

**Unified School District #459
Bucklin, Kansas**

**Board of education
Policies**

A complete review of Board of Education policies was conducted by the Board of Education during the 2006-2007 school year. All policies not dated were adopted with the adoption of this policy book July 9, 2007.

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Unified School District #459, Ford County, Kansas, does not discriminate on the basis of race, color, national origin, sex, age, disability, or religion in admission or access to, or treatment or employment in, its programs and activities. If you have questions regarding the above, please contact the district coordinator: W.S. "Skip" Landis, Superintendent of Schools, 102 S. Main, Bucklin, Kansas 67834. (620) 826-3828

Mission and belief statement of the district

MISSION

The mission of USD #459 is to create successful educational experiences and develop responsible learners.

To accomplish our mission, we will strive to provide:

- Quality, professional staff
- Effective class sizes
- Time to teach

BELIEF STATEMENT

As an educational enterprise focused on student learning, the Bucklin School District believes in these principles:

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

GOALS AND OBJECTIVES

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.

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.

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Board of education guidelines and meetings

1.100 LEGAL DESIGNATION

The legal designation of this district shall be: Unified School District Number 459, Bucklin, Ford County, Kansas; and shall hereinafter be referred to as the district.

1.110 DISTRICT ATTENDANCE AREAS

The board shall review school attendance areas annually and make changes as warranted. The superintendent shall, on or before April 1 of each year, prepare a written report for the board, concerning the changing of school attendance areas for the next school year and the reasons for the recommendations. The board shall consider the recommendations at the first regular meeting following receipt of the report but shall take no action on the report at that meeting. The recommended changes shall be made available to the patrons of the district. Should the changes appear to require a public hearing, one will be scheduled.

1.120 SCHOOL YEAR

The board shall provide a school year consisting of not less than 1116 school hours for students in grades K-12.

1.130 SCHOOL CALENDAR

On or before March 1 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 district's staff in the preparation of the school calendar, but the adoption of the school calendar shall not be a subject of discussion in the negotiating process, except as provided by law.

1.140 EXTENDED SCHOOL YEAR

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

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

Students may be assigned to extended academic sessions including, but not limited to:

- Before- or after- school;
- Saturday school;
- Summer sessions

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

1.150 SCHOOL DAY

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

The beginning and ending times for all attendance centers will be published each August in the student handbooks. The information will be provided to the Bucklin Banner.

1.200 RESPONSIBILITIES AND STRUCTURE OF THE BOARD OF EDUCATION

1.210 THE SCOPE

The scope of the board of education is to act in the best interest of the students, teachers, and taxpayers in all aspects of the operation of the district.

The board of education and the schools of the district shall meet the requirements specified by the state and federal constitutions, state and federal statutes, the Kansas State Board of Education, and court decisions. The above mentioned requirement shall be recognized as setting the minimum levels of the authority of the board of education to provide education for the students of Unified School District #459. The board of education should strive in every way possible to exceed minimum levels of quantity and quality of education for the students of the district.

1.220 THE RESPONSIBILITIES

1.221 GENERAL FUNCTIONS

The responsibilities of the board of education shall include the following functions:

- A. The establishment of policies by which the district shall operate.
- B. The exercise of fiscal responsibility which includes long range implication as well as short term effects.

- C. The development of an educational program which provides optimum benefits and equal opportunity for the children of the district.
- D. Employ a superintendent and evaluate his/her performance.
- E. Monitor and evaluate the overall progress of the district.
- F. The dissemination of information to patrons concerning the strengths and the needs of the district.
- G. Adjudicate issues that come to the board via the chain-of-command.
- H. Model behavior consistent with expectations for the performance of all staff members.
- I. Assure that the district abides by all laws, rules and regulations.

1.222 TRAINING

The board of education members will be encouraged to go to KASB workshops, SWPRSC workshops, KASB Convention, and other workshops and conventions as deemed appropriate and approved by such board. Expenses incurred will be reimbursed upon submission of receipts.

1.223 APPOINTMENTS

A. APPOINTMENT OF THE CLERK

A clerk of the board of education shall be appointed by the board of education at its regular meeting in July. The clerk shall not be a member of the board of education and shall not be the same person as the superintendent of schools or the treasurer, and shall serve at the pleasure of the board of education.

Before entering upon the discharge of said duties, the clerk of the board of education shall give bond in the sum of \$50,000 with good and sufficient surety to be approved by the board of education, conditioned for the faithful performance of the duties of said office. Expense involved in securing the bond will be defrayed by the board of education. K.S.A. 72-8202c

B. APPOINTMENT OF THE TREASURER

The board of education shall appoint a treasurer of the board of education at its regular meeting in July, to serve at the pleasure of the board of education.

The treasurer shall receive for services such compensation as set by the board of education. The treasurer shall not be a member of the board of education and shall not be the same person as the superintendent or the clerk.

Before entering upon the discharge of duties, the treasurer shall furnish a corporate surety bond in the sum of \$50,000 approved by the board of education. Expense involved in securing the bond will be defrayed by the board of education. K.S.A. 72-8202d

C. APPOINTMENT OF ATTORNEY

The board of education shall appoint a district attorney at its regular meeting in July to serve at the pleasure of the board of education. The district attorney shall be directly responsible to the board of education and shall work cooperatively with the superintendent of schools. K.S.A. 72-8205

D. APPOINTMENT OF AUDITOR

The board of education shall appoint a district auditor at its regular meeting in July. The auditor shall perform an audit of the levy, non-levied budget funds and non-budgeted funds. The auditor shall review and evaluate all financial, bookkeeping, and accounting procedures practiced by the district, including purchasing and receiving processes, and submit a report of same to be made public, with recommendations, to the board of education – to whom he/she shall be responsible. K.S.A. 75-1122

1.224 DELEGATION OF AUTHORITY

The board, as the governing body of the district, shall accept full responsibility for the general operation, management, and control of the district. In governing the district, the board shall act in a policy-making capacity in accordance with regulations imposed by state and federal laws, and the will of the people as expressed in district elections. It shall exercise executive, legislative, and judicial authority in order to promote the best interests of the district.

Executive, supervisory and instructional authority is delegated by the board to its employees as specified.

The authority of an individual board of education member is limited to participating in actions taken by the board of education as a whole when legally in session. Board of education members will not assume responsibilities of administration or other staff members. The board of education or staff will not be bound in any way by any action taken or statement made by an individual board of education member except when such statement is pursuant to specific instructions and official action taken by the board of education. K.S.A. 72-8202b

1.225 HOME RULE

The board of education shall have the authority to conduct district business without specific statutory delegation. The board of education 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. A new resolution will be passed by the board of education each year. K.S.A. 72-8205

1.300 ORGANIZATION OF THE BOARD OF EDUCATION

1.310 FORMATION OF THE BOARD OF EDUCATION

In accordance with the statutes of the state of Kansas the board of education will elect its own president and vice-president at its first regular meeting in July of each year. K.S.A. 72-8202a

Every person elected or appointed to be a member of the board of education shall, before entering upon the duties of such office, take and subscribe an oath or affirmation as specified in K.S.A. 54-106 and every such oath or affirmation shall be filed with the county election officer. K.S.A. 25-2024

1.320 MEMBERSHIP OF THE BOARD OF EDUCATION

1.321 TERM

The board of education shall consist of seven (7) members elected at large by the registered voters of the district. Each member shall be elected for a term of four (4) years except when unexpired terms are filled. K.S.A. 72-7901

1.322 VACANCIES

The board of education shall have the authority to fill any vacancy which may occur in that body for the period of time until the next board of education election. However, before such a vacancy can

be filled, notice must be given that a vacancy has occurred, and the vacancy will not be filled by board of education appointment until thirty (30) days have elapsed after one publication of such notice in a newspaper having general circulation in the district. K.S.A. 25-2022

1.323 NEW MEMBER ORIENTATION

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

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

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

1.330 DUTIES OF THE BOARD OF EDUCATION OFFICERS

1.331 DUTIES OF THE PRESIDENT

It shall be the duty of the president:

- A. To preside at board of education meetings.
- B. To appoint all committees.
- C. To sign warrants and checks ordered by the board of education.
- D. To sign contracts authorized by the board of education.
- E. To foster and facilitate communication and respect between and among board members.
- F. To perform duties required by law or by the board of education.
- G. To provide such other duties as customarily assigned to a presiding officer of a deliberative body. K.S.A. 72-8202a

1.332 DUTIES OF THE VICE-PRESIDENT

It shall be the duty of the vice-president to perform all duties of the president in case of absence or disability of the president. K.S.A. 72-8202a

1.333 DUTIES OF THE CLERK

The duties of the clerk are as follows:

- A. Attend all meetings of the board of education.
- B. Keep an accurate record of the board of education's proceedings.
- C. Have the care and custody of the records, books and documents of the board of education.
- D. Countersign all warrants upon the treasurer by order of the board of education.
- E. Keep an accurate account of all monies paid to the treasurer for the account of said board of education, and all monies paid, or orders drawn on the treasurer of the board of education.
- F. Prepare and submit to the board of education all reports required by the board of education and by law, including an annual report showing the following:
 - 1. Money received by the treasurer since the last report, and from what source received.
 - 2. The amount of all sinking funds and how invested.
 - 3. All monies disbursed and the purposes for which expended.
 - 4. The balance of the general fund in the hands of the treasurer.
 - 5. The number, date, and the amount of all bonds issued by said board of education and all bonds purchased for the bond and interest fund.

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 as soon as possible after each 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 the written remarks be made part of the minutes. If such request is made, the board shall direct the clerk to attach a copy of the written remarks to the minutes.

The record of the board of education shall, at all reasonable times, be open to, and available for, public inspection. K.S.A. 72-8202c

1.334 DUTIES OF THE TREASURER

The duties of the treasurer are as follows:

- A. Monitor deposits of all monies belonging to the district, in accordance with the instructions of the board of education, and in compliance with the state laws.

- B. Monitor monthly reports of the finances of the board of education.
- C. Pay money belonging to the district only upon warrants signed by the president, or in absence by the vice-president, and countersigned by the clerk.
- D. Before any deposit of district monies or funds shall be made with any state or national bank or trust company, the treasurer shall obtain security for such deposit as prescribed in Section 1, K.S.A. 1972 Supp. 9-1402 as amended by II.B. 1067,1973.
- E. Prepare such other reports as is requested by the board of education or by law. K.S.A. 72-8202d

1.335 DUTIES OF THE ATTORNEY

The district’s legal firm shall furnish the members of the board of education legal opinions and information as requested. The firm shall sit as counsel for the board of education in any lawsuit in which the board of education is involved. The firm shall be paid fees as service is rendered. The fee shall be agreed to at the time of employment. The firm shall present to the board of education quarterly statements and a summary report of its legal services rendered on behalf of the board of education. K.S.A. 72-8205

1.400 BOARD OF EDUCATION MEETINGS

1.410 PLACE OF MEETINGS

Unless otherwise specified, all board of education meetings will be held at the Bucklin School’s District Office located at 104 South Main, Bucklin, Kansas.

1.420 MEETING DATES

1.421 REGULAR MEETINGS

The board shall meet at least once each month. During the month of July of each year, the board shall adopt a resolution specifying a regular meeting time of the board and the regular hour of commencement of the meeting, as well as the day of the week and the week of the month. The regular meetings shall be held on the second Monday in each month. The Board of education will meet the day following a legal holiday when such holiday falls on a regularly scheduled Board of Education meeting day commencing at the same time of day. K.S.A. 72-8205

1.422 SPECIAL MEETINGS

Special meetings may be called at any time by the president of the board of education, or by joint action of any three members thereof. Written notice stating time and place of

any special meeting, and the purpose for which called shall, unless waived, be given each member of the board of education at least two working days in advance of such meeting, and no business other than that stated in notice shall be transacted at such meeting. K.S.A. 72-8205

1.423 ADJOURNED MEETINGS

Adjourned meetings may be held at such time and place as the board may determine in the motion to adjourn a regular or special meeting.

1.424 WORK SESSIONS

Work sessions of the board of education may be called in the same manner in which special meetings are called. Work sessions will be held for the purpose of working on previously announced problems or subjects. No official action may be taken at a work session. A quorum is not required to conduct a work session. K.S.A. 75-4317a

1.425 TIME OF MEETINGS

All regular meetings of the board of education will begin at 7:00 p.m. and end by 10:00 p.m. with a motion for one thirty minute extension, which would end the meeting by 10:30 p.m. Any business that was not reviewed will be forwarded to a recessed meeting with the time and date to be established by the board.

1.426 PUBLIC INFORMATION PROGRAMS

The board shall keep the public informed about the school system's functions and operations.

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

The superintendent shall direct the dissemination of district information and report to the board as requested.

When approved by the principal, attendance center announcements or school-related information may be sent home with students.

- Proposed to BOE 9/10/07
- Adopted by BOE 10/8/07

1.430 RULES OF BOARD OF EDUCATION MEETING

1.431 ABSENCE OF PRESIDENT , VICE-PRESIDENT

In the event of the absence of the president and vice-president, the members shall elect a temporary presiding officer. K.S.A. 72-8202a

1.432 STANDING / ADVISORY COMMITTEES

All committees of the board of education will be of a temporary nature. There will be no standing committees. K.S.A. 75-4318a

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

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

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

The 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.

All minutes of the committee 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.

1.433 FUNCTION OF COMMITTEES

Board of education committees shall be appointed for specific tasks of seeking information or investigation, and shall report to the board of education its findings for

consideration and actions. Committee actions shall be advisory and not executive in nature. The superintendent may serve on any board of education committee as a resource person when requested by the committee or the president of the board of education.

1.434 VOTING

The affirmative vote of four members of the board shall be required for the passage of any motion or resolution. Any member who abstains from voting shall be counted as having voted against the motion or resolution, but the vote shall be recorded in the minutes as an abstention. If a member announces a conflict of interest with regard to an issue, the member may leave the meeting until voting on the issue is concluded; the member who abstains from voting thereby shall not be counted as having voted.

The president of the board of education will vote on all motions put before the board.

The vote on all motions shall be by show of hands unless one board of education member requests a roll call vote. The individual votes of board members will be recorded in the minutes when the vote is done by roll call.

Each member shall have the privilege of explaining his/her vote for the record. K.S.A. 72-8205 & 75-4318a

1.440 AGENDAS AND ORDER OF BUSINESS

1.441 AGENDA PREPARATION

The agenda for all regular meetings of the board of education will be prepared by the superintendent of schools. The agenda is to be delivered to the members of the board of education a minimum of three days prior to the board of education meeting. Any board of education member, employee, or patron of the district may request to have items placed on the agenda by contacting the superintendent of schools at least **ten (10)** days prior to the board of education meeting. The board of education may discuss and act on any item not placed on the published agenda by amending the agenda with a majority vote of the board of education (except at a special meeting).

1.442 PUBLIC PARTICIPATION

Any patrons wishing to speak to the board shall first notify the superintendent ten (10) days prior to the meeting and

state the reason(s) for the request in writing by completing required form. 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 the discretion of the president of the board of education, additional opportunities for participation by the audience may be granted. K.S.A. 75-4317

1.443 PUBLIC HEARINGS

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.

1.444 AGENDA BACKGROUND INFORMATION

The superintendent of schools will prepare background information for each item on new and unfinished business. The superintendent will also be prepared to offer a recommendation on each item of new or unfinished business with the exception of items that relate to the organization of the board of education or the appointment of board of education members.

1.445 ORDER OF BUSINESS

The following order of business will be recommended for all regular meetings of the board of education:

- A. Call Meeting to Order
- B. Adopt Agenda
- C. Consent Agenda
- D. Approval of Accounts Payable
- E. Communications / Communications with Public
- F. Recognitions
- G. Reports
- H. Old Business
- I. New Business

- J. Action Items
- K. Executive Session
- L. Items Coming Out of Executive Session
- M. Adjournment

1.446 AVAILABILITY OF AGENDAS

Agendas for regular meetings of the board of education may be obtained by patrons or employees of the district as early as Thursday prior to the Monday meeting. Agenda may be obtained at the board of education offices.

1.447 RULES OF ORDER

The board of education is not bound by Robert's Rules of Order.

The board shall be governed by rules of procedures as adopted by the board and in accordance with law.

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.

1.448 OPEN PUBLIC MEETING LAW

As used in this act, "meeting" means any gathering, assembly, telephone call or other means of interactive communication by a majority of a quorum of the membership of a body or agency subject to this act for the purpose of discussing the business or affairs of the body or agency.

The following motions will be in order:

- A. To recess;

- B. To take action;
- C. 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;
- D. To defer action, either finally or to a specific time, date, and place;
- E. To go into executive session; and
- F. To adjourn, either finally or to a specific time, date and place.

1.450 EXECUTIVE SESSION OF THE BOARD OF EDUCATION

The board of education may enter into closed (executive) session upon formal motion made, seconded, and carried. The motion to recess for an executive session shall include a justification for closing the meeting, and the subject(s) to be discussed during the closed meeting, and the time and place at which the open meeting shall resume. The minutes of the meeting are to reflect same.

Upon adoption of a formal motion, the board may recess any meeting to a specified time for a closed executive session to discuss any of the following topics:

1. Personnel matters of non-elected personnel;
2. Consultation with an attorney for the board that is deemed privileged in the attorney-client relationship;
3. Matters relating to employer-employee negotiations, with or without the board representatives;
4. Confidential data relating to the financial affairs of corporations, partnerships, trusts, and individual proprietorships;
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 discussions relating to the acquisition of real property; and
7. Matters relating to the security of the district's buildings, facilities, or information system.

Any motion to recess for the purpose of holding a closed executive session shall state the following:

- A. The justification for closing the meeting;
- B. The subjects to be discussed during the closed executive session; and
- C. The time and place at which the open meeting will resume.

No binding action shall be taken during a closed session. It is the responsibility of each individual board of education member to insure that only topics legally permissible and discussed in executive session. K.S.A. 75-4319

1.460 MINUTES OF BOARD OF EDUCATION MEETINGS

A complete and accurate set of minutes of each board of education meeting shall be kept in an official record book specified for that purpose in the clerk's office. It shall be kept on file as the official record of school legislation of the district and shall be open to public inspection. K.S.A. 72-8202c

1.500 DEVELOPMENT OF BOARD OF EDUCATION POLICIES

The board shall adopt new policies and delete or modify existing policies. All rules and regulations found in handbooks and supplements for students, teachers or other employees are to be approved by the board and will be considered a part of these policies and rules by reference.

1.510 DEVELOPMENT OF BOARD OF EDUCATION POLICY PROPOSALS

The superintendent of schools or any board of education member may present to the board of education, in writing, proposals for adoption or revision of board of education policies.

The board of education attorney will review any board of education policy proposal when deemed appropriate by the superintendent or the board of education.

1.520 ADOPTION OF BOARD OF EDUCATION POLICIES

1.521 PROCESS OF BOARD OF EDUCATION POLICY ADOPTION

- A. Board of education policies may be amended or revised at any regular meeting of the board of education by a majority vote, provided that first reading and discussion of the proposed policy change has occurred at a previous meeting and was made a part of the minutes of that meeting. This policy may be waived in exigent circumstances by the board of education.
- B. Any policy change may be made without prior presentation upon the unanimous vote by all members of the board of education or those attending meeting.
- C. Current policy handbooks of individual school buildings within the district (as required by the Kansas State Department of Education) are to be

filed with the State Department of Education office with the date on which it was approved. Any changes made after the submission date shall be approved by the board of education, entered into the board minutes and filed with the State Department of Education within 30 days.

1.522 CONFLICT WITH STATE STATUTES

- A. No policy of the board of education shall be operative if it is found to be in conflict with any laws of the state or federal government.
- B. No policy in a district handbook shall be operative if it is found to be in non-compliance with board policy, and state or federal law.

1.523 DATING POLICY ADOPTIONS

All policy adoptions and revisions will note the date of the revision or adoption when inserted in the policy handbook.

1.530 REVIEW OF BOARD OF EDUCATION POLICIES

The board of education will regularly review and revise its policies.

The board reserves the right to alter, amend, or change any current board policy or to adopt any new policy at any time the need for such may arise. Board policy shall remain in effect from year to year unless superseded by state or federal statutes, rules or regulations.

Proposed amendments by those other than the board shall be in writing stating what wording should be changed, reasons for the change, and the substitute statement to be used and/or added.

1.540 DISTRIBUTION OF THE POLICY HANDBOOK

1.541 DISTRIBUTION TO PATRONS

Patrons may access the policy handbook by going to the district's website at www.bucklinschools.com and clicking on board of education policies. A patron may also request a copy from the board of education office. A charge may be levied.

1.542 DISTRIBUTION TO EMPLOYEES AND BOARD OF EDUCATION MEMBERS

- A. A complete and updated policy handbook shall be distributed to all board of education members, and licensed administrators.

- B. Licensed and classified personnel may access the policy handbook by going to the district's website at www.bucklinschools.com and clicking on board of education policies or request a copy from the board of education office.
- C. Complete and updated copies of board of education policies shall be on file at the office of each licensed administrator, at each school library, and the public library.

1.550 ADMINISTRATION OF POLICIES

1.551 The administrative staff shall carry out and enforce all policies duly adopted by the board and the regulations of state authorities.

1.552 Failure of any administrative employee to implement the policies of the board may result in suspension, demotion, probation, nonrenewal or termination of employment.

1.553 In the event the superintendent needs to act in the absence of regular board policy or guidelines, he is given the authority to act, but his decisions shall be subject to review by action of the board at the next board meeting. It shall be the duty of the superintendent to inform the board promptly of such action and may draft a proposed policy together with appropriate rules, to be presented to the board at its next meeting for its consideration.

1.600 RECOGNITION OF EDUCATION ASSOCIATIONS AND AGENCIES

The board shall seek to work harmoniously with education agencies having an interest in the district's schools. Staff shall follow all regulations required by state and federal education agencies.

- Proposed to BOE 9/14/09
- Adopted by BOE 10/12/09

1.610 RECOGNITION OF THE HOME AND SCHOOL ASSOCIATIONS

The board of education recognizes and gives endorsement to the home and school associations and other similar organizations. The staff of the schools shall be encouraged to cooperate actively with the officers of these organizations. Such organizations may be PTA, Booster Club.

1.620 RECOGNITION OF THE EDUCATIONAL AGENCIES

The board of education recognizes and gives endorsement to the educational agencies that we contract with and/or work with. Those agencies include, but are not limited to the Southwest Plains Regional Service Center, A+ Network, Southwest Area

Cooperative District #613, Recreation Commission, and Ford County Health Department.

1.700 SCHOOL AND COMMUNITY RELATIONSHIPS AND COMMUNICATIONS

1.710 GENERAL STATEMENT

A continuing program of two-way communications shall be used to enhance good internal employee relations and good community relations.

The superintendent shall enable the community to make known its desires and shall enable the board to make known its plans and actions. The superintendent shall develop and maintain a program of school-community relations and achieve the board's objectives for the program, as follows:

1. To promote public interest and participation in the operation of the district;
 2. To gather public attitudes and reactions about the district and report them to the superintendent and board;
 3. To provide an honest, continuous, comprehensive flow of information about the policies, procedures, programs, problems, and progress of the district to the community and to the staff;
 4. To develop the most effective means of communication with each of the district's publics and to use all available media;
 5. To develop programs in the district and in the individual schools that will integrate home, school, and community in meeting the needs of the students in the schools;
 6. To develop and maintain the confidence of the community in the board and the district staff;
 7. To develop a climate that attracts effective teachers and encourages the staff to strive for excellence in the educational program;
 8. To anticipate and forestall problems that are brought about by lack of understanding;
 9. To evaluate past communications procedures in order to make improvements in the future;
- Board members and district personnel shall promote effective community relations.

The board will promote a positive relationship with the media as well.

1.720 PROVISION OF AGENDA BACKGROUND INFORMATION

As a minimum, all background information to the agenda that has been presented to the board of education will be made available to the media and interested patrons at the board of education meeting, with the exception of privileged or confidential information.
K.S.A. 75-4318

1.730 SELF EVALUATION

The board shall review the effectiveness of its internal operations at least annually. The board will consider items including, but not limited to: educational leadership, policy development, board member development and performance, relationships with the superintendent and other staff members, communications with the public, fiscal management, board meeting organization and subcommittee performance, relations with cooperating agencies and other governmental organizations.

