectation of privacy in any school locker.

The combinations and/or keys to all locker locks shall be in the possession of the principal and stored in a place designed to guard against unauthorized access or use. The principal may search any locker at any time without notice. Students shall not place locks, other than those approved by the school, on any locker.

**Searches of Property**

Any person other than the principal who wishes to search a student's locker or property shall report to the principal before proceeding. In no event shall any person be permitted to search a student's locker or property

JCAB-R Searches of Property

JCAB-R-2

without the principal's consent unless the person has a valid search warrant authorizing a search.

If a law enforcement officer desiring to search a student's locker or property has a search warrant, the principal shall permit the search which shall be made in the presence of the principal.

Prohibited items found during the search shall remain in the custody of either the building principal or the law enforcement officer. If any items are turned over to law enforcement officials the principal shall receive a receipt for the items.

(Whenever the principal is mentioned in this rule, it shall be construed so as to include the superintendent "or designated representative.")

Approved: KASB Recommendation-7/96; 8/98

**JCABB    Searches of Students**

**JCABB**

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

Approved: KASB Recommendation-7/96; 8/98

**JCABB-R    Searches of Students**

**JCABB-R**

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

If law enforcement assistance is present, further search of the student shall be with cooperation and assistance of law enforcement officials. The principal shall remain with the student and be present during any search of the student made by law enforcement officials on school property. The principal shall receive and file a receipt for items turned over to law enforcement officials.

If the principal believes a student is in possession of an object which can jeopardize the health, welfare or safety of the student or others, the student shall be removed to a safe location. This determination may be based on any information received by the principal or any member of the faculty or staff.

A written report of each search shall be made by the principal and submitted to the superintendent. The superintendent shall keep a copy of the written report on file.

(Whenever the principal is mentioned in this rule, it shall be construed so as to include the superintendent "or designated representative.")

Approved: KASB Recommendation-7/96; 8/98

Retype, customize for local use, remove from policy book and file with the clerk/principals.

## Search Report Form

Name of the student \_\_\_\_\_

Parents contacted \_\_\_\_\_yes \_\_\_\_\_no

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

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

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

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

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

Names of the persons present while the student was being searched:  
\_\_\_\_\_  
\_\_\_\_\_

Result of the search  
\_\_\_\_\_  
\_\_\_\_\_

Object/s confiscated

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

<b>Notifications</b>	Parent/Guardian_____			
		Name	Time	Results
	Law enforcement_____			
		Name	Time	Results
	Other_____			
		Name	Time	Results

cc: Student's file  
cc: Superintendent

JCAC **Interrogation and Investigations** (See EBC and GAAD) JCAC

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. (See EBC)

**Coordination with Law Enforcement**

School administrators may meet periodically with local law enforcement officials to discuss the district's policies and rules regarding law enforcement contacts with the district.

Approved:

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

**Initiated by School Administrators and  
Conducted by Law Enforcement Officers**

When law enforcement officers conduct an investigation and/or question a student(s) during school hours, the building principal shall make reasonable attempts to contact parents, guardian or representative of the student(s) prior to questioning. To the extent possible, reasonable requests of the parents, guardian or representative shall be observed. Notification or attempted notification of parents, guardian or representative shall be documented by the administrator involved. If a student's parents, guardian or rep-

JCAC-R Interrogations and Investigations

JCAC-R-2

representative is not present during questioning of a student, the principal shall be present.

Initiated and Conducted by Law Enforcement Officers

The administration shall cooperate with law enforcement officers who are conducting investigations of suspected child abuse. (See GAAD) Law enforcement officers shall not be permitted to conduct investigations during school hours except in demonstrated emergency situations. If a demonstrated emergency is found, the principal shall require identification of law enforcement officials and reasons for the interrogation or investigation of a student. If the principal is not satisfied with either the identification or the reason, the request shall not be granted. The principal shall attempt to notify the superintendent and the officer's superiors of the reasons for the refusal.

Violations of Criminal Law

Information on criminal conduct shall be turned over to law enforcement officials. (See EBC)

Taking Students Into Custody

Students shall not be voluntarily released by school officials to law enforcement authorities unless the student has been placed under arrest or taken into custody by law enforcement or SRS. Reasonable effort shall be made to notify the student's parents, guardian or representative when students are removed from school for any reason by law enforcement authorities.



JCAC-R Interrogations and Investigations

JCAC-R-3

Notification efforts shall be documented. Parents shall not be notified by school officials when their child is taken into custody by SRS and/or law enforcement as a result of allegations of abuse or neglect.

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

Disturbance of School Environment

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

Approved: KASB Recommendation-7/96

**JCDA Student Conduct**

**JCDA**

Each principal shall develop rules and regulations to govern student conduct consistent with board policies. The rules shall be reviewed by the board and adopted as policy by reference. A copy of the current rules shall be filed with the state board of education.

Approved: KASB Recommendation-7/96

**JCDA-R Student Conduct**

**JCDA-R**

The rules of conduct shall be published in student handbooks.

(See JA)

Violation of any provision of the behavior code may result in disciplinary action up to and including suspension and/or expulsion. (See JDD)

Approved: KASB Recommendation-7/96

JCDAA Tobacco Use (See GAOC)

JCDAA

Smoking by students and/or the possession and use of any other tobacco product is prohibited in any attendance center, at school-sponsored events or on school property.

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

Approved: KASB Recommendation 7/96; 9/97

**JCDB Dress Code**

**JCDB**

Neatness, decency and good taste are guidelines of the district dress code. Dress codes shall be published in the appropriate student handbooks.

Approved: KASB Recommendation-7/96

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

Weapons and Destructive Devices

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

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

Penalties for Weapon Violations

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

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

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

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

Approved:

KASB Recommendation—9/97; 6/99; 6/00; 6/01; 6/04; 4/07; 10/12; 1/13; 6/15;  
6/16

Complaints About Discrimination

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

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

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the district's programs and activities is prohibited. Clerk of the Board at the Central Office, 702 East Seventh Street, Galena, KS 66739, phone number 316/783-4499 ext 10 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990.

Any student who believes that he or she has been discriminated against may file a complaint with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint and

**JCE Complaints**

**JCE-2**

any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the report shall be made to the district compliance coordinator. Any student complaint of discrimination shall be resolved under the district's discrimination complaint procedures. (See KN)

**Complaints About School Rules**

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

Approved: KASB Recommendation - 7/96; 8/98



**JCEC Demonstrations**

**JCEC**

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)

Approved: KASB Recommendation-7/96

**JDA Corporal Punishment**

**JDA**

Corporal punishment shall not be permitted in the school district.

Approved: KASB Recommendation-7/96

**JDB Detention**

**JDB**

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

Approved: KASB Recommendation-7/96

**JDC Probation (See JCDBB and JDD)**

**JDC**

Any punishment, suspension or expulsion, may be deferred by the principal (add other positions as appropriate). 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.

Approved: KASB Recommendation-7/96

**JDC-R Probation**

**JDC-R**

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.

Approved: KASB Recommendation-7/96

**JDD Suspension and Expulsion Procedures (See IHEA, JBD, JCDBB) JDD**

A student may be suspended or expelled, for reasons set forth in Kansas law, by the following certified personnel: superintendent, principal, assistant principal (list other certified employees as appropriate). Any student who is suspended or expelled shall receive a copy of the current suspension and expulsion law and this policy. Expulsion hearings shall be conducted by the superintendent/designee or other certificated employee, or committee of certificated employees of the school in which the pupil is enrolled, or a hearing officer appointed by the board. Expulsion hearings for weapons possession shall be conducted by the superintendent or designee. (See JCDBB)

Handicapped students identified under Section 504 of the Rehabilitation Act of 1973 or special education students with an IEP may be subject to other regulations when long-term suspension or expulsion is considered.