1.800 GENERAL PROCEDURES

1.810 CODE OF ETHICS FOR BOARD OF EDUCATION MEMBERS

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

1. Attend all regularly scheduled board meetings insofar as possible and become informed concerning the issues to be considered at those meetings;
2. Endeavor to make policy decisions only after full discussion at publicly held board meetings;
3. Render all decisions based on the available facts and independent judgment, and refuse to surrender that judgment to individuals or special interest groups ;
4. 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;
5. Work with other board members to establish effective board policies and to delegate authority for the administration of the schools to the superintendent;
6. Communicate to other board members and the superintendent expressions of public reaction to board policies and school policies;
7. Become informed about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by state and national school boards associations;

8. Support the employment of those persons best qualified to serve as district staff and insist on a regular impartial evaluation of all staff;
9. Avoid being placed in a position of conflict of interest and refrain from using public office for personal or partisan gain;
10. Take no private action that will compromise the board or the administration and respect the confidentiality of information that is privileged under applicable law;
11. Remember always that the first and greatest concern must be the educational welfare of the students attending the public schools.

1.820 ADMISSION TO SCHOOL FUNCTIONS

Board of education members will receive a League Pass which will entitle them and another person to free admission for all home activities and out of town league activities other than tournaments. Tournaments will not be covered with the league pass.

Golden Age Passes are available for anyone in the district age 65 or older. This entitles the person to free admission for all home activities other than tournaments.

1.830 EMPLOYMENT OF RELATIVES OF BOARD OF EDUCATION MEMBERS

A board member shall not influence, or attempt to influence, the hiring process when a potential employee is the father, mother, brother, sister, spouse, son, daughter, son-in-law, or daughter-in-law of the board member.

1.840 HANDLING OF COMPLAINTS

The board and district staff shall welcome constructive criticism of the district and of individual schools or personnel whenever the criticism is motivated by a sincere desire to improve the quality of the educational program or to equip the schools or individuals to do their tasks more effectively. Individual community members and community groups shall have the right to present complaints concerning district personnel or district operations, including the curriculum, instructional materials, school services, and school facilities.

The board shall attempt to resolve complaints as close to their origin as possible and shall allow district professional staff every opportunity to consider the complaints and render decisions prior to involvement by the board. The professional staff shall receive complaints courteously and shall reply courteously to the

complaint. Whenever possible, complaints shall be documented and the principles of progressive discipline applied to complaint resolution.

Parent(s) having concerns with individual faculty or staff members are encouraged to resolve complaints as close to their origin as possible. A parent wanting the concern formally documented must present the complaint in a signed letter or email to the superintendent.

Any employee or student who feels they have grounds for a complaint that cannot be handled at a lower level must first submit the complaint in writing to the superintendent. The superintendent shall hold a hearing to provide an equitable resolution of the complaint.

The outcome of the hearing with the superintendent may be appealed to the board of education. The board of education shall provide a hearing after which a written decision will be rendered within ten (10) days. The board's decision will be final.

1.900 COMPLIANCES

1.910 TITLE IX

The Unified School District No. 459, Ford County, Bucklin, Kansas, does not discriminate on the basis of race, color, national origin, sex, age, disability, or religion in admission or access to, or treatment or employment in, its programs and activities.

It is the intent of the Unified School District No. 459, Ford County, Bucklin, Kansas, to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures for Title IX and Section 504 have been established for students, their parents/guardians, and employees who feel discrimination has been shown by the local education agency.

Title IX of the Education Amendments of 1972 dictates the prohibition of sex discrimination in all facets of education in the United States.

1.915 COMPLAINTS OF DISCRIMINATION

The district is committed to maintaining a working and learning environment free from discrimination, insult, intimidation or harassment due to race, color, religion, sex, age, national origin or disability. Any incident of discrimination in any form shall promptly be reported to

an employee's immediate supervisor, the building principal or the district compliance coordinator for investigation and corrective action by the building or district compliance officer. Any employee who engages in discriminatory conduct shall be subject to disciplinary action, up to and including termination.

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. (Position, address, phone number of the district compliance coordinator) 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.

- Proposed to BOE 9/14/09
- Adopted by BOE 10/12/09

1.920 SECTION 504 THE REHABILITATION ACT

Section 504 of the Rehabilitation Act of 1973 provides that "no otherwise qualified handicapped individual shall, solely by reason of said handicap, be excluded from the participation in, denied the benefits of, or be subject to discrimination under any program actively receiving federal financial assistance."

1.930 TITLE VI OF THE CIVIL RIGHTS ACT

Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by or pursuant to the regulation of the Department of Health, Education, and Welfare (45 CFR Part 80) issued pursuant to that title, to the end that, in accordance with Title VI of that Act and the regulation provide that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be

otherwise subjected to discrimination under any program or activity for which the applicant receives federal financial assistance.

1.940 AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities act of 1990 provides that “no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.”

1.950 KANSAS PUBLIC RECORDS ACT

The board of education of Unified School District No. 459, Ford County, shall comply with the Kansas Public Records Act of 1983. The following procedures shall be followed effective January 1, 1984:

1.951 PUBLIC RECORDS

All public records as defined in Kansas Open Records Act shall be open to the public for their inspection or copying.

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.

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

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

- Proposed to BOE 9/10/07
- Adopted by BOE 10/8/07

1.952 BUSINESS DAY

“Business day” means any day other than a Saturday, Sunday or day designated as a holiday by the Congress of the United States, by the legislature or governor of this state or by the respective political subdivisions of this state.

1.953 LOCATION

All public records shall be housed at the board of education offices located at 104 South Main Street, Bucklin, Kansas 67834 and in the respective public schools in the district.

1.954 OFFICIAL CUSTODIAN OF PUBLIC RECORDS

The clerk of the board of education is designated as the official custodian of public records for Unified School District No. 459, 104 South Main Street, Bucklin, Kansas 67834.

1.955 REQUESTS FOR PUBLIC RECORDS

Requests for access to open records shall be made in writing to the Freedom of Information Officer.

1. Each request for access to public records shall be acted upon as soon as possible, but not later than the end of the third business day following the date the request is received.
2. If access to the public record is not granted immediately, the official custodian shall give a detailed explanation of the cause for further delay, and the place and earliest time and date that the record will be available for inspection.
3. If a request is denied, the official custodian shall, upon request, provide a written statement of the grounds for the denial, shall cite the specific provision of the law under which access is denied. Said written statement shall be furnished to the requester not later than the end of the third business day following the date that the request for the statement is received.
4. No original public records shall be removed from the custody of the official custodian without the written permission of the official custodian.

1.956 CHARGES OR FEES FOR COPIES OF PUBLIC RECORDS

Fees may be charged for the provision of access to and the copying of public records. Fees for copies shall equal the actual cost of furnishing copies, including the cost of staff time required to make them. Fees for providing access to computer records shall include the cost of computer services, including staff time required. These fees will be determined at the July meeting annually.

1. When the official custodian furnishes copies of public records, charges for the service shall be

collected in advance. The request for copies of public records shall be in writing.

2. Copies of electronically produced items or devices shall not be required to be furnished unless such items or devices were shown or played to a public meeting of the board of education.
3. Copies of public records shall be made while the records are in the possession, custody and control of the official custodian and shall be made under the supervision of the official custodian.
4. All charges or fees collected by the official custodian shall be remitted at least monthly to the treasurer of this district and shall be credited to the general fund.

1.960 FEDERAL GOVERNMENT – DRUG FREE SCHOOLS

The unlawful possession, use, or distribution of illicit drugs and/or 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 of education. The board of education shall receive a report after each of these reviews is conducted. This policy is required by the 1989 amendments to the Drug Free School and Communities Act, P.L. 102-226, 103 St. 1928.

1.970 HIPAA POLICY

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

1.971 STAFF TRAINING

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

1.972 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.

1.980 FEDERAL EDUCATION RIGHTS AND PRIVACY ACT

On November 10, 1974, the Family Educational Rights and Privacy Act of 1974 became law. Under this law the parents of students enrolled in any educational institution receiving federal funds are given certain rights concerning the school records of their children. The following rights are accorded to you under this act:

You are entitled to have access to your child's school records upon request. This request should be directed to the custodian of the school records in question. Access must be granted to you within 45 days after receipt of the request by said custodian.

The school district will follow the following procedures in granting access by parents to student's records:

- a. The parent should contact the school in writing about viewing the student's records;
- b. The school should set a date and time which is within forty-five (45) days of notification;
- c. It is recommended that an administrator, counselor, or other staff member whose training enables them to most accurately explain the meaning of the data and the definitions of terms used be present to help the parent correctly interpret the data.

The parent's right of access shall include:

- a. The right to be provided a list of the types of education records which are maintained by the institution and are directly related to their children;
- b. The right to inspect and review the content of those records;
- c. The right to obtain copies of those records, which may be at the expense of the parent or the eligible student, but not to exceed the actual cost to the school district of reproducing such copies;
- d. The right to a response from the district to reasonable request for explanations and interpretations of those records.
- e. The right to an opportunity for a hearing to challenge the content of those records; and
- f. If any material or document in the education record of a student includes information on more than one student, the right to inspect and review only such part of such material or document as relates to such student or to be informed of the specific information contained in such part of such material.

Right to a hearing to challenge the content of your children's education records.

- a. To insure records are not inaccurate, misleading, inappropriate, or in violation of the privacy of the student and
- b. To insert into the record a written explanation respecting the content of the record.

The school district will follow the following procedures where a parent desires to challenge the content of a student's education record:

- a. Whenever a parent challenges any data in their student's records, a time and date will be provided for a hearing with the building principal. This will take place within forty-five (45) days of the request.
- b. The parent shall be afforded a full and fair opportunity to present relevant evidence.
- c. If the question is not resolved, parents may request a hearing with the superintendent of schools.
- d. If the question is still not resolved, the parent may make a request for a hearing with the board of education.
- e. If resolution of the problem has not been achieved, the parent may contact: The Department of Health, Education and Welfare; 330 Independence Avenue, S.W.; Washington, D.C. 20201
- f. The decision shall be rendered in writing within a reasonable period of time after the conclusion of the hearing.

Before any school records will be released to third parties who have requested copies of your child's school records, you must give your written consent to said release. This written consent must be presented to the custodian of said records before he will release them.

The written consent must include the following:

- a. The specific records to be released;

- b. The reason for such release;
- c. The name of the party or agency to whom the records will be released;
- d. Notification to you that you may receive a copy of the student's records to be released, if you desire a copy, at a cost of 50 cents per page.

Right to obtain copies of your child's student records, with the cost of reproduction charged to you at the rate of fifty cents per page.

Right to notification of transfer of your child's/children's student records and the right to challenge the content of the records to be transferred.

Right to notification of subpoena of your child's/children's education records prior to institution's compliance with the subpoena.

Right to notification of receipt of a judicial order by the custodian of the education records requiring the custodian to turn over your child's/children's education records to the court prior to compliance.

The following records are maintained by this school district and directly relate to and personally identify students who have attended or who are attending this school district.

- Grades
- Attendance Record
- Health Record
- Test scores (will not be given to parents without interpretation)
- Extracurricular Activities
- Class Rank; Grade Point Average
- Picture
- Identifying Information

The building principal and counselor have been designated by the school district as custodians of student records.

The following persons have right of access to your child's education records without your consent.

- a. Other school officials, including teachers within the educational institution or local educational agency who have been

determined by such agency or institution to have legitimate educational interests;

- b. Officials of other schools or school systems in which the student seeks or intends to enroll, upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record.
- c. Authorized representatives of (1) the Comptroller General of the United States, (2) the Secretary of the Office of Education, (3) an administrative head of an education agency;
- d. In connection with a student's application for, or receipt of, financial aid;
- e. State and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974;
- f. Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering state aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted;
- g. Accrediting organizations in order to carry out their accrediting functions;
- h. In connection with an emergency, appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons;
- i. State educational authorities in connection with the audit and evaluation of federally supported education programs, or in connection with the enforcement of the federal legal requirements which relate to such programs. Provided, that except when collection of personally identifiable information is specifically authorized by federal law, any data collected by such officials shall be protected in a manner which will not permit the personal identification of your child/children and you by other than those officials, and such personally identifiable data shall be destroyed when no longer needed for

such audit, evaluation, and enforcement of federal legal requirements.

The school district will follow the following procedures in the case of reviewing and expunging student records:

- a. Each year during the month of August, all educational records will be reviewed by the record custodian for insuring that the information is appropriate, current, essential, accurate, and relevant for keeping;
- b. Any data that no longer serves any useful purpose will be destroyed;
- c. All discarded information will be shredded at that time under his supervision.

The school district has designated the following information as directory information:

The student's name, address, telephone number, date of birth;
The student's major field of study;
The student's participation in officially recognized activities and sports;
The weight and height of members of athletic teams;
Dates of attendance;
Degrees and awards received; and
The most recent previous school district attended by the student.

This information is considered public information which may be released by the school district without your prior consent. You have 10 days from the date of this notice to inform the school district that any or all of the directory information should not be released without your prior consent.

The custodian of said records will maintain a record of those persons, agencies, or organizations who have access to said records. This record will indicate the legitimate educational or other interest that each such person, agency or organization had in seeking the student's records. The record will be available only to the parents of said student and the custodian of the records.

When your child becomes eighteen (18) years of age, all rights formerly accorded to you as parents of said student become the sole rights of the student, and you will no longer have the right of access to said student's records.

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

The board shall designate at least one meeting date each school year to provide parents of Title I students an opportunity to meet with school personnel in order to participate in the design and implementation of the Title I program.

REGULATION:

PARENTAL INVOLVEMENT:

Parents shall receive information about the Title I program, the curriculum, academic assessments, and required proficiency levels, and their right to request additional meetings. All parents of Title I students shall be invited to the meetings.

The board shall strongly encourage parental involvement in the district's Title I program. Included in these efforts shall be: activities that will educate parents regarding the intellectual and developmental needs of their children at all age levels including:

- Assistance in understanding.
 - State academic content and achievement standards;
 - How to monitor their child's progress; and
 - Title I regulations.
- Activities that include promoting cooperation between the district and other agencies or school/community groups (such as parent-teacher groups) to furnish learning opportunities and disseminate information regarding parenting skills and child/adolescent development.
- Implementing strategies to involve parents in the educational process, including: Joint development of a school-parent compact that outlines the shared responsibilities of the school and the parent for high student achievement by:
 - Keeping families informed of opportunities for involvement and encouraging participation in various programs.
 - Providing access to educational resources for parents/families to use together with their children.
 - Keeping families informed of the objectives of district educational programs as well as of their

child's participation and progress within these programs.

- Allowing parents reasonable access to staff who work with their children.
- Providing professional development opportunities for teachers and staff to enhance their understanding of effective parent involvement strategies.
- Promoting activities which emphasize the importance of parent-school communication.

ACTIVITIES TO ENABLE PARENTAL PARTICIPATION

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

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

SCHEDULING FOR PARENTS' CONVENIENCE

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

ANNUAL EVALUATION

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

- Proposed 1/11/2010
- Adopted 2/8/2010

Business procedures and school facilities

2.100 THE BUDGETING SYSTEM

2.110 KANSAS SCHOOL BUDGET DOCUMENT

The completed Kansas school budget document will be presented to the board of education for its perusal in July and advertised in accordance with the state statutes. A public hearing on the document will be held as required and the document will be adopted by the board of education in August. The board of education adopted document will be sent to the Kansas State Department of Education prior to the imposed deadline. The results of the adopted Kansas school budget document will establish the maximum expenditures in all funds and the district mill levy for the fiscal year. K.S.A. 72-8204a

2.111 THE ANNUAL MANAGEMENT BUDGET

The annual budget will include the following information on the Budget at a Glance and / or Code 99:

All employees, board members, consultants, vendors, contractors and other parties maintaining a business relationship with the district shall act with integrity and due diligence in duties involving the district's fiscal resources.

The superintendent shall develop internal controls that aid in the prevention and detection of fraud, financial impropriety or irregularity. Each member of the management team shall be alert for any indication of fraud financial impropriety or irregularity within his/her area of responsibility.

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

- Proposed to BOE 9/10/07
- Adopted by BOE 10/8/07

THE EDUCATIONAL PLAN

This section of the budget is a description of the educational program to be provided. It is to include statistics on employees, course offerings, district organizations, and program changes from the previous

year. Specific goals for the year and future goals are to be presented.

THE RECEIPT PLAN

This portion of the budget is to include comparisons of receipt projections to receipts of the previous year, along with a listing of the various kinds of receipts and anticipated amounts.

THE DISBURSEMENT PLAN

This portion of the budget is to include comparisons of disbursement projections to the disbursements of the previous year, along with a listing of the various kinds of disbursements including the anticipated amounts.

SUMMARY OF BALANCES

This section of the budget is to include a summary of beginning balances for the year, anticipated receipts and disbursements for the year and projected year-end balances.

THE APPENDIX

This section of the budget is to include a copy of all salary schedules, summary of bond schedules, summary of non-scheduled salaries; the school year calendar, along with other pertinent district information.

2.112 SCOPE OF ANNUAL BUDGET

The annual budget is to include projected receipts, projected expenditures and projected summary of balances of all funds, accounts, programs, and monies administered by the district. The board of education has the authority to revise any portion of the management budget at any legally called meeting providing the total budget of any fund does not exceed the total expenditures of the official budget submitted to the Kansas State Department of Education.

2.113 PROGRAM BUDGETING

In the budgeting of instructional materials and other appropriate areas, the administrative staff will establish recommendations after discussion with staff. The budget supervisors will be responsible for the quality and appropriateness of the budget expenditures.

2.114 CAPITAL OUTLAY BUDGET

Each year a prioritized list of capital outlay needs will be developed and presented to the board of education for their

input and adoption. The budget will be developed with input from all levels of staffing.

2.115 FISCAL MANAGEMENT OF FEDERAL GRANTS

The district shall meet the requirements of the Education Department General Administrative Regulations (EDGAR). The outline used to meet this requirement shall be the document: Federal Education Grants Management: What Administrators Need to Know, and other pertinent documents developed by the U.S. Department of Education.

- Proposed to BOE 9/10/07
- Adopted by BOE 10/8/07

2.115 FRAUD PREVENTION AND INVESTIGATION

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

REPORTING FRAUD

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

WHISTLEBLOWERS

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

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

- Proposed to BOE 9/14/09
- Adopted by BOE 10/12/09

2.200 THE ACCOUNTING SYSTEM

2.210 FINANCIAL ACCOUNTING SYSTEM

2.211 FINANCIAL ACCOUNTING PROCEDURES

The administrative staff will maintain financial records of the district in accordance with the Kansas accounting system, the state statutes, and within the recognized standards of accounting and auditing practices. In addition all obligations will be encumbered to aid in the reflection of an accurate financial status of the district.

2.212 FINANCIAL REPORTS

The district will request a waiver from generally accepted accounting principles (GAAP) at the July meeting annually. The administrative staff will prepare and submit all financial reports required by the state and federal governments. Financial information and reports requested by other individuals and groups will be prepared by the administrative staff if the time required is not excessive in the opinion of the superintendent of schools.

The clerk will present a monthly financial report to the board of education. This report will include a summary of fund balances, summaries of receipts, expenditures, and encumbrances for the month and year to date. Monthly short term investment reports will also be presented.

2.213 AUDIT

In order to meet state regulations and to provide safeguards for the school records, an annual audit of all financial records will be conducted by an independent auditor who is a certified public accountant. K.S.A. 75-1122

2.214 NUTRITION ACCOUNTING

The clerk and designees will account for all expenditures. The director will submit all receipts, records of receipts and expenditures, and data on meals and milk.

2.215 INVESTMENT OF FUNDS

If the district has monies which are not needed within a reasonable period of time for the purpose for which they were received, such funds are to be invested in either savings accounts or certificates of deposits. If certificates of deposit are requested, bids are to be solicited from all approved depositories, with award to the depository paying the highest rate of return. All invested funds shall be totally secured by joint custody securities or by federal insurance as provided by state statutes. K.S.A. 9-1402 & 12-1675

2.216 SELECTION OF DEPOSITORIES

During the month of July of each year the board of education shall select depositories for the fiscal year.

2.220 PURCHASING PRACTICES

2.221 AUTHORIZATION OF PURCHASES

The board of education authorizes the administration to expend monies for appropriate items and reasons, subject to approval of the board of education.

The board of education authorizes the superintendent of schools the power to execute certain contracts on behalf of the district for the purchase of goods and services if the value of such goods or services is less than \$20,000.00. Personnel contracts or inter-local agreements must be approved by board of education and signed by the board president.

2.222 AUTHORIZED PURCHASING AGENTS

The authorized purchasing agents of the district are the superintendent of schools and clerk of the board of education. The expenditure of instructional budgets and other designated internal budgets will be extended by approval of the appropriate budget supervisor.

2.223 REQUISITIONS

In the expenditure of instructional budgets and other designated internal budgets, the initial step is the requisition form from the staff member. Requisition forms are due in the district office by the 20th of the month.

These forms are to be completely filled out. They will be returned unprocessed if information is missing. These forms must be approved by the staff requesting the items, the principal, and the superintendent of schools. They will be processed within ten (10) business days after approval.

2.224 PURCHASE ORDERS

The purchase of all products will be made by employing district purchase orders. These purchase orders are to be signed by authorized purchasing agents (Superintendent or Clerk).

2.225 LOCAL AND MISCELLANEOUS PURCHASES

In cases where services, quality, and price are substantially the same, preference shall be given to local sources or supply as allowed by law.

For the purpose of convenience under circumstances to be determined by an authorized purchasing agent, local purchases for amounts of less than \$25 or for food related activities may be made by specific personnel at specified businesses.

2.226 CREDIT / DEBIT CARDS

Credit cards will be maintained in the district office. When approved by purchasing agents for out of district purchases, they may be checked out for the specified purpose presented. These are to be returned with tickets upon return to the district and will be verified with the statements.

The credit cards are to be used for reimbursable items including registration fees, meals (excluding alcoholic beverages, lodging, reasonable gratuity, and mileage (gas). The Wal-Mart card may be used for previously approved items by requisition prior to purchase.

2.227 BIDDING PRACTICES

Competitive bids shall be sought in the purchase of supplies, equipment, or services when, in the opinion of the authorized agents or the board of education, an economic advantage can be achieved. The board of education may call for sealed bids to be opened by the board of education on any specific item.

Expenditures for supplies, construction, materials, goods, or wares involving \$20,000 or more shall be made on a sealed bid.

The board of education will approve and keep on file a bidding format with accompanying procedures to be used for district bids. The approved format and procedures will incorporate the following components:

1. Clear and concise specifications.
2. Allow a minimum of two weeks for sealed bids.
3. Set a time for bid openings.
4. Open bids publicly.
5. Have at least two district personnel present for bid openings.
6. Keep a record of bid opening information.
7. Return late bids unopened.
8. Do not accept telephone bids or faxed bids when sealed bids are required.
9. Avoid negotiation of specifications after bids have been opened and/or accepted.
10. Reject all bids and reissue them when errors or problems occur in specifications or procedures.
11. Accept the lowest responsible bidder.
12. Include a specific date, time, and location for the submittal of bids and the opening of bids.
13. Ensure that all out-of-state bidders are aware of the preferential bid law. K.S.A. 75-3740a
14. Document and retain records to ensure bidding procedures are followed.
15. Ensure that amendments or addendums to original bid specifications be submitted in writing by the district and acknowledged by each bidder.
16. Ensure that the board of education reserves the right to reject any or all bids and to waive formalities in the bid procedure. K.S.A. 72-6760

2.228 PROMPT PAYMENT OF BILLS

The district will pay its vendors within 30 days after receipt of a bill, unless other provisions are agreed upon. K.S.A. 75-6403

The early payment of such bills that will generate penalties will be approved in the July annual meeting.

2.229 EQUIPMENT AND SUPPLY SALES

Obsolete, surplus, or unusable district owned equipment and supplies will be sold by the board of education at a public sale by the affirmative recorded vote of at least a majority of the members of the board of education at a regular meeting. K.S.A. 72-8212

The proceeds of such sales will be returned to the budget area where the item would be purchased.