Approved: KASB Recommendation-7/96; 8/98; 6/99

**JDD-R Suspension and Expulsion Procedures**

**JDD-R**

**Reasons for Suspension or Expulsion**

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

- Willful violation of any published, adopted student conduct regulation;

- Conduct which substantially disrupts, impedes, or interferes with school operation;
- Conduct which endangers the safety or substantially impinges on or invades the rights of others;
- Conduct which constitutes the commission of a felony;
- Conduct which constitutes the commission of a misdemeanor;
- Disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operation; and
- Possession of a weapon at school, on school property or at a school-sponsored event.

**Short-term Suspension**

Except in an emergency, a short-term suspension (not exceeding 10 school days) must be preceded by oral or written notice of the charges to the student and an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than 72 hours after imposition of a short-term suspension.

A ten day suspension may be imposed for the:

- 1) carrying a weapon;
- 2) knowingly possessing or using illegal drugs;
- 3) selling, or soliciting the sale of illegal drugs while at school, on school property or at a school activity;
- 4) engaging in behavior which resulted in, or is substantially likely to have resulted in, injury to the pupil or to others.

Written notice of any short-term suspension shall be delivered to the student's parent or guardian within 24 hours after the suspension has been

imposed. Short-term suspension hearings may be conducted by any person designated in policy as having the authority to suspend.

At the informal suspension hearing, the student shall have the right to be present and notified of:

- the charges;
- the basis for the accusation; and
- the right to make statements in his/her defense.

Long-Term Suspension or Expulsion

Before a student is subject to long-term suspension (not to exceed 90 school days) or expulsion (not to exceed 186 school days), a hearing shall be conducted by a hearing officer who has authority to suspend or expel. The superintendent/principal shall designate a hearing officer authorized by the board. Formal hearings shall be conducted according to procedures outlined in current Kansas law and:

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

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

- Refusal or failure of the student and/or the student's parents to attend the hearing shall result in a waiver of the student's opportunity for the hearing.
- A student suspended for more than 10 school days or expelled from school shall be provided with information concerning services or programs offered by public and private agencies which provide services to improve the student's attitude and behavior.
- A student who has been suspended or expelled shall be notified of the day the student can return to school.
- If the suspension or expulsion is not related to a weapons violation, the principal may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation. (See JDC)
- If the expulsion is related to a weapons violation the superintendent may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation. (See EBC, JCDBB and JDC)
- The days a student is suspended or expelled are not subject to the compulsory attendance law.
- During the time a student is suspended or expelled from school, the student may not:
  - Be on school property or in any school building without the permission of the principal.
  - Attend any school activity as a spectator, participant or observer.

Students who are suspended for more than 10 days or expelled from school may appeal to the board within 10 calendar days of receiving written notice of the hearing results.

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

Student Rights During a Long-Term Suspension/Expulsion Hearing

The student shall have the right:

- to counsel of his/her own choice;



- to have a parent or guardian present;
- to hear or read a full report of testimony of witnesses;
- to confront and cross-examine witnesses who appear in person at the hearing; to present his or her own witnesses;
- to testify in his or her own behalf and to give reasons for his or her conduct;
- to an orderly hearing; and
- to a fair and impartial decision based on substantial evidence.

**Appeal to the Board**

The following conditions shall apply if a student or the student's parent or guardian files a written appeal of a suspension or expulsion:

- Written notice of the appeal shall be filed with the clerk within 10 calendar days of the hearing.
- The board shall schedule an appeal with the board or a hearing officer appointed by the board within 20 calendar days.
- The student and the student's parent shall be notified in writing of the time and place of the appeal at least 5 calendar days before the hearing.
- The hearing shall be conducted as a formal hearing using the same rules noted earlier for expulsion hearings.
- The board shall provide a certified court reporter to transcribe the hearing.
- The board shall render a final decision within 5 calendar days after the conclusion of the appeal hearing.

Approved:

**JDDA Drug Free Schools**

**JDDA**

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

Approved: KASB Recommendation 7/96; 9/97

**JDDA-R Drug Free Schools**

**JDDA-R**

**Student Conduct**

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

Students shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances or alcoholic beverages on school district property, or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to any one or more of the following sanctions:

1. First Offense. A first time violator may be subject to the following sanctions:
  - a. A punishment up to and including short-term and/or long term suspension/expulsion;
  - b. Suspension from all student activities for a period of not less than one month.
2. Second Offense. A second time violator may be subject to the following sanctions:
  - a. A punishment up to and including long-term suspension/expulsion;
  - b. Suspension from all student activities for a period of not less than one semester or four months.

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

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-8901, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. Drug and alcohol counseling and rehabilitation programs are available for district students. If a student agrees to enter and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents.

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

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

Approved:

**JDDB Reporting to Law Enforcement (See EBC and JDD)**

**JDDB**

Unless reporting would violate the terms of any memorandum of understanding between the district and local law enforcement, whenever a student engages in conduct which constitutes the commission of any misdemeanor or felony at school, on school property, or at a school supervised activity and/or has been found 1) in possession of a weapon, 2) in possession of a controlled substance or illegal drug, or 3) to have engaged in behavior at school which has resulted in or was substantially likely to have resulted in serious bodily injury to others, the {principal/superintendent} shall report such act to the appropriate law enforcement agency.

Approved:

KASB Recommendation – 6/99; 6/01; 4/07; 6/07; 9/07; 6/08; 12/15; 6/16

**- Sample Form -**

Retype to suit local needs, remove from policy book and file with the clerk and principals. Form could also be included in staff or student handbooks.

<p><b>Report to Division of Vehicles</b></p> <p><b>USD _____</b></p>
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Pursuant to Kansas Statutes, the administrator whose signature appears below is reporting the following student has been {long term suspended / expelled} for:

1. Possession of a weapon; or
2. Use, sale or distribution of drugs or controlled substances; or
3. Behavior resulting in or substantially likely to have resulted in serious bodily harm.

Date	School or Location	Student:	Reason for Suspension or Expulsion
		Name: _____	
		DOB ___/___/___	
		Address: _____ _____	1    2    3
		KS DL # _____ if available	

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

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

cc: Superintendent of Schools, USD \_\_\_\_\_  
Student/s file

**JF Academic Achievement**

**JF**

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 (See JR et seq.)

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

Report Cards (See JR et seq.)

Report cards shall be issued to each student at the end of each specific grading period for each subject taken. Reasons for deficiencies and/or failures shall be given. The superintendent shall develop standard reporting forms for each grade level.

Approved: KASB Recommendation-7/96

**JFAB Student Conferences**

**JFAB**

Teachers shall be available for student conferences at mutually convenient times.

Approved: KASB Recommendation-7/96



**JFAC Parent Conferences**

**JFAC**

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

Approved: KASB Recommendation-7/96

**JFB Promotion and Retention**

**JFB**

Students may be promoted when they have demonstrated mastery of the board-approved learning objectives.

Approved: KASB Recommendation-7/96

**JFB-R Promotion and Retention**

**JFB-R**

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.

Approved: KASB Recommendation-7/96

**JFC**    **Graduation Exercises**

**JFC**

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.

Approved: KASB Recommendation-7/96

**JFCA Early Graduation (See IHF)**

**JFCA**

Students who complete all state and local graduation requirements may request permission to graduate early.

Approved: KASB Recommendation-7/96

**JFCA-R Early Graduation (See IHF)**

**JFCA-R**

A student who wishes to graduate from high school early may request permission to do so. The student and parents shall consult with high school administrative and/or guidance personnel in order to develop a graduation plan. The board shall approve or deny each request based on the circumstances of the individual student. The student's request shall be in writing, addressed to the superintendent, shall state the reasons supporting the request, include a copy of the graduation plan and a letter of support from the student's parents. The letters of request shall be sent to the superintendent who shall forward them to the board.