2.230 STUDENT ACTIVITY FUNDS

The establishment of student activity funds is authorized at the school level. The building principal of the school shall be responsible for the proper administration of the financial activities of the student activity fund in accordance with the state statutes and the terms of this policy. K.S.A. 72-8208a

2.231 STUDENT ACTIVITY FUND MANAGEMENT

The principal will be responsible for the maintenance of prescribed accounting procedures and any policy or rules prescribed by the superintendent. The principal shall designate an activity fund treasurer.

2.232 RESPONSIBILITIES OF THE ACTIVITY FUND TREASURER

The treasurer of the activity fund shall:

- a. Deposit all receipts in the designated depository weekly.
- b. Use pre-numbered, bound receipts for all cash or checks received; one copy of each receipt shall be retained in the receipt book.
- c. All disbursements from the activity fund shall be substantiated by purchase orders with invoice attached, approved by the organization sponsor, and made by a pre-numbered check signed by the school principal or his designee and the activity treasurer.
- d. No account or school activity fund shall be permitted to have a deficit balance as of June 30 yearly.
- e. No disbursements shall be made in cash. Receipts shall be deposited intact.
- f. The bank statement shall be reconciled with the activity fund treasurer's books each month.
- g. The board clerk shall submit a monthly and year-end report approved by the principal, to the board of education. The activity fund treasurer shall keep a

record of all receipts and expenditures of the fund and shall prepare and file with the board clerk a statement showing all receipts, expenditures and balance at the end of each month and at the end of each school year, and a memo of outstanding purchase orders.

- h. Any person authorized to administer an activity fund shall be bonded by the school district.
- i. Activity fund moneys should be expended in such a way as to benefit those students who have contributed to the accumulation of such moneys.

2.233 ACTIVITY FUNDS

Activity funds shall follow the current state activity fund guidelines and shall comply with all requirements.

The superintendent and board of education clerk will monitor these activity funds.

The board of education will assume control of all inactive activity funds. The balances in the inactive activity funds will be transferred to the capital outlay fund. K.S.A. 72-8208a

2.234 PETTY CASH FUNDS

The board of education may authorize, by separate resolutions, the establishment of petty cash funds from which to make needed expenditures for district purposes in emergencies. Every such resolution shall specify the general purposes for which the petty cash fund is to be established, authorize an employee of the district to administer the petty cash fund, and designate an amount of monies, not to exceed \$1500 to be maintained in the petty cash fund.

The clerk of the board of education and the building principal shall be responsible to the superintendent for complying with the following rules of management:

- a. Records of all receipts and expenditures shall be maintained. The petty cash funds shall be reimbursed from the appropriate district funds upon receipt of a proper claim, which includes an itemized invoice of expenditures, by cash or the check number and amount of expenditures by check.

- b. The petty cash fund shall not be expended for advances against salaries of any employee. The expenditures shall be limited to emergencies for payment of materials, supplies, or services including local purchases.
- c. The activity fund secretary shall keep a record of all receipts and expenditures of the fund and shall prepare and file with the board treasurer a statement showing all receipts, expenditures and balance at the end of each month and at the end of each school year, and a memo of outstanding purchase orders. An itemized receipt shall be maintained for each expenditure. Any person authorized to administer an activity fund shall be bonded by the school district. K.S.A. 72-8208a

2.235 ADMINISTRATION RULES OF ACTIVITY FUNDS
The superintendent may impose additional rules and requirements in the administration of activity funds for the purpose of insuring compliance with the state's activity fund policies.

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

- Proposed 1/11/2010
- Adopted 2/8/2010

2.240 FIXED ASSET ACCOUNTING / INVENTORIES
The district will maintain a listing of fixed assets by location. Fixed assets, which are valued under the fixed dollar amount of \$200, will not be included on the fixed assets list. The building principal will maintain lists of items valued under \$200. The director of accounting shall receive updated copies annually. K.S.A. 10-1113 & 10-1118

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, vendor purchased from, serial numbers (where available) and location and condition of each piece of district owned-property. Inventories will be dispersed in the spring and again in the fall to make changes. One copy of the inventory shall be filed in the principal's office and one copy shall be filed in the central office with the clerk. Copies of the necessary inventories will be given to the insurance agent to ensure proper coverage.

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

2.250 PAYROLL AND RELATED EMPLOYEE BENEFITS

2.251 PAY DAY

A. LICENSED EMPLOYEES will be paid per negotiated agreement:

Each employee shall be paid in twelve (12) equal installments on the 15th day of each month. Checks shall be provided to teachers on regular school days.

When a pay date falls on or during a school holiday, vacation or weekend, employees shall receive their paychecks on the last working day prior to the holiday vacation or weekend.

Any employee, upon written notice to the Board by April 1, shall receive his/her June, July and August checks by June 15 if all contracted obligations are completed by the teacher.

Summer checks, other than for summer school employees, shall be mailed to the address designated by the employee.

B. CLASSIFIED EMPLOYEES will be paid as follows:

Beginning July 1, 2007, time cards will be gathered on every other Tuesday for release of payment on that Friday.

Classified personnel (other than bus drivers) will be paid on an hourly basis as provided by the Fair Labor Standards Act as amended in 1974. A time clock will be used to record work time.

Bus drivers are paid the 15th of the month. The salary is based on the size of bus used and the actual number of miles driven. Base salary is determined by the board of education on the classified salary schedule.

Wages of employees shall be in conformity with schedule approved by the board of education. Salaries for positions not covered by the salary schedule or any departure from the schedule will require specific approval of the board of education.

The salary schedule shall recognize training, experience, satisfactory performance, and length of service in the school system. It shall take into account the economic ability and educational needs of the district.

Overtime pay will be paid at the rate of 1.5 times the hourly rate for any hours over 40 worked and pre-approved by the superintendent.

During the school term, classified personnel do not have to check out for their lunch time because they are still on duty and are required to answer if they are needed. Lunch on the clock should be limited to 30 minutes.

During the summer term, classified personnel will clock out for their lunch period.

All classified personnel are allowed a break if their regular daily schedule calls for four hours or more of continuous work. Breaks are limited to 15 minutes in length and may not be accumulated or added to lunch periods.

On intermittent days off which are not on the school calendar, classified employees will be paid up to a maximum of 8 hours per day unless more hours are actually worked. (snow days, non-scheduled in-service days... any day that is let out where the employee would have reported to work if there was work to do)

On intermittent days where the school calendar indicates there is no school, classified employees will not receive pay unless work is actually performed. (Scheduled in-service days, end of 9 weeks days, band day... any day there is not school, but they know ahead of time)

Holidays are often followed with In-service days. The requirement to be in pay status the day before and the day after the holiday breaks will not include the in-service day. The employee will not be paid unless work is performed the in-service day, but they will be paid for the break if they are in pay status the day before the break and the day after the in-service day.

2.252 PAYROLL DEDUCTIONS / REDUCTIONS

When applicable the district will make payroll deductions for payments to the Kansas Public Employees Retirement System (KPERS), state income tax withholding, federal income tax withholding, FICA and FICM.

In August of each year, there will be a sign up for deductions from salary. Upon receipt of written authorization from the employee, deductions may be held and remittance made to the mutually approved carriers for:

- A. Membership dues for KNEA and USA
- B. Medical insurance premiums to approved vendors
- C. Life insurance premiums to approved vendors
- D. Annuities
- E. Credit Unions
- F. IRA Accounts
- G. Charitable contributions

All employees age 19 or older and work 17.5 hours or more per week are eligible to participate in Section 125 plans. This does not necessarily mean you are eligible for the fringe benefit.

Open enrollment in the plan is scheduled for August of each year. New employees must enroll within 30 days of employment to become eligible for plan participation. If an employee does not enroll during this period, it will be necessary for the employee to wait until the next open enrollment period prior to the next plan year to enroll in plan benefits.

2.253 PAYROLL VOUCHERS

In order to substantiate the payroll accounting with written records of all changes in the payroll status of the regular and substitute employees of the district and to verify accumulative appropriate leave of all employees, the

following system will be composed of three forms: substitute voucher form, absence authorization form, and classified time cards.

A. SUBSTITUTE VOUCHER FORM

This voucher will be completed by all persons substituting for a certified employee. The form is due in the district office no later than the 5th of the month for payment the 15th. Substitute pay will be figured on the first day of a month through the last day of the month payable the 15th day of the following month.

B. ABSENCE AUTHORIZATION FORM

The absence authorization form will be completed by all regular employees for all absences. The voucher will be signed by the employee, the principal, and the superintendent. These forms will be cross referenced with the substitute voucher forms prior to paying either party.

C. CLASSIFIED TIME CARDS

Time cards are required for all hourly employees and must be signed by the employee. All hourly employees shall clock in at the beginning of each work day and clock out at the end of each work day. It shall be considered a violation of this policy if any employee clocks in or out for any other employee. "Forgetting" to use the time clock may also be considered a violation. Such violations may result in disciplinary action. If it is necessary for an employee to write-in time on a time card, it shall require approval by the employee's supervisor prior to payment. Time cards shall be signed by the employee and ready for pick up on Tuesday morning before pay day on Friday. If they are not available, the time worked will be included in the next pay period with approval from Superintendent. No "extra" payrolls will be done. Sick leave, vacation or other absences must be marked by the employee on the time card or it will be considered time off without pay. Absences are to be noted on the time card for the appropriate leave to be credited and the employee paid.

Time cards must be signed by the employee and the superintendent prior to processing.

2.254 UNEMPLOYMENT INSURANCE

Unemployment benefits will be provided for all district employees as provided by state and federal statute.

2.255 WORKERS COMP INSURANCE

The board of education has provided worker's compensation benefits for all its employees. All accidents must be reported to the superintendent or clerk within 24 hours and forms filed with the insurance agent within five (5) business days.

If an employee misses more than five (5) consecutive days due to a work related injury, a doctor's release will be required to return to work.

2.256 FRINGE BENEFITS

Fringe benefits for employees will be provided in accordance with board of education action.

LICENSED EMPLOYEES

All licensed employees shall receive fringe benefits as outlined in the negotiated agreement:

All licensed employees employed 75% of a day or more will receive full fringe benefits. Part-time licensed employees employed up to 75% of a day will receive fringe benefits as outlined below.

Enrollment for fringe benefits is done in conjunction with the enrollment under Section 125.

Disability/salary protection will be available for all employees. The employer will pay up to \$400 annually toward the insurance premium in accordance with the employees' salary. If the employee chooses to purchase more insurance, the excess premium amount will be subject to salary reduction under Section 125 or salary deduction.

- Adopted by BOE 12/19/08

If the licensed employee wishes to participate in the group health plan and qualifies for the fringe benefit, the employer will pay \$400 toward the monthly health insurance premium and the excess premium amount will be

subject to salary reduction under Section 125 or salary deduction. If the employee is covered with health insurance through another source, the employer will pay \$200 toward an alternative benefit package of insurance chosen by the employee. The insurance policies available through the Section 125 plan can be put together in any form with any amount above the benefit of \$400 or \$200 being taken out of the salary deduction or salary reduction plans.

Flex benefits (unreimbursed medical and dependent day care) are eligible for the \$200 benefit package only if proof of health insurance through another group is given. If the employee has individual coverage or no coverage, the benefits cannot be put toward the flex benefits.

Part Time Employees:

Part-time licensed employees will be eligible to receive \$200 per month toward health insurance or the alternative insurance package.

CLASSIFIED EMPLOYEES

Full time classified employees will receive full benefits.

Part time classified employees (4-6 hours) will receive fringe benefits as outlined below.

Temporary classified employees will not receive any fringe benefits.

Enrollment for fringe benefits is done in conjunction with the enrollment under Section 125.

Disability/salary protection will be available for all employees. The employer will pay up to \$400 annually toward the insurance premium in accordance with the employees' salary. If the employee chooses to purchase more insurance, the excess premium amount will be subject to salary reduction under Section 125 or salary deduction.

- Adopted by BOE 12/19/08

If you wish to participate in the group health plan and you qualify for the fringe benefit, the employer will pay \$400 toward the monthly health insurance premium and the excess premium amount will be subject to salary reduction under Section 125 or salary deduction. If you are covered with health insurance through another source, the employer will pay \$200 toward an alternative benefit package of

insurance chosen by the employee. The insurance policies available through the Section 125 Plan can be put together in any form with any amount above the benefit of \$400 or \$200 being taken out of the salary deduction or salary reduction plans.

Flex benefits (unreimbursed medical and dependent day care) are eligible for the \$200 benefit package only if proof of health insurance through another group is given. If the employee has individual coverage or no coverage, the benefits cannot be put toward the flex benefits.

Part time classified employees may be eligible to receive \$200.00 per month toward health insurance or the alternative insurance package.

2.257 TRAVEL EXPENSE

All reimbursable travel expense is to have prior approval of the superintendent of schools. Reimbursable items include registration fees, meals (excluding alcoholic beverages), lodging, reasonable gratuity, and mileage reimbursement. Reimbursement without a receipt will not be made.

All school personnel requesting reimbursement shall use school vehicles rather than their own when available. Use of district vehicles will be confined to necessary school business. Expenses for travel incurred in the performance of official duties will be reimbursed upon receipt of all receipts. For authorized use of a personal vehicle, staff members shall be reimbursed at the state rate per mile.

The employee must compile a reimbursement request, with all reimbursable expenses supported by itemized receipts. Expenses will not be reimbursed without complete voucher.

2.260 CHECK SIGNATURES

Instruments of payment shall be signed by two of three authorized officers: president of the board of education, clerk of the board of education, and treasurer of the board of education.

2.300 GENERAL BUSINESS PROCEDURES

2.310 FINANCIAL PROCEDURES

2.311 FUND RAISING ACTIVITIES

All fund raising projects of student organizations must have prior approval of the superintendent and the approved

sponsors. All monies collected must be deposited in the student activity fund.

2.312 GIFTS

Employees are prohibited from receiving gifts from vendors or sales representatives. Premiums resulting from sales projects sponsored by the school shall become the property of the school.

All outside organizations or individuals wanting to purchase gifts for the school must make requests through the building principal. Upon the principal's approval, the request will be forwarded to the Superintendent and the Board of Education for final approval.

2.313 NONSUFFICIENT FUNDS CHECKS

Persons that issue a check with insufficient funds to USD #459 for any reason will be placed on a cash basis status for the remainder of the school year.

2.314 PERSONAL PURCHASES THROUGH SCHOOL

Items ordered through the school must be paid for in full (including any tax and shipping) prior to the order being placed.

2.315 COLLECTIONS

Enrollment Fees

School enrollment fees (book rental) will be due upon the enrollment of students at the specified dates. If the fees can not be paid on that date, a 15% deposit will be required. The superintendent's office will establish a payment plan with the patron. If the fees are not paid according to the payment plan, then the unpaid balance will be turned over to collection agency.

Food Service

Meal payment is essential to the cash flow for operational costs of the food service program. Payment for meals is to be made prior to service. Families are encouraged to make application for free or reduced priced meals so accounts can be credited appropriately

There will be limited charges of meals due to cash flow for operational costs. Notice will be sent out on a weekly basis allowing you to know when your student has 5 meals left. Once an account is behind for five days of meals, there will

be no charged meals until the account is paid in full. After the five charged meals, an alternative meal will be served for three days free of charge. If the account is still not paid, then meals will not be served to the student whose accounts is delinquent. Payment for a meal will be credited to the first charged meal so the student can not participate in the food service program on a daily basis by bringing cash if the account is in arrears.

USD 459 employees and SKACD 613 employees working in the Bucklin Schools may charge up to five meals before being denied meal privileges. For meal privileges to be reinstated, the adult must pay off the balance of the delinquent account. This will not affect those who have requested their meal charges be deducted from their monthly payroll checks.

- Proposed to BOE 11/10/08 (last paragraph)
- Adopted by BOE 11/10/08 unanimously

2.316 SALES AND SOLICITATIONS

The district will not release the names of students or employees for commercial use.

2.317 AGENTS AND SALESPERSONS

Agents or salesmen may not interview teachers about personal matters during the school hours or for a half hour before or after school with the exception of services offered through payroll deductions.

2.318 ADVERTISING ON SCHOOL PREMISES

No individual group or organization shall be permitted to use school facilities or organizations as media for advertising except as otherwise approved by the superintendent.

2.319 FIELD TRIPS

Field trips should be a reinforcement of the classroom educational experience and should be aligned with the learning objectives of the district. Consideration should be given in regard to the distance of the trip and how it relates to the real life educational experience. Field trips are intended for the students in the class. Parents may be asked to help monitor classroom students while on the trip. Due to district insurance, only parents/guardians of the students can assist with student monitoring. Parents will not be able

to have siblings attend the field trip with the class. Elementary classrooms will be permitted one field trip per school year.

SPECIAL EVENT TRIPS

From time to time a school sponsored activity may desire to have a special events trip. (RE: athletic teams, clubs, organizations) These trips must be approved by the board of education thirty days in advance of the trip and on an individual basis due to scheduling. If the trip is approved, the district will provide the vehicle and the group must pay for the expense based upon the annual cost per mile. Only members of the organization may attend the trip. The sponsor must attend the activity and ride the bus to supervise unless excused by the superintendent. If additional sponsors are required they will be approved by the administration. No additional persons will be picked up or dropped off while in route to or from the destination.

2.320 TRANSPORTATION

- 2.321** District owned vehicles will be driven only by those who have been approved through the district office by providing copies of their driver's license for insurance purposes.
- 2.322** District owned vehicles will not be loaned or leased to any person, groups of persons or organizations for purposes other than transporting students for school related activities. With prior board of education approval, district vehicles may be used to transport parents and other adults to or from school related activities to be driven only by the designated district employee and agreement to comply with all rules and regulations of conduct in the use of the vehicle. The cost for the use of a district vehicle will be based upon the current cost per mile for the operation of district vehicles. K.S.A. 72-8316
- 2.323** District owned vehicles will be inspected by the Kansas State Highway Patrol in August prior to transporting students. Any defects found in school vehicles will be repaired as soon as possible.
- 2.324** District owned vehicles will be housed in areas designated by the superintendent. When a vehicle is assigned to a district employee, 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.

2.325 School bus drivers shall conform to state law. They will have on file in the district office, a copy of their (CDL) drivers license, a copy of their CPR card, proof of taking a Defensive Driving class, and a physical on the KDOT form signed by a licensed physician prior to the issuance of their first check each year. Drivers are subject to random drug testing in accordance with the Drug Testing Policy on file. USD #459 contracts with the Mental Health Consortium for drug screening tests for all bus drivers. Any employee who receives a confirmed positive drug screen, alcohol test result or the equivalent shall be directed to use the USD #459 Bucklin's Employee Assistance Program for referral to an appropriate drug assessment and education or treatment program. If the employee declines to use the Employee Assistance Program, they will be terminated. For a complete copy of the Drug and Alcohol Testing Policy, please contact the district office. (Ref. USD #459 Drug Free Policy)

2.326 The Board of Education will be informed of bus routes determined by the Superintendent. No student residing within the city limits of Bucklin will be transported.

The extended school day route will be made available for Junior High Athletes and after school program participants only. No other students will be allowed to ride this bus.

2.327 In those cases where it is impracticable to reach a student's residence by the prescribed transportation route, the board of education may contract for the transportation of such student to the regular prescribed bus route or to the school building. Such contracts shall provide for the payment of mileage at a rate not to exceed the state rate for mileage for each mile actually traveled and shall be limited to two round trips per day on a route prescribed by the board of education. In those cases where more than one student is transported in the same vehicle, mileage will be paid for only one pupil.

2.328 Mileage reimbursement will not be provided for out of district parents transporting students. The bus will go out of district for the purpose of transporting students to or

from Unified School District #459 when approved by the other district per KSA72-1046b.

2.329 Fuel cards will be given to each bus driver at their organizational meeting in August and are to be returned to the district office when they finish their driving responsibilities.

2.330 NUTRITION SERVICES

The food service management shall be under the direct supervision of the superintendent. Food service programs are subject to board policy, rules and state and federal regulations.

Food service personnel will maintain food service records required by state and federal laws. Reports will be submitted in a timely manner (depending on the frequency of the report) to the board clerk. The authorized representative will file the reports with the State of Kansas for meal reimbursement.

Sanitation inspections will be conducted to ensure that proper sanitation procedures are being followed.

Any changes in meal prices shall be determined by the board at the July organizational meeting.

2.340 HEALTH SERVICES

As a condition to entering or continuing employment, employees must present a district-approved physical form to the clerk, signed by a licensed physician, which states “that there is no evidence of physical condition that would conflict with the health, safety, or welfare of the pupils; and that freedom from tuberculosis has been established.” If at any time there is a reasonable cause to believe any employee is suffering from an illness detrimental to the health of the pupils, the school board may require a new certification of health. (Ref. 72-5213)

The board reserves the right to have any employee examined at any time by a physician of the board’s choice to determine if the employee is able to fulfill and perform the obligations of employment and to abide by and implement the policies and rules of the board. The costs of any examination required will be borne by the board.

2.341 AUTOMATED EXTERNAL DEFIBRILLATORS

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.

- Adopted by BOE 10/12/09 unanimously

2.350 USE OF SCHOOL PROPERTY BY EMPLOYEES

Use of school owned equipment and supplies is for the performance of official and approved assignments only. Use of district equipment or supplies for personal use is prohibited without prior written approval of the superintendent. Any loss, damage or breakage occurring to the school property because of the activities of the person using it, shall be paid by the individual at replacement cost.

COMPUTERS Use of or access to district computers and computer software is limited to district employees and students. Use of computers is for the performance of official and approved assignments only. Use of district computer equipment or software for personal projects is prohibited without prior permission of the employee's supervisor.

Only software purchased by the district may be loaded onto district computers. Software licensed to the district shall not be used on computers not owned by the district. District software shall not be copied for personal use.

Employees shall not use electronic communications, including e-mail and the internet, to harass staff, students, or other individuals.

No Right to Privacy

Employees shall have no expectation of privacy or restricted access to any information generated during the course of their official duties or entered in any district computer. Employees waive any right to privacy in e-mail messages and consent to the access and disclosure of e-mail messages by authorized employees

Employees shall only use passwords or other encoding or security mechanisms as assigned by the district computer system(s) administrator or other officials designated by the board. The use of a password does not affect the employer's right to monitor. All forms of electronic communications are monitored by the employer to ensure the systems are only being used for official purposes.

Ownership

Computer materials or devices created as part of any assigned district responsibility undertaken on school time shall be the property of the district. The board's rules governing ownership of employee-

produced computer materials are on file with the clerk and are available upon request.

Secure Files

All employees must secure files containing confidential student information. See “Confidentiality”

Internet

Inappropriate use and/or transmission of any material in violation of any United States or state regulation, is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by a trade secret.

INTERNET USAGE

We are pleased to offer staff and students of the USD 459 Public Schools access to the district computer network for electronic mail and Internet. To gain access to e-mail and the Internet, all students must obtain parental permission and must sign and return this form to the school office.

Access to e-mail and the Internet will enable students to explore thousands of libraries, databases and bulletin boards while exchanging messages with Internet users throughout the world. The purpose of computer usage and on-line services is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of computers, the Internet and other on-line services must be in support of education and research consistent with the educational objectives and the outcomes for USD 459.

Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, USD 459 supports and respects each family’s right to decide whether or not to apply for access.

Acceptable Use

The purpose of Internet access through USD 459 is to facilitate communications in support of research and education, by providing

access to unique resources and an opportunity for collaborative work. Network access must be in support of and consistent with the educational objectives of USD 459. Access to the Internet is made possible through an appropriate provider to be designated by USD 459 at its sole discretion. All users of the Internet must comply with this Acceptable Use Policy.

Unacceptable Use

- Sending or displaying offensive or anonymous messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems, or computer networks
- Violating copyright laws
- Using another's password
- Trespassing in another's folders, work or files
- Intentionally wasting limited resources
- Employing the network for personal advertising or solicitations

Users will agree that the use of the Internet is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. Violations may result in a loss of access as well as other disciplinary or legal action.

Users will agree that administration, faculty, or staff will decide what is considered inappropriate use.

2.351 CHILDREN'S INTERNET PROTECTION ACT

The district shall implement the Children's Internet Protection Act (CIPA). The superintendent shall develop a plan to implement the Children's Internet Protection Act. This plan shall be on file with the board clerk and in each school office with Internet access, and copies shall be available. The superintendent shall ensure compliance with CIPA by completing Federal Communication Commission forms as required.