Approved: KASB Recommendation-7/96

**JGA Student Insurance Program**

**JGA**

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.

Approved:

**JGC Health Assessments and Physicals (See JGCB)**

**JGC**

All students up to the age of nine shall submit evidence they have undergone a health assessment prior to entering kindergarten or before enrolling in the district for the first time.

All students engaged in activities covered by appropriate KSHSAA rules shall provide the building principal with proof of a physical examination.

Approved: KASB recommendation - 7/96

**JGC-R Health Assessments and Physicals**

**JGC-R**

Principals shall work cooperatively with local, county and state health agencies to disseminate materials related to the availability of health assessments and inoculations.

Approved: KASB recommendation - 7/96

The board shall promote and monitor a local wellness program. The program shall:

- Include goals for nutrition education, physical activity and other school-based activities designed to promote student wellness in a manner that the board determines is appropriate;
- Include nutrition guidelines for all foods available in each school during the school day; the objectives of the guidelines shall be to promote student health and to reduce childhood obesity;
- Assure that guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture, as those regulations and guidance apply to schools;
- Establish a plan for measuring implementation of the local wellness policy, including designation of one or more district employees who shall be charged with operational responsibility for ensuring the wellness policy is effectively enforced; and
- Involve parents, students, representatives of the school food authority, the school board, administrators and the public in the development of the school wellness policy.

Approved: KASB Recommendation-6/05

Approved: Galena USD # 499 – July 11, 2005

**JGCB Inoculations**

**JGCB**

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

A copy of this policy and the applicable state law shall be distributed to students, prospective students or their parents on or before May 15th of each school year. The superintendent shall issue a news release each August explaining the required inoculations and booster shots. Parents may delegate in writing their authority to consent to immunizations. If the parent is not reasonably available, and the authority to consent has not been denied as provided in law, individuals other than the parent may consent to the immunizations as provided for in current law.

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

Each principal shall forward evidence of compliance with the inoculation law to other schools or school districts when requested by the school or by the student's parents/guardians.

Approved: KASB Recommendation-7/96; 9/97



**JGCBA Automated External Defibrillators (AED)**

**JGCBA**

If the board approves their use in district schools and other facilities, automated external defibrillators shall be used only by qualified persons as required by law.

To be qualified, a district employee shall have completed all training, and have demonstrated proficiency in the use of the AED as required by current law. The district and qualified person/s designated by the board shall be immune from civil liability for operation of an automated external defibrillator.

Approved: KASB Recommendation-6/04

Approved: Galena USD # 499 - September 13, 2004

**JGCC Communicable Diseases**

**JGCC**

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

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

Approved: KASB Recommendation-7/96

**JGCC-R Communicable Diseases**

**JGCC-R**

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 medical condition of the child, the behavior and neurological development, and the expected type of interaction with others in that 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.

AIDS

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

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

Guidelines for Dealing With Individuals Infected With AIDS in the District Schools

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

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

Case Review

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

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

Dealing With Students With AIDS

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

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

C. In cases where the student's regular educational program is altered because of the risk of infecting others, the Review Board will meet regularly to evaluate and assess the need for alternatives

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

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

#### Confidentiality

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

Approved: KASB Recommendation-7/96

Vision and hearing screenings will be conducted in the district as part of the overall health services program. Frequency of the screenings will be in accordance with state law. When appropriate, other screenings deemed beneficial to students, such as dental screenings, may be performed in the school health program.

When these screenings cannot be performed by district staff, the board authorizes the superintendent to identify healthcare service providers to provide them. Such healthcare service providers shall be required to enter into a contract with the district prior to providing any screenings or other services to students in the school setting.

Vision Screenings

Each year vision screening procedures will be conducted for students new to the district, including kindergarteners. Such procedures will be provided for other students at a frequency of not less than once every two years unless otherwise specified by state law. Students known to have vision difficulties and students referred by teachers, parents, and/or physicians will be screened regardless of grade level.

Hearing Screening

Each year hearing screening procedures will be conducted for students new to the district, including kindergarteners. Such procedures will be provided for other students at a frequency of not less than once every three years unless otherwise specified by state law. Students known to have hearing difficulties and students referred by teachers, parents, and/or physicians will be screened regardless of grade level.

Under certain conditions, hearing screening services are provided for students residing within district boundaries who are enrolled in accredited non-public schools. These services are coordinated between the administration of the accredited nonpublic school and district administration and require a request from the student's parent or guardian. Implementation of the program for nonpublic school students follows the same guidelines as for district students.

Dental Screenings

Free dental inspections will be offered to students, planned for by designated school staff, and conducted by appropriate dental care providers.

Selected Screenings

Other screening procedures may be deemed appropriate and beneficial to students. Designated staff will assist in the planning and implementation of other screening programs following standard procedures.

Screening results, and referrals when necessary, will be communicated to parents.

In accordance with state law, the parent or guardian of any child entering school for the first time shall be informed of the availability of sickle cell screening and of the location of the nearest facility providing blood tests for sickle cell trait and sickle cell anemia.

Approved:

KASB Recommendation – 6/16

**JGD Student Psychological Services**

**JGD**

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

Approved: KASB Recommendation-7/96



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

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

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

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when: (1) submission to such conduct is

made, explicitly or implicitly, a term or condition of the individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of sexual harassment and take prompt corrective action to end the harassment.

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall

be reported to the district compliance coordinator. The building principal or district compliance coordinator shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure. (See KN)

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

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

When a complaint contains evidence of criminal activity or child abuse, the building coordinator or district coordinator shall report such conduct to the appropriate law enforcement or SRS authorities. (See GAAD)

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to

take appropriate corrective action or to provide due process to the accused.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

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

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

Approved: KASB Recommendation-7/96; 8/98

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

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

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

Racial Harassment is racially motivated conduct which:

1. Affords a student different treatment, solely on the basis of race, color or national origin, in a manner which interferes with

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

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

The district encourages all victims of racial harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of racial harassment and take prompt corrective action to end the harassment.

Any student who believes he or she has been subject to racial harassment or has witnessed an act of alleged racial harassment, should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of racial harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure (see KN).

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially motivated.

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

When a complaint contains evidence of criminal activity or child abuse, the compliance coordinator shall report such conduct to the appropriate law enforcement or SRS authorities. (See GAAD)

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

The filing of a complaint or otherwise reporting racial harassment shall not reflect upon the student's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a racial harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

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

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

Approved: KASB Recommendation-8/98



**JGFB Supervision of Students**

**JGFB**

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)

Approved: KASB Recommendation-7/96

**JGFF Use of Vehicles**

**JGFF**

The superintendent shall develop procedures regulating the driving, parking and use of vehicles during the school day. Failure to observe district regulations may result in disciplinary action.

Rules and regulations concerning use of motorized vehicles on school property shall be approved by the board and included in the student handbook.

Approved: KASB Recommendation-7/96

**JGFG Student Accidents**

**JGFG**

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 and report the accident to the building principal. 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.

Appropriate records shall be kept in case a student accident occurs.

Approved:

**JGFG-R Student Accidents**

**JGFG-R**

When appropriate, the student's parent(s) shall be notified of the injury as soon as possible to determine appropriate action. If the student needs medical attention and the parents cannot be reached, the principal shall seek emergency medical treatment.

**Records**

Appropriate records documenting student accidents shall be kept on file in the principal's office.

Approved:

**SAMPLE STUDENT INFORMATION FORM**

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

Parent/Guardian Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Street Address \_\_\_\_\_

Home Phone \_\_\_\_\_

Business Phone \_\_\_\_\_

Name(s) and phone number(s) of some other person(s) to be called in the event of an accident if the parent(s) cannot be contacted:

1. \_\_\_\_\_

2. \_\_\_\_\_

Name and office phone number of family physician: \_\_\_\_\_

\_\_\_\_\_

Physical conditions staff members should be alerted to:

\_\_\_\_\_

\_\_\_\_\_

**SAMPLE CONSENT FOR EMERGENCY MEDICAL TREATMENT**

I, the undersigned, being the natural parent (or legal guardian) of \_\_\_\_\_, a minor, do hereby consent to the securing of emergency medical treatment, including the necessary transportation to receive such treatment, for said \_\_\_\_\_ by \_\_\_\_\_, the superintendent of schools USD \_\_\_\_\_, \_\_\_\_\_ County, or designee.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and valid for the remainder of 20\_\_\_\_-\_\_\_\_ school year or until specifically revoked.

\_\_\_\_\_

Parent

\_\_\_\_\_

Witnessed By:

\_\_\_\_\_

**JGFGB    Supervision of Medications**

**JGFGB**

The supervision of oral medications shall be in strict compliance with the rules and regulations of the board as carried out by district personnel.

Approved: KASB Recommendation-9/96

**JGFGB-R    Supervision of Medications**

**JGFGB-R**

Diagnosis and treatment of illness and the prescribing of drugs, and medicines are not the responsibility of the public schools and are not to be practiced by any school personnel, including school nurses, unless authorized.

In certain circumstances when medication is necessary in order that the student remain in school, the school may cooperate with parents in the supervision of medication that the student will use. However, the medical person authorized to prescribe medication or the parent if it is a non-prescription medication must send a written order to the building administrator who may supervise the administration of the medication or treatment. The parents must submit a written request to the building administrator requesting the school's cooperation in such supervision and releasing the school district and personnel from liability.

School personnel shall not be required to be custodians of any medication except as required by a written order of a licensed medical person

or in the case of nonprescription medication when requested in writing by the parents.

The medication shall be examined by the school employee administering the medication to determine that it appears to be in the original container, to be properly labeled and to be properly authorized by the written order of licensed medical person. Two containers, one for home and one for school, should be requested from the pharmacist. Only oral medications should be administered except in emergency situations.

Any changes in type of drugs, dosage and/or time of administration should be accompanied by new physician and parent permission signatures and a newly labeled pharmacy container.

All medication maintained in the school setting should be kept in a locked container. This includes medication requiring refrigeration.

Medications should be inventoried every semester. Out-of-date stock should be returned to parent or destroyed.

Over-the-counter medications should not be maintained on any school premises, including athletic areas, unless written parent permission to administer is obtained.

The building administrator may choose to discontinue the administration of medication provided that the parents or medical person are notified in advance of the date and the reasons for the discontinuance.

After medication is administered, students should be observed for possible reactions to the medication. This observation may occur at the site of administration or in the classroom as a part of the normal routine.

This policy shall be shared with all local physicians and dentists where practicable. Forms should also be made available to the health care providers in the community.

An individual record should be kept of each medication administered. The record should include student identification, date prescribed, name of medication, time and date(s) administered, signature of person administering and section for comments.

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

Approved: KASB Recommendation-9/96

Permission for Medication

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

School \_\_\_\_\_ Grade \_\_\_\_\_

Teacher \_\_\_\_\_

Medication \_\_\_\_\_ Dosage \_\_\_\_\_

Date Started \_\_\_\_\_

Time of day medication is to be given \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_ Signature of Physician \_\_\_\_\_

\_\_\_\_\_

I hereby give my permission for \_\_\_\_\_ to take the above medication at school as ordered. I understand that it is my responsibility to furnish this medication. I further understand that any school employee who administers any drug or nonprescription medication pursuant to parental written request to my student in accordance with written instructions from the physician or dentist shall not be liable for damages as a result of an adverse medication reaction suffered by the student because of administering such medication.

\_\_\_\_\_ Date \_\_\_\_\_ Signature of Parent or Guardian \_\_\_\_\_

NOTE: The medication is to be brought to school in the original container appropriately labeled by the pharmacy, or physician, stating the name of the medication, the dosage and times to be administered.



**SAMPLE FORM**

USD \_\_\_\_\_

School \_\_\_\_\_

Medications Given at School

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

Parent/Guardian \_\_\_\_\_

Physician's Name \_\_\_\_\_ Phone \_\_\_\_\_

Medication \_\_\_\_\_ Prescribed by \_\_\_\_\_

Dosage \_\_\_\_\_ Time to be Given \_\_\_\_\_

Duration of Orders \_\_\_\_\_

Date	Time	Dosage	Administered By (signature)	Comments
------	------	--------	--------------------------------	----------

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**JGFGBA Student Self-Administration of Medications (See JGFGB)JGFGBA**

The self-administration of medication is allowed for eligible students in grades K-12. As used in this policy medication means a medicine for the treatment of anaphylaxis or asthma including, but not limited to, any medicine defined in current federal regulation as an inhaled bronchodilator or auto-injectible epinephrine. Self-administration is the student's discretionary use of an approved medication for which the student has a prescription or written direction from a health care provider.

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

**Student Eligibility**

An eligible student shall meet all the following requirements:

1. A written statement from the student's health care provider stating the name and purpose of the medication/s;
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}

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.

Approved: KASB Recommendation -- 6/04; 6/05

Approved: Galena USD # 499 -- July 11, 2005

## Permission for Self-Administration of Medication

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

School \_\_\_\_\_ Grade \_\_\_\_\_

Teacher \_\_\_\_\_

Medication \_\_\_\_\_ Dosage \_\_\_\_\_

Date Started \_\_\_\_\_

Conditions under which the medication is to be given:

Any additional circumstances under which the medication is to be given:

Length of time medication is to be administered:

I hereby give my permission for ( \_\_\_\_\_ ) to administer the above  
Name of Student

medication at school as ordered. I understand that it is my responsibility to furnish this medication. I acknowledge that the school incurs no liability for any injury resulting from the self-administration of medication and agree to indemnify and hold the school, and its employees and agents, harmless against any claims relating to the self-administration of such medication.

**My child has been instructed on self-administration of the medication and is authorized to do so in school.**

Signature of Parent or Guardian

[NOTE: Parental permission must be renewed annually]

\_\_\_\_\_ Date \_\_\_\_\_

Signature of Health Care Provider

\_\_\_\_\_ Date \_\_\_\_\_

Approved: Galena USD # 499 – July 11, 2005

**JGG Transportation**

**JGG**

Bus transportation shall be provided to and from school for those students who qualify. Transportation may be provided by the district for all school activities. Transportation may be denied to students who are detained after school for disciplinary reasons.

All rules shall be published in the student handbook.

Approved: KASB Recommendation-7/96

**JGG-R Transportation**

**JGG-R**

Students who use school-provided transportation shall be under the jurisdiction of the vehicle driver while in the vehicle. Students shall be subject to the district's student behavior code and other regulations developed by the superintendent and approved by the board.

Bus drivers shall report violations of the rules to the building principal who may discipline students. The principal may suspend or revoke the transportation privilege of a student who violates any rule or regulation.

When the district provides transportation to an activity, participating students are prohibited from driving personal automobiles to and from district-sponsored activities held during or after the school day.

Approved: KASB Recommendation-7/96

JGGA Use of Video Cameras (See JR and JRB)

JGGA

The district may use video cameras to monitor student activity.

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

Video tapes that are records of student behavior shall be secured in a locked file until the tapes are either reused or erased. The video tape shall be considered a student record and shall be subject to current law for the release of student record information.

Approved: KASB Recommendation-7/96

**JGH School Food Service Programs**

**JGH**

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.