Children's Internet Protection Act (CIPA) PLAN

The USD 459 plan shall, at a minimum:

- provide reasonable public notice including at least one public hearing;
- install blocks or Internet filters to limit access by both minors and adults to child pornography or materials that are obscene, inappropriate or harmful;
- monitor the on-line activities of minors;

- address issues related to the safety of minors when using e-mail, chat rooms, and other electronic communication;
 - as part of its Internet safety policy educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response;
 - hinder unauthorized access (hacking) and other unlawful on-line activities by minors; and
 - prevent unauthorized disclosure of personal information regarding minors.
- Proposed to BOE 9/14/09
Adopted by BOE 10/12/09

2.400 SCHOOL FACILITIES

2.410 LEGAL STATUS OF SCHOOL FACILITIES

The board of education shall care for and have control of the use of all buildings and other properties belonging to the district. K.S.A. 72-1033

2.420 INSURANCE ADMINISTRATION PROCEDURES

The board of education shall have the option to purchase insurance coverage on a term up to three years at which time specifications shall be drawn and sent to qualified agents inviting them to bid. Additional coverage may be purchased by the board of education as it deems necessary.

2.421 BUILDINGS AND CONTENTS

Blanket coverage shall be written on a replacement cost basis with 80% coverage minimum.

The district will not assume responsibility for personally owned equipment stored at school buildings other than musical instruments insured through an inland marine policy.

2.422 LIABILITY

Coverage is to be written on a Commercial General Liability (CGL) form with limits not to be less than \$500,000 per occurrence. Educators Errors and Omission coverage shall be included in the CGL form or provided by separate contract. Both CGL and Errors and Omissions coverage shall include members of the USD 459 Board of Education.

2.423 INLAND MARINE

Coverage shall be written on specified equipment and the inventory will be submitted annually. The policy should be written with a deductible to be reviewed at contract renewal time.

An inventory of all musical instruments and technology equipment will be on file with the insurance company.

2.424 STEAM BOILERS

All steam boilers, water heaters, unfired vessels, piping and air conditioning units shall be insured on a replacement cost basis subject to a limit per accident as approved by the board of education. Inspection of boilers or other equipment shall be the responsibility of the insurance company.

2.425 VEHICLES

All school owned vehicles shall be insured at limits no less than specified below:

\$500,000 each person / \$500,000 per accident for bodily injury and \$500,000 property damage per accident or \$500,000 combined single limit

Uninsured Motorists / Underinsured Motorist coverage as required by Kansas statutes

2.426 WORKERS COMPENSATION

Workers' Compensation Insurance is carried on all employees of the district. This shall be governed by regulations of the State of Kansas. Workman's Compensation will include extended medical benefits. All accidents and injuries must be reported to the supervisor immediately and a complete written report to the district office within 24 hours and to the insurance carrier as soon as possible.

Benefits are for personal injury from an accident or occupational disease arising out of and in the course of employment with the district. Injuries which occur during recreational or social events under circumstances where the employee is under no duty to attend, and where the injury did not result from the performance of tasks related to normal job duties are not covered under workers compensation.

If an employee misses more than five (5) days consecutive due to a work related injury, a doctor's release will be required to return to work.

2.427 BONDS

The board shall purchase a blanket fidelity bond for school employees. The amount of the bond shall be determined by the board. A position bond in the amount of \$50,000 per incident is required for the treasurer and clerk.

2.428 OTHER COVERAGE

Additional coverage as determined appropriate by administration

2.430 CONSTRUCTION OF SCHOOL FACILITIES

2.431 DEVELOPMENT OF SPECIFICATIONS

Prior to the development of any architectural drawings for new construction or remodeling projects, the board of education will present written educational specifications that include specific instructions to the architect in regard to the drawings, specifications, and the project budget. The administrative staff and all other appropriate staff members will present a proposed educational specifications document to the board of education prior to the board of education's adoption of said document.

2.432 BIDDING PROCEDURES

All contracts for new facilities shall be accompanied by bid bonds. The successful bidder shall be required to provide a performance bond. The board of education reserves the right to reject any or all bids. The bidding procedures will be in accordance with state statutes.

All construction contractors will provide a performance bond for construction, reconstruction, and remodeling projects that exceed \$40,000 as required by K.S.A. 60-1111

All contractors will provide a surety bond for construction projects in an amount equal to the cost of the project. Contractors should file a statutory bond with the clerk of the district court in the county where the project is to be constructed and furnish the district with copies of the bond bearing written approval of clerk of the district court.

All construction contract bids shall include a five percent bid bond.

All contractors are required to comply with all local, state, and federal laws, ordinances, and regulations in all bids. Contractors will include a written statement of such compliance in their bids. K.S.A. 60-1111

2.433 SCHOOL BONDS

District bonds shall be sold to the lowest bidder. The determination of the lowest bid will be the bid that will require the fewest total interest dollars throughout the scheduled repayment of the bonds. The board of education retains the right to reject any or all bids. The sale of bonds will be in accordance with state statutes. K.S.A. 10-103 & 75-2319 & 72-6761

2.440 COMMUNITY USE OF SCHOOL PROPERTY

2.441 GENERAL POLICY

All matters relating to the use of school buildings and properties other than for school purposes shall be under the jurisdiction of the superintendent in accordance with board of education policies. The use of playgrounds and buildings during the summer shall be governed by regulations established by the board of education. It is the purpose of the board of education to promote the greatest possible use of existing plant facilities consistent with good educational practice.

2.442 PROCEDURES FOR USE OF SCHOOL PROPERTY

A. BOARD OF EDUCATION CONTROL OF FACILITIES

In accordance with Kansas statutes, the board of education may not surrender its control of school property. All meetings and building or equipment uses in or on school property of whatever character by any group whatsoever must meet with the approval of the board of education and be subject to its supervision.

B. PRIORITY USE FOR SCHOOL GROUPS

School groups have first priority to use of school facilities. The district reserves the right to cancel any organization's use of the buildings in case an unanticipated school activity must be scheduled.

C. USE OF BUILDINGS

It is the desire of the Board that some use is made of the facilities under its jurisdiction for educational and recreational activities (Bucklin Recreation Commission). To extend the privilege of using these facilities, the Board of Education finds it necessary to seek compliance to its regulations governing the use of school facilities

The use of facilities on holidays and during summer months will be restricted if it interferes with annual or special maintenance practices. Except by special permission of the superintendent, buildings will not be used by outside groups from June 15 to September 1 or on legal school holidays.

A fee schedule for the use of school buildings and facilities by organizations not directly associated with the schools will be approved and adopted by the Board of Education. These fees are reflected on the application for use forms. In addition to the scheduled fee, a charge for custodial care and/or nutrition service employee will be levied when a group uses a facility during a time when employees are not regularly scheduled for duty. In these cases, the charge will be the employee's regular overtime hourly wage rate with a minimum of two hours. If, in the event the weight room is used, one of the school personnel properly trained in weight lifting and first aid will be present and paid in agreement with the outside group. This includes the summer months.

Organizations using the facilities must be supervised by an adequate number of adult sponsors. The organization using the facilities will be held liable for any damages, loss or breakage occurring during their activities. The facilities are to be returned in the same condition as prior to the event (cleaning of floors, etc)

All persons participating in physical education or athletic activities will wear approved gymnasium shoes. The school gym will not be used for public dances.

All buildings will be closed by 10:00 p.m. unless special arrangements have been made.

- D. APPLICATION FOR USE OF FACILITIES**
Application for use of school facilities must be made on the district application form. Application

for normal usage must be submitted a minimum of seven (7) days in advance of the requested usage date, except as authorized by the superintendent or the board of education.

E. USE OF EQUIPMENT

Equipment (including tables and chairs) are not to be removed from the school facility without prior written permission from the superintendent.

F. DAMAGED PROPERTY

Any loss, damage or breakage occurring to any school property because of activities of an organization or individual using it shall be paid by the organization or person.

G. USE OF SCHOOL BUSES

Refer to Transportation section

H. USE OF SUBSTANCE PROHIBITED BY LAW

Use of alcohol, drugs, or illegal substances on/in school property/buildings is prohibited.

I. USE OF TOBACCO AND TOBACCO PRODUCTS

Use of tobacco or tobacco products on/in school property/buildings is prohibited.

J. ILLEGAL ACTIVITIES PROHIBITED

Any activity considered to be illegal, including gambling, shall not be permitted on/in school property/buildings.

K. FIREWORKS

No school premises shall be used for the display of fireworks or other hazardous activities.

L. FAILURE TO ABIDE BY RULES

The failure to abide by this policy may result in future denials of requests for property usage.

2.450 SAFETY PROCEDURES

2.451 FIRE DRILLS

Each principal will hold at least one fire drill per month.
Each classroom is to have the evacuation route for said

room posted in a conspicuous place. The master plan for evacuation of each building is to be on file in the principal's office. Reports will be submitted to the state at the end of the school year. K.S.A. 31-133(5)

Teachers shall explain the plan for emergency drills and evacuation to students during the first full week of school.

Teachers shall be familiar with and follow specific arrangements for the evacuation of mobility impaired and other individuals who may need assistance from staff members to safely exit the building. After the last person has exited the elementary classroom, it shall be the teacher's responsibility to see that all doors to the hallway are closed.

2.452 TORNADO DRILLS

Each principal will hold at least three tornado drills per school year. Each classroom is to have the evacuation route for said room posted in a conspicuous place. The master plan for evacuation of each building is to be on file in the principal's office. Reports will be submitted to the state at the end of the school year. K.S.A. 31-133(5)

2.453 CRISIS PLAN

The master crisis response plan and floor plan for each building is to be reviewed / revised annually, with a copy to be kept on file in the principal's office, a copy to be kept at the district office, and a copy to be provided to the appropriate emergency responders.

2.455 SCHOOL BUS SAFETY PROCEDURES

Each bus driver will conduct a review of safety and emergency procedures with students who ride the bus during the first month of the school year and prior to activity trips. Evacuation drills will be held at least once per semester on all routes.

2.456 DISMISSAL OF SCHOOL

The superintendent of schools may dismiss or cancel school due to impassable streets, severe storms or tornado or other emergencies that arise. Patrons are urged to listen to the major area radio and television stations for special announcements.

It is the responsibility of parents living in the country to determine whether or not to bring or send their children to school if severe weather conditions appear imminent. When for any unforeseen reason, it would be necessary to dismiss school early or not convene school, patrons will be notified by KGNO, K95, 93.9, 96.3, 98.1, KJIL and Q97 radio and ABC, CBS, and NBC TV. This would apply in case of storm or any emergency that would disrupt the normal school day.

When bus drivers deliver students to their homes in the country during stormy or blizzard weather, they will observe the student until he/she has entered the house. Parents are responsible for their children when they depart the bus.

Specific arrangements should be made in advance, should parents wish students to do otherwise than the normal bus route delivery.

2.460 CONSERVATION OF ENERGY

The board of education recognizes the need for the conservation of energy. The board of education encourages good energy management.

STUDENT personnel

3.100 ROLE OF THE PROFESSIONAL STAFF IN STUDENT PERSONNEL ADMINISTRATION

3.110 ADMINISTRATIVE HEARINGS

All parental/guardian and pupil complaints will be directed through the lowest level possible prior to involving administration. If the complaint cannot be resolved with the teacher or coach, it will be referred to the principal. The administrator will attempt to involve all parties concerned to resolve the difficulty. Appeal of the decision may be made to the superintendent of schools. Appeal of the decision of the superintendent may be made to the board of education.

3.120 DISCIPLINE

3.121 INTRODUCTORY STATEMENT

The board of education recognizes that corrective measures are sometimes essential to maintain an atmosphere conducive to learning in our schools. It will be the practice in the district to administer discipline that is student welfare oriented.

The professional staff is expected to maintain a positive approach in aiding students in their development of acceptable behavioral patterns. The board of education affirms the authority of teachers in administering the classroom effectively and reinforces the concept that the individual teacher is not only capable of handling matters of discipline, but is the person most likely to have the best judgment concerning the type of discipline necessary in a given situation.

The board of education realizes that fairness, consistency, and mutual support of the entire professional staff in its treatment of student misbehavior are major factors in the maintenance of acceptable student behavior.

3.122 SPECIFIC CORRECTIVE ACTION

Effective and frequent communication between teachers, administration, and parents / guardians is important in regard to school performance and student behavior. The school district will schedule two parent teacher conferences during the school year and instructors will be encouraged to contact parents at other times during the school term in regard to academic and behavior concerns.

In situations where students have violated the district behavior codes, discipline will be administered. Corporal punishment is prohibited from being used in the Bucklin USD 459 school district.

In the case minor disciplinary violations the teachers & building administration will use before or after school detentions or in-school suspension and possible loss of privileges. Parents/guardians will be contacted when the student must serve the detention and in-school suspension time.

In the case of major disciplinary violations which are related to but not limited to: disruption of the process of education; violations involving disrespect; harassment; academic violations; stealing; violations involving the use of tobacco & other illegal substances out of school suspensions and expulsions will be enforced according to K.S.A. 72-8901-06.

If damage to district property is involved with the behavior violation then financial restitution must be paid before the student can return to classes and be in good standing.

3.130 ATTENDANCE POLICY

The board of education recognizes that punctuality and consistent attendance are critical in order for students to be successful in school. Each building principal may develop rules/incentives of attendance for students on an annual basis. These rules shall be made available to students/parents/guardians in the school's handbook.

3.140 COMPULSORY SCHOOL ATTENDANCE

All students are expected to be in school all day, every day. Kansas law requires students to attend school until the age of eighteen (18). Sixteen and seventeen-year-olds may be exempt from the compulsory attendance requirement if:

- they have attained a diploma of GED; or
- they are enrolled in an approved alternative education program, recognized by the local board of education; or
- a court orders exemption; or
- the parent/guardian consents, in writing, to their child being exempt from the requirement and the child and parent attend a final counseling session conducted by the school to sign a disclaimer.

The law requires the disclaimer to include the following information:

- the academic skills the child has not yet received;
- the difference in future earning power between a high school graduate and a high school dropout; and
- a list of educational alternatives available to the child.

Students age 16 or 17 who are not exempt shall be reported as truant. (K.S.A. 72-1113)

3.150 PRE-K THROUGH 12TH GRADE ATTENDANCE POLICY:

3.151 ABSENCE PROCEDURE

Students who have a habit of good attendance generally achieve higher grades, enjoy school more, and are much more desirable to employers after graduation. We expect all students to attend school regularly and to be on time for all classes. We appreciate all parental cooperation and support in this endeavor. Compliance is the responsibility of the student and his/her parents/guardians. Decisions on the type of absence are the responsibility of the building administrator.

It shall be the policy of the board that student handbooks shall have a procedure for notifying parents on the day of a student's absence if the parents have not notified the school.

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

Students may have up to five (5) days for each semester of excused absences as approved by the Principal for illness, family business, or emergencies. Family activities with the parent, or prearranged medical appointments do not count against these five days. Other excused absences will be those approved by the Principal that will include, but not be limited to:

- Funerals
- Illness, but only with notes from the doctor or dentist
- Church related activities
- Educational trips with organized groups or parents with prior approval of the Principal.

A meeting with the Principal and parents/guardians will be conducted after the 5th absence. Any absence past the five-day limit will not be excused unless verified by a licensed physician or approved in advance by the administration.

3.152 TRUANCY

According to the K.S.A. 1113 Section C: The building principal shall report students who are inexcusable absent from school to the appropriate authority. A student is truant when the student is inexcusably absent under any of the following circumstances, whichever occurs first:

- Three consecutive school days; or
- Five days in any term; or
- Seven days in a school year.

All absences and tardies start over each semester.

For the purposes of counting days, 1 to 3 hours missed will be counted as a half day; more than 3 hours will be counted as a whole day. If a truant child is returned to school by law enforcement officials, the principal shall notify the parent or guardian.

A truancy report will be filed by the Principal with the SRS office for any students under 14 years of age and students under the age of 18 will be referred to the county attorney if they violate the compulsory school attendance laws.

3.153 CLASS WORK MAKE-UP POLICY

In the event of an excused absence or an unexcused absence with parental approval from school that was not a school related activity, the student becomes responsible to make up missed assignments or tests. The guideline for make up work for an excused absence that was not a school related activity, will be the number of days absent from school plus one day to complete the missed assignments or tests. An example will be if a student is ill Monday, Tuesday, and returns on Wednesday. That student now has Wednesday, Thursday, plus Friday to complete the assignments or test missed on Monday and Tuesday due to illness. If a student fails to make up assignments or tests, the appropriate class grade will be entered in the grade book.

If the absences is a result of a school related activity, the student is responsible for all assignments and tests just as if they were in the classroom.

3.154 TARDY

With the exception of a medical appointment, students may be tardy three times per semester without penalty. All tardies beyond three per semester require the student to serve a 30 minute detention after school (same day if possible). A student is counted tardy if they are not in their classroom when the school bell rings at 8:15 a.m. or is late to other classes during the school day.

3.155 VACATIONS

All vacations must be prearranged in the office at least five days prior to the start of the vacation.

If any of the vacation days exceed the five day limit, they will be counted as unexcused.

The parent will be responsible for notifying the office. Upon notification, the student will receive a homework assignment sheet.

3.154 PROCEDURES TO FOLLOW WHEN ABSENT:

Parents/guardians are expected to notify the office each day that a student is absent. To help in evaluating reasons for absences we urge parents/guardians to be specific when identifying the reasons for student absences.

When returning to school from an absence (one class or more) a note or phone call from their parent/guardian stating the reason for the student's absence is necessary. If the absence was for a doctor/dentist appointment, a note from the doctor/dentist will be required. The principal will then make the judgment on what type of absence will be given. If no notification has been provided by the time the student returns to school, the student will be sent home until parents can be contacted and absence is verified. If a parent declines to excuse the student's absence, truancy will be assessed and discipline will follow.

3.155 LOSS OF CREDIT DUE TO ABSENCES

According to policy of Bucklin High School, a student is in violation of the attendance policy if the student has more than five (5) absences in any one class in one semester. Students could lose credit from a class on the sixth (6th) absence, providing the students demonstrates lack of performance by maintaining failing grades and failure to complete assignments when absent. Absences not counted against the maximum allowed are school related trips such as field trips, band trips and athletics.

Before a student is denied credit because of excessive absences, the student will be allowed ten calendar days to raise his/her grade to passing and complete assignments and tests.

If credit is denied, the student shall be granted a hearing. Due process shall not exceed the following procedures: the right of the student to a hearing; the right of the student to be represented by anyone he/she wishes and to seek the advice and counsel of that individual; the right of the student to testify as to why his/her grade should not be denied credit; and the right to a written decision based on the evidence presented by the student or representative(s) and by the district's personnel.

3.200 ENROLLMENT

3.210 AGE REQUIREMENT

Students entering special education programs may enroll in the district preschool program upon attainment of age three with a qualifying IEP (Individual Educational Plan).

With the State funded Four Year Old At-Risk Program, the preschool accepts students by the following ranking:

- 3 and 4 year old special needs students
- 4 year old At Risk students (must qualify per state requirements)
- Remaining 4 year olds
- Remaining 3 year olds

If the class fills before all 3 & 4 year olds are enrolled, the 3 year old students will be drawn to see who can attend.

In accordance with K.S.A. 72-1107, a child must be five years of age on or before August 31 in order to be enrolled in kindergarten. Students who have been legally enrolled in kindergarten in an accredited public or private school in another state are eligible to enroll in kindergarten regardless of age. There are no other exceptions to the five year old by August 31 rule.

A child must be six years of age on or before August 31 in order to be enrolled in the first grade, or must have successfully completed kindergarten in an accredited school in another state.

3.220 CONCURRENT ENROLLMENT

A student enrolled in grades 10, 11, or 12, or a gifted child in grades 9 through 12 who has demonstrated the ability to benefit from participation in the regular curricular of eligible post-secondary educational institutions, may apply to the building principal for permission to enroll at an eligible post-secondary institution.

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

- Proposed to BOE 10/13/08

- Adopted by BOE 11/10/08

3.221 VIRTUAL SCHOOL ENROLLMENT

A student enrolled in grades 7, 8, 9, 10, 11, or 12 may enroll in a class through a KSDE approved virtual school with prior written approval of the principal. The expense is the responsibility of the student.

Students approved for any virtual class prior to September 1, 2010, that will be substituted for a required class, may have those credits transferred to their transcript. These credits will be treated as all Bucklin High School credits taken in residency.

Effective with the 2010-2011 school year, students may only take virtual credit if pre-approved by the building principal for the following reasons:

1. Credit recovery after the end of the failing semester; or
2. Acceleration if the student experiences a catastrophic hardship which impairs him/her from taking the course work in the normal school setting; or
3. Acceleration if the class is not offered at Bucklin High School

Seniors who are failing a required class and are in the final semester of school can enroll in a virtual class once their class has graduated and then transfer the earned credit back to BHS for a diploma. The diploma will be issued to the student after the official virtual transcript has been received by the high school principal. These students will not be allowed to sit or walk with their class at the graduation ceremony.

Students who transfer in to the Bucklin USD 459 school district and have virtual credit on their transcripts will be able to retain those virtual credits and use them towards graduation requirements.

Proposed to BOE: 8/9/10

Approved by BOE:9/13/10

3.300 PUPIL SECURITY AND PROTECTION

3.310 HEALTH STANDARDS

3.311 SCHOOL HEALTH PROGRAM

The objective of the health services program for students is to provide a preventive health program and to provide a health education program.

The main purposes of the school health program are: (1) to help pupils to be sufficiently healthy in mind and body so that they can take full advantage of their educational opportunities, (2) to provide a safe and healthful environment in which to learn and (3) to help pupils develop health attitudes, habits, and knowledge which will help them to improve their own health throughout life and

share in the responsibility for protecting the health of others.

3.312 IMMUNIZATIONS

All students enrolling in any district school shall provide the building principal with proof of immunizations of certain diseases or furnish documents to satisfy statutory requirements. Immunization updates, as determined by the Kansas Department of Health and Environment, are also required.

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 prescribe by law. Students who are not immunized against a particular disease(s) may be excluded from school during any outbreak.

Each principal shall forward evidence of compliance with the inoculation law to other schools or school districts when requested by the school or by the student's parents/guardians.

3.313 STUDENT SELF-ADMINISTRATION OF MEDICATIONS

The self-administration of medication is allowed for eligible students in grades K-12. As used in this policy medication 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; and advanced registered nurse practitioner, or a licenses physician assistant who has authority to prescribe drugs under the supervision of a responsible physician.

Student Eligibility

An eligible student shall meet all of 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 annually.

Employee Immunity

All teachers responsible for the student's supervision shall be notified that permission to carry medications and self-administer has been granted. The school district shall provide written notification to the parent or guardian of a student that the school district and its officers, employees and agents are not liable for damage, injury or death resulting directly or indirectly from the self-administration of medication.

Waiver of Liability

The student's parent or guardian shall sign a statement acknowledging that the school 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.

3.314 HEALTH ASSESSMENTS AND PHYSICALS

All students age 8 and under shall submit evidence they have undergone a health assessment prior to entering kindergarten or before enrolling in a Kansas school for the first time. This health assessment shall be recorded on a physical form and conducted within 12 months of school entry. The superintendent of schools has the authority to exclude from school attendance any student not in compliance with this policy.

All students engaged in activities covered by appropriate KSHSAA rules shall provide the building principal with proof of a physical examination.

Principals shall work cooperatively with local, county, and state health agencies to disseminate materials related to the availability of health assessments and inoculations.

Information within a health assessment on file at school will be confidential, but may be disclosed as set forth under HIPAA regulations.

3.315 COMMUNICABLE DISEASES

Any student noted by a physician or school nurse as having a communicable disease may be required to withdraw from school and school activities for the duration of the illness. The student may be readmitted to school upon termination of the illness as authorized by the student's physician or as authorized by a health assessment team.

The board and administration 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 before readmitting the student to school.

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.

The determination of the appropriate setting for a student with a severe communicable disease shall be done on a case-by-case basis, considering the medical condition of the child, the behavior and neurological development, the expected type of interaction with others in that setting, and the risks and benefits to both the infected student and to the others in the proposed educational setting. These decisions will be made after receiving input from the student's physician, public health personnel, the student's parent/guardian, and personnel associated with the proposed care of education setting.

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

3.316 DRUG ABUSE REGULATIONS

Policies outlined in the USD 459 Student Handbook will be followed.

3.317 ACCIDENTS AND EMERGENCIES

Every effort will be made to notify parents/guardians when children are injured at school.

Accidents involving students which require medical attention or result in absence from school, shall be reported on the standard accident report form by the supervising staff member. Copies of the accident form are to be delivered to the building principal, the student file, and the central office.

3.318 SUSPECTED CHILD ABUSE AND/OR NEGLECT

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.

SRS/Legal Authority Access to Students on School

Premises: The building principal shall allow a student to be interviewed by SRS or law enforcement representatives or other legally designated individual(s) on school premises and shall act to protect the student's interests during the interview.

Cooperation Between School and Agencies: Principals or designee shall work with SRS and law enforcement agencies to develop a plan of cooperation for investigating reports of suspected child abuse or neglect.

Reporting Procedure: The employee shall promptly report to the local SRS office or law enforcement. It is required the building administrator and superintendent also be notified.

When the building principal has been notified, the principal shall immediately notify the superintendent that the initial report to SRS has been made and documentation has been placed in student's file.

If appropriate, the principal may confer with the school's guidance counselor or psychologist.

If available, the following information shall be given by the person making the initial report: name, address and age of the student; names 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 any portion in accordance with state law and without malice shall be immune from any civil liability that might otherwise be incurred or imposed.

3.319 SECURITY AND SAFETY

Security devices may be installed at district attendance centers. Other measures may be taken to prevent intrusion 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 criminal acts committed at school, on school property or at school-sponsored activities.

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity or event. Violation of policy with regard to possession/use of explosives, firearms, or other weapons as defined in current law shall result in expulsion from school for a period not to exceed one calendar year.

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 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 involved the possession, use or disposal of explosives, firearms, or other weapons as defined in current law.

It is required that the building administrator and superintendent also be notified.

Anyone making a report in accordance with state law and without malice, shall have immunity from any civil liability.

Reporting to Administrators and Staff: Pursuant to Kansas Statute K.S.A. 72-89b03, each school employee with knowledge that a pupil meets any of the criteria below shall inform administrator(s). Administrator(s) with this knowledge shall inform all other school employees (teacher or other professional or paraprofessional employee of a school) who have exposure to the pupil.

Criteria: The Student

- A. has been expelled for conduct which endangers the safety of other, or for possession of a weapon, or for a felony type offense, or
- B. has been adjudged to be a juvenile offender whose offense, if committed by an adult, would constitute a felony, except a felony theft offense involving no direct threat to human life, or
- C. has been tried and convicted as an adult of any felon, except theft involving no direct threat to human life.

Prior to returning to school, an entrance conference will be held.

Federal law and K.S.A. 72-6214 protects the right to privacy of any student under the age of 18 and the student's family regarding personally identifiable records, file, data and information directly related to the student and his/her family. Information regarding the pupil will be handled confidentially and violation of these privacy rights could include sanctions up to and including termination.

Annual Reports: The principal of each building shall prepare all reports required by the accreditation guidelines. Reports shall not include any personally identifiable information about students. These reports and this policy shall be made available upon request.

Staff Immunity: School administrators and school employees are not liable for civil damages for acts or

omissions require by the Kansas School Safety and Security Act. The school board and each board member shall have immunity from liability in any civil action for the acts or omissions of any administrator pursuant to the requirements of the School Safety and Security Act.

3.320 STUDENT RECORDS

3.321 COLLECTION OF DATA

It is the policy of the district to collect and maintain only that data about individuals which is necessary in order for the schools to accomplish their primary goals. The superintendent of schools is designated as custodian of student records and has the responsibility for maintaining adequate security for those records.

3.322 MAINTENANCE OF DATA

A cumulative record will be kept of data for each student which includes specific permanent information such as name, birth date, and the educational history including attendance records, grades, and standardized achievement test scores.

3.323 ACCESS TO AND RELEASE OF PERSONAL DATA

Those school employees who have a legitimate educational need for such information shall have access to pupil records. Included are teachers, administrators, special services personnel, nurses, and school officials.

All student records shall be treated as confidential and primarily for local school use unless otherwise stipulated.

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 specified otherwise. Private agreements between the

student's parents shall not be recognized by the district's personnel.

Parents/guardians shall have an opportunity for a hearing to challenge the content of their child's school records to ensure that the records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of students; to have an opportunity for the correction or deletion of any inaccurate, misleading or otherwise inappropriate data contained therein; and to insert into records the parent's/guardian's written explanation of the content of the records.

Any eligible parent/guardian or student may inspect the personal records of the student during regular school office hours. The district reserves the right to interpret selected records to students and/or parent/guardian 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/guardians 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 the section and by the Family Educational Rights and Privacy Act.

3.324 OTHER PROVISIONS

In the event of a challenge by a student or the student's parents or guardians to proposed special education placement, all records, tests, reports or clinical evaluations relating to the proposed action shall be made available to the parents, guardian, or counsel at a reasonable time prior to a hearing concerning such placement.

Any situation or questions involving release or use of student data which appears not to be covered by the terms of this policy shall be referred immediately to the superintendent of schools for resolution.

Forms or instruments will be developed by the district for use in gathering data, for release of data, or for other appropriate purposes relative to student records. Such

forms and instruments will be standardized throughout all district schools.

For purposes of this policy, whenever a student has attained 18 years of age, the permission of consent required and the rights accorded to the parents of the student shall thereafter be accorded to the student.

3.330 STUDENT DRESS AND GROOMING

The appearance of the student is part of the educational function. School dress codes are intended to promote appearance that refrains from interference with the intended function of the school or school activity or creates potential health and safety hazards. Neatness and cleanliness of personal hygiene is encouraged at all times. “Appropriateness of dress and appearance” will be determined by and enforced by the building administration on an individual basis. See individual school handbooks for further information.

3.340 SOLICITATION AND SALES

Because of the recognition that students in the school environment represent a “captive audience,” discretion is to be exercised in permitting solicitation and selling proposals to students. The responsibility for decisions in this area is delegated to the superintendent and his/her designee within the framework of the following guidelines:

Students of the district shall not be subjected to advertisements, sales, or solicitation from any organization or individual unless one of the following exceptions exist:

1. The soliciting organization is a school sponsored organization.
2. The product of the activity is, in the opinion of the principal, designed more for the benefit of the student rather than for the benefit of the soliciting organization (e.g., graduation announcements, class rings, Boy Scout memberships).
3. The soliciting organization is the home and school association of the particular school.

Students in grades K through 5 will not do more than one door to door solicitation or sale in a school year. Parental/guardian involvement is recommended and parents/guardians are encouraged to accompany their children.

All solicitation by organizations/students K-12 must be scheduled on the district fund raising calendar.

3.350 VISITORS TO THE SCHOOL

Visitors may normally be expected to be on school property during the school day. Visitors shall proceed first to the school office. No pupil may be interviewed or observed while at school by any outside individual or agencies unless authorized by the building principal. When an unknown person is observed in the building, office personnel shall be notified.

3.360 PERMISSION TO LEAVE SCHOOL

No pupil is to leave school except by permission of a principal or the superintendent, or their designated representative, and such permission shall not be given during school hours except in the case of sickness, upon personal or written request of parents or guardians, or request of a teacher, principal or superintendent. Students will not be released to the care of an individual other than a legal parent/guardian without consent of the parent/guardian.

3.370 PERSONAL COMMUNICATIONS

Pupils shall not be permitted to answer any personal phone calls except those from the parents, guardians or other persons having legal custody of said pupils. As a general rule, messages will be delivered to students at a time during the school day which will least disrupt the learning environment. Emergency messages will be delivered immediately.

3.380 INTERROGATION AND INVESTIGATION

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 criminal law has been committed, the principal shall notify the appropriate law enforcement agency and may request further investigation of the alleged violation.

Coordination with Law Enforcement

School administrators may meet periodically with local law enforcement officials to discuss the district's policies and rules regarding law enforcement contacts with the district.

Initiated by Law Enforcement

The administration shall cooperate with law enforcement officers who are conducting investigations of suspected child abuse. Law enforcement officers shall not be permitted to conduct investigations during school hours except in demonstrated emergency situation. If a demonstrate emergency is found, the principal shall require

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

Violations of Criminal Law

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

Taking Students into Custody

Students shall not be voluntarily released by school officials to law enforcement authorities unless the student has been placed under arrest or taken into custody by law enforcement or 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.

Interrogations and Investigations

Notification efforts shall be documented. Parents/guardians 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 officer may be requested to assist in controlling disturbances at school and if necessary to take students or other persons into custody.

3.381 REPORTING TO 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:

- In possession of a weapon
- In possession of controlled substance or illegal drug
- 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 if any of the behaviors noted above occur.

Whenever a student is suspended for an extended term or expelled for engaging in this conduct, the principal/superintendent, after obtaining the consent of the parent or eligible student to release of the information in accordance with the Family Educational Rights and Privacy Act, shall notify law enforcement of the imposition of the suspension or expulsion within 10 days after the suspension or expulsion is imposed. The notice shall contain the student's name, address, date of birth, driver's license number, if available, a description of the conduct that resulted in the suspension, or expulsion from school, and the date the suspension or expulsion was imposed.

- Proposed to BOE 9/10/07
- Adopted by BOE 10/8/07

3.400 PUPIL EVALUATION AND PLACEMENT

3.410 GRADING PROCEDURES

A uniform grading system will be maintained at each building level throughout the district.

3.420 PROMOTION AND RETENTION OF ELEMENTARY AND MIDDLE SCHOOL STUDENTS

The classroom teacher is to assume a major role in the development of recommendations relative to promotion or retention with the final decision resting with the building principal.

In the development of the recommendation or decision it is important that the parents/guardians be consulted and that the decision be consistent with grade reports throughout the year. The development of a recommendation or decision of retention should include several parental/guardian conferences.

Factors to be considered in the determination of retention are age, maturity, academic progress, test scores, ability, results of psychological evaluations, student motivation, previous retentions, parental/guardian input, and teacher recommendation. Only in very rare circumstances would a second retention be considered. Generally, the child should be given a psychological evaluation during the year if more than one year has elapsed since the last evaluation was administered.

In the consideration of retention, a final conference will be held prior to May 15, with the parents/guardians, teachers, psychologists and/or counselor, and principal. If the final decision is to retain and the parent/guardian is not in agreement, the final decision rests with the school.

3.430 STUDENTS EXPERIENCING DIFFICULTY

An opportunity for student counseling with the professional staff will be available if a student is experiencing difficulties. The purpose of student counseling is to develop strategies on an individual student basis which are designed to promote student success. Students at risk of dropping out of school are to receive special counseling and consideration in special programs of study in an effort to lessen the potential.

3.500 THE RIGHTS AND RESPONSIBILITIES OF STUDENTS

3.510 STUDENT RIGHTS

3.511 GENERAL STATEMENT

The rights of students are as important to recognize as the rights of other groups or individuals in the district's efforts to promote an effective democratic society. The following policy statements denote recognition of particular student rights, but do not intend to give the impression that they are an all inclusive list of student rights.

3.512 RIGHT TO PURSUE A PUBLIC EDUCATION

This right is recognized by the constitution of the State of Kansas. All resident, school age children of the district are guaranteed the right to enroll in the appropriate school within the district as long as the accompanying responsibilities are accepted.

3.513 OPPORTUNITY TO PARTICIPATE IN EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES

Students have the opportunity to participate in all extra-curricular and co-curricular programs offered by the district when the qualifying standards are met.

3.514 OPPORTUNITY TO ORGANIZE AND PARTICIPATE IN STUDENT GOVERNMENT

Students have the opportunity to organize and participate in student government.

3.5141 STUDENT ORGANIZATIONS

Students may form clubs and other groups organized to promote or pursue specialized activities outside the regular classroom. Membership in student organizations, whether school sponsored or non-school sponsored, must be open to all interested and eligible students. The building principal and the board shall approve school sponsored student organizations, and a staff member shall attend the meetings or activities to supervise use of the facilities by all student organizations as an advisor or supervisor.

3.5142 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.

3.5143 NON-SCHOOL SPONSORED STUDENT CLUBS

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

3.5144 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.

- 3.5141 – 3.5144 introduced to BOE 1/11/10
- Adopted by BOE 2/8/2010

3.515 SEXUAL HARASSMENT / BULLYING

Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment shall include, but not be limited to:

- Sexually oriented communication, including sexually oriented verbal “kidding” or harassment or abuse;
- Subtle pressure or requests for sexual activity;
- Persistent unwelcome attempts to change a professional relationship into a personal, social-sexual relationship;
- Creating a hostile work environment, including the use of innuendoes or overt or implied threats;
- Unnecessary touching of an individual, e.g., patting, pinching, hugging, repeated brushing against another person’s body;
- Requesting or demanding sexual favors accompanied by implied or overt threats concerning an individual’s employment;
- Requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment with regard to an individual’s employment; or
- Sexual assault or battery as defined by current law.

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

Employees who believe that they have been subjected to sexual harassment should discuss the problem with their immediate supervisor. If an employee’s immediate supervisor is the object of a harassment complaint, the employee may bypass the supervisor and report directly to the superintendent. Complaints against the superintendent shall be heard by the board.

Violation of this policy shall result in disciplinary action, including termination, against any employee. Violation of this policy also includes any supervisor’s failure to follow the policy or to investigate complaints.

Employees who do not believe that the matter is appropriately resolved through these meetings may file a written complaint under the district’s discrimination complaint procedure. (See Title IX)

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.

Confidentiality shall be maintained throughout the complaint procedure.

BULLYING –

The board of education prohibits bullying in any form on school property, in a school vehicle or at a school-sponsored activity or event. The administration shall propose, and the board shall review and approve a plan to address bullying on school property, in a school vehicle or at a school-sponsored activity or event.

The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the board. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

- Proposed to BOE 9/10/07
- Adopted by BOE 10/8/07

CYBER SPACE BULLYING/HARASSMENT –

Any form of unwanted/undeserved harassment to another individual (student / school employee) which utilizes technology to deliver such harassment, in any form, will not be acceptable behavior. Technology is defined as: cell phones, text messaging, internet web site, chat rooms, anonymous electronic bulletin boards, instant messaging, and any other form technology which cyber bullying is delivered will constitute disciplinary action that will result in suspension or expulsion from school. Law enforcement agencies will be contacted and possible legal action may result.

- Proposed to BOE 10/8/07
- Adopted by BOE 10/8/07

3.515.1 BULLYING

USD 459 believes that all students have a right to a safe and healthy school environment. The district schools and community have an obligation to promote mutual respect, tolerance, and acceptance.

USD 459 will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate or harass another student through words or actions. Such behavior includes but is not limited to: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling and/or manipulation.

USD 459 expects students and/or staff to immediately report incidents of bullying behavior to the principal or designee. Staff is expected to intervene when they see an incident involving bullying behavior. Each complaint of bullying behavior should be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period and during a school-sponsored activity.

To ensure bullying behavior does not occur on school campuses, USD 459 will provide staff development training in preventing bullying behavior and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment.

Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying behavior. Students who demonstrate bullying behavior are in violation of this policy and are subject to disciplinary action up to and including expulsion.

Definition:

Bullying behavior means any intentional gesture or any intentional written, verbal or physical act or threat that creates an intimidating, threatening or abusive educational environment for a student or staff member. This includes but is not limited to:

Harming a student or staff member, whether physically or mentally;

Damaging a student's or staff member's property;

Placing a student or staff member in fear of harm;

Placing a student or staff member in fear of damage to their personal property.

Bullying behavior includes aggressive or hostile behavior that is intentional and involves an imbalance of power between the person exhibiting the bullying behavior and the person being targeted.

Bullying behavior takes many forms, including, but not limited to, physical or verbal assaults, nonverbal or emotional threats or intimidation, extortion, and the use of a computer or telecommunications to send embarrassing, slanderous, threatening, or intimidating messages.

Bullying behavior may also be characterized by teasing, put-downs, name-calling, cruel rumors, false accusations, and hazing.

The person receiving the bullying behavior must feel they are being targeted and intimidated.

Bullying behavior can be one of the following: staff to staff, staff to student, student to staff, or student to student.

Bullying Behaviors – What Can School Staff Do?

Intervene immediately to stop the bullying behavior.

Talk to the person exhibiting the bullying behavior and the person being targeted separately. If more than one student is involved in the bullying behavior, talk to each separately in quick succession. (Expect individuals who demonstrate bullying behavior to minimize and deny their actions)

Remind the person who is doing the bullying behavior about school and classroom rules, reiterate what behavior is expected, and discuss sanctions that will be imposed for future bullying behavior.

Reassure the person being targeted that everything possible will be done to prevent a recurrence.

Make other students aware of the consequences of bullying behavior. Reiterate the school's policy of not allowing any bullying behavior.

Phone the parents of both the person exhibiting the bullying behavior and the individual being targeted as soon as possible. If possible, involve the parents in designing a plan of action.

Continue to monitor the bullying behavior and the safety of the targeted person.

Consult administrators, teachers, and staff members to alert them to the problem and to get a better understanding of it.

If the situation doesn't change, remove the person demonstrating the bullying behavior – not the person being targeted -- from the classroom.

Procedures for Intervention:

The procedures for intervening in bullying behavior include, but are not limited to, the following:

The school will make reasonable efforts to keep a report of bullying behavior and the results of investigation confidential.

Staff is expected to immediately intervene when they see an incident involving bullying behavior occur.

People witnessing or experiencing bullying behavior are encouraged to report the incident; such reporting will not reflect on the victim or witnesses in any way.

Resources for Training Staff and Students:

All staff, students and their parents will receive a summary of this policy prohibiting bullying behavior at the beginning of the school year, as part of the student handbook and/or information packet, as part of new student orientation, and as part of the school system's notification to parents.

In an effort to prevent bullying behavior, USD 459 will provide learning opportunities for both students and staff. A bullying behavior prevention committee consisting of school administration, staff members, students and community members will be formed to organize and oversee bullying behavior prevention activities of the district.

Under this policy, all USD 459 students and staff members will receive a minimum of five hours of instructional training annually on identifying bullying behavior and prevention strategies. This training may include but is not limited to classroom instruction, online instruction, student assemblies, inservice activities, and peer modeling.

Some of the following bullying behavior prevention and/or character education programs/activities may be used to provide this training:

Programs

Bullying Hurts

Kansas Bullying Prevention Program

Second Step: Violence Prevention Program

PATHS

Character Education Learning Center

The Bully Free Classroom

All Hands In: Preventing Bullying Behavior
The Master Teacher online training program
Power Media Plus
Clarity Net Online Training (Coastal Training)

Consequences:

Students who are found to have participated in bullying behavior may be subject to disciplinary action including but not limited to suspension, expulsion, and referral to law enforcement officials for possible legal action.

Employees found to have participated in bullying behavior, or having become aware that bullying behavior was taking place and failed to report the behavior, are considered to be in violation of this policy. They may be subject to disciplinary action including but not limited to reprimand, suspension, and/or termination.

Disclosure and Public Reporting:

Notification to all parties subject to this policy shall be made annually. A summary of the policy will be incorporated into student and employee handbooks. It will also be distributed to organizations in the community having cooperative agreements with the schools.

Data on the number and types of reports made under this policy, the results of investigations, and sanctions imposed will be maintained by the school district. No individuals, either complainants or violators, will be named in such reports.

Annual reports will be presented to the school board for use in development of prevention programs and/or modifications of this and other related policies. The annual report will be made available to the public upon request.

Complaint Procedures:

It is considered the responsibility of all students and school staff members to report bullying behavior to a member of the school staff or administration. All reports of bullying behavior will be taken seriously and school staff and administration will protect students and co-workers from potential retaliation.

An investigation will take place when reports of bullying behavior are received. The district shall keep the complaint

confidential for both the accused and the accuser, until such time as the misconduct is confirmed and sanctions are imposed.

- Proposed to BOE 9/14/09
- Adopted by BOE 10/12/09

3.516 DISTRICT COMPLIANCE WITH TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, SECTION 504 – THE REHABILITATION ACT OF 1973, TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, AND THE AMERICANS WITH DISABILITIES ACT OF 1990

See Handbooks

3.517 CIVILITY POLICY

See Handbooks

3.520 STUDENT RESPONSIBILITIES

3.521 GENERAL STATEMENT

Accompanying individual rights are individual responsibilities. Students should seek to improve the status of the schools and bring credit to themselves, the schools, and the community.

3.522 RESPONSIBILITIES IN INDIVIDUAL CONDUCT

Students are expected to comply with the policies of the board of education, the regulations of the district administration, rules of the professional staff, reasonable directions of the professional staff, and the statutes of the state of Kansas. Students are expected to maintain a pattern of positive communication and interaction with administrators, teachers, other school employees, and colleagues.

A pattern of behavior that characterizes emotional and physical control and stability in the conduct of responsibilities is to be demonstrated.

3.523 ATTENDANCE

Students and parents or legal guardians are responsible for compliance with attendance procedures established by principals and the compulsory attendance laws of the state of Kansas.

3.524 STUDENT FEES AND OTHER CHARGES

The district will charge students the replacement cost of instructional materials issued to the student when materials are lost or excessively abused.

Fees and charges may be levied by the district for participation in some elective programs. These fees will be established by the board of education prior to enrollment each year.

The district will charge for the materials issued for student projects in certain elective sources, including but not limited to, art and industrial arts.

Yearbook fees, lock fees, and field trip fees are optional for the student.

3.600 GRADUATION REQUIREMENTS

3.610 SPECIFIC GRADUATION REQUIREMENTS

The board of education has determined that students must have successfully completed a minimum of 25 credits for graduation. Successful completion of a unit of credit shall be defined as achieving a grade of “D-” or better. A half-unit of credit shall be defined as the successful completion of one semester. The following requirements must be met:

- Four units of English
- Three units of Social Studies (this must include a full unit of American History and a full unit of American Government)
- Three units of Science; one of which must be a lab science
- Three units of Mathematics
- One unit of Health and Physical Education
- One unit of Computer Technology
- One unit fine arts
- Nine units of electives

3.620 GRADUATION CEREMONY PARTICIPATION

Students who have successfully completed all of the requirements for graduation as listed in board of education policy 3.610 have the opportunity to participate in the graduation ceremony. No student shall receive a diploma until all requirements of policy 3.610 have been completed and all financial obligations to the district are met.

3.700 AUXILIARY SERVICES FOR PUPILS

3.710 NUTRITION SERVICES

3.711 THE SCHOOL BREAKFAST AND LUNCH PROGRAMS

The school breakfast and lunch programs are operated in accordance with the standards and requirements established by the National School Breakfast Program and by the National School Lunch Program.

3.712 FREE AND REDUCED PRICED MEALS

This program is operated in accordance with state and federal regulations. Eligibility for free or reduced priced meals is based on the income scale as established by the Department of Agriculture each school year. Application forms may be secured at enrollment, the school office or district office.

The director of nutrition services/board clerk will review and determine the eligibility of all applicants for free or reduced priced meals. The decision may be appealed to the hearing officer/superintendent.

Children participating in this program shall go through regular serving lines and shall not be singled out or discriminated against in any way.

3.720 TRANSPORTATION SERVICES

3.721 The district shall provide or furnish transportation for pupils in accordance with K.S.A. Article 83 such that

- Pupils reside in the district
- Pupils attend any school of the district
- Pupils live 2.5 miles or more from the school they attend
- Pupils must live outside the city limits of Bucklin to ride if seats are available

3.722 Parents/guardians are eligible for mileage reimbursement for

- Miles traveled to and from home to school or pick-up points when routes are not available and such transportation for reimbursement has been approved by the board of education and superintendent.
- Miles traveled due to mud routes are not reimbursable.

Such payment shall conform to K.S.A. 72-8304 in that

- Reimbursement shall be limited to two round trips a day on a route prescribed by the board of education.
- Where more than one student is transported in the same vehicle, mileage shall be paid for only one student.

Mileage reimbursement will be the mileage rate approved by the board of education.

3.723 Where school bus transportation is provided, eligible pupils may ride the bus; mileage will not be paid in lieu of bus transportation, unless authorized by the board of education and superintendent.

3.724 Bus stops will be restricted to approved stops as established by the director of transportation /superintendent.

3.725 All requests for transportation not covered by these sections shall be considered on an individual basis by the assistant superintendent for finance and reviewed by the superintendent and board of education.

3.726 Students who are required to stay after school for misconduct will have transportation privileges suspended.

3.727 CONDUCT ON SCHOOL BUSES

In compliance with K.S.A. 72-8302 the board of education authorizes the district's administration to make reasonable rules and regulations for the purpose of governing pupil conduct on school buses. These rules and regulations are to include a statement which provides for the loss of privilege of transportation services for a period extending to a maximum of the remainder of the school year for a pupil who either persistently violates the rules or commits a major violation.

The expectations for student conduct on school buses include but are not limited to the observance of the following rules:

- Observe same conduct as in the classroom.
- Be courteous, use no profane language.
- Do not eat or drink on the bus.
- Keep the bus clean.
- Cooperate with the driver.
- Do not smoke.
- Do not be destructive.
- Stay in your seat.
- Keep head, hands and feet inside the bus.
- Sit in assigned seats, if assigned by the driver.
- Be on time to enter the bus.
- Follow drivers' instructions when leaving the bus.
- Report any damage to the bus to the driver at once.

3.728 TRANSPORTATION SERVICE FOR SPECIAL EDUCATION STUDENTS

In addition to the opportunity for transportation services described in board of education policy 3.720, special education students may qualify for transportation services if they meet one of the following criteria:

- The student is required to attend a school other than the appropriate school as determined by the attendance area.
- The handicapping condition of the child is a degree of severity which makes the transportation service a necessity.

A statement concerning the provisions of transportation services will be included in each individual education plan (IEP). Parents/guardians will in all cases be encouraged to provide transportation when feasible.

3.800 GENERAL STUDENT PERSONNEL POLICIES

3.810 TOBACCO

The possession/use of tobacco and tobacco products on/in school property/buildings or at any school-related activity is prohibited.

3.820 USE OF STUDENTS TO DISTRIBUTE INFORMATION

Only printed, published or duplicated materials directly related to district operations shall be distributed on school property or sent home with students. Those organizations and programs with membership open to all students may be considered school related in regard to the dissemination of information.

3.830 CHARITY CAMPAIGNS IN THE SCHOOL

Because of the numerous requests from worthwhile fundraising agencies, and because of the potential demands upon time and energy of the district personnel and resources as a result of participation in such campaigns, the district shall not take a direct role in any specific charity campaign.

3.840 ACTIVITY FREE TIMES

Wednesday evenings after 6:00 p.m. and Sundays are considered to be activity free time. School activities and practice sessions are not to be scheduled without the prior approval of the principal.

3.900 HOMELESS AND ALTERNATIVE STUDENTS

3.910 HOMELESS STUDENTS

The district, in accordance with state and federal law and the Kansas state plan, will ensure that homeless children in the school district have

access to a free and appropriate public education. Homeless students are individuals who lack a fixed, regular and adequate nighttime residence.

3.920 FOREIGN EXCHANGE STUDENTS

The board recognizes the cultural benefits of foreign exchange student programs and authorizes the superintendent to accept foreign exchange students into the district.

3.930 ALTERNATIVE ARRANGEMENTS

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.

3.940 POST SECONDARY STUDENTS

The district encourages post-secondary students to attend high school classes in subject areas open to them.

LICENSED PERSONNEL

4.100 DEFINITION OF LICENSED EMPLOYEES

4.110 LICENSED EMPLOYEE JOB DESCRIPTIONS

Job descriptions will be developed and maintained for all licensed employees. The job descriptions will be reviewed on a periodic basis for the purpose of updating and clarification. These job descriptions will be for the superintendent of schools, principals, athletic directors, guidance counselor, and teachers. A copy of each job description is filed with the clerk as attachments to the board policies and will be available for inspection during regular office hours.

4.120 DEFINITION OF LICENSED PERSONNEL

Licensed personnel are defined as employees who are required to have a valid and current license issued by the Kansas State Board of Education. This includes, but is not limited to administrators, counselors, and teachers.

4.200 SELECTION & DISMISSAL OF LICENSED STAFF

4.210 QUALIFICATIONS OF LICENSED PERSONNEL

It is the policy of the board of education to select personnel of the highest quality available who meet the licensing requirements of the Kansas State Board of Education and the Kansas state statutes. All licensed personnel shall be required to hold valid Kansas teaching certificates within the assignment area.

4.220 RECRUITMENT OF TEACHERS

4.221 RECRUITMENT TEAM

The recruitment personnel will consist of the superintendent and the principal.

4.222 SOLICITATION OF APPLICANTS

Notices of vacancy will be posted on the Kansas Educational Employment Board listing. (KEEB)

All applicants for a vacancy will apply to the Superintendent. Applicants will provide a letter of interest, a resume, and a set of credentials.

The process of soliciting applications will comply with Title IX, Title VI, and Section 504.

4.222 INTERVIEW

Selected applicants will be interviewed prior to employment.

The interview will include the following processes:

- The recruitment team will brief the candidate concerning the school district, the appropriate school, and the job description dictated by the vacant position.
- The recruitment team will present all information to the candidate in regard to salary and fringe benefits.
- The recruitment team will request the applicant to respond to previously prepared questions which will include the areas of curriculum, pupil management, and educational philosophy. The same questions will be addressed to all candidates.
- The recruitment team will give the candidate the opportunity to ask questions.
- The recruitment team will inform the candidate of the projected selection date.
- All interviewed candidates will be notified in a timely manner when the selection is made.

The recruitment team will contact past employers and other personal references of candidates being considered for employment. The purpose of these contacts will be to gather data concerning the candidate's background, experience, and qualifications.

4.223 RECOMMENDATION FOR EMPLOYMENT

All nominations for positions will be made by the superintendent to the board of education. Each nomination will be made with reference to position and salary. Credit will be given for full-time teaching experience in public schools in compliance with the provisions of the salary schedule. Teachers entering from another system will receive credit for a maximum of 10 years experience unless additional credit above 10 years is allowed by the Board. Certified employees will be placed on the salary schedule in accordance to their education and years of experience as allowed above. Contracts will reflect this placement. All official transcripts must be on file in the district office by September 1 to move on the salary schedule.

4.230 RECRUITMENT OF ADMINISTRATORS

4.231 RECRUITMENT OF PRINCIPALS

The procedure for filling vacancies of principals will be agreed upon by the superintendent and board of education on an individual basis.

4.232 RECRUITMENT OF SUPERINTENDENT

The procedure for filling vacancies of superintendent of schools will be conducted by the board of education.

4.240 DISMISSAL OF LICENSED PERSONNEL

4.241 NON-RENEWAL OF CONTRACT

If a teacher's contract is to be non-renewed for the next school year, the board of education will follow procedures set forth in Kansas law.

4.242 DISMISSAL WITHIN CONTRACT YEAR

The board of education reserves the right to terminate a contract for unprofessional conduct, cruelty, immorality, negligence, incompetency or other good cause upon written notice specifying the reasons therefore. The teacher shall be afforded a hearing upon request, as provided by applicable state and federal law.

4.243 REDUCTION IN FORCE

Reference the negotiated agreement.

4.244 RESIGNATION

Reference the negotiated agreement.

4.300 LICENSED PERSONNEL CONTRACTS

4.310 ISSUANCE OF CONTRACTS

4.311 TEACHER CONTRACTS

The renewal of contracts for all teachers shall be acted upon on or before May 1 of each year. The employment contracts will be delivered upon the completion of the negotiations process. The salary, assignment and beginning date of the contracted term will appear on said contract. The contract of all teachers will be for a period determined by the school calendar adopted by the board of education.

The offer of an employment contract shall be presented in duplicate. A teacher must sign a contract to indicate his acceptance of a position. The licensed employee shall sign and return both copies within the time period designated by the superintendent or the contract will be considered null and void and of no effect.

All licensed contracts are subject to board approval and the ability to finance the adopted budget.

4.312 PRINCIPAL CONTRACT

The principal's contract will be acted upon at the March regular meeting. The contracts will be delivered following the adoption of the Principal's salary. The salary, assignment and beginning date of the contracted term will appear on said contract. The length of the contract will be for a period designated on the contract.

4.313 SUPERINTENDENT CONTRACT

The contract of superintendent shall be acted upon at the February regular meeting. The superintendent will be contracted for twelve month basis and the contract period will begin July 1. The length of the contract will be from one to three years.

4.320 DETERMINATION OF SALARIES

4.321 ESTABLISHMENT OF SALARIES

The board of education will establish the salaries of the administrators. The board will consider available resources, data from comparable districts, educational qualifications, and experience in determining these salaries.

4.322 FRINGE BENEFITS

A fringe benefit package will be provided in accordance with the negotiated agreement with the Bucklin Teachers Association.

4.323 SALARY REDUCTION CAFETERIA PLAN

A flexible benefit plan has been established under the Internal Revenue Code: Section 125 "Cafeteria Plan." The purpose of this program is to allow employees, through a salary reduction agreement, to select their plan benefits within the guidelines of the Revenue Act of 1978. The benefits selected may be either taxable or non-taxable benefits, or a combination of both. It is understood that if it is necessary to have additional amounts of payroll deducted for the benefits selected, those amounts will be subject to federal income tax, state income tax, and FICA tax.

4.330 RETIREMENT

4.331 RETIREMENT IN GENERAL

The retirement age for any staff member will be in accordance with current KPERS law.

4.332 KPERs RETIREMENT

The Kansas Public Employee Retirement System policy requires notice to KPERs on the proper forms prior to the first day of the month before starting retirement.

4.333 EARLY RETIREMENT

Reference negotiated agreement.

4.340 MISCELLANEOUS BENEFITS

4.341 LEAVES OF ABSENCE

Reference negotiated agreement.

4.342 PROFESSIONAL DEVELOPMENT

District staff shall make every effort to stay abreast of the latest developments in their respective fields. The board may require or otherwise encourage staff to attend workshops or other activities which will directly benefit the district's schools.

Funds budgeted for inservice may be expended for travel, registration, meals, lodging, substitute pay, and other appropriate expenses.

Requests for inservice education will be made to the superintendent. Requests will be approved based upon availability of funds and rationale for the request.

4.343 TRAVEL REIMBURSEMENT

All reimbursable travel expense is to have prior approval of the superintendent of schools. Reimbursable items include registration fees, meals (excluding alcoholic beverages), lodging, reasonable gratuity, and mileage reimbursement. Reimbursement without a receipt will not be made.

All school personnel requesting reimbursement shall use school vehicles rather than their own when available. Use of district vehicles will be confined to necessary school business. Expenses for travel incurred in the performance of official duties will be reimbursed upon receipt of all receipts. For authorized use of a personal vehicle, staff members shall be reimbursed at the state rate per mile.

The employee must compile a reimbursement request, with all reimbursable expenses supported by itemized receipts. Expenses will not be reimbursed without complete voucher.

4.344 WORKER’S COMPENSATION

The board of education has provided worker’s compensation benefits for all its employees. All accidents occurring on the job must be reported to the superintendent or clerk within 24 hours and forms filed with the insurance agent within five (5) business days.

4.345 LIABILITY INSURANCE

In accordance with board of education policy 2.422, liability insurance will be carried on all licensed personnel.

4.400 RIGHTS & RESPONSIBILITIES OF LICENSED PERSONNEL

4.410 RESPONSIBILITIES OF LICENSED PERSONNEL

4.411 All licensed employees are expected to comply with the policies of the board of education, the reasonable directives of their supervisors, the district’s administration, and the statutes of the state of Kansas.

4.412 All licensed personnel are expected to maintain a pattern of positive communication with parents/guardians, students and colleagues.

4.413 All licensed personnel are expected to maintain a pattern of behavior that characterizes emotional control and stability in the conduct of duties is to be demonstrated.

4.414 All licensed personnel are to comply with the terms of the negotiated agreement and/or job descriptions.

4.415 Daily attendance is expected of all employees except when they are on allowed leave.

4.420 RIGHTS OF LICENSED PERSONNEL

4.421 INTRODUCTORY STATEMENT

The board of education recognizes the professional status of the licensed staff, and desires to create environmental and working conditions which demonstrate said recognition.

4.422 NEGOTIATION PROCEDURES FOR ADMINISTRATORS

All administrators will be given the opportunity to confer with the board of education concerning working conditions, salaries and fringe benefits prior to action by the board of education on said employment contracts.

4.423 NEGOTIATION PROCEDURES FOR TEACHERS

The board of education will negotiate with the representative association of the teachers with good faith in accordance with the statutes of the state of Kansas.

4.500 EVALUATION OF LICENSED PERSONNEL

4.510 EVALUATION OF SUPERINTENDENT

4.511 STATEMENT OF PHILOSOPHY

The purpose of the periodic evaluation of the superintendent of schools is to insure a level of performance that will have the positive effect necessary on the total operations of the district for the attainment of leadership, management, instructional, and operational goals. The primary function of this evaluation is to achieve improvement in the quality of professional leadership in the district.

4.512 EVALUATION REQUIREMENTS

The superintendent of schools will be formally evaluated by the board of education on an annual basis but no less than prescribed in KSA 72-9003 or amendments thereto. The formal evaluation will be completed by February 15 of each fiscal year.

Each evaluation of the superintendent of schools will be based on data that includes a completed performance appraisal document by each member of the board of education. The evaluation findings will be discussed with the superintendent, signed and dated by the superintendent of schools and the president of the board, and a copy filed in the superintendent's file in the district office.

When deemed appropriate, a plan for improvement should be developed. The plan for improvement development process will include input from the superintendent. Plans for improvement are to include a follow-up conference to assess the value of the plan and the quality of the accomplishment.

4.520 EVALUATION OF THE PRINCIPAL

4.521 STATEMENT OF PHILOSOPHY

The purpose of evaluation is to insure a level of professional performance that is necessary for the attainment of the management and leadership goals of the

district. The primary function of evaluation is to attain improvement in the administrative staff.

4.522 EVALUATION REQUIREMENTS

The principal will be evaluated on an annual basis, but no less than prescribed in KSA 72-9003 and amendments thereto. The superintendent will evaluate the principal. The evaluation process will be completed by February 15 for all administrators.

The evaluation findings will be discussed with the principal. Copies of the evaluation are to be signed by the superintendent and the principal. The signature of the principal does not indicate an agreement with the findings, but does recognize the accomplishment of the evaluation.

Copies of the evaluation will be given to participating administrators and the superintendent's office will file its copy in the personnel file.

When deemed appropriate, a plan for improvement should be developed. The plan for improvement development process will include input from the superintendent. Plans for improvement are to include a follow-up conference to assess the value of the plan and the quality of the accomplishment.

4.530 EVALUATIONS OF THE INSTRUCTORS

4.531 STATEMENT OF PHILOSOPHY

The purpose of evaluation is to insure a level of professional performance that is necessary for the attainment of the management and leadership goals of the district. The primary function of evaluation is to attain improvement in the instructional staff.

4.532 EVALUATION REQUIREMENTS

Each instructor will be evaluated on a regular basis, but no less than prescribed in KSA 72-9003 and amendments thereto. The principal will evaluate the teachers. The evaluation process will be completed by February 15 for all instructors.

The evaluation findings will be discussed with the teacher. Copies of the evaluation are to be signed by the teacher and the principal. The signature of the teacher does not indicate

an agreement with the findings, but does recognize the accomplishment of the evaluation.

Copies of the evaluation will be given to participating teachers, principals and the superintendent. The superintendent's office will file its copy in the personnel file.

When deemed appropriate, a plan for improvement should be developed. The plan for improvement development process will include input from the administrator. Plans for improvement are to include a follow-up conference to assess the value of the plan and the quality of the accomplishment.

4.600 GENERAL POLICIES FOR LICENSED PERSONNEL

4.610 RECORD REQUIREMENTS

Prior to beginning work, personnel must provide copies of the following:

- Valid teaching certificate
- Transcripts of college credits
- Signed contract
- W-4 Form
- I-9 Form
- Loyalty Oath
- KPERS Forms as applicable
- Completed health form
- Copy of their Driver's License
- Copy of their Social Security Card
- Section 125 election form
- Health Insurance application / waiver

4.620 PERSONNEL FILES

A personnel file for each employee will be kept in the superintendent's office. Employees are responsible for providing updated information to the superintendent's secretary for inclusion in the folders.

When a licensed employee leaves the district, a copy of the last evaluation and letter of resignation are archived. At the end of five years, these items are destroyed.

4.630 VIOLATION OF BOARD OF EDUCATION POLICIES OR ADMINISTRATION

Licensed staff members are expected to be informed concerning state statutes on public education and board of education policies.

4.700 REPORTING

4.710 ACCIDENTS

Any school employee who discovers an accident on school property shall report the accident to the building principal and the superintendent.

If the person requires medical treatment, the employee shall:

- send for medical help;
- make the individual as comfortable as possible while waiting for competent medical assistance to arrive; and
- notify the principal and superintendent.

4.720 MEDIA NOTIFICATION

Do not give written statements to insurance adjusters or attorneys or others not representing the school board's interests. Please refer all interested parties to the Superintendent.

4.730 CHILD ABUSE

Any district employee who has reason to know or suspect that a child has been injured as a result of physical, mental, or emotional abuse or neglect or sexual abuse shall promptly report the matter to the Principal of their school, who will report the suspected abuse to the local Social Rehabilitation Services (SRS) or the local law enforcement agency if the SRS office is not open, and the Superintendent. District employees will not contact the child's family or any other person on the incident.

4.740 VANDALISM

Employees shall report any vandalism to the principal. The Superintendent will be notified.

4.750 VIOLENT ACTS

Any employee who believes any of the following has occurred at school, on school property or at a school-sponsored activity shall immediately report this information to the principal who will notify the local law enforcement immediately:

- 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.

The Superintendent will be notified.

4.760 COMMUNICABLE DISEASES

Whenever an employee has been diagnosed by a physician as having a communicable disease as defined in current regulation, the employee shall report the diagnosis and nature of the disease to the superintendent 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. Upon the use of all sick leave, pay will be deducted for the salary.

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 with a physician's release to return to work.

4.800 DRUG FREE SCHOOLS

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

4.810 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/in school property/buildings or at any school activity. Compliance with the terms of this policy is mandatory. Employees who are found violating the terms of this policy shall be reported to the appropriate law enforcement officers. Additionally, an employee who violates the terms of this policy shall be subject to any or all of the following sanctions:

- Short term suspension with pay pending conference with Superintendent
- Short term suspension without pay
- Long term suspension without pay
- Required participation in a drug and alcohol education, treatment, counseling, or rehabilitation program
- Termination or dismissal from employment

In suspension without pay situations, the employee is entitled to a hearing before the Board of Education.

Nothing in this policy is intended to diminish the right of the district to take any other disciplinary action which is provided for in district policies or the negotiated agreement.

If it is agreed that an employee shall enter into and complete a drug education or rehabilitation program, the cost of such program shall be the responsibility of 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 superintendent.

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.

4.900 OTHER GENERAL POLICIES FOR LICENSED PERSONNEL

4.910 SEXUAL HARASSMENT

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

Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Reference handbooks for detailed policies.

4.920 DISTRICT COMPLIANCE WITH TITLE IX

See handbook for detailed policy.

4.930 CIVILITY POLICY

See handbook for detailed policy.

4.940 CONFIDENTIALITY

4.941 STUDENT INFORMATION

Confidential student information, whether written or oral, shall be handled in a confidential manner and be discussed only with the parents/guardians of the particular student and the appropriate school personnel. Violations of this rule which violate the privacy rights of students could result in disciplinary actions being taken against the employee, including termination.

4.942 PERSONNEL INFORMATION

Confidential personnel information, whether written or oral, shall be handled in a confidential manner and be discussed only with the appropriate school personnel. Violations of this rule which violate the privacy rights of employees could result in disciplinary actions being taken against the employee, including termination.

4.950 PERSONAL APPEARANCE

All employees of the school district should give proper attention to their personal appearance and cleanliness. Please dress appropriately and professionally, be well-groomed, and exhibit the habits of cleanliness that you expect of the students. Custodians will wear uniforms.

All employees of the district are expected to refrain from using profanity or inappropriate language on duty.

4.960 GIFTS

Employees are prohibited from receiving gifts from vendors or sales representatives. Premiums resulting from sales projects sponsored by the school shall become the property of the school.

4.970 KEYS

The Principal/Superintendent is responsible for issuing keys and maintaining a current and accurate list of all people who have been issued keys. No keys shall be duplicated without permission.

Keys should be turned in to the appropriate supervisor at the end of the school year and when an employee is no longer employed by the district.

Keys shall not be loaned to anyone. Any lost keys shall be reported immediately to the principal and superintendent so measures may be taken to maintain safety and security and to protect district property.

A replacement cost of \$10 will be charged for a lost key fob. The lost one will be deleted from the computer system for safety and security purposes.

Employees who lose their keys will be charged the replacement cost on the first occurrence. The second and any other occurrences will carry an additional \$50 penalty for the lost keys.

- Proposed to BOE 9/8/08
- Approved by BOE 11/10/08

CLASSIFIED PERSONNEL

5.100 DEFINITION OF CLASSIFIED EMPLOYEES

5.110 CLASSIFIED EMPLOYEE JOB DESCRIPTIONS

Job descriptions will be developed for all classified employees. The job descriptions will be reviewed on a periodic basis for the purpose of updating and clarification. These job descriptions will be used as part of the evaluation and hiring process. A copy of each job description is filed with the clerk as attachments to the board policies and will be available for inspection during regular office hours.

5.120 DEFINITION OF CLASSIFIED PERSONNEL

5.121 GENERAL DEFINITION

Classified personnel are defined as employees who are not required to have a valid license issued by the Kansas State Board of Education. This includes, but is not limited to, bus drivers, clerical staff, custodial staff, maintenance staff, nutrition services staff, Para educators.

5.122 DEFINITION OF EMPLOYEE STATUS

- A. Full-Time Employees – a full-time employee is defined as an employee assigned to work a minimum of six (6) hours per day, five (5) days per week, and twelve (12) months per year.
- B. Monthly Employees – a monthly employee is defined as an employee assigned to work a minimum of six (6) hours per day and five (5) days per week, but less than twelve months per year.
- C. Part Time Employee – an hourly employee normally scheduled to work more than four (4) hours, but less than six (6) hours per day.
- D. Temporary Employee – an hourly employee normally scheduled to work less than four (4) hours, or less than the school term.

None of the above definitions shall be construed as a guarantee of employment for any period of time and all employees listed above are employees at will.

5.123 CLASSIFIED POSITIONS

For determining benefits available, the following will be used:

Secretaries --Board Clerk -- base of 9 hours per day -- 12 month

High School Secretary -- base of 8.5 hours per day -- beginning fourth week of July through June 15 unless specified differently.

Secretary Assistant -- base of 8 hours per day -- beginning August 1 to June 1 unless specified differently.

Custodians --- base of 90 hours per pay period from the Monday preceding the first day of school through the Friday following the last day of school: 80 hours per pay period throughout the summer between these dates. -- 12 month

Food Service -- Head Cook -- base of 8 hours per day -- 9 month

Cooks -- base of 7 hours per day -- 9 month

Dishwasher -- base of 4 hours per day -- 9 month

Technology Coordinator -- base of 8 hours per day -- August 1 -- June 30 unless superintendent specifies differently.

- Proposed 9/14/09
- Adopted 10/12/09

5.130 RECRUITMENT OF CLASSIFIED PERSONNEL

5.131 SOLICITATION OF APPLICANTS

Unless an appropriate rationale for exception dictates, the following plan to solicit applications for existing vacancies will be followed:

- A. Classified advertisements will be placed in the local papers when vacancies exist if the time schedule permits.
- B. Files of current applications for employment will be maintained through June of the following year in the district office. New applications will be accepted beginning July 1 of each year for any openings occurring in that year and will be held for one year.

5.132 RECOMMENDATIONS FOR EMPLOYMENT

The superintendent will submit a recommendation for employment to the board of education upon completion of the following process:

- B. All applicants will complete the application form prior to being interviewed. Selected applicants will be interviewed for the vacant position.
- C. The interviewer will formulate appropriate questions to be used in each interview.
- D. An investigation of the candidate's background will be made. The interviewer will contact past

employers and other appropriate references of candidates being considered for employment. These contacts will be made in person or by telephone. The major thrust of these contacts will be to gather data concerning the candidate's background, experience, and qualifications.

All elections of classified personnel shall be made by the board of education except that:

- b. Temporary personnel may be employed by the superintendent or someone designated by him.
- c. Any person or organization whose services are required to meet an emergency may be employed by the superintendent.
- d. Any temporary personnel employed by the superintendent must be made aware that the work agreement is subject to board of education approval at the first meeting following the employment or by a telephone conference documented by the Board President.

5.133 SELECTION FOR EMPLOYMENT

The final approval for employment of a classified employee candidate rests with the board of education.

5.134 WORK AGREEMENT PROCEDURE

The offer of an employment work agreement or renewal of an employment agreement shall be presented in duplicate. The classified employee shall sign and return both copies within the time period designated by the superintendent. Failure to sign such agreement by the time designed therein shall render such agreement null and void and of no effect. Upon receipt of the signed copies, the agreement will be presented to the board for approval.

5.135 PRE-EMPLOYMENT REQUIREMENTS

Prior to beginning work, personnel must provide copies of the following:

- Application
- Signed work agreement
- W-4 Form
- I-9 Form
- Loyalty Oath
- KPERS Forms as applicable
- Completed health form
- Copy of their Driver's License

- Copy of their Social Security Card
- Section 125 election form
- Health Insurance application / waiver

HEALTH EXAMS

As a condition to entering or continuing employment, all employees must present a district-approved form to the clerk, signed by a licensed physician which states “that there is no evidence of physical condition that would conflict with the health, safety, or welfare of the pupils; and that freedom from tuberculosis has been established.” If at any time there is a reasonable cause to believe any employee is suffering from an illness detrimental to the health of the pupils, the school board may require a new physical.

The board reserves the right to have any employee examined at any time by a physician of the board’s choice to determine if the employee is able to fulfill and perform the obligations of employment and to abide by and implement the policies and rules of the board. The costs of any examination required by the board after employment will be borne by the board.

BUS DRIVERS

Bus drivers are under specific rules and regulations..

- The expenses incurred to obtain a CDL will be reimbursed with receipts.
- Physicals will be paid to the contracted doctor’s office with individuals choosing to go elsewhere reimbursed at the lowest rate between the contracted doctor’s office and the doctor’s office seen.
- Red Cross, CPR, and Defensive Driving classes will be provided by the district. Employees will be paid at the activity driver rate during the time attending these classes.

Copies of records will be required to be kept in the district office.

DRUG & ALCOHOL TESTING

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

federal law. Board approved rules and regulations necessary to implement the testing program shall be on file in the district office.

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

Compliance with the required elements of the testing program is a condition of employment as a driver in the district.

5.136 EVALUATIONS

The purpose of evaluation of the classified staff is to insure a quality of work performance that is necessary for the attainment of the instructional support or auxiliary goals of the district. The primary function of evaluation is to improve the auxiliary services in the district.

All classified employees shall be evaluated twice during their first year of employment and at least once a year during subsequent years by May 15.

Classified employees shall be evaluated by the superintendent or designee. Classified employees shall be evaluated on their personal qualities, their commitment to duty and work-related 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 the original will be placed in the employee's personnel file.

5.137 PERSONNEL FILES

A personnel folder for each employee will be maintained in the district office. Employees may have the right to inspect their personnel file by contacting the Superintendent or Board Clerk.

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

All address changes must be made with the clerk before the end of the pay period in which the changes took place.

5.140 DISMISSAL OF CLASSIFIED STAFF

5.141 DISMISSALS AS A RESULT OF STAFF REDUCTIONS

Classified personnel will be approved for dismissal, within each employment classification, based on the evaluation of the employee when a reduction of staff is dictated by the district's financial status or by declining enrolments.

5.142 EMPLOYMENT "AT WILL"

Classified work agreements are to contain a reference that the agreement is an employment-at-will agreement which may be terminated by either party giving notice to the other. There are no rights of continuing employment. Any classified employee desiring to resign shall give the superintendent of schools written notice at least two weeks prior to the desired effective date of resignation.

5.143 EXIT INTERVIEW

An exit interview will be conducted prior to an employee leaving the district. At this time, KPERS and any insurance policy requirements will be discussed. If the employee refuses the exit interview, papers will be mailed to them offering Cobra benefits as required.

5.200 CLASSIFIED STAFF WORK AGREEMENTS, SALARIES AND BENEFITS

5.210 CLASSIFIED WORK AGREEMENTS

Classified work agreements will be reviewed and offered annually. All classified agreements will be based with a July 1 start date with any hourly rate changes effective of that day upon approval of the agreements.

The length of the working day and/or specific daily tasks will be noted in the work agreement or on the job descriptions.

5.220 SALARY PAYMENT PROVISIONS

Payday is in accordance with district policy. Beginning July 1, 2007, time cards will be gathered on every other Tuesday for release of payment on that Friday.

Classified personnel (other than bus drivers) will be paid on an hourly basis as provided by the Fair Labor Standards Act as amended in 1974. A time clock will be used to record work time.

Bus drivers are paid the 15th of the month. The salary is based on the size of bus used and the actual number of miles driven. Base salary is determined by the board of education on the classified salary schedule.

Wages of employees shall be in conformity with schedule approved by the board of education. Salaries for positions not covered by the salary schedule or any departure from the schedule will require specific approval of the board of education.

The salary schedule shall recognize training, experience, satisfactory performance, and length of service in the school system. It shall take into account the economic ability and educational needs of the district.

Overtime pay will be paid at the rate of 1.5 times the hourly rate for any hours over 40 worked and pre-approved by the superintendent.

During the school term, classified personnel do not have to check out for their lunch time because they are still on duty and are required to answer if they are needed. Lunch on the clock should be limited to 30 minutes.

During the summer term, classified personnel will clock out for their lunch period.

All classified personnel are allowed a break if their regular daily schedule calls for four hours or more of continuous work. Breaks are limited to 15 minutes in length and may not be accumulated or added to lunch periods.

On intermittent days off which are not on the school calendar, classified employees will be paid up to a maximum of 8 hours per day unless more hours are actually worked. (snow days, non-scheduled in-service days... any day that is let out where the employee would have reported to work if there was work to do)

On intermittent days where the school calendar indicates there is no school, classified employees will not receive pay unless work is actually performed. (Scheduled in-service days, end of 9 weeks days, band day... any day there is not school, but they know ahead of time)

Holidays are often followed with In-service days. The requirement to be in pay status the day before and the day after the holiday breaks will not include the in-service day. The employee will not be paid unless work is performed the in-service day, but they will be paid for the break if they are in pay status the day before the break and the day after the in-service day.

5.230 FRINGE BENEFITS

The district will provide a fringe benefit package in accordance with work agreements with employees.

Full time classified employees will receive full benefits.

Monthly classified employees will receive full benefits.

Part time classified employees will receive fringe benefits as outlined below.

Temporary classified employees will not receive any fringe benefits.

5.231 ENROLLMENT

Enrollment for fringe benefits is done in conjunction with the enrollment under Section 125.

5.232 DISABILITY / SALARY PROTECTION INSURANCE

Disability /salary protection will be available for all employees. The employer will pay up to \$400 annually toward the insurance premium in accordance with the employees' salary. If the employee chooses to purchase more insurance, the excess premium amount will be subject to salary reduction under Section 125 or salary deduction.

Adopted: 12/19/2008

5.233 INSURANCE PACKAGE

Full time and monthly employees wishing to participate in the group health plan and qualifying for the fringe benefit, the employer will pay \$400 toward the monthly health insurance premium and the excess premium amount will be subject to salary reduction under Section 125 or salary deduction. If the employee is covered with health insurance through another source, the employer will pay \$200 toward an alternative benefit package of insurance chosen by the employee. The insurance policies available through the Section 125 Plan can be put together in any form with any amount above the benefit of \$400 or \$200 being taken out of the salary deduction or salary reduction plans. If the employee is covered with health insurance through another GROUP plan, the \$200 may be put toward unreimbursed medical or dependent day care.

Part time employees may be eligible to receive \$180.00 per month toward health insurance or the alternative insurance package.

5.234 SECTION 125 FLEXIBLE BENEFIT PLAN

All employees age 19 or older and work 17.5 hours or more per week are eligible to participate in Section 125 plans.

This does not necessarily mean you are eligible for the fringe benefit.

Open enrollment in the plan is scheduled for August of each year. New employees must enroll within 30 days of employment to become eligible for plan participation. If an employee does not enroll during this period, it will be necessary for the employee to wait until the next open enrollment period prior to the next plan year to enroll in plan benefits.

HEALTH

USD #459 works in cooperation with Blue Cross/Blue Shield of Kansas to obtain group medical insurance. The premiums can be partially paid by fringe if the participant is eligible with the difference being included in a salary deduction or salary reduction for eligible participants

TERM LIFE

KPERS members have life insurance coverage equal to 150% of the annual salary. In addition, \$50,000 term life through an optional policy may be taken. The premiums can be a part of a fringe alternative package if the medical insurance is declined, a salary deduction, or a salary reduction for eligible participants.

Premiums of life insurance in excess of \$50,000 are taxable.

CANCER INSURANCE

There are two options for cancer coverage through American Fidelity and Security Benefit. The premiums can be a part of a fringe alternative package if the medical insurance is declined, a salary deduction, or a salary reduction for eligible participants.

HEART & STROKE INSURANCE

This is offered through Security Benefit with several options within the policy. With individual choices, the premiums can be a part of a fringe alternative package if the medical insurance is declined, a salary deduction, or a salary reduction for eligible participants.

UNREIMBURSED MEDICAL

This is offered through American Fidelity. The premiums can be a salary deduction or a salary reduction for eligible participants.

DEPENDENT CARE REIMBURSEMENT

This is offered through American Fidelity. The premiums can be a salary deduction or a salary reduction for eligible participants.

PREPAID LEGAL

This is an offered program that is not subject to Section 125. The premiums must be a salary deduction.

ANNUITIES

Annuities may be withheld from the employees' checks. Any changes in the annuity plan must be reported to the clerk by the 5th of the month the change is to take place. Changes may be made once per calendar year in addition to the open sign up in August. The annuity plans are approved by the Board of Education.

5.300 LEAVES OF ABSENCE

5.310 SICK LEAVE / FUNERAL LEAVE

Each full time 9 month employee at the start of their work agreement year will be given 15 days sick leave accumulative to 60 days. For personnel working more than 9 months, a prorated portion will be given with a total accumulative leave of 4 times an annual amount. (i.e. $15/9 \times 10.5$ for 10.5 month employees or 17.5 days; $15/9 \times 12$ for 12 month employees or 20 days)

Each part time employee will be given 10 days sick leave accumulative to 40 days in proportion to the amount of time scheduled. (i.e. if a person is scheduled to work 4 hours per day, they will receive 40 hours sick leave (10×4) accumulative to 120 hours (30×4). If a person is scheduled to work 6 hours per day, they will receive 60 hours sick leave (10×6) accumulative to 180 hours (30×6).

Employees working less than 4 hours per day do not receive sick leave.

Sick leave for classified employees will be paid for normally scheduled hours. Any employee will be paid their regular rate per hour for sick leave.

Sick leave will cover absence for the employee's own illness or the illness in the employee's family, or other persons who are emotionally

close and whose funeral leave has been approved by the Principal/Superintendent.

After five (5) days of sick leave, a doctor's release will be required.

FUNERAL LEAVE

No funeral leave will be available for classified personnel. However, any employee may use their sick leave for a funeral if approved by the Principal/Superintendent.

MATERNITY LEAVE

Absence due to pregnancy shall be considered as personal illness and will be dealt with in accordance with sick leave policy.

DOCTOR / DENTIST APPOINTMENTS

Sick leave may be used for doctor appointments. The classified employee must clock out and back in when returning. If the employee clocks out and does not return, the normal work day or 8 hours will be used, whichever is less.

5.320 PERSONAL LEAVE / LEAVE WITHOUT PAY

Classified employees may take personal days off without pay as approved by the Principal or Superintendent.

5.330 JURY DUTY LEAVE

Any employee may serve jury duty without loss of compensation. A classified employee will be paid their "scheduled" number of hours with a maximum of 8 hours per day.

5.340 FAMILY & MEDICAL LEAVE ACT

Family and medical leave 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 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 placement for adoption of a child, foster care or to care for a child with a serious health condition.

Leave is available because of:

- the birth of a son or daughter of the employee and to care for the son or daughter;
- the placement of a son or daughter with the employee for adoption or foster care;
- the need to care for a spouse, son, daughter or parent of the employee because of a serious health condition; or

- 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 prior to or during the leave period that the leave has been designated as paid 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 leave. Any employee portion of the cost shall be paid by the employee to the clerk of the board on or before the payroll date or at another 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:

1. the reasons that leave will count as family and medical leave;
2. any requirements for medical certification;
3. employer requirement of substituting paid leave;
4. requirements for premium payments for health benefits and employee responsibility for repayment if employer pays employee share;
5. right to be restored to same or equivalent job; and
6. any employer required fitness-for-duty certification.

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 the 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.

5.341 MILITARY LEAVE

Employees are entitled to military leave under the Uniformed Services Employment and Reemployment Act of 1994. The Act applies to military service that began on or after December 12, 1994 or military service that began before December 12, 1994 if the employee was a reservist or National Guard member who provided notice to the employer before leaving work.

Reemployment rights extend to persons who have been absent from work because of "service in the uniformed services." The uniformed services consist of the following military branches:

Army, Navy, Marine Corps, Air Force or Coast Guard.

Army Reserve, Navy Reserve, Marine Corps Reserve, Air Force Reserve or Coast Guard Reserve.

Army National Guard or Air National Guard.

Commissioned corps of the Public Health Service.

Any other category of persons designated by the President in time of war or emergency.

"Service" in the uniformed services means duty on a voluntary or involuntary basis in a uniformed service, including:

Active duty.

Active duty for training.

Initial active duty for training.

Inactive duty training.

Full-time National Guard duty.

Absence from work for an examination to determine a person's fitness for any of the above types of duty.

The employee may be absent for up to five (5) years for military duty and retain reemployment rights. There are, however, exceptions which can exceed the five (5) years limit. Reemployment protection does not depend on the timing, frequency, duration or nature of an individual's

service. The law enhances protections for disabled veterans including a requirement to provide reasonable accommodations and up to two (2) years to return to work if convalescing from injuries received during service or training.

The returning employee is entitled to be reemployed in the job that they would have attained had they not been absent for military service, with the same seniority, status and pay, as well as other rights and benefits determined by 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 if the giving of notice is otherwise impossible or unreasonable.

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

TIME SPENT ON MILITARY DUTY	RETURN TO WORK OR APPLICATION FOR REEMPLOYMENT
Less than 31 days:	Must return at the beginning of the next regularly scheduled work period on the first full day after release from service, taking into account safe travel home plus an eight (8) hour rest period.
More than 30 but less than 181 days:	Must submit an application for reemployment within 14 days of release from service.
More than 180 days:	Must submit an application for reemployment within 90

days of release from service.

The individual's separation from service must be under honorable conditions in order for the person to be entitled to reemployment rights. Documentation showing eligibility for reemployment can be required. The employer has the right to request that an individual who is absent for a period of service of 31 days or more provide documentation showing:

- the application for reemployment is timely;
- the five-year service limitation has not been exceeded; and,
- separation from service was under honorable conditions.

If documentation is not readily available or does not exist, the individual must be reemployed. However, if after reemploying the individual, documentation becomes available that shows one or more reemployment requirements were not met, the employer may terminate the individual, effective immediately. The termination does not operate retroactively.

Questions 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.

Proposed to BOE 9/14/09

Adopted by BOE 10/12/09

5.350 PAID HOLIDAYS / SPRING BREAK

Holidays will be paid with a maximum of eight hours per day if all eligibility guidelines are met.

Personnel are eligible for holiday pay if they are in "pay status" the day before and the day following paid holidays. "Pay status" is defined as physically on the job or on "paid sick leave" or on "paid vacation leave". Holidays are often followed with In-service days. The requirement to be in pay status the day before and the day after the holiday breaks will not include the in-service day. The employee will not be paid unless work is performed the in-service day, but they will be paid for the break if they are in pay status the day before the break and the day after the in-service day.

- Nine month employees are eligible for Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day, New Year's Day, and Good Friday.
- Ten or ten and one-half month employees are eligible for the above plus Memorial Day.

- Twelve month employees are eligible for the above plus Independence Day.

Full-time employees will be paid for days no school is scheduled on the school calendar. i.e. For Christmas, the full time employees will be paid 8 hours per day for each day not in school. The exception to this is the custodians. Due to the nature of the job, they will be required to work days off except the holiday itself plus one extra day for Thanksgiving, Christmas, and New Years with a maximum of 8 hour per day pay. Note below on intermittent days off.

Part time employees will be paid for their normally scheduled hours for the day of the holiday if the holiday falls on a regular work day.

5.360 VACATION LEAVE

Annual vacations of two weeks with pay shall be granted to those employees assigned to twelve month positions. Vacation time must be approved by the Superintendent prior to usage.

5.370 MISCELLANEOUS FRINGE BENEFITS

5.371 UNIFORMS

Custodians are required to wear approved uniforms whenever they are representing the school. Uniforms will be provided by the district.

If classified employees are required to wear uniforms by the administration, they will be provided by the district.

- Proposed to BOE 10/13/08 (last paragraph)
- Approved by BOE 11/10/08

5.372 TRAVEL EXPENSE REIMBURSEMENT

All reimbursable travel expense is to have prior approval of the superintendent of schools. Reimbursable items include registration fees, meals (excluding alcoholic beverages), lodging, reasonable gratuity, and mileage reimbursement. Reimbursement without a receipt will not be made.

All school personnel requesting reimbursement shall use school vehicles rather than their own when available. Use of district vehicles will be confined to necessary school business. Expenses for travel incurred in the performance of official duties will be reimbursed upon receipt of all receipts. For authorized use of a personal vehicle, staff members shall be reimbursed at the state rate per mile.

The employee must compile a reimbursement request, with all reimbursable expenses supported by itemized receipts. Expenses will not be reimbursed without complete voucher

5.373 PROFESSIONAL DEVELOPMENT

District staff shall make every effort to stay abreast of the latest developments in their respective fields. The board may require or otherwise encourage staff to attend workshops or other activities which will directly benefit the district's schools. Expenses will be paid by the district to attend state and local meetings approved by the superintendent in accordance with money budgeted for this purpose.

5.374 WORKER'S COMPENSATION

The board of education has provided worker's compensation benefits for all its employees. All accidents occurring on the job must be reported to the superintendent or clerk within 24 hours and forms filed with the insurance agent within five (5) business days.

5.375 LIABILITY INSURANCE

In accordance with board of education policy 2.422, liability insurance will be carried on all classified personnel.

5.400 RETIREMENT

5.410 RETIREMENT IN GENERAL

The retirement age for any staff member will be in accordance with current KPERS law.

5.420 KPERS RETIREMENT

The Kansas Public Employee Retirement System policy requires notice to KPERS on the proper forms prior to the first day of the month before starting retirement.

5.430 EARLY RETIREMENT

In order to encourage and facilitate the voluntary early retirement of classified employees of the district who may find it necessary or desirable to retire prior to normal retirement age, the Board has adopted an early retirement plan. Any eligible professional employee may elect to take early retirement under the terms and conditions set forth in this policy. Early retirement is entirely voluntary and at the discretion of the employee.

Definitions: When used in this policy, the term “current base salary” means the salary for the current year at the base number of hours to be worked.

The normal hours worked cannot exceed 8 hours per day other than with custodians who will be figured 3/4 at winter rates and 1/4 at summer rates. For example, a custodian normally works 10 hours winter at \$7.00 per hour and 8 hours summer at \$10.00 per hour. Their base would be \$7.75 per hour for a maximum of 8 hours or \$16,120 per year.

When used in this policy, the term “school year” means that period of time from July 1 to June 30 of any year.

Any classified employee meeting the KPERS requirement at 85 points, may elect to take early retirement under the terms and conditions set forth in this policy. Early retirement is entirely voluntary and at the discretion of a classified employee provided the policies and procedures are followed as outlined herein:

ELIGIBILITY

A classified employee is eligible for early retirement if such person:

- Is currently an employee of the school district.
- Will meet the KPERS requirement of 85 points on or before August 1 of the calendar year in which the professional employee intends to retire.
- Has 10 or more years of employment in Unified School District #459.

Eligibility for early retirement will be determined by the Board of Education or its designee. A classified employee applying for early retirement shall have the responsibility to provide all facts and information necessary to prove eligibility for early retirement and to determine the amount to be paid.

APPLICATION

A classified employee may apply for early retirement by giving written notice to the Superintendent of Schools. Such written notice shall be submitted on or before the 10th day of May preceding the anticipated retirement date and shall include the following information:

1. A statement of the applicant’s desire to take early retirement.
2. Current base salary.
3. The anticipated date of retirement.
4. The applicant’s birth date and age on the date of retirement.

5. The current mailing address and telephone number of the applicant.
6. The number of years the applicant has been employed by the school district.
7. The total number of years of service credit recognized by KPERs.
8. Whether the applicant desires health insurance coverage through the school district health insurance program, by deduction of annual premiums from the early retirement benefits.
9. Requested payment dates of early retirement incentive funds.

BENEFITS

The annual early retirement benefit shall be based on the total number of years the employee has worked for USD #459. The percentage of retirement benefit will be 1% per year over 10 worked up to a maximum of 15% of the employee's current base salary of the year when the application for the retirement is made and shall be payable for a maximum of five (5) consecutive years. All benefits shall terminate when retiree reaches age sixty-five (65). (For example, if a person has worked 23 years, they will be entitled to 13% of their base salary. If they have worked 30 years, they will be entitled to 15% of their base salary.)

Part time employee benefits will be the same percentage as time employed during the year of retirement.

TERMS AND CONDITIONS

The following terms and conditions shall apply to the school district's early retirement plan:

The early retirement benefit shall be payable by the school district annually in a lump sum after January 1 and before June 30 or by monthly payments beginning no earlier than September of the year of retirement.

A classified employee taking early retirement shall have the option to maintain health insurance coverage at the employee's expense through the school sponsored health insurance program provided payment is made one month in advance or deducted from early retirement benefits. This provision will be effective only if allowable by the insurance carrier and only until that time that the professional employee attains the age of sixty-five (65).

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

The conditions governing the program under which a participant initially enters are in effect throughout the length of the enrollment and will not be affected by policy change.

If any provision of this early retirement plan is determined to be in violation of federal or state law or regulations, then the entire plan shall immediately terminate and shall be of no further force or effect unless revised and readopted by the Board of Education.

The board of education reserves the right to terminate the early retirement program through negotiations; provided, however, that the board will continue to honor retirement benefits for any employee receiving such benefits under the policy prior to its termination.

5.440 HEALTH INSURANCE COBRA FOR RETIREES

Retirees of the school district shall be allowed to continue participation in the group health insurance providing the following conditions are met:

- Agrees to accept and abide by the operating policies and procedures of health insurance group.
- Assumes the responsibility for premium payment one month in advance.

5.500 RIGHTS AND RESPONSIBILITIES OF CLASSIFIED PERSONNEL

5.510 RIGHTS OF CLASSIFIED PERSONNEL

The board of education recognizes the importance of the work of the classified staff and desires to create an environment and working conditions which demonstrates said recognition.

5.520 RESPONSIBILITIES OF CLASSIFIED PERSONNEL

5.521 All classified employees are expected to comply with the policies of the board of education, the reasonable directives of their supervisors, the district's administration, and the statutes of the state of Kansas.

5.522 All classified personnel are expected to maintain a pattern of positive communication with parents/guardians, students and colleagues.

5.523 A pattern of behavior that characterizes emotional control and stability in the conduct of duties is to be demonstrated.

5.524 Duties are to be conducted in a competent, efficient, and conscientious manner.

5.525 Daily attendance is expected of all employees except when they are on allowed leave. Excessive absences or tardiness, unauthorized leave, or unexcused absences may result in disciplinary action including termination of employment.

5.530 VIOLATION OF BOARD OF EDUCATION POLICIES OR ADMINISTRATION

Classified staff members are expected to be informed concerning state statutes on public education and board of education policies.

5.600 FACILITY SCHEDULING

From time to time, the facilities will be used by outside groups. Custodians and/or food services employees may be required to attend. Please review policy 2.442 for more information.

5.700 REPORTING

5.710 ACCIDENTS

Any school employee who discovers an accident on school property shall report the accident to the building principal and the superintendent.

If the person requires medical treatment, the employee shall:

- send for medical help;
- make the individual as comfortable as possible while waiting for competent medical assistance to arrive; and
- notify the principal or superintendent.

5.720 MEDIA NOTIFICATION

Do not give written statements to insurance adjusters or attorneys or others not representing the school board's interests. Please refer all interested parties to the Superintendent.

5.730 CHILD ABUSE

Any district employee who has reason to know or suspect that a child has been injured as a result of physical, mental, or emotional abuse or neglect or sexual abuse shall promptly report the matter to the Principal of their school, who will report the suspected abuse to the local Social Rehabilitation Services (SRS) or the local law enforcement agency if the SRS office is not open, and the Superintendent. District employees will not contact the child's family or any other person on the incident.

5.740 VANDALISM

Employees shall report any vandalism to the principal. The Superintendent will be notified.

5.750 VIOLENT ACTS

Any employee who believes any of the following has occurred at school, on school property or at a school-sponsored activity shall immediately report this information to the principal who will notify the local law enforcement immediately:

- 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.

The Superintendent will be notified.

5.760 STUDENT CONDUCT

Students are the responsibility of the teacher and except under certain circumstances, classified personnel should assume no direct authority over them. Exceptions occur with bus drivers, paraeducators, and certain secretarial positions. Misconduct should be reported to the teacher or principal in charge.

5.770 COMMUNICABLE DISEASES

Whenever an employee has been diagnosed by a physician as having a communicable disease as defined in current regulation, the employee shall report the diagnosis and nature of the disease to the superintendent 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. Upon the use of all sick leave, time will be without pay.

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 with a physician's release to return to work.

5.800 DRUG FREE SCHOOLS

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

5.810 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/in school property/buildings or at any school activity. Compliance with the terms of this policy is mandatory. Employees who are found violating the terms of this policy shall be reported to the appropriate law enforcement officers. Additionally, an employee who violates the terms of this policy shall be subject to any or all of the following sanctions:

- Short term suspension with pay pending conference with Superintendent
- Short term suspension without pay
- Long term suspension without pay
- Required participation in a drug and alcohol education, treatment, counseling, or rehabilitation program
- Termination or dismissal from employment

In suspension without pay situations, the employee is entitled to a hearing before the Board of Education.

Nothing in this policy is intended to diminish the right of the district to take any other disciplinary action which is provided for in district policies or the negotiated agreement.

If it is agreed that an employee shall enter into and complete a drug education or rehabilitation program, the cost of such program shall be the responsibility of 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 superintendent.

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.

5.900 OTHER GENERAL POLICIES FOR CLASSIFIED PERSONNEL

5.910 SEXUAL HARASSMENT

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

Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members,

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

Reference handbooks for detailed policies.

5.920 DISTRICT COMPLIANCE WITH TITLE IX

See handbook for detailed policy.

5.930 CIVILITY POLICY

See handbook for detailed policy.

5.940 CONFIDENTIALITY

5.941 STUDENT INFORMATION

Confidential student information, whether written or oral, shall be handled in a confidential manner and be discussed only with the parents/guardians of the particular student and the appropriate school personnel. Violations of this rule which violate the privacy rights of students could result in disciplinary actions being taken against the employee, including termination.

5.942 PERSONNEL INFORMATION

Confidential personnel information, whether written or oral, shall be handled in a confidential manner and be discussed only with the appropriate school personnel. Violations of this rule which violate the privacy rights of employees could result in disciplinary actions being taken against the employee, including termination.

5.950 PERSONAL APPEARANCE

All employees of the school district should give proper attention to their personal appearance and cleanliness. Please dress professionally and be well-groomed. Custodians will wear uniforms.

All employees of the district are expected to refrain from using profanity or inappropriate language on duty.

5.960 GIFTS

Employees are prohibited from receiving gifts from vendors or sales representatives. Premiums resulting from sales projects sponsored by the school shall become the property of the school.

5.970 KEYS

The Principal/Superintendent is responsible for issuing keys and maintaining a current and accurate list of all people who have been issued keys. No keys shall be duplicated without permission.

Keys should be turned in to the appropriate supervisor at the end of the school year and when an employee is no longer employed by the district.

Keys shall not be loaned to anyone. Any lost keys shall be reported immediately to the principal and superintendent so measures may be taken to maintain safety and security and to protect district property.

A replacement cost of \$10 will be charged for a lost key fob. The lost one will be deleted from the computer system for safety and security purposes.

Employees who lose their keys will be charged the replacement cost on the first occurrence. The second and any other occurrences, there will be an additional \$50 penalty for lost keys.

- Proposed to BOE 9/8/08
- Approved by BOE 11/10/08

Curriculum

6.100 CURRICULUM DEVELOPMENT AND MAINTENANCE

6.110 THE ROLE OF THE BOARD OF EDUCATION

In accordance with K.S.A. 72-8205, the board of education will prescribe the courses of study and provide rules and regulations for teaching in the district.

The board of education will adopt suitable textbooks and supplementary instructional materials in accordance with the policies of the state board of education.

All proposed courses and major curriculum revisions shall be approved by the board of education prior to implementation. Proposed courses and major curriculum revisions will be primarily initiated through the curriculum council. In case of special circumstances these revisions can be made by the board or the assistant superintendent of curriculum.

6.120 THE ROLE OF THE SUPERINTENDENT OF SCHOOLS

The superintendent of schools is responsible for the instructional program in the district. Prior to submitting proposals of curriculum revision or textbook adoptions for consideration by the board of education, the superintendent will review the proposals and submit to the board of education written recommendations concerning said proposals.

The superintendent shall be responsible for developing decision making processes for all curriculum revisions and other curriculum activities including the appointment of all curriculum committees.

6.130 THE ROLE OF THE BUILDING PRINCIPALS

Building principals are responsible for the maintenance and implementation of the adopted curriculum and as such are responsible for assessing each teacher's effectiveness in implementing that curriculum. Building principals are responsible for coordination of curriculum among the various grade levels and courses of study.

6.140 THE ROLE OF THE TEACHER

Teachers employed by the board of education are responsible for teaching the instructional objectives as prescribed in the district's curriculum guides for the specific courses or subject and grade levels they teach. In addition, teachers are responsible for meeting students at their level of instruction and assisting them to achieve at the highest academic level possible in an atmosphere that is both positive and supportive.

Teachers of the district are expected to keep themselves current on recent educational research in their respective content areas and pedagogy. The district encourages teachers to implement promising researched educational practices in their classrooms to improve their instructional strategies and techniques and the learning of their students.

6.150 THE CURRICULUM COUNCIL

The role of the curriculum council is advisory and is intended to provide assistance to the superintendent in the planning and directing of curriculum development and curriculum evaluation.

The superintendent will select the membership of the council with the following guidelines: The membership of the council shall include as a minimum, a teacher, a building administrator and a parent/guardian each from the primary level (K-4), the middle school level (5-8), and the high school level. The counselor and librarian may be included.

Each appointment of membership to the council will be for a period of three years, except for parents/guardians who will be appointed annually.

The curriculum council and the superintendent are responsible for the coordination of curriculum between elementary, middle school and high school levels.

Proposed courses and major curriculum revisions, not already approved by the board, must be presented to the curriculum council for review before being recommended to the board of education.

In case of special circumstances, the principal and superintendent can make decisions about course offerings, unless previously approved by the board. The curriculum council will review course changes made by the principal and superintendent at a later date.

District patrons who have questions or concerns about the curriculum are encouraged to contact their principal, or the superintendent.

6.180 OTHER CURRICULUM

The superintendent and/or the curriculum council may appoint other non-standing curriculum committees for the accomplishment of specific stated purposes at their option. The superintendent or building principal shall serve as chairperson of said committee.

6.190 CURRICULUM DEVELOPMENT

The curriculum council will appoint subject area committees for the purpose of writing and monitoring the curriculum. These committees will be representative of each building and level and will make

recommendations to the curriculum council relating to curriculum, assessment and instructional materials related to their subject area. Recommendations must be approved by the curriculum council before they become effective or submitted to the board for approval. Each subject area committee will have a chair that sits on the curriculum council.

6.200 CO-CURRICULAR ACTIVITIES

6.210 EDUCATIONAL FIELD TRIPS

Field trips may be approved by the principal when specific connections to the district's curriculum can be demonstrated. Reference 2.319 policy

6.220 EXTRA-CURRICULAR ACTIVITIES

All extra school activities falling within the framework of the school organization will be governed by all policies, rules and regulations of the board of education and any additional regulations or instructions of the superintendent of schools, building principal, the faculty sponsor of such activity or club, and/or the Kansas State High School Activities Association. All such extra class activities shall be conducted under the assigned direction of an employee of the district, preferable a certified teacher, who shall be responsible for attending all meetings and required activities of the organization, advise all student participants concerning appropriate standards of conduct, and keep the building principal informed of all plans and activities of the club or organization.

All extra class activities, clubs, groups and organizations shall be available to all students who meet the participation requirement as established by board policy and/or mutual consent of the building principal and each individual club or group. All monies generated by dues, money-raising events, etc., will be accounted through the school activities account.

6.230 ACTIVITY TRIPS

Student activities and activity trips are an integral part of the district's educational program. Activity trips are trips for students for the purpose of interscholastic athletics, music competitions or clinics, or debate and dramatics competitions or clinics. Requests for approval of activity trips will be judged individually by the principal on their merit and in relation to time and budget constraints.

6.240 SUBSTANCE ABUSE BY SCHOOL ACTIVITY PARTICIPANTS

Participants are subject to guidelines as outlined by the USD 459 Student Substance Abuse policy as found in the student handbook.

6.300 PROCEDURES FOR PLACEMENT OF PUPILS

6.310 ELEMENTARY AND MIDDLE SCHOOL CLASSES

The building principal is responsible for the placement of students in the classrooms. Parental/guardian request, prior to the start of the year, for

pupil placement in particular classrooms will be taken into consideration, but the final decision is an educational decision which must be based on the best interests of the student.

6.320 HIGH SCHOOL CLASSES

Pupils will be scheduled into classes through the building principal and/or counselor. In all cases, the parents and/or legal guardians will have the opportunity to provide input in the selection of courses.

Beginning with the spring of the eighth grade year a counselor will be available to work with parents/guardians in determining the appropriate educational program for their child.

6.330 PROGRAMS FOR EXCEPTIONAL STUDENTS

All programs for exceptional students shall be managed in accordance with the local plans for exceptional students, the policy and rules of the local board and the rules and regulations of the state board of education.

6.340 ACCELERATION/TESTING OUT POLICY FOR STUDENTS

The district will implement and provide for intellectually gifted students all programs and procedures as are from time to time required by the rules and regulations of the State Board of Education.

The district will comply with all requirements as established from time to time by the State Board of Education with regard to the identification of intellectually gifted students.

The district will establish for each student identified as gifted an individualized education program in accordance with the rules and regulations of the State Board of Education. Each gifted student will be permitted to test out of, or work at an individual rate, and receive credit for required or prerequisite courses, or both, at all grade levels, if so specified in that student's individualized education program.

In the event the student requests to test out of any course or class and such is recommended by the school psychologist and classroom teacher based on the social maturity and readiness of the student for the next grade level or next level of course work, the student will take a standardized test with national norms for the subject or grade level and must score at or above the 94th percentile; must demonstrate to the satisfaction of the teacher any laboratory skills required in the course, and must present a written report on a subject assigned by the teacher of the class or grade level, which to the satisfaction of the teacher demonstrates knowledge of the subject, writing skills on a par with the class or subject level and logical reasoning indicating and understanding on a par with the age level for the class or grade level.

6.400 CURRICULUM MATERIAL – SELECTION AND ADOPTION

6.410 STANDARDIZED TESTING PROGRAM

The district will maintain a comprehensive standardized testing program along with state assessments for the purpose of evaluating the effectiveness of the educational program and the achievement of students.

Test results of the students will be made available to the student's parent(s)/legal guardian(s) upon request.

Parental/guardian consent must be obtained for all individually administered diagnostic educational evaluations, but is necessary for group administered achievement, aptitude, interest, or achievement tests.

If the curriculum council or the superintendent recommends a substantial change in the standardized group testing program, the proposed changes will be submitted to the board of education for their consideration.

6.420 SELECTION OF TEXTBOOKS AND SUPPLEMENTARY TEXTBOOK MATERIALS

Each year the district will review the textbooks and supplementary textbook materials being used. If the curriculum review demonstrates the need for a major updating and/or replacing materials in any particular area, the following procedures will be followed:

The subject area curriculum committee will develop a recommendation for materials adoption. The committee will solicit sample materials for the publication companies, review the materials in light of school district goals, establish the reading levels for the materials, and submit their recommendations to the board of education for consideration.

6.430 LIBRARY/MEDIA MATERIAL SELECTION

6.431 Objectives

To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the pupils served.

To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.

To provide a background of information which will enable pupils to make intelligent judgments in their daily lives.

To provide materials on opposing sides of controversial issues so that young citizens may develop, under guidance, the practice of critical reading and thinking.

To provide materials representative of many religious, ethnic and cultural groups and their contributions to our American heritage. To place principle above personal opinion and reason above prejudice in the selection of material of the highest quality in order to assure a comprehensive collection appropriate for the users of the library.

6.432 Authority and Responsibility

The responsibility for book selection, as for library activities, rests with the media specialist, who operates under the policies approved by the school's administration: principal, superintendent of schools, and board of education.

6.433 Selection and Evaluation of Materials

Selection will be a cooperative process with teachers, administrators, media specialists, and sometimes students cooperating through individual and committee study and recommendation. It will be done through the aid of reading, examining, and checking such standard evaluation aids as standard catalogs, authorized bibliographies, and book review digests (Ex. Booklist, School Library Journal, Library Journal). The responsibility shall rest with the media specialist.

Certain criteria are to be considered in evaluating new materials to be purchased:

- A. Materials are to be essential and appropriate for subject development.
- B. Materials are to be factually accurate and objective in presentation.
- C. Materials are to contribute to literary appreciation or have aesthetic value.
- D. Materials are to be selected because of the content and emphasis on the entire work.
- E. Materials are to be selected because authors are competent and qualified in the field.
- F. Materials on controversial issues are to be represented by both sides of the issue in an objective way.
- G. Format and readability and age-appropriateness of the materials are to be considered.

Deselection of Library Materials:

Rationale:

Deselection of the library collection is to be done periodically by the library media specialist. This process is necessary to keep the collection up-to-date and in good condition for the patrons. Materials that are out-dated provide misinformation that is detrimental to the learning process, and damaged materials do not encourage students to care for or use library materials appropriately.

Criteria:

The following standards will be used for determining withdrawal of library materials:

- Use of material as dictated by current curriculum objectives
- Unnecessary duplication of the title in the collection
- Information contained in the material found to no longer be timely
- Physical condition of the material

Disposal:

Final disposal of all deselected materials is at the discretion of the library media specialist with administrative approval. This could include, but not limited to, placing in: classroom collections, other special programs, or community charities. Materials may be discarded by the library media specialist if they are in irreparable condition or are no longer of merit (as detailed in the criteria above).

6.434 Gifts

Gift materials will be accepted provided that such materials meet the criteria for selection of new materials set forth in the selection policy. Materials that are not acceptable should be refused outright.

Gifts should be acknowledged. Credit should also be given in library records. Special gift collections designed to be kept together should be discouraged.

Withdrawal of gift materials shall be left to the discretion of the media specialist with the donor having no privilege to say such action shall not be taken.

6.435 Censorship

- A. The main purpose of education is to develop the type of citizen who can freely and reasonably make his/her own judgments. Therefore, the media specialist and the district have the responsibility to make available to the students

- materials expressing all sides of an issue including racial, social, political and religious views.
- B. Every book or material selected for use in the libraries has been carefully considered before purchase. The whole worth of the book or material is considered rather than isolated parts of the material. Books or materials will not be banned from the library simply because they deal with a controversial topic.
 - C. This censorship policy is based on the *Library Bill of Rights and the Students' Right to Read*.
 - D. Materials purchased do not necessarily reflect the personal views or beliefs of the media specialist or the administration.
 - E. If a complaint is registered about material in the library, procedures outlined in policy 6.440 will be followed.

6.440 CHALLENGE PROCEDURES FOR CLASSROOM OR LIBRARY MATERIALS

Students, teachers, or other patrons of the district may challenge the appropriateness of any instructional or library materials adopted and used by the district through the filing *Request for Reconsideration of Media* Form 6.440 with the superintendent of schools. The forms are available at each school office and at the office of the superintendent of schools.

Within seven days after receiving a completed *Request for Reconsideration of Media*, the superintendent will convene or cause to be convened a challenge review committee composed of a principal, a media specialist, a teacher, and two community site council members from the school building using the material in question. In addition, the superintendent will appoint two licensed staff members from a school building not using the material in question. The superintendent of schools is an ex-officio member of all challenge review committees. The committee will review the material in question and report within fifteen days to the superintendent of schools whether or not it recommends continued use of the material. A challenge review committee may call for testimony from the person or persons who filed the *Request for Reconsideration of Media* or from other individuals.

The superintendent of schools may suspend use of any challenged material until the reconsideration process is complete.

Upon receipt of the report from a challenge review committee, the superintendent of schools will rule on the continued use of the challenged material.

REQUEST FOR RECONSIDERATION OF MEDIA

It is the policy of Unified School District No. 459 to accept written requests for reconsideration of instructional and library materials used in our schools. Please use this form when making such a request. Copies of the established policy and procedure and additional forms are available from the office of the superintendent. Completed forms should be addressed to the superintendent.

Author _____

Title _____

Publisher _____

Address _____ Phone _____

School in which the material is used _____

Person making request represents: Individual _____

Group _____ Organization _____

To what do you object? _____

What do you feel might result from the use of the material? _____

For what age group would you recommend this material? _____

Did you read the entire book or view the entire film? _____

What parts? _____

Are you aware of the judgment of this material by experts in the field?

What do you believe is the theme or purpose of this material? _____

Date

Signature

Disposition: _____

6.450 THE TEACHING OF CONTROVERSIAL AND/OR SENSITIVE ISSUES

The goals of the school district include statements which dictate the development of the ability to make sound judgments by each student. Therefore, the professional staff has the responsibility to provide instruction on issues which may be of either a controversial and/or sensitive nature. The instruction shall concentrate on the presentation of factual information as opposed to philosophical viewpoints.

The following procedures will be employed in the development and presentation of curriculum deemed to be controversial and/or sensitive in nature.

- A. **Curriculum Development and Presentation** – All significant proposed changes in methodology, content, resources, or materials will be presented to the board of education for consideration of implementation.

The presentation/instruction of controversial and/or sensitive issues will be restricted to classroom activities. School assemblies, special programs, seminars, etc., will not constitute a format for the presentation of said issues.

- B. **Parental/guardian and Student Rights** – Whenever possible, controversial and/or sensitive issues to be included in a course of study should be provided in the description of that course. Students and parents/guardians should consider the controversial and sensitive issues to be studied prior to enrolling in a course. The professional staff will provide information concerning the nature of any presentation to parents/guardians upon request. If a student or the parents/guardians of a minor student believe any instructional presentation would be contrary to their moral or religious convictions, the students will be excused from the class/presentation upon written request by the parent/legal guardian.
- C. **Appeal Procedures** – School district patrons may exercise the appeal procedures described in policy 6.440 when they believe particular controversial and/or sensitive issues should be excluded from the curriculum.

6.460 ASSEMBLY PROGRAMS

Definition

An assembly is the bringing together of a group of students from multiple classrooms for a special program. Assemblies may involve one or more grade levels, an entire school, or more than one school.

Purpose

Assemblies are to have well-defined goals tied to the district curriculum. They are to be within the emotional, intellectual, and social capacities of the students. Assemblies could include, but are not limited to:

- “Pep” or “spirit” assemblies
- Fine arts assemblies, such as dance or music performances
- Storytelling
- Assemblies encouraging health and wellness
- Impromptu assemblies addressing events of significance

In order to prepare students for effective citizenship and to provide opportunities for critical thinking, the district encourages an impartial study of issues in a learning environment as free from prejudice as possible. A topic typically becomes controversial when different values are brought to bear on a particular set of facts and circumstances. If a controversial topic is to be addressed in an assembly, there should be, if possible, appropriate materials and follow up activities that examine various sides of the topic. Special care is to be taken to ensure assemblies are respectful of families and children with diverse beliefs, cultures, and values. Assemblies are not to endorse, advance, or promote any particular religion or religious practice. Assemblies are also not to express disapproval of, inhibit, or disparage any particular religion or religious practice.

Responsibility for decision

With administrative approval, outside speakers or performers may be invited to make special presentations at assemblies. This approval is to be granted by the appropriate building administrator (usually the principal) for an assembly involving only one school or by the assistant superintendent of instruction and curriculum for an assembly involving more than one school. The administrator making the decision is responsible for determining that the assembly content is appropriate, and researching the presenter’s credentials. When possible, references should be obtained and investigated. The administrator needs to ensure that presentations comply with board policy as well as federal and state law. Administrators have the authority to interrupt or suspend the presentation at their discretion.

Notification

Notification of scheduled assemblies, including speaker name and content, will be provided to parents or legal guardians through electronic and/or printed material (such as district or school activity calendars, school newsletters, notes, emails, and websites).

Parents or legal guardians may request that their student be excused from an assembly. With administrative approval, high school students may also

be given the choice to opt out of an assembly. Excused students will be required to participate in an approved alternate academic activity.

6.500 OTHER GENERAL CURRICULUM POLICIES

6.510 PARENT/GUARDIAN-TEACHER CONFERENCES

Scheduled parent/guardian-teacher conferences will be held a minimum of two times during the school year. Additional individual parent/guardian-teacher conferences are encouraged.

Each building principal will be responsible for supervising the schedule for parent/guardian-teacher conferences, and every effort should be made for each teacher to meet with all parents/guardians at school during these conferences. The districtwide parent/guardian-teacher conference days will be scheduled into the yearly school calendar.

6.520 STUDENT TEACHING

The district will cooperate with universities and colleges, when appropriate, in their teaching education program by providing laboratory experiences for student teachers.

The assignment of student teachers will be directed by the superintendent. No student teacher will be assigned to a teacher without the approval of the teacher and the superintendent.

6.530 COMMUNITY EDUCATION PROGRAM

The district is encouraged, whenever possible, to cooperate with community organizations in offering a variety of activities and programs to patrons of the district.

6.540 ANNUAL REPORT OF ACADEMIC ACHIEVEMENT

At a regular board meeting each year, the assistant superintendent for instruction will present a report of academic achievement of students. The report will include a summary report of all achievement test scores administered during the school year.

6.550 SCHOOL SITE COUNCILS

A site council shall be established in each building in the district. Each council shall be responsible for providing advice and counsel for evaluating state, school district, and school site performance goals and objectives and in recommending methods which may be employed at the school site to meet these goals and objectives.

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

and community leaders. At least one-half the membership of the councils shall be citizens other than students or staff of USD 459.

The principal in each building shall submit suggested names of individuals to be named to a council for the board's consideration. The board shall approve the membership of the site councils as recommended by the principal. Each council shall study the school's internal and external environment, including, but not limited to:

- Student learning outcomes using state and local testing information;
- Effective instructional practices used in the schools;
- School climate and student attitude towards instruction;
- Parent/guardian and community involvement and attitudes;
- Staff development programs and their relationship to student learning;
- Sensitivity to the feelings and needs of the students;

Working with other education groups, each council may help develop and evaluate school improvement plans which contain the following components:

- A plan for school improvement;
- Improvement plan outcomes based on school profile data;
- Evaluation methods to determine progress towards outcomes;
- Methods to report progress to the board, the public and the state board of education as required;
- A monitoring system which meets state board of education requirements for an audit;
- Each site council shall establish, subject to board approval, when, where, and the minimum number of meetings that are to be held.

Each council shall report to the board at least once a year.