Approved:



**JGHB Vending Machines**

**JGHB**

No vending machine may be placed in any building without prior approval of the superintendent.

Approved:

**JGHB-R Vending Machines**

**JGHB-R**

The building principal shall manage the machine(s). A monthly report shall be prepared by each principal showing all receipts and expenditures for each machine.

Approved:

**JH** Student Activities (See DK and JGFB)

**JH**

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

Eligibility for Activities

Students who participate in any school activity shall meet the following requirements:

all applicable KSHSAA regulations;

academic eligibility requirements noted in handbooks; and

other requirements requested by the administration and approved by the board.

Activity Fund Management (See DK)

Approved: KASB Recommendation-7/96

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 sponsored clubs shall submit a request for use of school facilities prior to using the facilities. A faculty member (or other adult approved in advance) may 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.

Approved:

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.

(See KI) 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.

Advertisements

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

Approved: KASB Recommendation-7/96

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

The superintendent shall establish procedures and regulations for disciplinary action to be taken against any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in gang-related activities. (See 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.

Approved: KASB Recommendation-7/96

**JI Community Activities**

**JI**

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

Approved: KASB Recommendation-7/96



JJ Employment of Students

JJ

In-School Employment

Students may be employed by the district. The district shall not employ students in hazardous jobs.

Vocational or Other Work Experience (See IDAA)

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.

Approved:

**JK Solicitations**

**JK**

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)

Approved: KASB Recommendation-7/96

**JL** Gifts (See GAJ, KH)

**JL**

The giving of gifts between students and staff members is discouraged.

Approved: KASB Recommendation-7/96

**JL-R** Gifts (See GAJ, KH) (See DK)

**JL-R**

Student Gifts to Staff Members

Students may be allowed to collect money or purchase gifts for faculty members with the principal's approval.

Faculty Gifts to Students

A gift by a faculty member to an individual student or to classes of students during school hours or on school property shall require prior approval of the principal.

Student Organization Gifts to the School

Student organizations, with prior approval of the organization sponsor and building principal, may donate a portion of the organization's funds to the district. These donations shall require prior board approval.

A gift is defined as any donation, present or endowment in the form of cash, merchandise or personal favor.

Any student organization gift to the district shall become district property when accepted by the board.

Approved:

**JM Contests for Students**

**JM**

No student shall enter any contest as a school representative unless the contest is approved by the KSHSAA or by the administration. (See JH)

Approved: KASB Recommendation-7/96

**JN Awards**

**JN**

Awards for participation in interscholastic activities shall be limited to those approved by the KSHSAA.

Approved: KASB Recommendation-7/96

**JQ Exceptional Students**

**JQ**

All programs for exceptional students shall be managed in accordance with the local plans for exceptional students, the policy and rules of the local board, and the rules and regulations of the state board of education.

Approved: KASB Recommendation-7/96

**JQA Physically Disabled Students**

**JQA**

Physically disabled students, including those temporarily disabled by illness, operation or accident authenticated by a physician's order, may be eligible for alternative educational services or accommodations in their regular program which allow for meaningful participation in the program.

Approved: KASB Recommendation-7/96

**JQA-R Physically Disabled Students**

**JQA-R**

Students with injuries which prohibit participation in physical education or other classes shall present to the building principal a physician's statement prohibiting such activity.

Teachers shall follow medical instructions relating to limitations on the student's participation, and shall either provide alternative methods for the student to earn a credit/grade in the class during the period of the disability or contact the district 504 coordinator for consideration of appropriate accommodation for the student.

Approved: KASB Recommendation-7/96

**JQE Alternative Arrangements**

**JQE**

Married students, pregnant students and students who are parents shall have access to the same educational opportunities, special services and extra-curricular 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.

Approved: KASB Recommendation-7/96



JQI Adult Students

JQI

Adult students who have not graduated from high school may be allowed to participate in secondary course work.

Approved:

**JQKA Foreign Exchange Students**

**JQKA**

Foreign exchange students may be admitted to the district on a tuition-free basis. The board may accept a maximum of up to two (2) students annually from other nations who come to the district via exchange programs officially recognized by the board.

Approved:

**APPLICATION FORM**

Foreign Exchange Student/Host Family  
(To Be Completed by Host Family and School Administrator)

**Host Family Information**

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip Code \_\_\_\_\_ Phone No. \_\_\_\_\_

Names, ages, and class of host family children attending the schools of the district:

<u>Name</u>	<u>Age</u>	<u>Class or Grade Level</u>
1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____
4) _____	_____	_____

**Foreign Exchange Student**

Name \_\_\_\_\_ Nationality \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Country \_\_\_\_\_ Phone No. \_\_\_\_\_

Sponsoring Agency \_\_\_\_\_

School diploma received from home country? \_\_\_\_\_ Yes \_\_\_\_\_ No

Check courses that student has completed. (verified from official transcript)

_____ English	Number of verified units _____
_____ Science	Number of verified units _____
_____ Social Studies	Number of verified units _____
_____ Physical Education	Number of verified units _____
_____ Native language class	Number of verified units _____

We, acting as host family, assume full responsibility for (student's name) while he/she is residing with us. We are not sponsoring this student for personal profit and will ensure that all of the policies, rules, and regulations of the board are followed.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of head of host family

**JQL Hearing Procedures for Exceptional Students**

**JQL**

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.

Approved: KASB Recommendation-7/96

**JR Student Records**

**JR**

All student records shall be treated as confidential and primarily for local school use unless otherwise stipulated.

Approved: KASB Recommendation-7/96

**JR-R Student Records**

**JR-R**

When records include information on more than one student, the parents/guardians of any student shall have access to copies of that part of the record that pertains to their child. Each school shall establish procedures for the granting of a request by parents/guardians for access to their child's school records within a reasonable period of time, but in no case more than 45 days after the request has been made.

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

Parents/guardians shall have an opportunity for a hearing to challenge the content of their child's school records to ensure that the records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of students; to have an opportunity for the correction or deletion of any inaccurate, misleading or otherwise inappropriate data contained therein; and to

**JR-R Student Records**

**JR-R-2**

insert into records the parent's/guardian's written explanation of the content of the records.

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

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

The parents/guardians of students, or the students if they are 18 years of age or older shall be informed annually by the superintendent of the rights accorded them by this section and by the Family Educational Rights and Privacy Act. In addition, the public shall be informed annually by the superintendent of the categories of information the institution has determined to be directory information.

Approved: KASB Recommendation-7/96

**JRA Types of Records**

**JRA**

Student record files shall include, but shall not be limited to, the following: administrative, supplemental and tentative.

Approved: KASB Recommendation-7/96

**JRA-R Types of Records**

**JRA-R**

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.

Approved: KASB Recommendation-7/96



**JRB Release of Student Records**

**JRB**

The general public shall not be allowed to inspect a student's personal record files. The custodian of student records shall disclose the student's educational records as only as provided for in policy.

**Directory Information**

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

The custodian of records may make directory information available without parental or eligible student's consent if public notice of the categories of information designated as directory information has been given and the parents or eligible students have had the right to object to the release of the information without their consent.

Approved: KASB Recommendation-7/96

**JRB-R Release of Student Records**

**JRB-R**

For the purposes of this policy, school official means teacher, administrator, other certified employee or board of education member. Legitimate educational interest means the school official must participate in discussions involving an identifiable student leading to educational intervention, discipli-

nary action, discussions of eligibility for athletics or other activities, or honors or awards involving a student.

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;
- 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; and
- Appropriate persons if knowledge of any information is necessary to protect the health or safety of the student or other persons in an emergency.

Permission for access will be granted to a third party if requested in writing to the official custodian of the student's records by the student, parent or guardian.

No personally identifiable information contained in personal school records shall be furnished to any person other than those listed herein and only under the following conditions: when there is written instruction from the student's parents, guardian or the eligible student specifying the records, the reasons and the person(s) to whom the release is to be made, with a copy of the records to be released made available to the student, parents or guardian when requested; or when information is requested in compliance with a judicial order, or pursuant to any lawfully issued subpoena, upon condition that parents, guardian and the student are notified of the orders or subpoenas in advance of the compliance.

Nothing contained in this policy shall preclude authorized representatives of the Comptroller General of the United States, the Secretary and an administrative head of an educational agency or state authorities from having access to student or other records which may be necessary in connection with the audit and evaluation of federally supported education programs or the enforcement of the federal legal requirements which relate to these programs, provided that, except as the collection of personally identifiable data is specifically authorized by federal law, the data collection by such official with respect to individual students shall not include information (including social security numbers) which would permit the personal identification of students or their parents or guardian on the data collected and provided.

With respect to the above, all persons, agencies or organizations desiring access to the records of a student shall be required to sign a form which shall be kept permanently with the student's file, but only for inspection by the parents/guardian, student or a school official responsible for record maintenance, indicating specifically the legitimate educational or other interest of each person, agency or organization has in seeking this information. Such forms shall be available to parents and to the school official responsible for record maintenance as a means of auditing the system's operation.

Personal information shall be transferred to a third party only on the condition that such party shall not permit any other party to have access to such information without the written consent of the student's parents or the student if age 18 or older. The board and staff shall protect the rights of privacy of students and their families in connection with any surveys or data-gathering activities conducted, assisted or authorized by the board or administration. Regulations established under this policy shall include provisions controlling the use, dissemination and protection of such data.

Approved: KASB Recommendation-7/96

**JRC Disposition of Records (See JRA and JRB)**

**JRC**

All student records will be maintained and screened periodically.

Approved: KASB Recommendation-7/96

**JRC-R Disposition of Records**

**JRC-R**

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

The official custodian shall review a student's records when the student moves from elementary to a middle school or junior high, from a middle school or junior high to high school and upon high school graduation. During each review obsolete or unnecessary information shall be removed and destroyed.

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

Approved: KASB Recommendation-7/96

**JRD Hearing Request**

**JRD**

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.

Approved: KASB Recommendation-7/96

JS Student Fees and Charges

JS

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.

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.

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.

Approved: KASB Recommendation-7/96

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**KA Goals and Objectives**

**KA**

Educational public relations is a planned and systematic two-way process of communication between a district and its internal and external publics. Its program serves to stimulate a better understanding of the role, objectives, accomplishments and needs of the organization. Educational public relations is a management function which interprets public attitudes, identifies the policies and procedures of an individual organization with the public interest and executes a program of action to encourage public involvement and to earn public understanding and acceptance.

Approved:

**KB Public Information Program**

**KB**

The board accepts responsibility for keeping the general public informed about the function and operation of the school system.

Public's Right to Know (See BCBI)

All decisions of the board will be made in public. Executive sessions will be held only for specific reasons as provided by law.

School-Sponsored Information Media

The district will issue a news release to patrons of the district containing information about the operation and activities of the schools.

Approved:

**KB-R Public Information Program**

**KB-R**

The implementation of the public information program of the district shall be the responsibility of the superintendent.

School-Sponsored Information Media

The superintendent shall be responsible for the content of the school district news release and such other school-sponsored information media that is deemed necessary.

Approved:

**KBC Media Relations**

**KBC**

The board will attempt to cooperate with media representatives.

**News Releases**

News and information concerning school events and programs may be released to the press with the approval of the administrator of the school or program. All other news releases prepared for public distribution under the auspices of the district by employees or students of the district shall have approval of the superintendent prior to release.

**Conferences and Interviews**

All news conferences and interviews will be scheduled in such a manner that they do not disrupt the regular educational activities of the schools.

Approved:

**KBC-R Media Relations**

**KBC-R**

**News Releases**

The superintendent shall prepare copies of news releases approved by his office for members of the board upon request.

Approved:

**KBCD Extra Curricular**

**KBCD**

Members of the working press will be admitted free of charge to all school extra curricular activities of the district upon presentation of proper credentials.

**Press Services**

To the extent possible, space will be provided at all sports and special events for members of the working press to cover the extra curricular activities.

**Broadcasting and Taping**

The superintendent is authorized to establish rules and regulations for the broadcasting and taping of extra curricular activities of the district.

Approved:

**KBCD-R Extra Curricular**

**KBCD-R**

The appropriate building principal shall be responsible for determining eligibility and issuing passes to members of the working press wishing to cover school events.

**Broadcasting and Taping**

Members of the broadcast media shall notify the superintendent prior to the event they wish to cover in order that arrangements may be made for their equipment.

Approved:

**KBCE Interviews With Students**

**KBCE**

Representatives of the news media seeking to interview a student during regular school hours must first have approval of the building principal.

Approved:

**KBCE-R Interviews With Students**

**KBCE-R**

The building principal shall regulate all interviews with students so that such interviews do not interfere with the educational activities of the students involved.

Approved:

**KBE Information Campaign**

**KBE**

All information campaigns of the district will be under the direction of the superintendent.

When approved by the building principal, notes, attendance center announcements or related information shall be the only types of information sent home with students.

Approved:

**KBE-R Information Campaigns**

**KBE-R**

Upon request, the superintendent shall report to the board on the progress of any information campaigns initiated by the board.

Approved:

**KC Board-Community Relations**

**KC**

The board is committed to keeping the community informed about school functions and solicits patron involvement so that these relations may be sustained or improved.

Approved: KASB Recommendation-7/96



**KDC Solicitations**

**KDC**

The board shall discourage all solicitations of and by staff members during regular school hours and at school-sponsored activities.

Approved:

**KDC-R Solicitations**

**KDC-R**

Agents, solicitors and salesmen shall not be permitted to take time of teachers or students from educational activities. The students and faculty of the district shall not promote commercial or private financial interests, either through direct sales or through promotion of competitive goods or services.

This rule applies to those activities, promotions and sales originating outside the school. Exception to this rule may be made as outlined below.

Materials and projects submitted for consideration under this rule must be made in writing to the superintendent. Requests will be considered in light of the proposal's direct contribution to the educational values in the school. Consideration shall be on the basis of unreasonably added work for staff members.

Any individuals or organizations violating the policy on solicitations shall be reported to the board by the superintendent. Violators may be denied further access to school premises by board action.

Approved:

**KFD School Volunteers (See IFC)**

**KFD**

All school volunteers work under the direction of the school staff and provide supportive services to them.

Persons interested in volunteering time or services to the district should contact the building principal for assignment.

School volunteers serving in the district without financial compensation are bound by the policies, rules and regulations of the district and shall not be covered by workers' compensation.

Approved:

**KFD-R School Volunteers**

**KFD-R**

The school volunteer shall work under the direction of the building administrator.

Approved:

**KG Use of School Facilities and Equipment**

**KG**

The board shall encourage the use of school buildings and school grounds by community groups. Use of any school facility or school grounds, however, shall not interfere with the daily school student routine or any school-sponsored activity.

**Fees and Rental Charges**

The board shall establish reasonable fees and/or rental charges for the use of any school facility or school grounds; fees and/or rental charges will cover costs of wages of school personnel involved. The fee and/or rental charges shall be approved by the board and shall be reviewed at least once each year.

**Lease Arrangements**

Any lease arrangement shall have board approval.

**Equipment**

Permission must be granted from the building principal before any district equipment is removed from the school grounds.

Approved:

**KG-R Use of School Facilities and Equipment**

**KG-R**

The superintendent may establish a deposit fee for the use of school equipment that is to be removed from the school grounds. The deposit will be paid to the building principal and will be refunded when the equipment is returned and is in working order.

Approved:

**KGA Buildings and Grounds**

**KGA**

Requests for use of the district's buildings and grounds by individuals or outside organizations shall be submitted to the superintendent. Any request for use of the district's buildings or grounds shall be granted or denied pursuant to guidelines for use of the facilities developed by the administrator and approved by the board. Any group using the district's facilities shall comply with all rules and regulations governing use of the facility.

Approved:

Unless otherwise provided in this policy or policy JGGA, individuals are prohibited from recording students, employees, and/or board members surreptitiously or through the use of concealed audio and/or visual recording devices. This prohibition is in effect at school, on or in district property, and at meetings and conferences held for educational or disciplinary purposes.

Exceptions to this prohibition include the use of video surveillance throughout district facilities and in district vehicles, provided in accordance with JGGA; the recording of meetings subject to the Kansas Open Meetings Act; the recording of due process hearings or student disciplinary hearings for evidentiary purposes; recording of students for use during the student's evaluation or provision of special education services with the principal's prior permission; and the recording of a school sponsored activity, program, or event which is open to the general public.

Individuals wishing to record students, employees, or board members at school, on or in district property, or at meetings and conferences as previously described shall first notify the superintendent or building principal in advance. If such recording is not prohibited by law or policy, the administrator may allow the recording and may make arrangements to record on behalf of the district.

Approved:

KASB Recommendation -6/16

**KGC Supervision of Non-School Groups**

**KGC**

A school employee may be on duty to see that the building and equipment are properly used whenever any school facility is used by non-school groups or individuals.

A school employee may not be required to be on duty when, in the opinion of the building principal, it is not necessary. In this case, the sponsors and the principal accept full responsibility for the building's use.

Approved:

**KGD Crowd Control at School Sponsored Activities (See EBC)**

**KGD**

Disorder and disruption of school activities will not be tolerated, and persons attempting to endanger the safety of students, school personnel or other adults; to damage school property; to interfere with school activities or the educational process; asked to leave the premises.

The school administration and staff are responsible for handling any problem caused by adults or students. The final decision for determining if assistance is needed the responsibility of the school principal. In the absence of the principal, the determination shall be made by the assistant principal or person designated to be in charge of the building or activity. The superintendent shall be notified of any serious problem at the school.

**Criminal Possession of a Firearm (See JCDBB)**

It shall be illegal for any person, other than a law enforcement officer, to possess a firearm in or on any school property, school grounds, or any district building or structure used for student instruction, or attendance or extracurricular activities of pupils, or at any regularly scheduled school sponsored activity or event.

Refusal to surrender or immediately remove from school property or grounds, or any regularly scheduled school sponsored activity or event, any firearm in the possession of any person, when so requested or directed by an authorized school employee or any law enforcement officer shall be reported to law enforcement.

Approved: KASB Recommendation – 6/99; 7/03

Approved: Galena USD # 499 – October 13, 2003



**KH Gifts to Schools**

**KH**

Any organization or individual making a gift to the district shall have the approval of the board. All gifts will be regarded as district property.

Approved:

**KH-R Gifts to Schools**

**KH-R**

Persons or organizations desiring to make gifts to the schools should contact the superintendent.

Approved:

**KI Free Materials Distribution in Schools**

**KI**

The superintendent reserves the right to refuse distribution of any material by outside individuals or groups to the students of the district in accordance with the rules adopted by the board.

**Political Campaign Materials**

In order to further citizenship training, the board encourages responsible use of political materials.

**Special Interest Materials**

The principal of each building shall establish rules and regulations governing the distribution of special interest materials in the building.

**Advertising in the Schools**

No advertising for commercial purposes shall be permitted in the school buildings or on the grounds of the district without prior approval of the board. Advertising in student publications shall be regulated by rules and regulations developed by the superintendent. Ads concerning drug paraphernalia and any controlled substance are prohibited in any school-sponsored publication.

Approved:

**KI-R Free Materials Distribution in Schools**

**KI-R**

No student shall be forced to participate in the distribution of any non-school materials in the schools.

**Political Campaign Materials**

Subject to the approval of the superintendent, each building principal shall establish rules and regulations governing the distribution of political campaign materials in the school building during election campaigns in order to afford opportunity for all viewpoints to be considered. No student shall be forced to participate in the distribution or receipt of any political materials.

**Special Interest Materials**

No mailing lists of students or employees of the district shall be given to individuals, organizations or vendors for the purpose of distributing materials without a written request and approval of the appropriate records custodian as provided for in JR and JRB.

**Advertising in the Schools**

Advertising in the student publications may promote products by brand name except that commercial ads promoting the sale of any controlled substance or drug paraphernalia are prohibited.

Approved:

**KK Public Sales on School Property**

**KK**

School property will not be used for any public sales without prior approval of the board other than those sponsored by the district to dispose of excess school property and equipment as approved by the board.

Approved:

**KK-R Public Sales on School Property**

**KK-R**

Whenever excess property of the district is to be sold at auction, such sales shall be to the highest bidder. No credit shall be extended.

Approved:

**KM Visitors to the School**

**KM**

The board encourages its patrons and parents to visit the district facilities.

Patron visits shall be scheduled with the teacher and the building principal.

Notices shall be posted in school buildings to require visitors to check in at the office before proceeding to contact any other person in the building or on the grounds.

Any person who visits a building and/or grounds of the district will be under the jurisdiction of the building principal who shall be responsible for developing rules and regulations governing the presence of visitors in the buildings.

The principal has the authority to request aid from any law enforcement agency if any visitor to the district's buildings or grounds refuses to leave or creates a disturbance. Violation of this rule may lead to removal from the building or grounds and denial of further access to the building or grounds. Violators of this board policy and its rules may be subject to the state trespass law.

Approved:

**KN Complaints**

**KN**

The board encourages all complaints regarding the district to be resolved at the lowest possible administrative level. Whenever a complaint is made directly to the board as a whole or to a board member as an individual, it will be referred to the administration for study and possible resolution.

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. Harassment of an individual on any of these grounds is also prohibited. Clerk of the Board at the Central Office, 702 East Seventh Street, Galena, KS 66739, phone number 620/783-4499 ext 10 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the compliance coordinator.

Approved: KASB Recommendation - 9/97; 8/98

About Discrimination or Discriminatory Harassment  
(see GAAA, GAAB, GAAC, GAACA, JGEC and JGECA)

Complaints of discrimination or discriminatory harassment by an employee should be addressed to the employee's supervisor, the building principal, or the district compliance coordinator. Complaints by a student should be addressed to the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. Complaints by any other person alleging discrimination should be addressed to the building principal or the district compliance coordinator. Complaints about discrimination, including complaints of harassment, will be resolved through the following complaint procedures:

Informal Procedures

The building principal shall attempt to resolve complaints of discrimination or harassment in an informal manner at the building level. Any school employee who receives a complaint of discrimination harassment from a student, another employee or any other individual shall inform the individual of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. The building principal shall discuss the complaint with the individual to determine if it can be resolved. If

the matter is resolved to the satisfaction of the individual, the building principal shall document the nature of the complaint and the proposed resolution of the complaint, and forward this record to the district compliance coordinator. Within 20 days after the complaint is resolved in this manner the building compliance coordinator shall contact the complainant to determine if the resolution of the matter remains acceptable. If the matter is not resolved to the satisfaction of the individual in the meeting with the building compliance coordinator, or if the individual does not believe the resolution remains acceptable, the individual may initiate a formal complaint.

#### Formal Complaint Procedures

- A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. If an individual does not wish to file a written complaint and the matter has not been adequately resolved, the building principal may initiate the complaint. Forms for filing written complaints are available in each building office and the central office.
- A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.
- If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board shall appoint an investigating officer. In other instances, the investigation shall be conducted by the building principal, the compliance coordinator or another individual appointed by the board. The investigation shall be informal but thorough. All interested persons, including the complainant and the person against whom the complaint is lodged, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.
- A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and a



copy forwarded to the complainant no later than 30 days after the filing of the complaint.

- ◊ If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.
- ◊ If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy, the negotiated agreement or state law will be followed.
- Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the district compliance coordinator.
- The complainant may appeal the determination of the complaint. Appeals shall be heard by the district compliance coordinator, a hearing officer appointed by the board, or by the board itself as determined by the board. The request to appeal the resolution shall be made within 20 days after the date of the written resolution of the complaint at the lower level. The appeal officer shall review the evidence gathered by the investigator and the investigator's report, and shall afford the complainant and the person against whom the complaint is filed an opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is filed. The appeal officer will issue a written determination of the complaint's validity and a description of its resolution within 30 days after the appeal is filed.
- Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies including the right to file a complaint with the Office for Civil Rights of the U.S. Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.

#### About Policy

The superintendent shall report any unresolved complaint about policies to the board at the next regularly scheduled board meeting.

About Curriculum (See IF)

The superintendent shall report a failure to resolve any complaint about curriculum to the board at the next regularly scheduled board meeting.

About Instructional Materials

The building principal shall report any unresolved complaint about instructional materials to the superintendent immediately after receiving the complaint.

About Facilities and Services

The superintendent shall report any unresolved complaint about facilities and services to the board at the next regularly scheduled board meeting.

About Personnel

The superintendent or the building principal involved shall report any unresolved complaint about personnel to the board at the next regularly scheduled board meeting.

Approved: KASB Recommendation-9/97; 8/98

U.S.D. No. \_\_\_\_\_  
Complaint of Discrimination Form

The policies of Board of Education of U.S.D. No. \_\_\_\_\_ prohibit discrimination on the basis of race, color, national origin, disability, religion and sex in all programs and activities of the district. Additionally, discrimination on the basis of age is prohibited in employment. Harassment of individuals on any of these grounds is strictly prohibited.

Individuals who believe they have been discriminated against on any of these grounds may file a complaint with the following discrimination coordinators:

District Discrimination Coordinator: Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Building Discrimination Coordinators: Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Complainant: \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Nature of the Complaint:

I believe that I have been subjected to discrimination on the basis of:

- Race     Color                       National Origin     Racial Harassment
- Sex        Sexual Harassment     Disability             Religion
- Age        Harassment on the basis of \_\_\_\_\_

Please describe the incident or act complained of: Please include information about:

- Who was the person engaging in the conduct?
- What was the nature of the conduct?
- When did it occur?
- Where did it occur?
- What effect did the incident have on you?

Attach additional sheets if necessary.

Were there any witnesses to this incident?

Yes  No

If yes, please indicate who the witnesses were:

What action do you believe the school should take with regard to this incident?

If this matter proceeds to a formal or informal hearing, will you appear and testify as to your knowledge of the matter?  Yes  No

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 SN Excludes education agencies.

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LC (See LA)	School-Community Programs
*LD (See LA)	School-General Government Relations
*LDA	Local Government
	<u>SN Includes central governing and administrative bodies such as city council and mayor's office.</u>
*LDAA	Fiscal Authorities
*LDAB	Taxation Authorities
*LDAC	Election Board
*LDAD	Public Antipoverty Authorities
*LDAE	Public Housing Authorities
*LDAF	Public Health Authorities
*LDAG	Public Welfare Authorities
*LDAH	Parks Department
*LDAI	Recreation Department
*LDAJ	Police Department
*LDAJA	Interrogations and Investigations (See JCAB & JCAC)
*LDAK	Fire Department
*LDAL	Civil Defense Agency
*LDAM	Industrial Development Authorities
*LDAN	Planning Authorities
*LDAO	Zoning Authorities
*LDB	(RESERVED CATEGORY)
	<u>SN For use to record relationships with intermediate governmental bodies between the local and state levels--county, regional, and/or metropolitan.</u>
*LDC	State Government
*LDCA	Legislative Representatives
*LDCB	State Employment Department
LDD	Federal Government
*LDDA	Congressional Representatives
*LE	School-Community Organizations Relations
*LEA	Private Social Service Agencies
*LEB	Parents Organizations
*LEC	Booster Organizations
*LED	Family Night
*LEE	Human Relations Organizations
*LEF	Neighborhood Associations
*LEG	Business and Labor Organizations
*LEGA	Work-Study Programs (Also IDCF)
*LEGB	Student Banking Programs

( ) **LA Goals and Objectives**

**LA**

The board will seek to establish a satisfactory working relationship with governmental and private agencies having an interest in the operation of public schools.

Approved:

**LB School-Community Cooperation**

**LB**

The board will seek to foster an atmosphere of cooperation between the schools and community groups and organizations.

Approved:

**LC School-Community Program**

**LC**

The board will consider the establishment of programs sponsored jointly by the district and community groups or organizations whenever, in the judgment of the board, such programs cannot be or should not be wholly under the control of the board.

Approved:

**LDD Federal Government-Drug Free Schools**

**LDD**

The unlawful possession, use, sale or distribution of illicit drugs and alcohol by students or school employees on school premises or as a part of any school activity is prohibited. This policy, and any curriculum used in conjunction with it, shall be evaluated at least every-other year using criteria developed by the superintendent and approved by the board. The board shall receive a report after each of these reviews is conducted. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act. P.L. 102-226. (See IDAB, GAOA, GAOB, and JDDA)

Approved: KASB Recommendation-9/97



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*MBA	Libraries
*MBB	Museums
*MC	Private Schools Relations - KSA 72-1103
*MCA	Shared Services
*MCB	Released Time
MD (See MA)	Interdistrict Relations - KSA 72-933 <u>et seq.</u> ; 72-4408 <u>et seq.</u>
*MDA	Shared Services - KSA 72-933 <u>et seq.</u> ; 72-4408 <u>et seq.</u> ; 12-2901 <u>et seq.</u> ; 72-969; 72-8230
*MDB	Interscholastic Activities (Also IDF)
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*MI (See MA)	State Education Agency Relations (See EF) - KSA 72-7501 <u>et seq.</u>
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MK (See MA)	Educational Accreditation Agency Relations (See IJ) KSA 72-1114 to 72-1116
*ML	Certified Visitors and Observers

**MA Goals and Objectives**

**MA**

The board will seek to work harmoniously with all educational agencies having an interest in the schools in the district.

Approved:

**MD Interdistrict Relations**

**MD**

The board will work cooperatively with other districts to provide services to students when it is in the best interest of students and the districts.

Approved:

**MF Colleges and Universities**

**MF**

The board may consider the use of student teachers in classes maintained by the district upon conclusion of a written contract with appropriate colleges and universities.

Approved:

**MI State Education Agency Relations: Quality Assurances**

**MI**

The board is committed to school improvement for all schools, academic achievement for all students, and results-based professional development for all district staff members. The board maintains the goal of full accreditation for all district schools. Good faith efforts shall be made by all staff to implement district school improvement plans. The board shall monitor compliance. The superintendent shall regularly report to the board on the district's progress in meeting the eleven required QPA quality assurances.

The board shall fully inform the public in languages commonly used in the community about school improvement plans, the progress of school improvement efforts, the accreditation status of each district school, and other pertinent information as the board may direct.

Approved: KASB Recommendation – 6/05

Approved: Galena USD # 499 – June 12, 2006

**MK Educational Accreditation Agency Relations (See IJ)**

**MK**

All schools shall remain a member of the North Central Association of Colleges and Secondary Schools.

Approved: