

# Board of Education Policy Manual

# **TABLE OF CONTENTS**

## **A — SCHOOL DISTRICT ORGANIZATION**

<b>A</b> .....	District Authority
	Home Rule
	Form, Home Rule Resolution
<b>ABE</b> .....	District Goals and Objectives (See BK)
<b>AC</b> .....	School District Grade Levels
<b>AD</b> .....	District Attendance Areas (See AG)
<b>ADA</b> .....	School Census
<b>AE</b> .....	School Year
	Virtual Schools
<b>AEA</b> .....	School Calendar (See IKD)
<b>AEB</b> .....	Extended School Year (See JBD, JBE, JCDA and JDD)
	Extended School Year
	Extended Learning Opportunities for Students
<b>AF</b> .....	School Day
<b>AG</b> .....	Closing School Buildings (See AD)

## **B — SCHOOL BOARD OPERATIONS**

<b>BA</b> .....	Deleted by BoE action
<b>BBBB</b> .....	New Member Orientation (See BCBK)
<b>BBBF</b> .....	Reimbursement for Expenses (See GAN)
<b>BBC</b> .....	Board Committees (See CF)
	Advisory Committees
<b>BBE</b> .....	Attorney
<b>BBG</b> .....	Consultants (See CJ, CL and ID)
<b>BCAC</b> .....	Special Meetings
	Waiver of Notice
<b>BCAE</b> .....	Public Hearings (See BCBI and KN)
<b>BCBD</b> .....	Agenda
<b>BCBF</b> .....	Rules of Order (See BCBH)
<b>BCBG</b> .....	Voting Method
<b>BCBH</b> .....	Minutes (See BCBF)
<b>BCBI</b> .....	Public Participation (See BCAE and KN)
	Open Forum
	Patron-Requested Agenda Items
	Handling Complaints
	Sample form – Request to Add an Agenda Item
<b>BCBJ</b> .....	News Coverage
	Cameras/Recording Devices at Board Meetings
<b>BCBK</b> .....	Executive Session (See BBBB, BE, CN, CYA, ECA, IDAE, II, JRB and KBA)
	Sample Motion
	No Binding Action, Executive Sessions

**BDA** .....Developing and Adopting Policy (See CM, CMA, GAA and JA)

Drafting Policy

Attorney Involvement

Policy Dissemination

Historical Policy Files

Public Input on Policy

**BE** .....School Board Records (See BCBK, CN, CYA, ECA, II and KBA)

**BG**.....Memberships

**BK**.....Board Self-Evaluation (See ABE)

## **TABLE OF CONTENTS**

### **C—GENERAL SCHOOL ADMINISTRATION**

<b>CB</b> .....	Professional Conduct
<b>CC</b> .....	Organizational Chart
<b>CD</b> .....	Administrative Line and Staff Relations (See GACA and GACB)
<b>CE</b> .....	Superintendent of Schools
<b>CEA</b> .....	Superintendent Qualifications
<b>CEB</b> .....	Superintendent's Duties
<b>CEC</b> .....	Superintendent Recruitment
<b>CEE</b> .....	Compensation and Benefits
<b>CEF</b> .....	Expense Reimbursement and Credit Cards (See CG, GAN and KB)
<b>CEG</b> .....	Superintendent's Professional Development Opportunities
<b>CEI</b> .....	Evaluating the Superintendent (See CGI and GAK)
<b>CEJ</b> .....	Nonrenewing or Terminating the Superintendent's Contract
<b>CEK</b> .....	Resignation
<b>CF</b> .....	Board-Superintendent Relations (See BBC)
<b>CG</b> .....	Administrative Personnel (See CEF, GAN and KB)
<b>CGI</b> .....	Administrator Evaluation (See CEI and GAK)
<b>CJ</b> .....	Hiring Consultants (See BBG, CL and ID)
<b>CK</b> .....	Professional Development Opportunities
<b>CM</b> .....	Policy Implementation (See BDA, CM, CMA, GAA and JA)
<b>CMA</b> .....	Deleted by BoE action

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

Types of Records

Central Office Records

Building Records

Public Access

Disposition

Retention of Documents in Certain Circumstances

Form, Request for Records

**CNA** ..... Alternate code for CYA Document Production, Including Electronic Information  
(See BCBK, BE, CN, ECA, IDAE, II, JGGA, JR et seq., and KBA)

**CO** ..... Reports (See BCBK)

Types of Reports

Annual

Budget Reports

Disseminating Reports

**CYA** ..... See CNA

# **TABLE OF CONTENTS**

## **D--FISCAL MANAGEMENT**

<b>DA</b> .....	Goals and Objectives
<b>DB</b> .....	Budget Planning
<b>DC</b> .....	Annual Operating Budget
	Budget Forms
	Priorities
	Deadlines and Schedules
	Encumbrances
	Recommendations
	Preliminary Adoption Procedures
	Hearings and Reviews
<b>DFAA</b> .....	Grants and other Outside Financial Resources
<b>DFAB</b> .....	Standard of Conduct for Federally Funded Contracts
<b>DFAC</b> .....	Federal Fiscal Compliance
<b>DFE</b> .....	Investment of Funds
	Posting Securities
	Distribution of Monies for Investment shall be as follows:
<b>DFG</b> .....	Fees, Payments and Rentals (See KG)
<b>DFK</b> .....	Gifts and Bequests
<b>DFM</b> .....	Equipment and Supplies Sales (See KK)
<b>DH</b> .....	Bonded Employees
<b>DIC</b> .....	Inventories
<b>DJB</b> .....	Petty Cash Accounts
	Resolution to Establish Petty Cash Fund
<b>DJE</b> .....	Purchasing
	Purchasing Authority
<b>DJEB</b> .....	Quality Control
	Specifications
	Standardization
	Quantity Purchasing
	Cost Control
<b>DJED</b> .....	Bids and Quotations Requirements

Bid Specifications  
Procedure  
Responsible Bidder  
Withdrawal of Bids  
Rejection of Bids  
Multi-State Purchasing Pools

**DJEE**..... Local Purchasing

**DJEF** ..... Requisitions

**DJEG** ..... Purchase Orders and Contracts (See DJEJ and DJFAB)

**DJEJ** ..... Payment Procedures (See DJEG and DJFAB)

**DJFA**..... Purchasing Authority

**DJFAB** ..... Administrative Leeway (See CMA, DJEG, and DJEJ)

**DK**..... Student Activity Fund Management (See JGHB, JH and JL)

Activity Fund Management

Activity Fund Deposits

Inactive Activity Funds

Resolution to Establish Activity Fund



## **E – BUSINESS MANAGEMENT**

<b>EA</b> .....	Goals and Objectives
<b>EB</b> .....	Buildings and Grounds Management
<b>EBA</b> .....	Insurance Program
	Liability Other Than For Vehicles
<b>EBAA</b> .....	Workers' Compensation (See KFD)
	Choice of Physician
<b>EBB</b> .....	Safety (See JBH)
	Safety Rules
	Safety Unit
	Warning System
	Safety Inspections
	Heating and Lighting
<b>EBBA</b> .....	Hazardous Waste Inspection and Disposal
	Inspection
	Disposal
	Rules
<b>EBBD</b> .....	Evacuations and Emergencies (See EBBF and JBH)
	School-Closing Announcements
	Bomb Threats
	Planning for Emergencies
<b>EBBE</b> .....	Emergency Drills
<b>EBBF</b> .....	Crisis Planning (See EBBD)
<b>EBC</b> .....	Security and Safety (JCAC, JCDBB, JDD, JDDB, JDDC and KGD)
	Reporting Crimes at School to Law Enforcement
	Reporting Certain Students to Administrators and Staff
	Annual Reports
	Staff Immunity
	Sample Form, Report to Local Law Enforcement
	Sample Form, Report to Staff member

**EBCA** .....Vandalism  
Vandalism Protection  
Restitution for Damages  
Return of School Property  
Offering a Reward  
**EBE**.....Cleaning and Maintenance Program  
Sanitation  
**EBI**.....Long-Range Maintenance Program  
**EBJ** .....Records  
**EC** .....Equipment and Supplies Management  
Receiving  
**ECA** .....HIPAA Policy (See BCBK, BE, CN, CYA, IDAE and JR et seq.)  
Staff Training Required  
Compliance Required  
Form, Notice of Privacy Practices  
Form, Health Records, Request for Amendment  
**ECH**.....Printing and Duplicating Services (See IIBG and KBA)  
Copyright Regulations and “fair use” rules for educators  
**ED** .....Student Transportation Management (See EDDA and JGG)  
**EDAA** .....School Vehicles (District-Owned Buses) (See ED, JBCA and JGG)  
Liability  
Safety  
Speed Limits  
Safety Inspection  
Scheduling and Routing  
Records  
Licensing of Drivers  
Housing of School Vehicles  
**EDDA** .....Not adopted

**EE** .....Food Services Management

Sanitation Inspections

Records

Meal Price

**EF** Data Management

Data Dissemination

To Education Agencies

## **F – FACILITY EXPANSION PROGRAM**

**FA** .....Goals and Objectives

**FB** .....Building Committees

**FD** .....Capital Outlay Long Range Planning

**FDB**.....Long-Range Needs Determination

**FDC** .....Naming Facilities

## **TABLE OF CONTENTS**

### **G--PERSONNEL**

<b>GA</b> .....	Personnel Policy Organization
<b>GAA</b> .....	Goals and Objectives (See BDA, CM, CMA and JA)
<b>GAAA</b> .....	Non-discrimination and Equal Opportunity
<b>GAAB</b> .....	Complaints of Discrimination (See JDDC, JGECA and KN)
<b>GAABA</b> .....	Confidential Information and Privacy Rights
<b>GAAC</b> .....	Sexual Harassment (See GAF and JGEC)
<b>GAACA</b> .....	Racial Harassment (See GAF, JGECA and KN)
<b>GAAD</b> .....	Child Abuse (See JCAC, and JGEC)
	DCF Access to Students on School Premises
	Cooperation between School and Agencies
	Reporting Procedure
<b>GAAE</b> .....	Bullying by Staff
<b>GAAF</b> .....	Emergency Safety Interventions
<b>GACA</b> .....	Positions (See CD and GACB)
<b>GACB</b> .....	Job Descriptions (See CD and GACA)
<b>GACC</b> .....	Recruitment and Hiring
	Recruitment
	Hiring
	Hiring Sequence
	Form, Applicant Job Application Acknowledgments
<b>GACA</b> ...	Positions
<b>GACCA</b> .....	Nepotism
<b>GACD</b> .....	Employment Eligibility Verification (Form I-9) (See GAK)
<b>GACE</b> .....	Assignment and Transfer
<b>GAD</b> .....	Employee Development Opportunities
<b>GAE</b> .....	Complaints
<b>GAF</b> .....	Staff-Student Relations (See GAAC, GAACA, JGEC, JGECA and KN)
<b>GAG</b> .....	Conflict of Interest
<b>GAH</b> .....	Participation in Community Activities
<b>GAHA</b> .....	Activity Tickets for Employees
<b>GAHB</b> .....	Political Activities (See GBRK and GCRK)

**GAI** ..... Solicitations (See KDC)

**GAJ** ..... Gifts (See JL and KH)

Gifts to Staff Members

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

Requests for References

Immunity Provided

Form, Request to Release Personnel Records

**GAL** ..... Salary Deductions (FLSA) (See GAOF)

**GAM** ..... Personal Appearance

**GAN** ..... Travel Expenses (See BBBF, CG, CEF, GBRC, GCA and GEF)

**GAO** ..... Maintaining Proper Control (See JGFB)

**GAOA** ..... Drug Free Workplace (See LDD)

Alternative I

Alternative II

**GAOB** ..... Drug Free Schools (See JDDA and LDD)

Employee Conduct

**GAOC** ..... Use of Tobacco Products in School Buildings (See JCDA)

**GAOD** ..... Drug and Alcohol Testing

**GAOE** ..... Workers Compensation and Disability Benefits

**GAOF** ..... Salary Deductions (See GAL)

**GAR** ..... Communicable Diseases

**GARA** ..... Bloodborne Pathogen Exposure Control Plan

**GARB** ..... Sick Leave Pool

**GARI** ..... Family and Medical Leave

Sample: Family and Medical Leave Plan

**GARIA** ..... Pregnant and Parenting Employees

**GARID** ..... Uniformed Service Leave

**GARK** ..... Job Connected Injury/Assault

**GBH** ..... Supervision

**GBI** ..... Evaluation (See GAK)

Availability of Evaluation Documents

Evaluation Criteria

**GBK** ..... Suspension

**GBN** ..... Nonrenewal and Termination

**GBO** ..... Resignation

Exit Interviews

**GBQA** ..... Reduction of Teaching Staff

**GBR** ..... Working Schedule (See JGFB)

Work Schedules

Attendance Required

**GBRC** ..... Professional Development (See GAN and GBRH)

**GBRD** ..... Staff Meetings

**GBRE** ..... Additional Duty

**GBRG** ..... Non-School Employment

**GBRGA** ..... Consulting

**GBRGB** ..... Tutoring for Pay

**GBRH** ..... Leaves and Absences (See GBRC)

Paid Leave

Unpaid Leave

Jury Leave

**GBRIBA** ..... Disability Leave

**GBRJ** ..... Substitute Teaching

**GBU** ..... Ethics (See IA and IKB)

**GCA** ..... Compensation and Work Assignments (See GAN)

Work Assignments

Attendance Required

Workweek

Classification of Employees

Overtime

Compensation for Out-of-Town/Overnight Trips

**GCI** ..... Classified Employee Evaluation (See GAK)

Form, sample Classified Personnel Evaluation

**GCK** ..... Suspension

**GCRF** ..... Non-School Employment

**GCRG** ..... Leaves and Absences

Paid Leave

Unpaid Leave

Jury Leave

**GCRH** ..... Vacations

**GCRI..... Paid Holidays**



## **H – NEGOTIATIONS**

<b>HAA</b> .....	Legal Status
<b>HAB</b> .....	Goals and Objectives
<b>HAC</b> .....	Scope of Negotiations
<b>HAE</b> .....	Board Negotiating Agents
<b>HAF</b> .....	Superintendent's Role
<b>HAHBA</b> .....	Use of School Facilities
<b>HAHBB</b> .....	Use of School Equipment
<b>HAI</b> .....	Negotiations Procedures (See CN)
	Distribution of Information
	Research Assistance
	Minutes and Records
	Reporting to Staff and Board
	Reporting to the Media and Public
<b>HAJ</b> .....	Preliminary Agreement Disposition
<b>HAK</b> .....	Ratification Procedures
<b>HAL</b> .....	Announcement of Agreement
<b>HAN</b> .....	Slowdowns

## **I - INSTRUCTIONAL PROGRAM**

- IA** ..... Philosophy - Mission Statement (See GBU and IKB)
- IB** ..... School Site Councils See (KA)
- IC** ..... Curriculum Development (See BBG, CJ, IDA, and IJ)
- ICA** ..... Pilot Projects (See IDAE,)
  - Pilot Project Evaluation
  - Student Surveys
- IDA** ..... Educational Program (See CN, IC, ID, IDAA, IDAB and IDAC)
  - Curriculum Handbooks
  - Educational Goals and Objectives
  - Other Educational Programs
- IDAA** ..... Special Programs (See IC, IDA and JJ)
  - Partnerships/Work-Study Program
- IDAB** ..... Support Programs (See IC, IDA and LDD)
  - Drug Education
  - Student Mental Health
  - Dropout Prevention
  - At-Risk Students
  - Guidance
  - Homebound Instruction
- IDACA** ..... Special Education Services
- IDACB** ..... Section 504 Accommodations for Students
- IDAD** ..... Title I Programs
  - Annual Parent Meeting
  - Regulation, Title I Programs
    - Parental Involvement Encouraged
    - Activities to Enable Parental Participation
    - Scheduling for Parents' Convenience
    - Annual Evaluation
  - Form, Title I Parent Involvement: Policy Development Meet

<b>IDAE</b> .....	Student Privacy Policy (See BCBK, ICA, ICAA, II and JR <u>et seq.</u> )
	Regulation, Protection of Pupil Rights Amendment
	Surveys: Parental Inspection Rights
	Written Permission Required
	Physical Examinations
	Parental Rights: Marketing Information
	Release of Information – FERPA Rights
<b>IDCE</b> .....	College Classes (See JBE and JQ)
	Concurrent Enrollment
<b>IDFA</b> .....	Athletics
<b>IE</b> .....	Instructional Arrangements
	Class Size
	Scheduling for Instruction
	Pre-enrollment
<b>IEB</b> .....	Charter Schools
<b>IF</b> .....	Textbooks, Instructional Materials & Media Centers (See IKD and KN)
	Selection Criteria: Textbooks and Instructional Materials
	Selection Criteria: Media Center Materials
	Collection Development
	Challenges of Materials
	Review Committee
	The Review Committee Shall:
	Removing Challenged Materials
	Form, Request for Review of Textbook, etc
<b>IFBH</b> .....	Outside Speakers (See IKB)
<b>IFC</b> .....	Community Resources (See KFD)
<b>IFCB</b> .....	Field Trips
	USD Approved Field Trips
	Non-Sanctioned Field Trips
	Consent to Participate in Field Trip-is now completed with On-Line Registration
<b>IFCC</b> .....	Overnight Accommodations
<b>IHA</b> .....	Grading System
<b>IHB</b> .....	Homework
<b>IHEA</b> .....	Make-Up Opportunities (See JBD and JDD)

<b>IHF</b> .....	Graduation Requirements (See JFCA)
<b>II</b> .....	Educational Testing Programs (See BCBK, BE, CN, CYA, IDAE, IJ and KBA)
	Test Integrity
	Reporting Test Results
<b>IIBG</b> .....	Computer Use (See ECH, JCDA and KBA)
	Use of District Computers/Privacy Rights
	Copyright
	Installation
	Hardware
	Audits
	E-mail Privacy Rights
	Ownership of Employee Computer Materials
	Staff and Student Handbook Information
<b>IIBGA</b> .....	Children’s Internet Protection Act
<b>IIBGB</b> .....	On-Line Learning Opportunities
	Application
	Guideline
	Other Regulations or Guidelines
<b>IJ</b> .....	Evaluation of Instructional Program (See IC, ICAA, ID, II and MK)
<b>IKB</b> .....	Controversial Issues (See GBU, IA and IFBH)
<b>IKCA</b> .....	Human Sexuality and AIDS Education
	Opt-Out Procedure and Form
	Opt-Out Form
	Annual Request Required
	Notice of Availability
	Form, Parent/Guardian Opt Out Form
<b>IKD</b> .....	Religion in Curricular or School Sponsored Activities (See AEA, IF, IKDA and KN)
	Teaching About Religion
	Religion in the Curriculum and School Activities
	Religious Symbols in the Classroom
	Religious Holidays
	Graduation and Other Ceremonies

**IKDA** ..... Religious Objections to Activities (IKD)  
Form, Opt-Out Activity Participation

**IKE**..... Assemblies

**IKI**..... Lesson Plans

**ING** ..... Animals and Plants in the School

# TABLE OF CONTENTS

## J--STUDENTS

**JA** ..... Goals and Objectives (See BDA, CM, CMA, GAA and JCDA)

**JB** ..... Attendance Records

**JBC** ..... Enrollment (See IIBGB, JBCA, JBCB, JBCC, and JQKA)

Resident Students

Non-Resident Students

Enrollment Procedures

Part-time Students

Identification of Students

Enrollment Information

Assignment to a School Building, Grade Level or Classes

Transferring Credit

Transfers from Non-Accredited Schools

**JBCA**..... Homeless Students (See EDAA and JBC)

Coordinator

Homeless Student Regulations

Enrollment/Placement

School Stability

Immediate Enrollment

Relevant Academic, Health Records

Records

Enrollment Disputes

Placement Choice

Privacy

Contact Information

Definition

Comparable Services

Coordination

Housing Assistance

Homeless Children and Youths with Disabilities

District Homeless Student Liaison

Notice  
Local and State Coordination  
Homeless Status  
Dispute Resolution Process  
Transportation

**JBCB.....Foster Care Students**

Point of Contact  
Foster Care Student Regulations  
Transportation of Students in Foster Care  
Additional Costs  
School of Origin  
Best-Interest Determination  
District Foster Care Liaison  
Child Welfare Agency  
Child Welfare Contact

**JBCC ..... Enrollment of Nonresident Students (See JBC, JBCA, JBCB, and JQKA)**

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

Excused/Unexcused Absences  
Significant Part of a School Day  
Make-Up Work

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

Waiver of Compulsory Attendance Requirements  
Involvement of Law Enforcement  
Reporting to Parents  
Dual Enrollment Students  
Form, Parent Consent and Waiver From Compulsory Attendance  
Chart, Lifetime Earnings Information for High School Principals

**JBH ..... Release of a Student During the School Day (See EBB and EBBD)**

**JCAB..... Searches of Property (See JCABB)**

Search of Lockers  
Searches of Property

**JCABB ..... Searches of Students (See JCAB and JCAC)**

Form, Search Report

**JCAC ..... Investigations (See EBC, GAAD, JCABB, JCEC and JHCAA)**

Coordination with Law Enforcement

Investigations Initiated by School Administrators and Conducted by Law  
Enforcement Officers

Investigations Initiated and Conducted by Law Enforcement  
Officers

Violations of Criminal Law

Taking Students Into Custody

Disturbance of School Environment

**JCDA** ..... Student Conduct (See AEB, IIBG, JA, JCHAA and JHBAA)

**JCDAA** ..... Tobacco Use (See GAOC)

**JCDB**..... Dress Code

**JCDBB**..... Weapons (See EBC, JDC, JDD, JHCAA and KGD)

Weapons and Destructive Devices

Penalties for Possession

**JCE** ..... Complaints (See JDDC and KN)

Complaints about Discrimination

Complaints about School Rules

**JCEC**..... Demonstrations (See JCAC)

**JDA** ..... Corporal Punishment

**JDB** ..... Detention

**JDC** ..... Probation (See JCDBB and JDD)

**JDD** ..... Suspension and Expulsion Procedures

(See AEB, EBC, IHEA, JBD, JCDA, JCDBB, JDC, JDDB, JDDC and JHCAA)

Reasons for Suspension or Expulsion

Short-term Suspension

Long-term Suspension or Expulsion

Rules Which Apply in all Cases When a Student may be Suspended or  
Expelled

Student Rights During a Long-Term Suspension/Expulsion Hearing

Appeal to the Board

**JDDA** ..... Drug Free Schools (See GAOB and LDD)

Student Conduct

Insert Local Sanctions Here

**JDDB**..... Reporting Crimes to Law Enforcement (See EBC and JDD)



Form, Report to Local Law Enforcement

**JDDC** ..... Bullying (See EBC, GAAB, JCE, JDD, JGEC and JGECA)

**JF** ..... Academic Achievement (See II and JR et seq.)

Reporting

Report Cards

**JFAB** ..... Student Conferences

**JFAC** ..... Parent Conferences

**JFB** ..... Promotion and Retention

**JFC** ..... Graduation Exercises

**JFCA** ..... Early Graduation (See IHF)

**JGA** ..... Student Insurance Program

**JGC** ..... Health Assessments and Physicals (See JGCB)

**JGCA** ..... Local Health and Wellness

**JGCB** ..... Inoculations (See JGC)

**JGCBA** ..... Automated External Defibrilla

**JGCC** ..... Communicable Diseases

**JGEC** ..... Sexual Harassment (See GAAC, GAAD, GAF, JDDC and KN)

**JGECA** ..... Racial Harassment (See GAACA, GAAD, GAF, JDDC and KN)

**JGFB** ..... Supervision of Students (See GAO, GBR and JH)

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

**JGFG** ..... Student Accidents

Records

Form, Consent for Emergency Medical Treatment

**JGFGB** ..... Supervision of Medications (See JGFGBA)

Form, Permission for Medication

Form, Medications Given at School

**JGFGBA** ..... Student Self-Administration of Medications (See JGFGB)

Student Eligibility

Authorization Required

Employee Immunity

Waiver of Liability

Additional Requirements

Form, Permission for Self-Administration of Medication

<b>JGG</b> .....	Transportation (See ED and EDDA)
<b>JGGA</b> .....	Use of Video Cameras (See CN and JR <u>et seq.</u> )
<b>JGH</b> .....	School Food Service Programs
	Free or Reduced Price Meals
	Contracts with Other Agencies
<b>JH</b> .....	Student Activities (See DK, JGFB, JM and KG)
	Eligibility for Activities
	Adding or Eliminating Activities
	Activity Fund Management
	Form, Request to Add/Eliminate an Activity
<b>JHC</b> .....	Student Organizations
	Student Clubs
	Non-School Sponsored Student Clubs
	Student Government
<b>JHCA</b> .....	Student Publications (See KI)
	School-Sponsored Student Publications
	Non-School Sponsored Student Publications
	Advertisements
<b>JHCAA</b> .....	Gang Intimidation (See JCAC, JCDA, JCDBB and JDD)
<b>JI</b> .....	Community Activities
<b>JJ</b> .....	Employment of Students (See IDAA)
	In-School Employment
	Outside Employment
	Vocational or Other Work Experience
<b>JK</b> .....	Solicitations (See KI)
<b>JM</b> .....	Contests for Students (See JH)
<b>JN</b> .....	Awards
<b>JQ</b> .....	Exceptional Students (See IDCE and JBE)
	Concurrent Enrollment
<b>JQA</b> .....	Physically Disabled Students
<b>JQE</b> .....	Alternative Arrangements for Nontraditional Students

<b>JQI</b> .....	Adult Students
<b>JQKA</b> .....	Foreign Exchange Students (See JBC)
	Form, Foreign Exchange Student/Host Family Application
<b>JQL</b> .....	Hearing Procedures for Exceptional Students
<b>JQLA</b> .....	Class-size/Caseload Limits for Exceptional Students
<b>JR</b> .....	Student Records
	(See BCBK, CN, CYA, ECA, IDAE, JGGA, JR <u>et seq.</u> and KAB)
<b>JRA</b> .....	Types of Records
	(See BCBK, CN, CYA, ECA, IDAE, JGGA, JR <u>et seq.</u> and KAB)
	Permanent Student Records
	Administrative records
	Supplementary records
	Tentative records
<b>JRB</b> .....	Release of Student Records
	(See BCBK, CN, CYA, ECA, IDAE, JGGA, JR <u>et seq.</u> and KAB)
	Directory Information
	Forwarding Pupil Records
<b>JRC</b> .....	Disposition of Records
	(See BCBK, CN, CYA, ECA, IDAE, JGGA, JR <u>et seq.</u> and KAB)
<b>JRD</b> .....	Hearing Request
	(See BCBK, CN, CYA, ECA, IDAE, JGGA, JR <u>et seq.</u> and KAB)
<b>JS</b> .....	Student Fees and Charges
	Credit Card Payments
	Fee Schedules
	Debt Collection
	Forwarding Pupil Records

## **K--GENERAL PUBLIC RELATIONS**

**KA**..... Goals and Objectives (See IB)

**KB**..... Public Information Programs (See CEE, CEF, CG and KBA)

Newsletters and other Media

Golden Age Passes

**KBA** ..... District or School Web Sites (See ECH, II, IIBG, JR et seq. and KB)

Web Site Rules

**KBC** ..... Media Relations

Broadcasting and Recording

News Releases

News Conferences and Media Interviews with Students

Recording Student Images and Student Produced Material

**KCB**..... Custodial and Non-Custodial Parent Rights

**KDC** ..... Solicitations (See GAI)

**KFD** ..... School Volunteers (See EBAA and IFC)

**KG**..... Use of School Facilities by Community Groups (See DFG and JH)

Availability

Fees and Rental Charges

Borrowing Equipment

Availability of Facilities

Rental Contract

Procedures for Requesting Facilities

Facilities and Equipment

Staffing

Supervision

Damages

Liability

Artificial Turf Fields

Schedule of Rates for Facility Use

Form, Request for Use of School Facilities

**KGA**.....Use of District Personal Property and Equipment

**KGB**..... Concealed Observations

<b>KGD</b> .....	Crowd Control at School Sponsored Activities (See EBC and JCDBB)
	Possession of a Firearm
<b>KGDA</b> .....	Public Conduct on School Property
<b>KH</b> .....	Gifts to Schools (See GAJ and JL)
<b>KI</b> .....	Distributing Materials in Schools (See JHCA, JK and JR <u>et seq.</u> )
	Materials Produced by Outside Groups – Including Religious Materials
	Political Campaign Materials
	Advertising in the Schools
	Mailing Lists
	Sample Form, Distribution Rules: Non-School Materials
<b>KK</b> .....	Disposal of District Property (See DFM)
<b>KM</b> .....	Visitors to the School
<b>KN</b> .....	General Complaints (See BCBI, GAACA, IF, IKD and JCE))
	Complaints About Discrimination or Discriminatory Harassment
	Informal Procedures
	Formal Complaint Procedures
	Complaints About Policy
	Complaints About Curriculum
	Complaints About Instructional Materials
	Complaints About Facilities and Services
	Complaints About Personnel
	Form, Complain of Discrimination

## **L – INTERORGANIZATIONAL RELATIONS**

**LA** .....Goals and Objectives

**LB** .....School-Community Cooperation

**LC** .....School-Community Programs

**LDD** .....Federal Government-Drug Free Schools (See GAOA, GAOB, IDAB and  
JDDA)

**LDDA** .....Fiscal Management of Federal Grants

## **M – RELATIONS WITH OTHER EDUCATION AGENCIES**

**MA** .....Goals and Objectives

**MD** .....Interdistrict Relations

**MF** .....Colleges and Universities

Contract Required

Other Relationships

**MI** .....State Education Agency Relations: Quality Assurances

**MK**.....Educational Accreditation Agency Relations (See IJ)

**A District Authority**

**A**

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

**Home Rule**

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

Approved: November 3, 2008



**ABE    District Goals and Objectives    (See BK)**

**ABE**

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

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

The superintendent shall develop necessary procedures to implement this policy.

Approved: November 17, 2008

**AC   School District Grade Levels**

**AC**

The district organization will include:

Early childhood (special student population)

K-6 (Elementary)

7-8 (Middle School)

9-12 (High School/Alternative High School).

Approved: November 17, 2008

**AD   District Attendance Areas (See AG)**

**AD**

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

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

Approved: November 17, 2008

**ADA    School Census**

**ADA**

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

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

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

Approved: November 17, 2008

**AE   School Year**

**AE**

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

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

**Virtual Schools**

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

Approved: November 3, 2008

**AEA School Calendar**

**AEA**

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

Approved: November 3, 2008

(See AE, JBD, JBE, JCDA and JDD)

Prolonged or Shortened School Year

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

Should the school year be shortened by board action, the board must take steps to ensure the school term provided includes at least the minimum number of days or hours required by Kansas law.

Additional Learning Opportunities for Students

The board may require additional learning opportunities for students not meeting minimum academic or behavioral standards as defined by the board or as outlined in board policy and/or handbook language. Students may be assigned to additional academic sessions taking place:

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

Truancy laws, suspension and expulsion policies and law, and all appropriate portions of the student behavior code shall apply during additional academic sessions.

Approved: August 15, 2016

**AF   School Day**

**AF**

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

Approved: November 17, 2008



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

**Building Closure Process**

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

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

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

**State Board Administrative Review**

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

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

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

Approved: October 16, 2023

**BBBB   New Member Orientation (See BCBK)**

**BBBB**

The superintendent and current members of the board shall conduct an orientation program to acquaint new board members with board policy, district operations, and procedures. The orientation shall also describe the duties and responsibilities of board members, the superintendent, the clerk and other key positions. Newly elected and newly appointed board member shall be encouraged to attend workshops for new board members.

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

Approved: December 15, 2008

**BBBF    Reimbursement for Expenses**

**BBBF**

No board member shall be reimbursed for expenses incurred for any travel unless such travel has been approved by the board. Board members who provide their own transportation shall be eligible for reimbursement for each mile actually traveled in attending board meetings and in the performance of district business. Any payments to board members must be in the form of a reimbursement for amounts previously paid by the board member, and receipts shall be provided by the board member in accordance with the provisions of GAN.

Approved: January 5, 2009

**BBC    Board Committees (See CF)**

**BBC**

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

There shall be no standing or temporary committees except as otherwise provided for in these policies. Board members may serve on committees which advise the board.

Sub-committees of the board may be assigned on a temporary basis and shall consist of not more than three board members. Board subcommittees are subject to KOMA.

**Advisory Committees**

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

No financial assistance shall be furnished any committee without the prior approval of the board. As requested, each committee shall report in writing to the superintendent and/or the board.

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

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

Approved: July 22, 2013

**BBE    Attorney**

**BBE**

The board shall appoint an attorney to handle all legal matters.

Approved: September 19, 2022

**BBG   Consultants   (See CJ, CL and ID)**

**BBG**

The board may use consultants to advise the board. Neither the superintendent nor any staff member is authorized to engage a consultant for pay without prior board approval.

Approved: December 15, 2008

**BCAC    Special Meetings**

**BCAC**

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

Approved: January 5, 2009

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

I hereby waive the written notice required under the provisions of K.S.A. 72-8205 as to the time, place and purpose of a special meeting of the Board of Education of Unified School District No. 437, State of Kansas, held on , 200\_.

-----  
Member, Board of Education

-----  
Member, Board of Education

-----  
Member, Board of Education

-----  
Member, Board of Education

-----  
Member, Board of Education

-----  
Member, Board of Education

-----  
Member, Board of Education

Attest:

-----  
Clerk, Board of Education  
Unified School District No. \_\_\_\_  
----- County  
State of Kansas

Approved: January 5, 2009



**BCAE   Public Hearings (See BCBI and KN)**

**BCAE**

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

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

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

Approved: January 5, 2009

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

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

The annotated agenda shall be sent to all board members at least three calendar days prior to any regular board meeting.

The agenda format may include:

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

Other items and reports may be added to the agenda.

Approved: February 2, 2009

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

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

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

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

The following motions shall be in order:

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

- To defer action, either finally or to a specific time, date and place;
- To go into executive session; and
- To adjourn, either finally or to a specific time, date and place.

The president may call a meeting to order or, without objection from a majority of the board, call for a break or adjourn the meeting without a motion.

Approved: February 2, 2009

**BCBG Voting Method**

**BCBG**

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

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

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

Approved: February 2, 2009

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

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

Approved: February 2, 2009

Open Forum

The open forum will be available to patrons and school district employees only. Rules for the public forum will be available from the clerk prior to the board meeting. A form must be completed prior to the meeting (See Open Forum Information and Form: Intent to Address the Board).

Presentations are limited to three minutes each. The board will have two additional minutes to ask clarifying questions. The board president may ask groups with the same interest to appoint a spokesperson to deliver the group's message. Presenters may be asked to clarify if they are representing a group or if they are representing a commercial interest. Except to ask clarifying questions, board members shall not interact with speakers at Open Forum.

Patron-Requested Agenda Items

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

Handling Complaints

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

Approved: November 21, 2022

AUBURN-WASHBURN SCHOOL DISTRICT

OPEN FORUM INFORMATION

“The board appreciates patrons taking time to talk to us about our policies and procedures. We set aside this time every meeting to hear from the public. Your comments should be directed towards board policies or the procedures our administrators establish to carry out those policies.

**This is not an appropriate time or place for patrons to make comments of a personal nature about any district employee or student, or to try and sell a product or service. Persons interested in doing business with the district need to make an appointment with the appropriate administrator.**

Persons making comments which violate the privacy rights of district employees will be asked to terminate their remarks. If a patron or parent has a concern with one or more employees, the board will refer that person to the appropriate employee or the superintendent

Thanks again for taking your time to discuss district business with the board.”

Guidelines:

1. The Open Forum is available to school district patrons and employees only.
2. Presentations shall not exceed five minutes each.
3. The Board President may ask groups with the same special interest to appoint a spokesperson.
4. Presenters are asked to identify when a business interest is being represented.
5. Personal problems concerning school children, parents, and teachers shall not be discussed at this public meeting.
6. All matters pertaining to negotiations between any group and the Board shall not be discussed at this public meeting.
7. Discussions concerning either the election of Board members or their removal from office shall be prohibited.
8. The card, Intent to Address the Board, shall be completed and given to the Clerk of the Board prior to the beginning of the meeting.

INTENT TO ADDRESS THE BOARD

DATE: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Topic: \_\_\_\_\_

Are you an employee of USD 437? Yes\_\_\_\_ No\_\_\_\_

Do you live in the school district? Yes\_\_\_\_ No:\_\_\_\_

Please detach this card from the rules and submit the card to the Clerk of the Board prior to the meeting.



Request to be Placed on Agenda

This form must be completed and returned to the clerk or the superintendent at least 7 days before the meeting at which you wish to be placed on the agenda. The request will be received and reviewed by the Board President. One of three recommendations will be made:

1. Appearance before the board at the next regular meeting.
2. Appearance before the board in executive session.
3. Referral of your request to the appropriate administrator.

Permission to appear before the board at a regular meeting is subject to the following rules:

1. Presentations shall not exceed the time allocated by the board president and the superintendent.
2. Subject matter, other than policy issues, will be referred to the administration.
3. Comments shall be limited to issues and not refer to personalities.
4. Presentations must be in good taste befitting the occasion and the dignity of the board meeting.
5. Typed copy, or an outline of your presentation must be included with this request form.

Name \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Individual or organization (if any) you represent \_\_\_\_\_

Organization's address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

District official's signature \_\_\_\_\_

Date received \_\_\_\_\_ Time received \_\_\_\_\_

Note: Policy BCBI does not apply to special board meetings unless the special meeting is a public hearing.

Approved: March 26, 2012

The board may provide accommodations for members of the news media present at board meetings. The superintendent may provide copies of the board agenda to news media prior to each board meeting upon request or as required by law. At an appropriate time, the board or superintendent may explain board action.

Cameras/Recording Devices

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

Approved: February 2, 2009

**(See BBBB, BE, CN, CYA, ECA, IDAE, II, JRB and KBA)**

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

**Sample Motion**

I move that the board go into executive session for the purpose of discussing (1-7) (a statutorily approved reason and justification) and that the board return to the open meeting at \_\_\_\_ o'clock in this room.

- 1) Personnel matters for nonelected personnel;  
\*Justification: To protect the privacy interests of an identifiable individual.
- 2) Consultation with an attorney, which would be deemed privileged in attorney client relationship;  
\*Justification: To protect attorney-client privilege and the public interest.
- 3) Matters relating to employer-employee negotiations, whether or not in consultation with the representative of the body or agency.  
\*Justification: To protect the district's right to the confidentiality of its negotiating position and the public interest.
- 4) Confidential data relating to financial affairs or trade secrets of corporations partnerships, trusts and individual proprietorships;  
\*Justification: To protect the privacy rights of a corporation, partnership, trust, etc. with regard to their financial affairs.
- 5) Matters relating to actions adversely or favorably affecting a person as a student, except that any such person shall have the right to a public hearing if requested by that person;  
\*Justification: To protect the privacy rights of a student who is identifiable.
- 6) Preliminary discussion relating to the acquisition of real property;  
\*Justification: To protect the district's financial interest and bargaining position.
- 7) Matters relating to the security of the board, the school, school buildings or facilities, or the information system of the school.  
\*Justification: To ensure the security of the school, school buildings or facilities and/or the information system of the school are not jeopardized.

\* Explanation of reason for executive session.

**NO BINDING ACTION SHALL BE TAKEN DURING CLOSED OR  
EXECUTIVE SESSIONS.**

When a motion is made to go into executive session, all blanks the sample motion must be filled in.

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

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

The motion will explain why one of the seven statutorily acceptable reasons was chosen.

Approved: December 1, 2008

**BDA Developing Adopting and Repealing Board Policy** (See CM, CMA, GAA and JA)

**BDA**

The board shall adopt all policies, regulations, and handbooks, all of which are deemed to be board policy. Board policies and regulations, and handbooks may be amended or repealed at any board meeting by a majority of the board.

**Drafting Policy**

The superintendent shall recommend policy changes. The superintendent may involve appropriate staff members, patrons, community members or students when revision or drafting new policy.

**Attorney Involvement**

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

**Policy Dissemination**

Changes in board policy shall be disseminated as appropriate. The superintendent shall ensure appropriate dissemination of current policy and the removal of obsolete policies. At least one current policy manual shall be accessible in the central business office. All currently adopted policies shall be available on the district's website. Board members, district staff, patrons and others will be encouraged to use the website to access current board policy.

**Historical Policy Files**

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

**Public Input on Policy**

Individuals or groups may submit proposed changes in board policy.

Approved: November 21, 2022

**BE   School Board Records (See BCBK, CN, CAN, ECA, II, and KBA)   BE**

The board shall keep records necessary to document board actions.

Approved: August 3, 2009

**BG   Memberships**

**BG**

The board may maintain membership in the Kansas Association of School Boards and, if a member of KASB, may join and participate in the activities of the National School Boards Association.

Approved: September 19, 2022

**BK   Board Self-Evaluation**

**BK**

The board may conduct an annual self-evaluation.

If a self-evaluation is conducted, the following guidelines shall be considered.

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

Approved: August 3, 2009



**CB    Professional Conduct**

**CB**

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

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

Fulfills professional responsibilities with honesty and integrity;

Supports the principle of due process as required by law;

Obeys local, state and national laws;

Implements the board's policies, rules and regulations;

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

Avoids using an administrative position for personal gain;

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

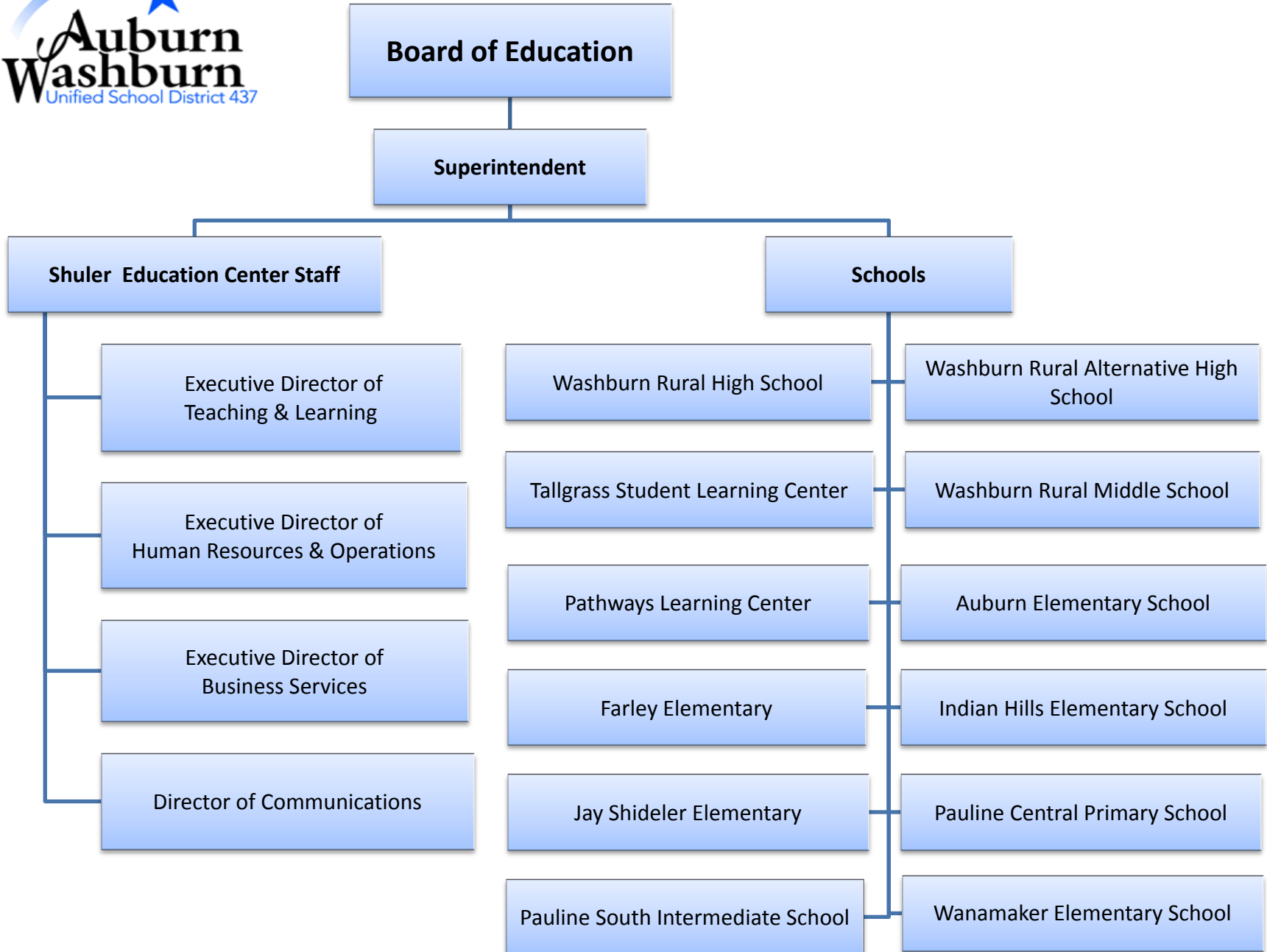
Seeks to improve the profession through research and continuing professional development; and

Honors employment contracts until fulfillment or release.

Approved: December 7, 2009

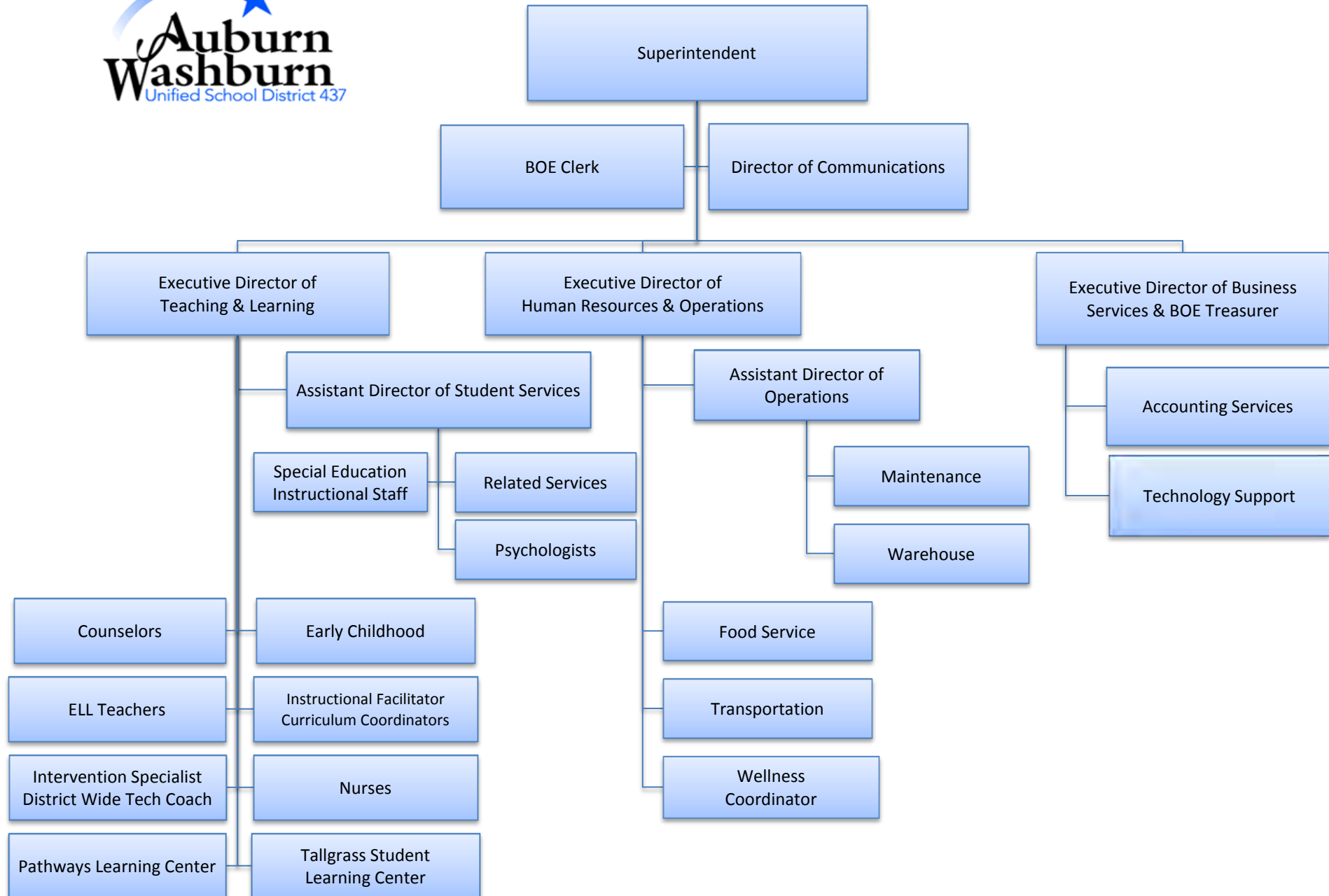


## Auburn-Washburn USD 437





# Shuler Education Center



**CD   Administrative Line and Staff Relations   (See GACA and GACB)   CD**

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

Approved: February 16, 2009

**CE    Superintendent of Schools**

**CE**

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

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

Approved: February 16, 2009

**CEA    Superintendent Qualifications**

**CEA**

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

Approved: KASB February 16, 2009

Duties of the superintendent:

1. Supervises all functions of the school district;
2. Serve as the educational leader of the school system;
3. Meet with the Board of Education for the purpose of reporting, advising, and recommending in all areas of operation in the school system;
4. Provide the Board of Education with information which will assist in effective decision making and sound policy formation;
5. Report, interpret, and implement board policies and action to staff and community;
6. Define and set forth the purposes, objectives and means of administering the school system;
7. Administer the control mechanism of the public schools subject to policies and rules of the Board of Education;
8. Provide leadership to stimulate and energize personnel of the entire school system;
9. Determine educational, staff, instructional, and physical plant needs and recommend methods of meeting the requirements;
10. Authorize all final employee recommendations made to the Board of Education regarding the selection, appointment, assignment, transfer, suspension, promotion, or dismissal of personnel in accordance with the statutes of Kansas, State Board of Education regulations, and the rules of the local Board of Education;

11. Establish and conduct a continuous and comprehensive program of internal and external information and communication for the purpose of gaining widespread understanding and support for public education;

12. Supervise the development and preparation of the annual budget for the school district;

13. Represent the school system before professional and community groups;

14. Assist in the implementation and evaluations of experimental programs;

15. Be active in the Kansas Legislature in all matters relating to the welfare of the school district;

16. Be actively involved with his/her professional organizations in Kansas.

Approved: February 16, 2009



**CEC Superintendent Recruitment****CEC**

The superintendent search presents the board with an opportunity to recruit individuals who will implement the board's goals. The board shall establish an orderly procedure for employing a superintendent that conforms to generally accepted ethical and legal standards and minimizes misunderstanding in the community. The process should allow the board ample opportunity to evaluate the qualification of a candidate whose professional training and experience meet district needs. The board may solicit applications from qualified staff members and may list the vacancy with placement offices.

The board may select a professional search service who shall screen all applications and recommend finalists to the board for interviews. The board shall interview selected candidates. Board members may visit each finalist's district.

Approved: September 19, 2022

**CEE    Compensation and Benefits**

**CEE**

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

Approved: March 2, 2009

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

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

Approved: March 2, 2009

**CEG   Superintendent's Professional Development Opportunities**

**CEG**

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

Approved: March 23, 2009

**CEI    Evaluating the Superintendent    (See CGI and GAK)**

**CEI**

The board shall adopt an evaluation system that provides a basis for formal evaluation of the superintendent's performance. The system shall include the evaluation form used and the process necessary to complete the form.

The board shall evaluate the superintendent using the evaluation form in accordance with current legal requirements for the first four years of employment and annually for the term of the superintendent's employment.

The superintendent's evaluation shall be confidential and be made available only to the board, the superintendent and others as provided by law. The evaluation instrument shall be on file at the district office with the clerk. Any revisions in the evaluation system shall include input from the superintendent.

Approved: March 23, 2009

**CEJ    Nonrenewing or Terminating the Superintendent's Contract    CEJ**

The board may nonrenew or terminate the superintendent's contract.

Approved: March 23, 2009

**CEK   Resignation**

**CEK**

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

Approved: March 23, 2009

**CF    Board-Superintendent Relations    (See BBC)**

**CF**

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

Approved: March 23, 2009



The board shall employ administrative personnel as needed.

Compensation Guides and Contracts

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

Qualifications and Duties

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

Recruitment

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

Assignment

The board shall solicit the superintendent's recommendations in appointment, assignment, transfer, demotion, termination or non-renewal of any administrative personnel.

Orientation

The superintendent shall conduct an appropriate administrative orientation program.

Supervision

The superintendent shall be responsible for supervising all administrative personnel.

Administrative Intern Program

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

Travel Expense and Reimbursement

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

Approved: April 13, 2009

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

**CGI**

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

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

Approved: April 13, 2009

**CJ   Hiring Consultants (See BBG, CL and ID)**

**CJ**

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

Approved: April 13, 2009

**CK   Professional Development Opportunities**

**CK**

The superintendent may require administrators to attend conferences, workshops or other activities which will directly benefit the schools. All reasonable expenses will be paid by the district to attend meetings required by the superintendent. All reasonable expenses within budget limitations will be paid by the district to attend meetings requested by the administrator and approved by the superintendent. The superintendent will determine and approve of “reasonable expenses.”

Approved: April 13, 2009

**CM Policy Implementation** (See BDA, CGK, GAA and JA)

**CM**

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

Approved: February 20, 2023

**CN   Public Records**

**CN**

(See BE, CNA, ECA, IDAE, II, HAI, JGGA, and JR et seq.)

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

**Types of Records**

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

**Central Office Records**

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

**Building Records**

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

**Public Access**

All records, except those subject to exception by the Kansas Open Records Act, shall be open to inspection by the general public during regular office hours of any school or the district office.

The superintendent will establish procedures for making records available on normal business days when district offices are closed. Copies of open records shall be available on written request.

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

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

Each request for access to a public record shall be acted upon as soon as possible, but not later than the end of the third business day following the date that the request is received. If the request is not acted on immediately, the custodian shall inform the requester, within the three day window, when and where the open record will be made available. Each custodian shall file all requests and their dispositions in the appropriate office and make reports as requested by the superintendent or the board.

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



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

**Disposition**

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

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

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

**Retention of Documents in Certain Circumstances** (See CNA)

Approved: February 6, 2017

UNIFIED SCHOOL DISTRICT NO. 437  
TOPEKA, KANSAS

PUBLIC REQUEST FOR  
SCHOOL RECORDS

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

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

Specific records being requested:

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

\_\_\_\_ Approval to release records  
\_\_\_\_ Denial to release records  
\_\_\_\_ Delayed release of records

Reason for denial or reason for delay:

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

\_\_\_\_\_  
Custodian/  
Freedom of Information Officer

\_\_\_\_\_  
Date

---

For Office Use Only:

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

Estimated cost of copies and applicable employee time: \$ \_\_\_\_\_  
(To be paid in advance)

**CNA    Document Production, Including Electronic Information \*    CNA**  
**(See BCBK, BE, CN, ECA, IDAE, II, JGGA, JR et seq. and KBA)**

**Destroying Documents**

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

Approved: September 17, 2007

\* For detailed information, see Federal Rules of Civil Procedure. 34 Production of Documents, Electronically Stored Information.

## CO Reports

CO

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

### Types of Reports

#### Annual

The superintendent shall submit to the board an annual report summarizing the district's operations for the preceding school year. The report shall include the accreditation status of each district school building.

#### Budget Reports

The superintendent shall present monthly budget reports to the board.

#### Disseminating Reports

The board, upon request, may receive copies of reports submitted to the superintendent if there is no potential violation of any staff or students' privacy rights.

Approved: June 29, 2009

**DA    Goals and Objectives**

**DA**

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

Approved: April 20, 2009

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

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

#### Needs Assessment

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

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

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

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

Approved: March 6, 2023

## **DC Annual Operating Budget** (See DB and KBA)

**DC**

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

The superintendent shall follow the adopted budget.

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

### **Budget Forms**

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

### **Priorities**

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

### **Deadlines and Schedules**

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

### **Encumbrances**

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

### **Recommendations**

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

**Preliminary Adoption Procedures**

The superintendent will be responsible for developing the budget cover letter. It is recommended that the letter include a restatement of the goals and objectives of the district and a list of budget priorities. An explanation of line- item expenditures will be included in the letter. Fund expenditures and line categories will also be explained in terms of how the budget meets the goals and objectives of the district and enhances completion of priority programs. A preliminary draft of the district's budget will be submitted by the superintendent within a timeframe that allows the district to comply with all statutory deadlines.

**Hearings and Reviews**

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

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

**Budget Transparency**

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

**Management of District Assets/Accounts**

The superintendent shall establish and maintain accurate, financial management systems to meet the district's fiscal obligations, produce useful information for financial reports, and safeguard district



resources. The superintendent shall ensure the district's accounting system provides ongoing internal controls. The superintendent shall review the accounting system with the board.

Approved: March 6, 2023

**DFAA   Grants and other Outside Financial Resources**

**DFAA**

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

The board shall approve all grant applications in excess of \$25,000, as well as grants requiring any kind of resource match from the district, before their submission. All other grants require superintendent approval before their submission.

Approved: May 4, 2009

## **DFAB Standard of Conduct for Federally Funded Contracts**

**DFAB**

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

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

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

Unless otherwise provided herein, no board member, employee, officer, or agent of the district may solicit or accept gratuities, favors, or anything of monetary value from vendors, contractors, or parties to subcontracts. Therefore, these individuals would be prohibited from accepting offers for free entertainment which would otherwise cost the individual, lodging, transportation, gifts, or meals. However, accepting meals offered by a sponsor and consumed by such individual at school, a school sponsored activity, or a related event and/or accepting free product samples having a retail value no greater than \$100.00 will not be a violation of this policy or standard of conduct.

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

Approved: October 17, 2022

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

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

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

- Identification – The district must identify, in its accounts, all federal awards received and expended and the federal programs under which they were received.
- Financial Reporting – Accurate, current, and complete disclosure of the financial results of each federal award or program must be made in accordance with the financial reporting requirements of the Education Department General Administrative Regulations (EDGAR).
- Accounting Records – The district must maintain records which adequately identify the source and application of funds provided for federally-assisted activities.

## **DFAC Federal Fiscal Compliance**

## **DFAC-2**

- Internal Controls – Effective control and accountability must be maintained for all federal funds, real and personal property purchased therewith, and other assets acquired with federal funding. The district must adequately safeguard all such property and must assure that it is used solely for authorized purposes.
- Budget Control – Actual expenditures or outlays must be compared with budgeted amounts for each federal award. Procedures shall be developed to establish determination for allowability of costs for federal funds.
- Cash Management – The district shall maintain written procedures to implement the cash management requirements found in EDGAR.
- Allowability of Costs – The district shall ensure that allowability of all costs charged to each federal award is accurately determined and documented.

### **Time and Effort Reporting by Employees**

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

### **Recordkeeping**

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

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

- Amount of federal funds,
- How funds are used,
- Total cost of each project,
- Share of total cost of each project provided from other sources,

## **DFAC Federal Fiscal Compliance**

## **DFAC-3**

- Other records to facilitate an effective audit,
- Other records to show compliance with federal program requirements, and
- Significant project experiences and results.

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

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

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

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

### **Subrecipient Monitoring**

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

- Assess the risk of noncompliance.
- Monitor grant subrecipients to ensure compliance with federal, state, and local laws and board policy, regulations, and procedures.

- Ensure the district's records are adjusted to cure recordkeeping issues discovered through the subrecipient's audits, on-site reviews, or other monitoring.

**Compliance Violations**

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

Approved: February 20, 2023

**DFE    Investment of Funds**

**DFE**

The investment of school district monies shall be the responsibility of the superintendent, business manager and/or the district treasurer.

Any monies not immediately required for the purposes for which the monies were collected or received, shall be invested as provided by current statute.

**Posting Securities**

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

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

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

**Distribution of monies for investment shall be as follows:**

The treasurer or other person designated by the board shall inform each eligible bank and savings and loan association of the total amount of money to be invested on a specified date and the maturity date of the investment. Each bank or savings and loan association bidding shall submit a single bid of the rate of interest it would pay on all or part of the funds to be invested.



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

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

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

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

Monies available for reinvestment as a result of maturities may be reinvested with the banks or association holding such monies provided the bank or savings and loan association agrees to pay the same or higher rate as that offered by the highest bidder at the time of re-offer.

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

the amount of monies the bank or savings and loan association is willing to accept at the rate bid.

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

Approved: May 4, 2009

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

**DFG**

Proceeds from rental charge for building or equipment use will be credited as described in KG-R.

Approved: May 4, 2009

**DFK   Gifts and Bequests**

**DFK**

Gifts and bequests, including restrictions and conditions associated with the gift or bequest, must be reviewed and accepted by the board of education. Any money or property given as a gift or bequest becomes the property of the school district.

Approved: May 4, 2009

**DFM   Equipment and Supplies Sales (See KK)**

**DFM**

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

Approved: April 20, 2009

**DH   Bonded Employees**

**DH**

The board shall purchase a blanket public employee dishonesty bond for school employees. The amount of the bond shall be determined by the board.

Approved: May 4, 2009

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

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

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

Approved: May 18, 2009

The board may establish petty cash accounts by resolution.

Approved: May 18, 2009



[RESOLUTION TO ESTABLISH PETTY CASH FUND]

RESOLUTION

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

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

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

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

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

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

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

ADOPTED by the Board of Education of Unified School District \_\_\_\_\_, \_\_\_\_\_ County, Kansas, the \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_.

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

\* Not to Exceed \$1500.00

**DJE    Purchasing**

**DJE**

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

Purchasing Authority

The board shall appoint a purchasing agent for the district.

Approved: October 3, 2022

**DJEB    Quality Control**

**DJEB**

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

**Specifications**

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

**Standardization**

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

**Quantity Purchasing**

Quantity purchasing is encouraged.

**Cost Control**

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

Approved: April 20, 2009

**DJED    Bids and Quotations Requirements**

**DJED**

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

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

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

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

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

**Bid Specifications**

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

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

**Procedure**

All bids must be submitted to the purchasing agent or other person designated by the board in sealed envelopes with the name of the bidder and the date of the bid plainly marked in the lower left-hand corner of the envelope. All bids shall be opened publicly on the stated day and time. Any bids received after the stated day and time shall not be considered. All bidders and other interested persons may be present when the bids are opened.

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

**Responsible Bidder**

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

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

**Withdrawal of Bids**

Any bid may be withdrawn and/or corrected prior to the scheduled

time for opening of bids and no later than two days after the bids have been opened if a non-judgmental error has been made. Any bid received after the publicized date and time shall not be considered by the board.

**Rejection of Bids**

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

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

**Multi-State Purchasing Pools**

The board may participate in multi-state purchasing pools.

Approved: May 18, 2009

**DJEE    Local Purchasing**

**DJEE**

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

Approved: June 1, 2009

**DJEF    Requisitions**

**DJEF**

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

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

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

Approved: July 11, 2016



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

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

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

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

Approved: June 1, 2009

**DJEJ    Payment Procedures (See DJEG and DJFAB)**

**DJEJ**

The superintendent shall recommend payment to vendors and suppliers for goods and services upon satisfactory receipt of all goods or completion of all services, after an invoice has been received from the vendor/supplier, and for which there is a district purchase order number issued as provided for in board policy. (See DJEG)

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

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

Approved: June 1, 2009

**DJFA    Purchasing Authority****DJFA**

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

**Quotation Requirements**

The method for obtaining price solicitations and for authorizing purchases that do not require a formal bid will be as follows:

Estimated Cost	Price Solicitation Method	Purchase Authorization
\$0 to \$999	None	Purchasing Agent
\$1,000 to \$2,999	Documented Verbal Quotation	Purchasing Agent
\$3,000 to \$19,999	Documented                      Written Quotation	Purchasing Agent for items with prior board authorization **  or Board of Education
\$20,000 +	Sealed Written Bids	Board of Education

\*\*The board recognizes that actual cost of items submitted for prior board authorization may vary from cost estimates. The board authorizes the purchasing agent to proceed with the purchase if the variance does not exceed 10% and the total cost of the purchase does not exceed \$20,000.

Approved: May 18, 2009

**DK   Student Activity Fund Management   (See JGHB, JH and JL)**

**DK**

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

**Activity Fund Management**

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

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

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

All payments from student activity funds shall be made from purchase orders signed by the principal.

Receipts shall be kept for all revenue deposited into the activity fund of each attendance center. All payments from the activity fund shall be by checks provided for that purpose.

**Activity Fund Deposits**

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

**Inactive Activity Funds (See JH)**

The principal 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.

**DK   Student Activity Fund Management**

**DK-2**

The principal is responsible for the activity fund at the attendance center. The principal shall be responsible for making a monthly report to the director of business services.

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

Approved: June 1, 2009

**EA    Goals and Objectives**

**EA**

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

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

Approved: June 15, 2009

**EB    Buildings and Grounds Management**

**EB**

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

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

Approved: June 15, 2009

**EBA Insurance Program****EBA**

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

**Liability Other Than For Vehicles**

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

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

Approved: October 17, 2022



The district will participate in workers compensation as required by current statute. The combined workers' compensation benefits and salary received under allowed sick leave, or other available leave, shall not exceed one full day's pay. Employees covered by the negotiated agreement are referenced to that document.

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

The workers compensation plan will provide coverage for medical expenses and wages to the extent required by statute to those employees who qualify.

When an employee is injured he/she will use available sick leave to cover his/her absence. If the employee qualifies for workers compensation wages, his/her sick leave account will be reinstated for sick leave days used during the injury in the ratio of workers compensation pay to his/her regular daily rate of pay. The wages of the next paycheck will be docked in an amount equal to the workers compensation pay received. An employee qualified for workers compensation who is off work and eligible to draw benefits under this policy shall receive 100 percent (100%) of the daily rate for the day(s) of salary lost by using a combination of accumulated sick leave {if he/she has sufficient day(s) accumulated} and workers compensation benefits.

In no case shall an employee receive more than 100 percent (100%) of the daily rate of pay for the days benefits are paid.

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

**Choice of Physician**

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

Approved: June 15, 2009

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

**Safety Rules**

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

**Safety Unit**

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

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

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

**Warning System**

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

**Safety Inspections**

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

If repairs are necessary, the individual discovering the defect shall immediately inform the building principal, superintendent or immediate supervisor in writing. Necessary steps either to repair or to remove the defect will be taken as soon as possible. Defects requiring expenditure of money in excess of \$20,000 will be reported to the board. Any defects determined to be a safety hazard by the superintendent or representative that are not immediately removed, repaired or otherwise eliminated shall be blocked off with fences or other restraining devices.

**Heating and Lighting**

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

Approved: June 15, 2009

**EBBA    Hazardous Waste Inspection and Disposal**

**EBBA**

Inspection

Regular inspection of district facilities for hazardous waste shall be conducted under the supervision of the Director of Support Services. Written records of these inspections shall be maintained.

Disposal

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

The superintendent shall develop written rules and procedures for notifying district administrators that hazardous waste has been discovered and/or produced and rules for reporting the proper disposal of waste. These rules and regulations shall be made available to all staff members in classified and certified handbooks.

Approved: June 15, 2009

**EBBD Evacuations and Emergencies** (See EBBF and JBH)

**EBBD**

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

In an emergency when the safety of students and/or staff is better served by remaining at school, students will not be released, nor will school be dismissed early.

During an emergency period when there is insufficient warning time, the district will keep all students under school jurisdiction and supervision. The staff shall remain on duty to supervise students during this time.

**School-Closing Announcements**

When the superintendent believes the safety of students is threatened by severe weather, health or safety concerns, or other circumstances, parents and students shall be notified of school closings or cancellations by announcements made over radio/TV station(s).

**Bomb Threats**

If there is a bomb threat or similar emergency, the principal shall see that students are escorted to a safe place. The principal shall notify law enforcement agencies of the threat and request a thorough inspection of the buildings and grounds. Other contingencies as noted in the crisis plan shall be followed. If it is determined that no danger exists to the students' safety, and, if there is time remaining in the school day, school shall be resumed.

**Planning for Emergencies**

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

Approved: February 5, 2024

**EBBE    Emergency Drills**

**EBBE**

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

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

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

During the first week of school each year, each teacher shall explain the plan to students under their jurisdiction prior to a date established by the principal. Within one week thereafter, the building principal shall conduct surprise fire and tornado drills. Other drills shall be held at times determined by the building principal.

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

Approved: June 29, 2009

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

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

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

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

Approved: June 29, 2009



**EBC    Security and Safety****EBC**

(See JCAC, JCDBB, JDD, JDDDB, JDDC, JGGA, and KGD)

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

**Reporting Crimes at School to Law Enforcement**

Unless reporting would violate the terms of any memorandum of understanding between the district and local law enforcement, any district employee who knows or has reason to believe any of the following has occurred at school; on school property; or at a school-sponsored activity, program, or event shall notify the principal immediately who shall inform the local law enforcement: any act which constitutes the commission of a felony or a misdemeanor; or any act which involves the possession, use or disposal of explosive, firearms, or other weapons as defined in current law.

It is recommended the building administrator also be notified.

**Reporting Certain Students to Administrators and Staff**

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

Reportable events include:

- A student being expelled for conduct which endangers the safety of others;

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

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

#### Annual Reports

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

#### Staff Immunity

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

Approved: November 21, 2016

# Report to Local Law Enforcement

USD 437

Auburn-Washburn School District

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

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

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

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

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

cc: Superintendent of Schools, USD **437**  
Student/s file

<b>Report to Staff Member USD 437</b>
---------------------------------------

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

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

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

<p>School District staff are required by both Federal Law and K.S.A. 72-6214 to protect the right of privacy of any student under the age of 18 and the student's family regarding personally identifiable records, files, data and information directly related to the student and his/her family. I acknowledge this responsibility and agree that I will disclose the above information only to other USD 437 employees and officials. Violation of these privacy rights could include sanctions up to and including termination.</p>
--

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

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

Approved: November 21, 2016

**Vandalism Protection**

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

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

**Restitution for Damages**

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

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

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

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

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

Return of School Property

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

Offering a Reward

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

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

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

Persons having any knowledge are urged to contact the superintendent of schools at 5928 SW 53<sup>rd</sup> Street, Topeka, KS 66610, telephone (785) 339-4000. The board reserves the right to determine the deserving recipients of the reward in the event of corroborating and supplementary information.

Approved: June 29, 2009

**EBE    Cleaning and Maintenance Programs**

**EBE**

The superintendent shall develop building and grounds cleaning and maintenance programs. After approval, the plans shall be shared with the appropriate administrators and classified staff.

**Sanitation**

The superintendent shall develop cleaning schedules to see that all attendance centers and grounds are free from litter and refuse.

Cleaning, sanitation and routine maintenance plans shall be developed by the superintendent and may be published in the appropriate handbooks(s) or job descriptions and/or employment contracts after board approval.

Approved: July 6, 2009

**EBI    Long-Range Maintenance Program**

**EBI**

The superintendent shall develop annually priority lists outlining long-range maintenance of school property, buildings and grounds.

The superintendent shall present a report to the board annually concerning the district's maintenance priorities. A cost analysis report shall be attached to the report.

Approved: July 6, 2009



All records pertaining to district-wide maintenance costs shall be filed in the central office. When practical, a cost analysis of existing and proposed maintenance programs shall be developed by the superintendent.

Approved: July 6, 2009

**EC   Equipment and Supplies Management**

**EC**

The superintendent shall keep annual inventory records on all equipment and supplies.

**Receiving**

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

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

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

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

Approved: July 6, 2009

**ECA   HIPAA Policy (See BCBK, BE, CN, CYA, IDEA and JR et seq.)   ECA**

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

**Staff Training Required**

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

**Compliance Required**

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

Approved: July 6, 2009

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

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

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

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

**The following must be published in all staff handbooks.**

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

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

**The Purpose and Character of the Use**

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

**The Nature of the Copyrighted Work**

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

**The Amount and Substantiality of the Portion Used**

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

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

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

**Prohibited Practice**

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

place of an anthology; and may not make a copy of “consumable” materials, such as workbook.

**Permitted Practice**

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

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

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

**Programming for Education Purposes**

A broadcast program may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable retransmission) and retained for a period not to exceed the first 45 consecutive calendar days after

date of recording. Upon conclusion of such retention period, all off-air recordings must be erased or destroyed immediately.

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

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

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

After the first 10 consecutive school days, off-air recordings may be used up to the end of the 45 calendar day retention period only for evaluation purposes by the teacher, i.e., to determine whether or not to include the

broadcast program in the teaching curriculum. They may not be used for student exhibition or any other non-evaluation purpose without authorization.

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

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

#### **Computer Software**

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

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

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

Approved: July 20, 2009



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

**ED**

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

Approved: September 19, 2022

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

Liability

All school vehicles will be adequately insured.

Safety

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

Every school transportation provider shall have a valid driver’s license. Such drivers shall have full authority and responsibility for the passengers riding in school vehicles.

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

Speed Limits

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

Safety Inspection

The superintendent or the superintendent’s designee shall be responsible for bus and other transportation inspections.

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

Scheduling and Routing

Scheduling and routing shall be the responsibility of the superintendent or the superintendent’s designee.

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

### Records

Every school transportation provider will keep accurate records pertaining to each assigned vehicle. The types of records shall be developed by the superintendent or the superintendent's designee.

## **School Buses and Vehicles**

## **EDAA-2**

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

### Licensing of Drivers

It shall be the responsibility of all school transportation providers provide proof of a valid driver's license appropriate for the vehicle(s) to be driven for the district to the superintendent or the superintendent's designee at the beginning of each school year. If a school transportation provider's license is suspended or revoked at any time, the suspension or revocation shall be reported to the superintendent, and the employee shall immediately cease driving a school vehicle and transporting students.

School transportation providers shall be provided access to this policy annually.

### Housing of School Vehicles

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

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

### Transportation to Summer Athletic Events

#### *Option 1:*

The board does not authorize the use of school buses or other school vehicles in transporting district students to summer athletic activities such as, but not limited to, camps, 7-on-7, and summer league games. Unauthorized use of district buses or other school vehicles for this purpose may result in appropriate discipline of district staff, up to and including suspension and/or termination from employment.

*Option 2:*

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

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

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

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

Approved: September 19, 2022

## **EE Food Services Management**

**EE**

A Food Service Supervisor will be hired by the board to oversee the district's food service program.

### **Sanitation Inspections**

The building principal and the Food Service Supervisor will inspect each kitchen and lunchroom to ensure that proper sanitation procedures are being followed.

### **Records**

The supervisor or his/her designee will be responsible for keeping food service records required by state and federal laws and regulations.

The supervisor will be under the supervision of the Superintendent or his/her designee and will have control over all aspects of the district's food service programs subject to board policy, rules and state and federal regulations.

### **Meal Prices**

Meal prices will be determined by the board.

### **Free and Reduced Price Meals**

Parents or guardians of all students attending schools participating in federal school meal programs must be informed in writing of the availability of reimbursable school meals and provided with information about eligibility and the process for applying for free or reduced price meals on or before the start of school each year pursuant to the Healthy, Hunger-Free Kids Act of 2010. The Superintendent or his/her designee will be responsible for the oversight of this program.

Meal charging requirements at Auburn-Washburn Secondary Buildings are as follows:

**EE   Food Services Management****EE-2**

A meal account for students paying full or reduced price for meals may be established with the district. Payment for charges to the student's account is the responsibility of the parent or guardian. Students may charge no more than negative (\$25.00) to this account. This negative balance will be considered "Delinquent Debt." Charging of a la carte or extra items to this account will not be permitted if the account has a negative balance of \$5.00 or more.

Once a student's balance reaches the negative \$25.00 amount, daily notification will be made to the student's parent or guardian. The district will continue to provide meals to the student until the negative amount reaches \$50.00. When the "Delinquent Debt" reaches an amount at or above the negative \$50.00, district administration will be authorized to use additional resources to make contact with the parent or guardian to encourage them to provide for their student's meal needs.

Balances at or above the negative \$25.00 amount at the end of a semester will be determined to be "Bad Debt". At that point district administration will be authorized to submit the debt to the district approved collections process.

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

Meal charging requirements at Auburn-Washburn Elementary Buildings  
are as follows:

A meal account for students paying full or reduced price for meals may be established with the district. Payment for charges to the student's account is the responsibility of the parent or guardian. Students may charge no more than negative (\$25.00) to this account. This negative balance will be considered "Delinquent Debt".

Once a student's balance reaches this point, daily notification will be made to the student's parent or guardian. The district will continue to provide meals to the student until the negative amount reaches \$50.00. When the "Delinquent Debt" reaches an amount at or above the negative \$50.00, district administration will be authorized to use additional resources to make contact with the parent or guardian to encourage them to provide for their student's meal needs.

If the meal account balance is at or above the negative \$25.00 amount at the end of a semester, the debt will be determined to be "Bad Debt". At that point district administration will be authorized to submit the debt to the district approved collections process.

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

Approved: June 5, 2017



**EF   Data Management**

**EF**

Data Dissemination

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

To Education Agencies

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

Approved: July 20, 2009

**FA    Goals and Objectives**

**FA**

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

Approved: August 17, 2009

**FB    Building Committees**

**FB**

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

Approved: August 17, 2009

**FD   Capital Outlay Long Range Planning**

**FD**

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

The superintendent shall report recommendations concerning the district's capital outlay needs to the board on or before the regular board meeting each March.

Approved: August 17, 2009

**FDB    Long Range Needs Determination**

**FDB**

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

Approved: August 17, 2009

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

Memorials

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

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

Funerals and Memorial Services in District Facilities

Use of school facilities for funerals or memorial services is discouraged. If requests are made to hold funeral or memorial services at district facilities, such requests will only be considered if any services are scheduled after school has dismissed for the day or on weekends.

The superintendent shall handle requests for funeral and memorial services.

Naming of Facilities

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

Approved: September 19, 2022

**GA Personnel Policy Organization**

**GA**

These policies are arranged in the following manner:

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

Approved: September 8, 2009

**GAA Goals and Objectives** (See BDA, CM and JA)

**GAA**

The goal of the personnel policies set forth in this policy section is to create the best possible educational climate for the students of the school district. To this end, these personnel policies are designed to prevent misunderstanding by the district's personnel of their duties, responsibilities, and privileges.

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

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

Approved: February 20, 2023



**GAAA   Equal Opportunity Employment and Nondiscrimination**

**GAAA**

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

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

Inquiries regarding compliance may be directed to the Superintendent or superintendent's designee, 5928 SW 53rd, Topeka, KS 66610-9451, 785-339-4000, or

Equal Employment Opportunity Commission  
400 State Ave., 9<sup>th</sup> Floor  
Kansas City, KS 66101  
(913) 551-5655  
or

Kansas Human Rights Commission  
900 SW Jackson, Suite 568-S  
Topeka, KS 66612-1258  
(785) 296-3206  
or

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

Approved: July 11, 2016

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

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, genetic information, or religion in the admission to, access to, treatment, or employment in the district's programs and activities is prohibited. Title IX Coordinator at 5928 SW 53<sup>rd</sup> Street, Topeka, KS 66610, 785-339-4000 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI and Title VII of the Civil Rights Act of 1964 (with the exception of discrimination on the basis of sex), Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, the Personal Responsibility Work Opportunity Reconciliation Act of 1996, and the Food Stamp Act of 1977, as amended.

Complaints regarding alleged discrimination on the basis of sex, as prohibited by Title IX of the Education Amendments of 1972 and other federal and state laws regulating such discrimination and discriminatory harassment, shall be handled in accordance with the procedures outlined in board policies GAAC and JGEC and shall be directed to the Title IX Coordinator at 5928 SW 53<sup>rd</sup> Street, Topeka, KS 66610, 785-339-4000. More information may be obtained on discrimination on the basis of sex by contacting the Title IX Coordinator.

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

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

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

Except as otherwise provided in this policy and board policies GAAC, JGEC, and KNA, any incident of discrimination in any form shall promptly be reported to an employee's immediate supervisor, the building principal, or the district compliance coordinator for investigation and corrective action by the building or district compliance officer. Complaints alleging discriminatory and/or harassing conduct on the part of the superintendent shall be addressed to the board of education.

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

**Informal Procedures**

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

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

**Formal Complaint Procedures**

- A formal complaint shall be filed in writing and contain the name and address of the person filing the complaint. The complaint shall briefly describe the alleged violation. If an individual does not wish to file a written complaint, and the matter has not been adequately resolved through the informal procedures described herein, the building principal may initiate the complaint. Forms for filing written complaints are available in each school building office and the central office.
- A complaint should be filed as soon as possible after the conduct occurs but not later than 180 days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.
- If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board may appoint an investigating officer. In other instances, the investigation shall be conducted by the building principal, the compliance coordinator, or another individual appointed by the board or the superintendent. The investigation shall be informal but thorough. The complainant and the respondent will be afforded an opportunity to submit written or oral evidence relevant to the complaint and to provide names of potential witnesses who may have useful information.
- A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and a copy shall be forwarded to the complainant and the respondent within 30 days after the filing of the complaint. If the investigator anticipates a determination will not be issued within 30 days after the filing of the complaint, the investigator shall provide written notification to the parties including an anticipated deadline for completion. In no event shall the issuance of the written determination be delayed longer than 10 days from the conclusion of the investigation.

- If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.
- If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy, the negotiated agreement (as applicable), and state law will be followed.
- Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the district compliance coordinator.

**Formal Complaint Appeal**

- The complainant or respondent may appeal the determination of the complaint.
- Appeals shall be heard by the district compliance coordinator, a hearing officer appointed by the board or the superintendent, or by the board itself.
- The request to appeal the resolution shall be made within 20 days after the date of the written determination of the complaint at the lower level.
- The appeal officer shall review the evidence gathered by the investigator at the lower level and the investigator's report and shall afford the complainant and the respondent an opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is filed.
- The appeal officer will issue a written determination of the complaint's validity on appeal and a description of its resolution within 30 days after the appeal is filed.

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

the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.

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

Approved: January 22, 2024

District employees may have ongoing opportunities to access confidential information or records that are only available to the public on a limited review basis. Much of the information processed by district employees is confidential, and law governs its release (e.g., driver record and vehicle registration information, confidential student records, background checks, information obtained pursuant to Department for Children and Families interventions, social security numbers, and professional misconduct investigations.)

Employees are prohibited from divulging information contained in the records and files of the district, except to other, authorized employees who may need such information in connection with their duties and to authorized persons or agencies only in accordance with law, district policies, and administrative rules.

If an employee is approached to provide information inappropriately, the employee must refuse to release the requested information unless authorized by his/her supervisor or otherwise required to release the information under law or court order. In all cases, the employee's immediate supervisor shall be informed immediately of any requests.

Any employee who inappropriately releases information or uses confidential information obtained in the course of his/her employment with the district for personal reasons or private gain will be disciplined in accordance with Board policies, applicable Negotiated Agreement and/or handbooks, and district procedures. Disciplinary action may include penalties, up to and including, termination.

Approved: October 1, 2012

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

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events within the United States.

It shall be a violation for any employee to discourage a student or another employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Violation of this policy by any employee shall result in disciplinary action, up to and including termination.

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

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



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

Title IX Coordinator at 5928 SW 53rd Street, Topeka, KS 66610, 785-339-4000 has been designated to coordinate compliance with nondiscrimination requirements contained in Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 regarding discrimination on the basis of sex, and the Kansas Act Against Discrimination.

Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the Title IX Coordinator. Inquiries about the application of Title IX to the district may be referred to the Title IX Coordinator; to the Assistant Secretary for Civil Rights at the U.S. Department of Education, Office of Civil Rights, 400 Maryland Avenue, SW, Washington D.C. 20202-1100, (800)421-3481, or at [OCR@ed.gov](mailto:OCR@ed.gov); or both.

#### Response to Harassment Complaints

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

#### Definitions

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

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

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

The “decision-maker” reviews all the evidence and prepares an impartial written responsibility determination as to whether the alleged conduct occurred and provides an opportunity for the parties and their representatives to prepare written questions to be answered by the other party. The decision-maker shall not be the Title IX Coordinator or investigator.

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

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

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

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

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

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

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

The Title IX Coordinator, any investigator, decision-maker, or any person who facilitates an informal resolution process shall not have a conflict of interest or bias for or against the complainant or respondent. These individuals shall receive training on the definition of sexual harassment; the scope of the education program and activities; how to conduct an investigation, including appeals and informal resolution processes; and how to serve impartially, including avoiding prejudgment of the facts, conflicts of interest, and bias. Decision-makers shall receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant’s sexual predisposition or prior sexual behavior are not relevant. Investigators shall receive training on issues of relevance of questions and evidence in order for them to create investigative reports that fairly summarize relevant evidence.

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

to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

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

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

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

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

#### Supportive Measures

The district will treat the complainant and respondent equitably by offering supportive measures. These non-disciplinary and non-punitive measures will be offered as appropriate, as reasonably available, and without cost to the complainant or the respondent. Supportive measures are designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party. "Supportive Measures" shall include, but not be limited to, measures designed to protect the safety of all parties, to protect the district's educational environment, or to deter sexual harassment. These measures may include counseling, extensions of deadlines or course-related adjustments, modifications of work or class schedules, escort services, mutual restrictions on contact between the

parties, changes in work locations, leaves of absence, increased security and monitoring, and other similar measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

### The Formal Complaint

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

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

- At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the district concerning which the formal complaint is filed.
- A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. Filing of the complaint with the Title IX Coordinator may be done in person, by mail, or by email. If an individual does not wish to file a written complaint, and the matter has not been adequately resolved, the Title IX Coordinator may initiate the complaint. Forms for filing written complaints are available in each school building office and the central office.
- A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 calendar days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.
- An investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board shall appoint an investigating officer. In other instances, the

investigation shall be conducted by a qualified individual designated by the Title IX Coordinator or another individual appointed by the board. The investigation shall be thorough. All interested persons, including the complainant and the respondent, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.

**Formal Complaint Notice Requirements**

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

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

If, in the course of an investigation, the investigator decides to investigate allegations about the complainant or respondent that are not included in the notice initially provided, notice of the additional allegations shall be provided to known parties.

**Formal Complaint Investigation Procedures**

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

- Ensure that the preponderance of the evidence burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the district and not the parties;
- Provide an equal opportunity for the parties to present witnesses and evidence;
- Not restrict either party's ability to discuss the allegations under investigation or to gather and present relevant evidence;
- Allow the parties to be accompanied with an advisor of the party's choice;
- Provide written notice of the date, time, location, participants, and purpose of any interview, meeting, or hearing at which a party is expected to participate;
- Provide the parties equal access to review all the evidence collected which is directly related to the allegations raised in a formal complaint, including the investigative report, and the opportunity to respond to that evidence before a determination is made;
- Be impartial and objectively evaluate all relevant evidence without relying on sex stereotypes;
- Not have conflicts of interest or bias for or against complainants or respondent;
- Not make credibility determinations based on the individual's status as complainant, respondent, or witness.

**Formal Complaint Investigation Report**

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

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

**Decision-Maker's Determination**

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

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

- Identify the allegations potentially constituting sexual harassment;
- Describe the procedural steps taken, including any notifications to the parties, site visits, methods used to gather evidence, and interviews;
- Include the findings of fact supporting the determination;
- Address any district policies and/or conduct rules which apply to the facts;
- A statement of, and rational for, the result as to each allegation, including a determination regarding responsibility and
- The procedures and permissible bases for the complainant and/or respondent to appeal the determination.

The written determination may, but is not required to, recommend disciplinary sanctions and any remedies designed to preserve access to the educational program or activity that may be provided by the district to the complainant.

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



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

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

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

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

#### Appeals

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

- Procedural irregularity that affected the outcomes;
- New evidence that was not reasonably available at the time that could affect the outcome; and/or
- The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias against either party that affected the outcome.

The request to appeal shall be made in writing to the Title IX Coordinator within 10 days after the date of the written determination. Appeals shall be a review of the record by an attorney, an independent hearing officer appointed by the board, or the board. The appeal decision-maker may not be the Title IX Coordinator, the Investigator, or the decision-maker from the original determination.

The appeal decision-maker will issue a written decision within 30 days after the appeal is filed. The appeal decision-maker will describe the result of the appeal and the rationale for the result.

The appeal decision-maker shall:

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

#### Informal Resolution Process

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

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

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

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

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

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

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

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

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

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

The board of education is committed to providing a positive and productive working and learning environment, free from discrimination, including harassment, on the basis of race, color, national origin, or disability. Racial and disability harassment will not be tolerated in the school district. Racial or disability harassment of employees or students of the district in any district education program or activity is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII Civil Rights Act of 19674, and the Kansas Acts Against Discrimination. Disability harassment is unlawful discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. All forms of racial and disability harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events.

It shall be a violation for any employee to discourage a student or another employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

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

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

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

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

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

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

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

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

Any employee who witnesses an act of racial or disability harassment or receives a complaint of harassment from another employee or a student shall report the complaint to the building principal. Employees who fail to report complaints or incidents of racial or disability harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of racial or disability harassment may also face disciplinary action, up to and including termination. Initiation of a complaint of racial or disability harassment in good faith will not adversely affect the job security or status of an employee, nor will it affect his or her compensation. Any act of retaliation or discrimination against any person who filed a complaint or testified, assisted, or participated in any investigation, proceeding, or hearing involving a racial or disability

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

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

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

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

Approved: January 22, 2024

Any district employee who has reason to know or suspect a child has been injured as a result of physical, mental, or emotional abuse or neglect or sexual abuse, shall promptly report the matter to the local Kansas Department for Children and Families (DCF) office or to the local law enforcement agency if the DCF office is not open. Employees may file a report of suspected abuse anonymously to either DCF by phoning 1-800-922-5330 or to local law enforcement officials. The Code for Care of Children also provides civil immunity from prosecution if the report is made in good faith.

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

**DCF or Law Enforcement Access to Students on School Premises**

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

**Cooperation Between School and Agencies**

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



officers investigating complaints of suspected child abuse or neglect on school property shall not be in uniform.

**Reporting Procedure**

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

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

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

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

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

**Mobile Crisis Helpline**

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

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

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

**Annual Training**

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

Approved: November 7, 2022

The board of education prohibits bullying in any form, including electronic means, either by any student, staff member, or parent towards a student or by a student, staff member, or parent towards a staff member on or while using school property, in a school vehicle or at a school-sponsored activity or event. For the purposes of this policy, the term “bullying” shall have the meaning ascribed to it in Kansas law.

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

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

Approved: July 22, 2013

**Report to Local Law Enforcement**  
**Auburn-Washburn USD 437**

Pursuant to Kansas law, the administrator or other school employee whose signature appears below is reporting the following crimes:

Briefly describe each incident and the person/s involved in a misdemeanor or felony behavior at school, on school property, or at a school activity.

<b>Date</b>	<b>School/Location</b>	<b>Person/s Involved</b>	<b>Brief Description of bullying incident/s.</b>
1.			
2.			

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

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

c/superintendent, USD 437; c/employee's file

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

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

#### Definitions

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

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

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

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

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

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

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

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

“Parent” means:

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

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

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

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

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

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

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

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

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

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

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

#### **Prohibited Types of Restraint**

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

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

**Use of Emergency Safety Interventions**

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

**ESI Restrictions**

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

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

**Use of Seclusion**

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

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

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

**Training**

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

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

**Notification and Documentation**

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

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



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

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

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

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

**Law Enforcement, School Resource, and Campus Security Officers**

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

If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day

using the parent's preferred method of contact. A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of an emergency safety intervention, or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

**Documentation of ESI Incidents**

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

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

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

**Reporting Data**

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

**Parent Right to Meeting on ESI Use**

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

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

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

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

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

#### **Local Dispute Resolution Process**

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

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

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

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

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

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

Approved: July 10, 2023

**GACA**   **Positions** (See CD and GACB)

**GACA**

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

Approved: September 21, 2009

**GACB   Job Descriptions** (See CD and GACA)

**GACB**

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

Approved: September 21, 2009

**Recruitment**

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

**Hiring**

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

**Background Checks**

As a condition of initial employment, each applicant who is offered and accepts a regular or temporary paid position with Auburn-Washburn USD 437 shall be subjected to a statewide and a nationwide criminal history records check. The check shall conform to applicable federal standards.

**Provisional Employment**

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

**Hiring Sequence**

- Conditional offer of employment is extended to the candidate subject to revocation or, if provisional employment has already begun, termination

of employment based upon unsatisfactory results of any reference and/or background checks performed;

- Acceptance by the candidate is received;
- Contract or other appropriate document sent to the candidate and candidate's acceptance signified by a signed document returned to the superintendent; and
- Approval of the contract or other documents by the board.

Approved: July 21, 2014



**GACCA Nepotism**

**GACCA**

The board will not employ anyone who is the father, mother, brother, sister, spouse, son, daughter, son-in-law, daughter-in-law of any administrator or supervisor who would also be the employee's immediate supervisor.

The board may employ someone who is the father, mother, brother, sister, spouse, son, daughter, son-in-law, or daughter-in-law of any board member. In such case, a Conflict of Interest Statement will be signed.

Approved: October 17, 2022

**Board Policy GACCA – Nepotism**  
**Conflict of Interest Statement**

On<date>, the Board of Education reviewed in Executive Session the possibility of <name> accepting the position of <position>. <Name> is the <relation> of Board of Education member <name>. <Name> recused <pronoun> from the Board of Education’s discussion. The remaining Board members agreed that <name> will be allowed to accept the employment offered by Auburn-Washburn School District USD 437.

The following supervisory structure will be in place:

- <Name> supervisor will be <Name and Title>.
- <Supervisor’s Name> will be the primary point of contact for any and all personnel or work-related items that surface while <Name> is employed by the Auburn-Washburn School District.
- Mr. Brian White, Executive Director of Human Resources and Operations, will be the secondary point of contact. <Name> or <Supervisor’s name> may go to Mr. White for any and all personnel or work-related items that cannot be resolved at the school-level.

\_\_\_\_\_  
Signature: <Name>

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature: <Supervisor’s Name>

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature: <Brian White>

\_\_\_\_\_  
Date

I, <Board Member>, will not use my position as a Board of Education member to influence or interfere with personnel or work-related items involving <Name>.

\_\_\_\_\_  
Signature: <Name>

\_\_\_\_\_  
Date

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

All employees of the district, at the time of employment, shall provide verification of identity and employment status to the superintendent. The superintendent shall maintain a file on all of the district's employees hired after November 6, 1986, proving that each employee has verified their identity, employment status, U.S. citizenship, or legal alien status.

**Documents That Establish Identity (Policy GACD)**

To establish employment eligibility only, a person must present a document such as a Social Security card, a U.S. birth certificate, or one of the other documents listed.

For individuals 18 years of age or older:

- Driver's license or ID card issued by a state or outlying possession of the United States, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address
- ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address
- School ID card with a photograph
- Voter's registration card
- U.S. military card or draft record
- Military dependent's ID card
- U.S. Coast Guard Merchant Mariner Card
- Native American tribal document
- Driver's license issued by a Canadian government authority

- For persons under age 18 who are unable to present a document listed above:
- Form M-274 (Rev. 11/01/2007)
- School record or report card
- Clinic, doctor or hospital record
- Day-care or nursery school record

If a person is unable to present the required document(s) within three business days of the date employment begins, he or she must present (within 3 business days) a receipt that he/she has applied for a required document. The person then must present the actual document with the receipt period ends. The person must have indicated on or before the time employment began, that he or she is already eligible to be employed in the United States. Receipts showing that a person has applied for an initial grant of employment authorization, or for renewal of employment authorization, are not acceptable.

Approved: October 5, 2009

**GACE Assignment and Transfer**

**GACE**

The board reserves the right to assign, reassign, and subject to the terms of the *Negotiated Agreement*, transfer all employees.

Approved: September 21, 2009

**GAD   Employee Development Opportunities**

**GAD**

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

Approved: September 21, 2009

**GAE Complaints****GAE**

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

Approved: September 21, 2009

**GAF    Staff-Student Relations**

**GAF**

(See GAAC, GAACA JGEC, JGECA and KN)

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

Approved: October 17, 2022



**GAG Conflict of Interest**

**GAG**

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

Approved: October 5, 2009

**GAH Participation in Community Activities**

**GAH**

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

Approved: October 5, 2009

**GAHA Activity Tickets for Employees**

**GAHA**

All employees will be given a District pass which will admit the employee and one (1) other person to all school activities (except fine arts productions and those activities sponsored by the KSHSAA which prohibits the use of local passes).

Approved: October 5, 2009

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

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

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

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

Certified staff members should refer to the negotiated agreement for leave information.

Approved: October 5, 2009

**GAI   Solicitations (See KDC)**

**GAI**

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

Approved: October 5, 2009

Gifts by Staff Members

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

Gifts to Staff Members

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

Approved: October 5, 2009

Personnel files required by the district shall be confidential and in the custody of the records custodian and/or the superintendent. Employees have the right to inspect their files upon proper notice under the supervision of an appropriate supervisor. All records and files maintained by the district should be screened periodically by the custodian of records.

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

**Requests for References**

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

Upon receipt of a written request district officials may provide information regarding past and present employees to prospective employers in compliance with current law. Information that may be provided will include:

- employment date(s);
- job description and duties while in the district's employ;
- last salary or wage;
- wage history;
- whether the employee was voluntarily or involuntarily released from service and the reasons for the separation;
- written employee evaluations which were conducted prior to the employee's separation from the employer and to which an employee shall be given a copy upon request.

**Immunity Provided**

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

**Prohibition on Aiding and Abetting Sexual Abuse**

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

Approved: February 20, 2017



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

If an employee believes that an improper deduction has been made to his or her salary, the employee should immediately report this information to his or her direct supervisor, or to the director of business services.

Reports of improper deductions shall be promptly investigated. If it is determined that an improper deduction has occurred, the employee shall be promptly reimbursed for any improper deduction made.

Approved: October 5, 2009

**GAM Personal Appearance**

**GAM**

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

Approved: October 19, 2009

**GAN   Travel Expenses**

**GAN**

The board shall provide reimbursement for expenses incurred in travel related to the performance and duties of the district's employees when approved in advance by the superintendent. Mode of travel will be based on, but not limited to, the availability of transportation, distance and number of persons traveling together. A first class air fare will not be reimbursed. All staff traveling by automobile outside the district on school business shall first request to use a district vehicle. If a district vehicle is not available, the employee may receive mileage reimbursement.

Any employee who is required to travel between schools shall be reimbursed for mileage after reporting to the first work assignment location and prior to completing the workday.

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

Approved: October 19, 2009

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

Approved: October 19, 2009

Maintaining a drug-free workplace is important in establishing an appropriate learning environment for the students of the district. The unlawful manufacture, distribution, sale, dispensation, possession, or use of a controlled substance is prohibited at school, on or in school district property; and at school sponsored activities, programs, and events. Possession and/or use of a controlled substance by an employee for the purposes of this policy shall only be permitted if such substance was obtained directly, or pursuant to a valid prescription or order issued thereto, from a person licensed by the state to dispense, prescribe, or administer controlled substances and any use is in accordance with label directions.

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

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

Any employee who is convicted under a criminal drug statute for a violation occurring at the workplace must notify the superintendent of the conviction within five days after the conviction. The superintendent shall then ensure that notice of such conviction is given to any granting agency within 10 days of receiving notice thereof.

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

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

Approved: July 10, 2023

The unlawful possession, use, sale, ~~or~~ distribution or being under the influence of controlled substances and/or alcohol by school employees at school; on, in, or while utilizing school property; or at school sponsored activities, program, or events is prohibited.

**Employee Conduct**

As a condition of continued employment in the district, all employees shall abide by the terms of this policy. Employees shall not unlawfully manufacture, distribute, dispense, possess or use and/or be under the influence of illicit drugs, controlled substances, or alcoholic beverages at school; on, in, or while utilizing school property; or at school sponsored activities, programs or events.

Possession, use, and/or being under the influence of a controlled substance by an employee for the purposes of this policy shall only be permitted if such substance was:

1. Obtained directly from, or pursuant to a valid prescription or order, issued to such employee from a person licensed by the state to dispense, prescribe, or administer controlled substances; and
2. Use, if at all, in accordance with label directions.

Compliance with the terms of this policy is mandatory. Employees who are found violating the terms of this policy will be reported to the appropriate law enforcement officers. Additionally, an employee who violates the terms of this policy will be subject to any or all of the following sanctions:

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

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

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

Employees are responsible for contacting the directors of the programs to determine the cost and length of the program, and for enrolling in the programs. If participation in such a program is required as a condition of continued employment, copies of any documentation related to enrollment in and attendance in such program shall be made available to the board and/or administration upon request.

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

Approved: September 19, 2016

## **GAOC Use of Tobacco Products and Nicotine Delivery Devices on District Property GAOC**

The use of tobacco products in any form and/or of any nicotine delivery device is prohibited for staff members at all times in any district building, owned, leased or rented by the district; within 10 feet of entrances, open windows, and air intake vents of such buildings; and on all district property and in school vehicles.

For the purposes of this policy, “nicotine delivery device” means any device that can be used to deliver nicotine to the person inhaling from the device. Such definition shall include, but may not be limited to, any electronic cigarette, cigar, cigarillo, pipe, or personal vaporizer.

District employees are prohibited from tobacco use at any time they are on duty or when they are representing the school or district.

Approved: September 6, 2016



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

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

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

Approved: October 19, 2009

The district will participate in workers compensation as required by current statute. The combined workers' compensation benefits and salary received under allowed paid leave, shall not exceed one full day's pay. Employees covered by the negotiated agreement are referenced to that document.

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

An injured employee must notify the designated employer's workers compensation coordinator or, if the coordinator is unavailable, his or her supervisor within 20 days of the injury or within 20 days of repetitive trauma in order to be eligible for benefits.

The workers compensation plan will provide coverage for medical expenses and wages to the extent required by statute to those employees who qualify; however, the amount of workers compensation benefits and paid leave benefits shall not exceed a regular daily rate of pay.

When an employee is injured he/she will use available paid leave to cover his/her absence. If the employee qualifies for workers compensation wages, his/her sick leave account will be reinstated for sick leave days used during the injury in the ratio of workers compensation pay to his/her regular daily rate of pay. The wages of the next paycheck will be docked in an amount equal to the workers compensation pay received. An employee

qualified for workers compensation who is off work and eligible to draw benefits under this policy shall receive 100 percent (100%) of the daily rate for the day(s) of salary lost by using a combination of accumulated sick leave {if he/she has sufficient day(s) accumulated} and workers compensation benefits. In no case shall an employee receive more than 100 percent (100%) of the daily rate of pay for the days benefits are paid.

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

Whenever an employee is absent from work and is receiving workers compensation benefits due to a work-related injury or is receiving district paid disability insurance, the employee may use available paid leave to supplement the worker compensation or district paid disability insurance payments. Workers compensation benefits and FMLA benefits provided in a board approved plan shall run concurrently if both are applicable.

In no event shall the employee be entitled to a combination of workers compensation benefits, district paid disability insurance, and salary in excess of his/her full salary. Available paid leave may be used for this purpose until 1) available paid leave benefits are exhausted; 2) the employee returns to work; 3) the employee is released by the medical provider and a position is

offered by the employer, but the employee declines to return to work; or 4) employment is terminated. Paid leave shall be calculated on a prorata amount equal to the percentage of salary paid by the district.

Testing

The board, through its designated workers compensation coordinator, may require a post-injury chemical test as authorized by K.S.A. 44-501 *et seq.*, and, if such test is refused, all workers compensation benefits shall be forfeited by the employee.

Choice of Physician

The board shall have the right to choose a designated health care provider to provide medical assistance to any employee who suffers an injury while performing their job. However, if the injured employee chooses to go to a medical provider other than the designated provider, the recovery for such expenses shall be limited to \$500.00.

Approved: August 3, 2015

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

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

Approved: August 19, 2013

**GAR   Communicable Diseases**

**GAR**

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

An employee afflicted with a communicable disease dangerous to the public health may be excluded from district owned or operated property for the duration of the contagiousness in order to give maximum health protection to other school employees and to students.

The employee shall be allowed to return to duty upon recovery from the illness, when the employee is no longer contagious as authorized by the employee's physician or local health officer, or after the expiration of any period of isolation or quarantine.

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

If a school employee has been diagnosed as having a communicable disease and the superintendent has been notified by the employee, the superintendent or the superintendent's designee shall determine whether a release shall be obtained from the employee's physician or local health officer before the employee returns to duty.

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

- the nature of the risk;
- the duration of the risk;
- the severity of the risk; and
- the probability that the disease will be transmitted or cause harm to the employee or to others who will share the same setting.

No information regarding employees with communicable diseases shall be released by school personnel without the employee's consent except as allowed by state or federal law.

Additional Certifications of Health

If at any time the board has reason to believe that an employee is suffering from an illness detrimental to the health of pupils, the board reserves the right to require such employee to provide the board with a new certificate of health in order to protect the health, safety, and welfare of the school's students.

Approved: February 20, 2023

**GARA   Bloodborne Pathogen Exposure Control Plan**

**GARA**

The board shall adopt an exposure control plan.

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

Approved: August 3, 2015



A sick leave pool may be established by the superintendent for the benefit of all full-time, regular, employees who are not subject to the Auburn-Washburn USD 437 Negotiated Agreement. The sick leave pool is for the benefit of employees who have exhausted their normal accumulation of annual leave, personal leave, and sick leave. The leave pool will be available for use for reasons of hardship, extreme misfortune, or catastrophic circumstances.

Sick leave pool rules, which will be developed by the superintendent and approved by the board, will be published in the *Classified Employees Handbook*. Administrators will be subject to the rules as published in the *Classified Employees Handbook*. The superintendent shall manage sick leave pool procedures and have the final decision-making authority. The superintendent is the administrator of the sick leave pool and is therefore not eligible for membership.

Approved: November 2, 2009

**GARI    Family and Medical Leave**

**GARI**

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

Approved: November 2, 2009

## **FAMILY AND MEDICAL LEAVE PLAN**

Family and medical leave as required by federal law shall be granted for a period of not more than 12 weeks during a 12-month period. For purposes of this policy, a 12-month period shall be defined as a fiscal year beginning on July 1 and ending the following June 30. Spouses who are eligible for FMLA leave and are both employed by the district may be limited to a combined total of 12 weeks of leave during any 12-month period if the leave is taken for birth of the employee's son or daughter or to care for the child after birth, for placement of a son or daughter with the employee for adoption or foster care or to care for the child after placement, or to care for the employee's parent with a serious health condition.

Leave is available because of:

- (1) the birth of a son or daughter of the employee and to care for the son or daughter;
- (2) the placement of a son or daughter with the employee for adoption or foster care;
- (3) the need to care for a spouse, son, daughter or parent of the employee because of a serious health condition;
- (4) a serious health condition of the employee that prevents the employee from performing the job functions;
- (5) a qualifying exigency arising because the spouse, son, daughter of parent of the employee is on active duty (or has been notified of an impending call or order to achieve active duty in the Armed Forces.
- (6) a spouse, son, daughter, parent or next of kin of a covered service member if they need care from the eligible family member. Eligible employees are, in this case, entitled to a combined total of 26 workweeks of leave during a 12-month period.

(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 concurrently with the annual family and medical leave. The superintendent will notify the employee of the beginning date of family and medical leave and the amount of the employee's accrued paid leave designated as family and medical leave.

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

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

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

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

- a. whether or not the employee is eligible for FMLA leave, and the reasons that leave will count as family and medical leave,
- b. any requirements for medical certification;
- c. employer requirement of substituting paid leave;
- d. requirements for premium payments for health benefits and employee responsibility for repayment if employer pays employee share;
- e. right to be restored to same or equivalent job; and
- f. any employer required fitness-for-duty certifications.

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

Leave for reason 1 or 2 must be taken within 12 months of the date of birth or placement of the child. Family leave for reasons 1 or 2 may not be used intermittently or on a part-time basis without the prior approval of the superintendent.

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.

Updated: November 21, 2016

**GARIA Pregnant and Parenting Employees** (See GAAA and GAAB)

**GARIA**

The board prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions. Pregnant and nursing employees will be provided accommodations as required by law.

**Reasonable Accommodations for Pregnancy-Related Limitations**

The Pregnant Workers Fairness Act requires employers to provide reasonable accommodations to qualified applicants and employees with known limitations related to pregnancy, childbirth, or related medical conditions. An accommodation is not reasonable if it would impose an undue hardship on the operation of the school system. No adverse action will be taken against an applicant or employee for requesting or using a reasonable accommodation.

**Break Time to Express Milk**

Qualified employees will be provided reasonable break times to express breast milk each time the employee has need to express milk. The principal or the site supervisor will designate a place, other than a bathroom, that the employee may use to express milk. Any designated place must be functional as a space for expressing milk, shielded from view, and free from intrusion from others.

Approved: February 5, 2024

## **GARID Uniformed Service Leave**

## **GARID**

Employees are entitled to leave under the Uniformed Services Employment and Reemployment Rights Act of 1994. The Act applies to uniformed service that began on or after December 12, 1994, or uniformed 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. The Act only applies to commissioned officer corps of the National Oceanic and Atmospheric Administration whose service began on or after December 23, 2020, or were actively engaged in service on December 23, 2020.

Reemployment rights extend to persons who have been absent from work because of “service in the uniformed services.” Service in the uniformed services means the performance of a duty on a voluntary or involuntary basis in a uniformed service as outlined below.

### **TYPE OF UNIFORM SERVICE**

### **TYPE OF DUTY**

United States Army, Navy, Marine Corps, Air Force, Space Force, and Coast Guard

Active duty, active duty for training, initial active duty for training, inactive duty training, a period for which a person is absent from a position of employment for the purpose of an examination to determine the fitness of the person to perform any such duty

Reserves of the United States Army, Navy, Marine Corps, Air Force, Space Force, and Coast Guard

Active duty, active duty for training, initial active duty for training, inactive duty training, a period for which a person is absent from a position of employment for the purpose of an examination to determine the fitness of the person to perform any such duty, performing funeral honors duty

Army National Guard or Air National Guard

Active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty, state active duty for a period of 14 days or more, state active duty in response to a national emergency or major disaster declared by the President, state active duty in response to a major disaster, absence from work for an examination to determine a person’s fitness for any of the above types of duty, performing funeral honors duty

## **GARID Uniformed Service Leave**

## **GARID-2**

Commissioned Corps of the Public Health Service	Active duty, active duty for training, initial active duty for training, inactive duty training, a period for which a person is absent from a position of employment for the purpose of an examination to determine the fitness of the person to perform any such duty
Commissioned Officer Corps of the National Oceanic and Atmospheric Administration	Active duty, active duty for training, initial active duty for training, inactive duty training, a period for which a person is absent from a position of employment for the purpose of an examination to determine the fitness of the person to perform any such duty
System Members of the National Urban Search and Rescue Response System	Participation of the System member in exercises, pre-incident staging, major disaster and emergency response activities, and training events sponsored or sanctioned by the Administrator
Intermittent Personnel Appointed to the Federal Emergency Management Agency	Service to the Federal Emergency Management Agency or to train for such service
Any Other Category of Persons Designated by the President in a Time of War or National Emergency	Active duty, active duty for training, initial active duty for training, inactive duty training, a period for which a person is absent from a position of employment for the purpose of an examination to determine the fitness of the person to perform any such duty

The employee may be absent for up to five (5) years for uniformed service and retain reemployment rights. There are, however, exceptions which can exceed the five (5) year 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 uniformed service, with the same seniority, status and pay, as well as other rights and benefits determined by law. If necessary, the employer must provide training or retraining that enables the employee to refresh or upgrade their skills so they can qualify for reemployment. While the

## **GARID Uniformed Service Leave**

## **GARID-3**

individual is performing uniformed 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-USERRA leaves of absence. Individuals performing uniformed service of more than 30 days may elect to continue employer sponsored health care for up to 24 months at a cost of up to 102 percent of the full premium. For uniformed 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.

An individual must provide advance written or verbal notice to their employers for any uniformed service. Notice may be provided by the employee or by the branch of the uniformed service in which the individual will be serving.

Notice is not required if uniformed service 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 uniformed service. The individual's timeframe for returning to work is based upon the time spent in uniformed service.

TIME SPENT IN UNIFORMED SERVICE	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



## **GARID Uniformed Service Leave**

**GARID-4**

- separation from service was under honorable conditions.

If documentation is not readily available or does not exist, the individual must be reemployed. However, if after reemploying the individual, documentation becomes available that shows one or more reemployment requirements were not met, the employer may terminate the individual, effective immediately. The termination does not operate retroactively.

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

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

Approved: February 5, 2024

**GARK    Job Connected Injury/Assault**

**GARK**

Any employee who is serving in an official capacity for the school district and sustains personal injury; or industrial diseases arising out of and in the course of employment with the district; or loss of personal property (damaged, destroyed or stolen as a result of violence, assault, or physical abuse) shall have the following remedies:

**Job Connected Injury** (See GAOE)

All employees of the district shall be covered by workers compensation. Workers compensation coverage is provided for all employees regardless of assignment, length of assignment, and/or hours worked per day.

Any employee who is serving in an official capacity for the school district and is assaulted by a student, parent, another employee, or outside intruder and, as a result of such injury, has loss of time in performing the employee's duties shall not lose pay or sick leave because of such incident.

**Loss of Personal Property**

The district will reimburse any employee for clothing or personal property damaged, destroyed or stolen as a result of violence, assault, or physical abuse sustained in the course of the employee's employment.

The maximum reimbursement paid by the district for items damaged, or stolen by such act shall not exceed \$750 per incident. Reimbursement for losses in excess of \$750 will be covered to the extent allowable under the district's insurance policy.

Eyeglasses will be reimbursed to the extent allowable under the district's workers compensation insurance policy.

(For Certified Employees-also see negotiated agreement Article XXVII, Job Connected Injury/Assault).

Approved: November 2, 2009

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

Approved: November 16, 2009

**GBI    Evaluation (See GAK)**

**GBI**

The board shall adopt an approved evaluation instrument. The instrument shall govern evaluation of teachers, shall be filed with the clerk and may be published in teacher handbooks.

Availability of Evaluation Documents

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

Evaluation Criteria

Evaluation criteria shall be established by the board and Auburn Washburn N.E.A. through the professional negotiations process.

Approved: November 16, 2009

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

If a suspension is imposed on an employee pending dismissal, the employee is entitled to pay until the employee has had an informal due process hearing with the superintendent or the superintendent's designee, who shall make a determination at the conclusion of the hearing whether further suspension shall be with or without pay.

Approved: November 16, 2009

**GBN   Nonrenewal and Termination**

**GBN**

Non-renewal or termination shall be in accordance with Kansas law.

Approved: November 16, 2009

**GBO   Resignation**

**GBO**

The board shall consider any certified employee's resignation which is submitted to the board in writing. The board may accept resignations from employees under contract when the resignation will be in the best interests of the district.

A certified employee who has signed a contract and accepted a teaching position in the district for the coming year or who has not resigned by the continuing contract notice deadline shall not be released from that contract to accept another position until a suitable replacement has been employed and unless financial obligations are met as identified in the *Negotiated Agreement*.

If the certified employee terminates employment in the district without complying with board policy, the board may petition the State Board of Education to have the teacher's certificate or license suspended.

**Exit Interviews**

Exit interviews may be conducted after an employee resigns.

Approved: November 16, 2009

**GBQA    Reduction of Teaching Staff**

**GBQA**

If the board decides that the size of the teaching staff must be reduced, guidelines in the negotiated agreement shall be followed.

Approved: November 16, 2009



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

**Work Schedules**

The minimum length of the school day for licensed and professional staff shall be defined in the negotiated agreement. Work schedules for other employees shall be defined by the superintendent consistent with the Fair Labor Standards Act (FLSA) and the provisions of this policy.

**Attendance Required**

Regular attendance is required of all employees subject to leave provisions in district policy or the negotiated agreement, as appropriate. Excessive absences or tardiness, unauthorized leave or unexcused absences may result in disciplinary action including termination of employment.

Approved: November 16, 2009

There shall be a program of professional development for employees, which meets minimum statutory and State Board of Education requirements. The program shall promote:

- continuous professional development;
- improving academic achievement for all students;
- diversification in academic foundations or subject knowledge; and
- improved job effectiveness and enhanced skills.

When appropriate, the superintendent shall consult with the staff about professional development activities.

All appropriate employees shall attend professional development sessions unless excused by the superintendent. Professional development programs may use all or a portion of the workday.

Approved: November 16, 2009

**GBRD**   **Staff Meetings**

**GBRD**

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

Approved: November 16, 2009

**GBRE    Additional Duty**

**GBRE**

The board may establish other educational assignments that may extend beyond the school day or time class is in session. Compensation for such assignments, if any, will be specified in the negotiated agreement.

Approved: October 17, 2016

**GBRG Non-School Employment**

**GBRG**

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

Licensed employees shall not engage in outside employment which interferes with their professional day as identified in Article XIV of the Negotiated Agreement.

Approved: December 7, 2009

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

Approved: December 7, 2009

Teachers shall not receive pay for private tutoring conducted during the professional day as identified in Article XIV of the Negotiated Agreement.

A teacher or coach shall not require students to pay for tutoring or additional professional assistance.

Tutoring or coaching for pay held on school property during the academic school year must be authorized by the board of education.

Parents who feel that their children need tutoring may discuss the situation with the building principal, counselor or the teacher. Tutoring assignments may be accepted by the teacher involved when recommended by the principal. Students must be enrolled in USD 437, but cannot be enrolled in the teacher's class or grade level.

Authorization by the board of education is required prior to instruction for pay if district facilities are required during the school calendar year.

Approved: March 3, 2014

# Tutoring Approval Form

School: \_\_\_\_\_

Date: \_\_\_\_\_

Per Board Policy GBRGB, if a certified staff member wishes to tutor a USD 437 student for pay in our facilities, the Board must authorize such activity. Please use this form to indicate information necessary for Board approval and forward to the Superintendent.

Name of Tutor	Current Position/ Grade Level	Student Initials	Student's Grade Level	Purpose of Tutoring	Day/Time of Tutoring	Fee Charged
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent's Signature

\_\_\_\_\_  
Date



**GBRH   Leaves and Absences (See GBRC)**

**GBRH**

Certified personnel may be granted leaves and absences according to Article IX of the *Negotiated Agreement*.

Approved: December 7, 2009

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

Approved: December 7, 2009

Qualified substitute teachers shall be secured for the district.

1. A substitute teacher, to be eligible for employment in Unified School District 437, must be the holder of a valid teacher license, a valid substitute teacher license, or an emergency substitute license.
2. Substitute teachers are required to follow guidelines published in the *Auburn-Washburn USD 437 Substitute Teachers' Handbook*, and follow the instructions of the principal and the teacher in whose class they are substituting.
3. Substitute teachers shall be paid at the rate established annually by the board of education.
4. The employment of substitutes is the responsibility of the superintendent of schools, but may be delegated at his or her discretion.

Approved: September 19th, 2022

An educator in the performance of assigned duties shall:

- meet and continuously maintain applicable certification or licensure requirements as defined by state and/or federal law for position held;
- actively support and pursue the district's educational mission;
- recognize the basic dignity of all students;
- maintain professional integrity;
- avoid accepting anything of substantial value offered by another which is known to be or which may appear to influence judgment or the performance of duties;
- accurately represent his or her qualifications; and
- be responsible to present any subject matter in a fair and accurate manner.

Approved: February 6, 2017

**GCA    Compensation and Work Assignments (See GAN)**

**GCA**

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

**Work Assignments**

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

**Attendance Required**

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

**Workweek**

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

**Classification of Employees**

For purposes of compliance with the Fair Labor Standards Act (FLSA), the superintendent shall ensure that all job positions are classified as exempt or nonexempt and that employees are made aware of such classifications.

**Overtime**

No non-exempt employee shall work more than 40 hours per week without the prior written permission of the appropriate supervisor. Principals and

supervisors shall monitor employees' work to ensure that the overtime provisions of this policy and the Fair Labor Standards Act are followed. All employees shall be compensated for overtime worked, at a rate of one and a half times their normal rate of pay for any hours worked over 40 hours in a workweek.

Nonexempt employees whose workweek is less than 40 hours will be paid at the regular rate of pay for time worked up to 40 hours. Overtime pay will be provided only if an employee works more than 40 hours in a workweek.

**Compensation for Out-of-Town/Overnight Trips**

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

Regular or overtime pay as appropriate for time away from Topeka  
MINUS:

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

**Deferred Salary Payments for Less-than 12-month Classified Employees**

Regularly scheduled employees who work less than 12 months each year may be paid in substantially equal payments over 12 months. This policy applies to any regular classified staff member, as defined in KSA 74-4931, who is qualified for KPERs. (Regularly works at least 3.5 hours per day, or 17.5 hours per week.) No lump-sum payment is permitted, except for resignation or termination reasons. Any overtime payment, or wage earned separately from regular wages, shall be paid in the first pay period after the overtime duty was

performed or the separate wage was earned. A copy of this policy shall be given to each classified staff member each year.

The Superintendent shall determine the procedures to fulfill this policy.

Double the hourly rate of pay shall be paid any employee who is called to work an observed holiday or Sunday.

All regular full-time classified employees are eligible for holiday pay as noted in the *Classified Employee Handbook*.

Approved: December 21, 2009

All classified employees shall be evaluated according to the schedule printed in the *Classified Employee Handbook*. Evaluation documents will be on file with the clerk of the board.

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

Approved: December 21, 2009



**GCIA Evaluation of Coaches and Sponsors**

**GCIA**

All employees contracted to coach or sponsor an activity shall be evaluated annually. Evaluation documents will be on file with the clerk of the board.

Coaches and sponsors shall be evaluated by the supervisor to whom they are assigned. Evaluations shall be based on the employee's personal qualities, their commitment to duty, their work skills, and other appropriate issues related to the activity sponsor/coach job description. A copy of the completed evaluation shall be given to the employee after it is signed by the employee and the evaluator and will be placed in the employee's personnel file.

Approved: October 3, 2022

**GCK Suspension**

**GCK**

The superintendent shall have the authority to suspend classified employees with or without pay. If a suspension without pay is imposed on a classified employee, the employee is entitled to pay until the employee has been advised of the basis for suspension and has been given an opportunity to respond.

Approved: December 21, 2009

**GCRF Non-School Employment****GCRF**

Classified employees shall not be excused during their regularly scheduled duty day to perform outside employment unless, upon receipt of the employee's leave request, the supervisor determines:

- The requesting employee has adequate leave time available;
- The requesting employee's absence will not interfere with regular work operations; and
- The leave is approved prior to the requested leave being taken.

The supervisor may approve leave without pay for extraordinary circumstances.

Except as otherwise specified above, Classified employees shall not engage in outside employment which interferes with their job duties or responsibilities.

Approved: March 20, 2023

Classified employees may be granted leaves and absences **according to the *Classified Employee Handbook***.

Approved: December 21, 2009

**GCRH Vacations**

**GCRH**

Full-time twelve-month employees shall be granted a paid vacation each year, as detailed in the *Classified Employee Handbook*.

Approved: January 4, 2010

**GCRI    Paid Holidays**

**GCRI**

Paid holiday leave may be granted to full-time classified employees, as detailed in the *Classified Employee Handbook*.

Approved: January 4, 2010

**HAA   Legal Status**

**HAA**

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

Approved: January 19, 2010

**HAB    Goals and Objectives**

**HAB**

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

Approved: January 19, 2010



**HAC Scope of Negotiations**

**HAC**

Negotiations shall cover only topics that are mandatorily negotiable under current law.

The board reserves the right to negotiate any topic the board deems in the best interest of the district.

Approved: January 19, 2010

**HAE   Board Negotiating Agents**

**HAE**

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

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

Approved: January 19, 2010

**HAF    Superintendent's Role**

**HAF**

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

Approved: January 19, 2010

**HAHBA    Use of School Facilities**

**HAHBA**

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

Approved: January 19, 2010

**HAHBB    Use of School Equipment**

**HAHBB**

The board may make school equipment available for negotiating sessions.

Approved: January 19, 2010

## **HAI    Negotiations Procedures**

**HAI**

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

### **Distribution of Information**

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

### **Research Assistance**

Upon request, the board shall furnish to the association any information which is public record. Information not currently available in the form requested by the association, at the discretion of the board, may be supplied if the association reimburses the board for any additional expenses. (See CN)

### **Minutes and Records**

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

### **Reporting to Staff and Board**

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

### **Reporting to the Media and Public**

The board reserves the right to release to the media and public information regarding negotiations, according to the ground rules agreed to by the board team and the teachers' team.

Approved: January 19, 2010

**HAI Preliminary Agreement Disposition**

**HAI**

All tentative agreements shall be reported to the board.

Approved: January 19, 2010

**HAK   Ratification Procedures**

**HAK**

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

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

Approved: January 19, 2010



**HAL    Announcement of Agreement**

**HAL**

The board may announce its ratification of the agreement.

Approved: January 19, 2010

**HAN Slowdowns**

**HAN**

The board opposes work slowdowns by its teachers.

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

Approved: January 19, 2010

**Mission Statement:** The mission of the Auburn-Washburn School District is to deliver an exemplary, world-class education for all students, instilling in them the academic knowledge, skills for success, and character required to be happy, responsible and productive citizens.

**Vision Statement:** The Auburn-Washburn School District will provide all children a safe, enjoyable, and challenging school environment where they have the opportunity to achieve their maximum individual education potential. All students will receive a balanced education where traditional academics are taught, creativity and innovation are cultivated, and skills for success are developed; preparing them to assume roles as responsible citizens in a global community, the workplace and in life.

**Core Values:** We believe learning is a lifelong process. The following values will help realize our vision:

We believe in the value and uniqueness of each student:

- Each student has different needs
- Each student should have the opportunity and be encouraged to reach his/her potential
- Each student is entitled to a safe, current and well-maintained school environment

We believe that excellence in education is a multifaceted process:

- Excellence requires building meaningful relationships with all stakeholders and especially with students.
- Excellence requires the commitment and judicious stewardship of community resources.

- Excellence prepares students to become happy, responsible and productive citizens; to successfully live and work in a complex, ever changing world.
- Excellence is a combination of academic performance and skills for success.
- Excellence must be a dynamic and engaging process in order to meet changing needs.
- Excellence requires rigorous assessment and feedback of both students and staff.
- Excellence requires focus on the future.
- Excellence depends upon effective resource management.
- Excellence, both academic and skills for success, should be recognized and celebrated.

We believe that respect and responsibility are essential components of an excellent education:

- Everyone deserves to be treated with dignity and respect.
- Effective communication enhances trust and cooperation.
- Each student is responsible for his/her own actions.
- Responsibility for public education rests jointly with students parents, teachers and community.

Approved: July 25, 2016

**IB    School Site Councils (See KA)**

**IB**

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. Discussions may include allocations of the school budget and administrative and management functions.

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

School Annual Reports to the board of education may include a report from the school site council.

Approved: February 1, 2010

## **IC     Curriculum Development** (See IDA)

The Board recognizes the need for and value of a systematic, ongoing program of curriculum development and evaluation. The design and implementation of the K-12 curriculum will be consistent with the Board's adopted mission and applicable goals, state laws, and State Board of Education rules. The curriculum will be designed and implemented using a standards-based curriculum approach, reflecting standards, benchmarks and indicators aligned to the Kansas Curricular Standards for each subject. An environment to support curriculum delivery must be created and maintained by all functions of the organization.

The curriculum is designed to provide teachers and students with the Board's expectations of what students are to learn. Teachers are expected to teach the curriculum of the district. Subject area written curriculum guides shall be developed for all grade levels and subjects in the district. The expectations are that:

1. All curriculum will be documented in writing;
2. The curriculum will be reviewed and updated as needed on a regular cycle of review;
3. Teachers will have copies of curriculum guides which include prioritized indicators and use the indicators in the guides to develop daily lesson plans; and
4. Administrators will work with teachers to maintain consistency and alignment between the written curriculum and the curriculum indicators actually taught.

The principal shall ensure that optimum use is made of available written curriculum materials and instructional time.

All programs, including those for special population students, are to be aligned to the district curriculum.

While instructional differentiation is expected to occur to address the unique needs of specific students, that instruction shall be derived from a set of curriculum learnings common to all students. There will be equitable access to the curriculum for all students.

The Superintendent shall establish assessment approaches for determining the effectiveness of instructional programming at district, campus, and classroom levels. Assessments will focus on determining the extent to which students are achieving and maintaining mastery of curriculum indicators and the extent to which instructors are displaying effective conveyance of curriculum in the classrooms.

## **IC      Curriculum Development**

## **IC-2**

Teachers will conduct frequent assessment of students on the curriculum indicators at the designated levels of priority. Multiple measures including teacher-made tests shall be used to determine patterns of student achievement. Teachers and supervisors shall use test results to assess the status of individual student achievement, to continuously regroup students for instruction, to identify general achievement trends of various groups of students, and to modify curriculum and/or instruction as warranted by assessment results.

Principals shall review assessments to help teachers ensure the assessments are congruent with the written curriculum.

### **Modification**

The board deems it essential that the school system continually develop and modify its curriculum to provide a common direction of action for all instruction and programmatic efforts in the district and to meet changing needs.

All curriculum decisions, including but not limited to, elimination or addition of programs and courses and extensive content alteration, will be subject to board approval. Since the curriculum is a system decision, not a campus or employee decision, curriculum proposals from the employees will be presented first to central administration. If the proposal is acceptable at that level, it will then be presented to the Board.

### **Personnel**

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

### **Financial Resources**

The administration shall ensure that the district's budget becomes a document that reflects funding decisions based on the organization's educational goals and priorities: a performance-driven budget. The budget development process will ensure that goals and priorities are considered in the preparation of budget proposals and that any decisions related to reduction or increase in funding levels will be addressed in those terms.

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

**IC     Curriculum Development**

**IC-3**

Evaluation of Instructional Program (See IJ)

A program evaluation component that guides program redesign around the district curriculum and associate programs, as well as program delivery is an integral part of the district instructional program.

BOE Approved: September 7, 2010



The board supports the use of pilot projects before any new instructional technique is implemented on a district-wide basis. Such projects shall be presented to the board for approval prior to implementation.

Pilot project means any research or experimentation program or project designed to explore or develop new, unproven teaching methods or techniques. All instructional materials, including teachers' manuals, audio-visual materials or any other supplementary instructional material to be used in connection with a pilot project shall be available for inspection by parents or guardians of the students engaged in the program or project.

#### Student Surveys

Except as provided in board policy IDAE with regard to surveys about a student's or the student's parents' or guardians' personal beliefs or practices on issues such as sex, family life, morality, or religion, any instrument designed to survey students, either by district staff or by an outside agency or individual, shall be made available for inspection by parents or guardians before the survey is administered.

#### Pilot Project Evaluation

Before any pilot project proposal is submitted to the board for approval, an evaluation format shall be developed and included with the pilot project.

Approved: July 21, 2014

**IDA Instructional Program** (See IC)

The academic program shall assist students to grow intellectually, to learn the curriculum indicators at appropriate levels of priority, and to prepare for further education or training. The board shall consider the district's instructional program on a regular schedule. When approved, the program shall constitute the district's curriculum.

**Curriculum Guides**

Subject area written curriculum guides shall be developed for all grade levels and courses in the district. Guides will include the curriculum indicators expected at that particular grade level or course at the determined levels of priority. Each guide, when approved by the board, shall become a part of these policies and rules by reference.

**Educational Goals and District Curriculum Indicators**

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

**Other Educational Programs**

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

BOE Approved: September 7, 2010

**IDAA   Special Programs** (See AEB, IC, and JJ)

**IDAA**

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

**Partnerships/Work-Study Program**

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

A periodic review of the partnership's goals and objectives shall be conducted.

Approved: November 7, 2022

Support program information approved by the board shall be filed with the clerk and made available to staff as needed.

#### Drug Education

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

The board's comprehensive drug and alcohol abuse and prevention program shall be included as part of the district's curriculum. The curriculum at each grade level shall be age-appropriate and developmentally based.

A student who voluntarily seeks assistance, advice or counseling from school personnel regarding drugs or drug abuse shall not be disciplined by school authorities because the student sought assistance.

#### Student Mental Health

It is the intent of USD #437 to enlist the support of each employee to encourage and recognize improved behavior, greater attendance, higher self-esteem, greater self-discipline, increased motivation and successful task completion.

Necessary ancillary personnel may be provided to assist the staff and parents in the detection and prevention of students' social, emotional and academic problems.

When necessary, consultation between instructional staff/administrators and counselors/school psychologists will be initiated. Crisis counseling and short term therapy will be implemented as required. Referrals to community mental health agencies will be solicited as the severity of a problem warrants such an intervention.

#### Dropout Prevention

The superintendent may develop and implement programs to prevent students from dropping out of school or to encourage dropouts to return to school that shall include, but not be limited to, at risk funded programs, counseling programs, alternative schools, Title I, teacher guided assistance programs, personal academic strategies for success program, tutoring and other such programs.

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

#### At-Risk Students

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

**IDAB Support Programs****IDAB-2****Guidance**

The guidance program shall be organized to serve all students.

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

**Homebound Instruction**

Homebound instruction may be provided to a student as deemed necessary by the superintendent or by the student's Individualized Education Program (IEP) team or Section 504 team.

Approved: March 20, 2023

In accordance with the provisions of Federal and state law, it is the policy of this district to provide a free appropriate public education for every exceptional child (as defined by K.S.A. 72-962) who is a resident of this district or attends a private or parochial school located in this district. Special education services are provided for such children, including individual educational programs offered in the least restrictive environment.

Child Find, Identification, and Eligibility

The district shall coordinate and maintain a system which schedules and structures available services for pupils who are referred to determine eligibility for special education services in accordance with procedural processes established in Federal and state law.

Actions and Due Process for Students

Parental involvement and cooperation is important to the success of these educational programs. In order to encourage the involvement and cooperation of parents in special education services and to safeguard the rights of exceptional children to a free appropriate public education, the board utilizes and refers parents to the "Procedural Safeguards in Parent Rights in Special Education" published by the Kansas State Department of Education.

In the provision of special education and related services, the district will implement all Federal and Kansas statutes, rules, and regulations.

Approved: September 15, 2014

In accordance with the provision of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act, the district is committed to providing students with disabilities the opportunity to participate in and benefit from its programs and activities. Accordingly, the district will make reasonable modifications to its programs and activities to accommodate otherwise qualified students with disabilities, unless such modifications would impose an undue burden on the operation of the particular program or activity or would fundamentally alter the nature or purpose of the program or activity. No district board member, employee, or contractor shall retaliate against any person because of his or her exercise of rights under Section 504.

Approved: August 18, 2014

**IDAD    Title I Programs**

**IDAD**

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

**Annual Parent Meeting**

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

Approved: February 1, 2010



# **Title I Regulation**

## **USD 437**

### Parental Involvement Encouraged

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

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

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

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

#### Activities to Enable Parental Participation

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

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

#### Scheduling for Parents' Convenience

The district shall, to the extent possible, schedule activities for parent involvement at times and 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 IDAD. The district shall use the findings of the evaluation to design strategies for more effective parental involvement and to revise, if necessary, the policy IDAD.

# Title I Parent Involvement: Policy Development Meetings

## USD 437, Shawnee County, Kansas

Date of Meeting/s (fill out sheet for each meeting) \_\_\_\_\_

Parents Present (list names, address, phone, child's name)

Name	Address	Phone	Child's Name

### Major Topics Discussed


Proposed changes (if any) made to IDAD

Administrators and other school employees present:

Name	Title/Position	Building

Copies to: Clerk of the Board; Superintendent of Schools; School Principal

Approved by Board of Education as Policy/Regulation:

The superintendent, the board and staff shall protect the right of privacy of students and their families in connection with any surveys or physical examinations conducted, assisted or authorized by the board or administration. The district shall annually provide parents notice of their rights under the Protection of Pupil Rights Amendment and the Student Data Privacy Act, at the beginning of each school year, and at any other time the school district policies in the area are substantially changed.

Student Data Restrictions

Any student data submitted to and maintained by a statewide longitudinal student data system shall only be disclosed in accordance with the Student Data Privacy Act. Disclosure of all other student data or student record information maintained is governed by the Family Educational Rights and Privacy Act (“FERPA”).

Annual written notice presented to parents and legal guardians of district students shall:

- 1.) require parent or guardian’s signature or digital acknowledgement; and
- 2.) shall state student data submitted to and maintained by a statewide longitudinal data system only be disclosed as follows.

Student data may be disclosed to:

- The authorized personnel of an educational agency or the state board of regents who require disclosures to perform assigned duties; and
- The student and the parent or legal guardian of the student, provided the data pertains solely to the student.

Student data may be disclosed to authorized personnel of any state agency, or to a service provider of a state agency, educational agency, or school performing instruction, assessment, or longitudinal reporting, provided a data-sharing agreement between the educational agency and other state agency or service provider provides the following:

- purpose, scope, and duration of the data-sharing agreement;

- recipient of student data use such information solely for the purposes specified in agreement;
- recipient shall comply with data access, use, and security restrictions specifically described in agreement; and
- student data shall be destroyed when no longer necessary for purposes of the data-sharing agreement or upon expiration of the agreement, whichever occurs first.

\*A service provider engaged to perform a function of instruction may be allowed to retain student transcripts as required by applicable laws and rules and regulations. Destruction shall comply with the NISTSP800-88 standard of data destruction.

Unless an adult written consent or parent or guardian of a minor student provides written consent to disclose personally identifiable student data, student data may only be disclosed to a governmental entity not specified above or any public or private audit and evaluation or research organization if the data is aggregate data. "Aggregate data" means data collected or reported at the group, cohort, or institutional level and which contains no personally identifiable student data.

The district may disclose:

- student directory information when necessary and the student's parent or legal guardian has consented in writing or acknowledged digitally;
- directory information to an enhancement vendor providing photography services, class ring services, yearbook publishing services, memorabilia services, or similar services;
- any information requiring disclosure pursuant to state statutes;
- student data pursuant to any lawful subpoena or court order directing such disclosure; and

- student data to a public or private postsecondary educational institution for purposes of application or admission of a student to such postsecondary educational institution with the student's written consent.

#### Student Data Security Breach

If there is a security breach or unauthorized disclosure of student data or personally identifiable information of any student submitted to or maintained on a statewide student longitudinal data system, each affected student or the parent or legal guardian of the student, if a minor, shall be immediately notified, and an investigation into the causes and consequences of the breach or unauthorized disclosure will be conducted.

#### Biometric Data

The district shall not collect biometric data from a student or use any device or mechanism to access a student's physiological or emotional state, unless the adult student or the parent or legal guardian of the minor student consents in writing. "Biometric data" includes measurable biological or behavioral characteristics that can be used for automated recognition of an individual, such as fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwritings.

Nothing in this policy shall prohibit the collection of audio voice recordings, facial expression information, and student handwriting for:

- provision of counseling or psychological services,
- conducting student threat assessments,
- completing student disciplinary investigations or hearings, or
- conducting child abuse investigations.

#### Select Student Surveys

No academic test, questionnaire, survey, or examination containing any questions about the

personal and private attitudes, values, beliefs or practices of the student of the student's parents, guardians, family members, associates, friends, or peers that is administered during the school day shall be administered to any kindergarten through 12<sup>th</sup> grade student unless:

- the parent or guardian is notified in writing not more than four months in advance of the administration of such test, questionnaire, survey, or examination that such is to be administered; and
- the parent or guardian of the student gives ~~written permission~~ consent through a written or electronic signature or, in the event of an immediate need, gives verbal consent for the student to participate.

Advance notification to a parent or guardian must include:

- A copy of the test, questionnaire, survey, or examination that is to be administered;
- Information on how the parent or guardian may provide written consent to authorize the student to take such test, questionnaire, survey, or examination;
- The name of the company or entity that produces or provides the test, questionnaire, survey, or examination to the school; and
- Whether the school will receive or maintain the resulting data and an explanation of how the school intends to use and maintain such data.

For written consent to be accepted, timely notice in compliance with the requirements of this policy must be provided, and the parent or guardian must have had an opportunity to review the information contained in the notice. Written consent must be provided separately for each individual test, questionnaire, survey, or examination that is to be administered. Prior to administering any such test, questionnaire, survey, or examination, a copy of it must be posted and maintained on the district's website.



A student has the right to refuse to take any test, questionnaire, survey, or examination as described herein at any time, regardless of receipt of parent or guardian consent to participate. Prior to administering any such test, questionnaire, survey, or examination, each student shall be informed that such student has the right to refuse to take it and that the student will not suffer any adverse consequences based on refusal to participate.

No personally identifiable student data shall be collected through any such test, questionnaire, survey, or examination.

Except as otherwise provided in this policy, the provisions of this subsection shall apply to any test, questionnaire, survey, or examination as described herein that is administered or proposed to be administered to any student by any employee of a school district, including, but not limited to, any administrator, teacher, counselor, social worker, psychologist, or nurse.

If, however, any district employee becomes aware that a student may be at risk of suicide by a credible report from the student, the student's peers, or another school district employee, the school personnel who are designated to administer a suicide risk assessment or screening tool may administer such risk assessment or screening tool in accordance with the provisions of this subsection to determine whether the student could be at risk for suicide. Such designated school personnel may include, but is not limited to, any administrator, teacher, counselor, social worker, psychologist, or nurse. Prior to the administration of any such risk assessment or screening tool, the designated staff member shall verbally notify the parent or guardian before the administration of such risk assessment or screening tool and obtain the consent of the parent or guardian.

If the designated staff member is unable to verbally notify the parent or guardian of the student and obtain consent after reasonable attempts to do so, the designated staff member may administer the risk assessment or screening tool without such consent. If a risk assessment or screening tool is administered without the parent or guardian's consent, as soon as contact with the parent or guardian is

made, the designated staff member shall notify the parent or guardian of the administration of such assessment or screening tool and provide to the parent or guardian all information obtained from the risk assessment or screening tool administered to the student.

Approved: May 15, 2023

# **Protection of Pupil Rights Amendment: Regulation**

## **USD 437**

### **Surveys: Parental Inspection Rights**

Parents shall have the right to inspect any survey created by a third party before it is administered or distributed to students in the school. Prior to distribution, parents shall have the right to inspect any survey that seeks information about: political affiliations or beliefs of the student or the student's parent; mental or psychological problems of the student or the student's family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; religious practices, affiliations, or beliefs of the student or student's parent; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

### **Written Permission Required**

If such survey is funded in whole or in part by federal funds, a survey that seeks this information shall not be administered without the express written consent of the parent. If the survey is not federally funded, parents must be given direct notification of the survey, through U.S. mail or e-mail, and provided with an opportunity to opt their child out of the survey. If the survey is part of the curriculum, parents shall have the right to inspect any instructional materials used in conjunction with the survey.

### **Physical Examinations**

Prior to the administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school, scheduled by the school in advance and not necessary to protect the immediate health and safety of the student, the school shall provide parents with notice of the activity and provide parents with an opportunity to opt their child out of the activity. This requirement does not apply to routine dental, hearing and vision screenings required under Kansas law.

### **Parental Rights: Marketing Information**

If the school collects, discloses or uses personal information from students for the purpose of marketing or selling that information, parents shall have a right to inspect any instrument used for the collection of such information before it is administered or distributed to students in school. Parents shall be provided with notice of such activities and provided with an opportunity to opt their child out of the activity. The requirements concerning activities involving the collection and disclosure of personal information from students for marketing purposes **do not apply** to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for or to students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

### **Release of Information – FERPA Rights**

Unless the information collected from students is designated as directory information, no information gathered about students shall be released to third parties without the express written consent of the parent or eligible student. (See JRB)

With parental permission, eligible students who can complete graduation requirements as prescribed by the board are eligible to be released from school during the regular school day to attend classes at a Regent's university, community college, technical college, vocational educational school or Washburn University.

**Concurrent Enrollment**

A student enrolled in grades 10, 11 or 12, or a gifted child in grades 9 through 12 who has demonstrated the ability to benefit from participation in the regular curricula of eligible postsecondary education institutions, may apply to the principal for permission to enroll at an eligible postsecondary education institution. Students must submit proof of enrollment to the WRHS administration within one week of the start of the semester.

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

**Required Courses**

Students must attempt to take a required class at WRHS first, before taking it through summer school, night school, or correspondence. Exceptions must be approved by the principal.

Approved: February 1, 2010

**IDFA    Athletics**

**IDFA**

District schools shall not conduct athletic practice during the school day, and practice shall not be counted for credit or as a part of the school term.

District schools shall neither offer credit for athletic practice nor count athletic practice as a physical education course.

Approved: February 15, 2010

## **IE    Instructional Arrangements**

**IE**

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

### Class Size

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

### Scheduling for Instruction

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

### Pre-enrollment

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

### Class Size Guidelines

Elementary Level: Class size in kindergarten should normally not exceed 20 students. Class size in grades one through three should normally not exceed 22 students. Class size in grades four through six should normally not exceed 25 students. Exceptions to these guidelines may be made by the principals due to the factors as listed in the policy statement above.

Principals are expected to evenly balance class sizes among grade level sections as much as possible.

Secondary Level: Class size shall be determined by the factors listed in the policy statement above.

Teacher aides may be made available in classrooms which exceed the class size guidelines as stated in this rule.

Approved: June 29, 2015

**IEB    Charter Schools**

**IEB**

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

If a petition is denied, the board shall follow applicable provisions of current law.

Approved: February 15, 2010



**IF     Textbooks, Instructional Materials and Media Centers**

**IF**

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

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

Selection Criteria: Textbooks and Instructional Materials

Textbooks and instructional materials shall support district educational program objectives.

Selection Criteria: Media Center Materials

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

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

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

Selection and Use Criteria: Movies, videos, films, and other media

The showing of movies, videos, films, and other media in the Auburn-Washburn School district shall meet the following requirements:

**IF     Textbooks, Instructional Materials and Media Centers**

**IF-2**

- a. Such media should be owned by the school district. Exceptions are discouraged. When exceptions are considered, prior approval of the principal is required.
- b. Copyright guidelines and laws shall be followed.
- c. All materials shall be appropriate for the grade level.
- d. All materials shall support the educational programs and learning objectives of the district. Exceptions are discouraged. When exceptions are considered, prior approval of the principal is required.
- e. All such materials shown at any grade level must be previewed by the instructor.

Grades K-6: Films rated “G” that meet requirements a through e above are acceptable and may be shown at all levels. Films rated “PG” that meet the above criteria may be shown with approval of the building principal prior to showing and with prior parental approval. Non-rated movies, videos, and films that meet the above criteria may be shown with approval of the building principal prior to showing.

Grades 7-8: Films rated “G” or “PG” that meet the requirements a through e above are acceptable and may be shown. Films rated “PG-13” that meet the above criteria may be shown with the prior approval of the building principal prior to showing and with prior parental approval. Non-rated movies, videos, and films that meet requirements a through e above may be shown with approval of the building principal prior to showing.

Grades 9-12: Films rated “G”, “PG”, or “PG-13” that meet requirements a through e above are acceptable and may be shown. Non-rated films that

**IF    Textbooks, Instructional Materials and Media Centers**

**IF-3**

meet requirements a through e above may be shown with the approval of the building principal prior to showing.

Under no circumstances may “R” rated films, videos, or movies be shown in the Auburn-Washburn School District.

Under no circumstances may “NC-17” or “X” rated films, videos, or movies or portions of such rated media be shown in the Auburn-Washburn School District.

**Collection Development**

The media collection shall be developed systematically, be well balanced in coverage of subjects, include various types of materials and a variety of content in various formats.

The collection shall reflect, enrich and complement the broad interests represented in the curriculum. The collection should be large enough to allow materials to be placed in classrooms for extended periods of time.

**Challenges to Textbooks and/or Instructional Materials**

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

If the complaint is not resolved at the meeting with the curriculum specialist, the complainant may request that the superintendent consider the

complaint. If not resolved, and if the board chooses to consider the complaint, it shall forward all appropriate written materials to a review committee.

Review Committee

When a review committee is established by the board to handle complaints concerning textbooks, or instructional materials, the review committee shall be composed of: The building principal, a district-level curriculum specialist, two subject area specialists and two community members.

The committee's charge shall be:

To review the material and prepare a written report containing conclusions and recommendations within 30 days;

To direct a written report to the board; and

To send the complainant a copy of the report.

The Review Committee Shall:

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

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

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

**Removing Challenged Materials**

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

**Challenges of Media Center Materials: (See IKD, KN)**

Occasional objections to media center materials will be made by the public despite the care taken to select valuable materials for student and teacher use and the qualifications of persons who select the materials.

The principles of the freedom to read and of the professional responsibility of the staff must be considered along with relevance of the materials.

If a complaint is received about media center materials, the procedures are as follows:

1. Be courteous but make no commitments.
2. Invite the complainant to file the objections in writing and offer                    to  
send instructional outcomes, copies of selection policies, and a  
reconsideration form so that a formal challenge may be submitted                    to  
the media center materials committee.
3. Inform the principal and the appropriate curriculum and instructional  
specialist.
4. When the form has been returned to the principal, the materials will be  
temporarily reserved for review by the media center materials committee.
5. If a formal request for reconsideration has not been returned  
within two weeks, it shall be considered closed.

6. A media center materials committee will be appointed by the principal, consisting of the principal, media specialist, curriculum facilitator, a teacher, and a member of site or parent organization.

The committee will:

- a) Read and/or examine materials referred to. (In a timely manner, committee members will receive copies of materials if available, reviews and complainant's report, and re-evaluation checklist.
  - b) Check general acceptance of the materials by reading reviews.
  - c) Compare values and faults and form opinions based on the materials as a whole and not on passages pulled out of context. (Use checklist).
  - d) Hold a hearing with the complainant(s) if a hearing is requested.
  - e) Following the hearing, meet to discuss the material and to prepare a report of recommendations and supportive comments.
  - f) File a copy of the report in the school and with the curriculum and instructional specialist for media services.
7. The principal shall notify complainant of the decision and send a formal report and recommendation to the Superintendent. In answering the complainant, the principal shall explain the selection system, give the guidelines used for selection, and cite authorities used in reaching decisions. If the committee decides to keep the work that caused the complaint, the complainant shall be given an explanation. If the complaint is valid, the principal will acknowledge it and make recommended changes.

If the complainant is not satisfied with building committee's decision, he/she may ask the curriculum and instructional specialist for media services to reconsider. That administrator shall form a committee of three, including a district-level administrator and two members from outside the complainant's school. At the Pre-K-6

level, it shall be a teacher from the child's grade and an elementary principal. At the Grade 7-12 level, it shall be a teacher from an academic department related to the challenged materials and a principal. These members may be from the middle school if the challenge originates at the high school and from the high school if the challenge originates at the middle school.

8. If the complainant is still not satisfied, he/she may ask the superintendent to present an appeal to the Board of Education, which shall make a final determination of the issue. The Board of Education may seek assistance from outside organizations such as the American Library Association or the Association for Supervision and Curriculum Development in making its determination.

**Removing Challenged Materials**

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

Approved: February 15, 2010

**IF     Textbooks, Instructional Materials and Media Centers**

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

Textbooks and instructional materials shall support the district's board approved curriculum. Media center materials shall support and supplement the curriculum, develop literary discrimination and appreciation, and encourage students to become productive citizens.

Textbook selection criteria shall be established by the board.

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

Selection Criteria: Textbook and Instructional Materials

Textbooks and instructional materials shall support the board approved district curriculum.

Selection Criteria: Media Center Materials

Materials shall be chosen for accuracy, artistic quality, format and authoritativeness. Materials shall be chosen on various levels presenting different points of view, including current issues. Books and other media materials shall be evaluated before purchase, either through direct examination or by using reputable, unbiased, professionally prepared selection tools.

BOE Approved: September 7, 2010



(Retype and file with clerk.)  
USD \_\_\_\_\_  
REQUEST FOR REVIEW OF A TEXTBOOK,  
INSTRUCTIONAL MATERIAL,  
OR  
MEDIA CENTER MATERIAL

Request initiated by \_\_\_\_\_

Telephone \_\_\_\_\_ Address \_\_\_\_\_

Complainant represents: \_\_\_\_\_ self; or if a group:

Name of group \_\_\_\_\_

The material I object to is a: film \_\_\_ recording \_\_\_ magazine \_\_\_ pamphlet \_\_\_ textbook \_\_\_  
other \_\_\_\_.

Book or other material \_\_\_\_\_

Author (if known) \_\_\_\_\_

Publisher (if known) \_\_\_\_\_

1. Are you familiar with the district policy, procedure and philosophy regarding selection of textbooks, instructional materials, and media center materials? \_\_\_ Y \_\_\_ N

2. Did you read or view all the material provided in the entire work? \_\_\_ Y \_\_\_ N If no, how did you select the parts for reading or viewing?

---

---

---

3. Please identify the objectionable material. (Please be specific; cite pages or items.)

---

---

4. What is the basis for your objection to the specific sections or parts identified?

---

---

5. What do you believe is the major theme of this material? \_\_\_\_\_

---

6. What would you recommend the school do with this material?

---

---

---

7. In its place, what material of equal educational quality would you recommend?

---

8. Additional comments:

---

---

---

---

Administrator

---

Signature of complainant

Date received: 

---

## REQUEST FOR RECONSIDERATION OF MEDIA CENTER MATERIAL

## Appendix A

FILL IN INFORMATION AS APPROPRIATE

If print materials give:

Author: \_\_\_\_\_

Title: \_\_\_\_\_

Format(i.e., hardcover, paperback, etc.,)

If non-print materials give:

Title: \_\_\_\_\_

Type of Material: \_\_\_\_\_

Format (i.e., hardcover, paperback, etc.)

Request Initiated By \_\_\_\_\_

Telephone \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Complainant represents: Self \_\_\_\_\_ Or/Organization \_\_\_\_\_

(name)

List present grade level of your children \_\_\_\_\_

1. To what in the material do you object? (Please be specific: cite pages, passages, visuals, etc.)\_\_\_\_\_

2. What do you feel might be the result of using this material? \_\_\_\_\_

3. For what age group would you recommend this material? \_\_\_\_\_

4. Is there anything good about this material? \_\_\_\_\_

5. Did you review the entire material? \_\_\_\_\_ What parts? \_\_\_\_\_

6. Are you aware of discussions preceding and following reading/viewing?

7. Are you aware of the judgment of this material by literary/media critics? \_\_\_\_\_

8. What do you believe is the theme of this material? \_\_\_\_\_

9. What would you like your school to do about this material?

\_\_\_\_\_ Do not assign it to my child.

\_\_\_\_ Withdraw it from all students, as well as my child.

\_\_\_\_\_ Send it to the Administrative Office for committee re\_evaluation.

10. In its place, what material of equal literary/media quality would you recommend? \_\_\_\_\_

11. On what grounds are you objecting to this material? \_\_\_\_\_

If so, please explain your objections: (Please use the back of this document if you need more space)

[illegible]

Signature of Complainant

**CHECKLIST FOR SCHOOL MEDIA ADVISORY COMMITTEE'S  
RECONSIDERATION OF INSTRUCTIONAL MATERIAL-NONFICTION**  
Appendix B

Title \_\_\_\_\_  
Author \_\_\_\_\_

**A. Purpose**

1. What is the overall purpose of the material? \_\_\_\_\_
2. Is the purpose accomplished? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ NA
3. Comments: \_\_\_\_\_

**B. Authenticity**

1. Is the author competent and qualified in the field? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ NA
2. What is the reputation and significance of the author and publisher/producer in the field? \_\_\_\_\_
3. Is the material up to date? \_\_\_\_\_ Yes \_\_\_\_\_ No
4. Are information sources well documented? \_\_\_\_\_ Yes \_\_\_\_\_ No
5. Are translations and retellings faithful to the original? \_\_\_\_\_ Yes \_\_\_\_\_ No
6. Comments: \_\_\_\_\_

**C. Appropriateness**

1. Does the material promote the educational outcomes of the curriculum of the district schools? \_\_\_\_\_ Yes \_\_\_\_\_ No
2. Is it appropriate to the level of instruction intended? \_\_\_\_\_ Yes \_\_\_\_\_ No
3. Are the visuals appropriate to the subject and age level? \_\_\_\_\_ Yes \_\_\_\_\_ No
4. Comments: \_\_\_\_\_

**D. Content**

1. Is the content of this material well presented by providing adequate scope, range depth, and continuity? \_\_\_\_\_ Yes \_\_\_\_\_ No
2. Does this material present information not otherwise available? \_\_\_\_\_ Yes \_\_\_\_\_ No
3. Does this material give a new dimension or direction to its subject? \_\_\_\_\_ Yes \_\_\_\_\_ No
4. Comments: \_\_\_\_\_

**E. Reviews**

1. Does this title appear in one or more reputable selection aids? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If answer is yes, please list title(s) of the selection aids: \_\_\_\_\_
2. Source of review: \_\_\_\_\_
3. Favorably reviewed \_\_\_\_\_ Unfavorably reviewed \_\_\_\_\_
4. Comments: \_\_\_\_\_

Additional Comments:

---

---

---

---

---

---

**CHECKLIST FOR SCHOOL MEDIA ADVISORY COMMITTEE'S RECONSIDERATION OF INSTRUCTIONAL MATERIAL**  
**- FICTION**  
**Appendix C**

Title: \_\_\_\_\_  
Author: \_\_\_\_\_

**A. Purpose**

1. What is the purpose, theme or message of the material? How well does the author/producer/composer accomplish this purpose?  
\_\_\_\_\_
2. If the story is fantasy, is it the type that has imaginative appeal and is suitable for children? ☐ Yes ☐ No  
for young adults? ☐ Yes ☐ No  
If both are marked no, for what age group would you recommend? \_\_\_\_\_
3. Will the reading and/or viewing and/or listening to material result in more compassionate understanding of human beings? ☐ Yes ☐ No
4. Does it offer an opportunity to better understand and appreciate the aspirations, achievements, and problems of various minority groups? ☐ Yes ☐ No
5. Are any questionable elements of the story an integral part of a worthwhile theme or message? ☐ Yes ☐ No
6. Comments: \_\_\_\_\_

**B. Content**

1. Does a story about modern times give a realistic picture of life as it is not? ☐ Yes ☐ No
2. Does the story avoid an oversimplified view of life, one which leaves the reader with the general feeling that life is sweet and rosy or ugly and meaningless? ☐ Yes ☐ No
3. When factual information is part of the story, is it presented accurately? ☐ Yes ☐ No
4. Is prejudicial appeal readily identifiable by the potential reader? ☐ Yes ☐ No
5. Are concepts presented appropriate to the ability and maturity of the potential readers? ☐ Yes ☐ No
6. Do characters speak in a language true to the period and section of the country in which they live? ☐ Yes ☐ No
7. Does the material offend in some special way, the sensibilities of any group by the way it presents either the chief character or any of the minor characters? ☐ Yes ☐ No
8. Is there preoccupation with sex, violence, cruelty, brutality, and aberrant behavior that would make this material inappropriate for... children? ☐ Yes ☐ No  
young adults? ☐ Yes ☐ No
9. If there is use of offensive language, is it appropriate to the purpose of the text for... children? ☐ Yes ☐ No  
young adults? ☐ Yes ☐ No
10. Is the material free from derisive names and epithets that would offend... children? ☐ Yes ☐ No  
young adults? ☐ Yes ☐ No
11. Is the material well written or produced? ☐ Yes ☐ No
12. Does the story give a broader understanding of human behavior without stressing differences of class, race, color, sex, education, religion, or philosophy in any adverse way? ☐ Yes ☐ No
13. Does the material make a significant contribution to the history of literature or ideas? ☐ Yes ☐ No
14. Are the illustrations appropriate and in good taste? ☐ Yes ☐ No
15. Are the illustrations realistic in relation to the story? ☐ Yes ☐ No
16. Comments: \_\_\_\_\_

**C. Reviews**

1. Does this title appear in one or more reputable selection aids? ☐ Yes ☐ No  
If yes, please list title(s) of selection aids: \_\_\_\_\_
2. Source of review: \_\_\_\_\_  
Favorably reviewed: \_\_\_\_\_ Unfavorably reviewed: \_\_\_\_\_
3. Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IFBH    Outside Speakers (See IKB)**

**IFBH**

With administrative approval, outside speakers may be invited to meet with groups of students as part of the educational process.

Approved: February 15, 2010

**IFC    Community Resources (See KFD)**

**IFC**

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

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

Approved: February 15, 2010

**District Approved Field Trips**

Field trips may be approved by the principal when reasonable educational outcomes can be established. Extended field trips must have prior approval of the board.

Advance requests for field trips including transportation and other resource needs shall be submitted by the teacher to the principal. Each building principal shall develop a method to notify parents of a forthcoming field trip. The notification shall include information regarding the nature of the trip, departure time, expected return time, name of sponsor(s), and mode of travel.

**Student Athletic and Activity Travel**

For the purpose of this policy, athletic and activity travel is defined as travel to and from events for school sponsored groups and teams in grades 7-12 and which have a connection to the educational program as an activity, or are part of the schools' athletic programs in accordance with league or KSHSAA sponsored events.

Student safety during travel to and from athletic and activity trip locations, as well as during the trip, is of the highest importance. Coaches and sponsors shall be responsible for appropriate communication with parents and for pre-trip orientation, which shall include scheduling and safety information.

**Extended Field Trips**

Field trips which require more than one day or are over three hundred miles one way must have board approval at least thirty days in advance. Events scheduled by the KSHSAA are not covered by this policy. Recurring



extended trips which have been scheduled by the administration and approved by the board do not have to be submitted to the board each year.

Non-sanctioned Field Trips

Non-sanctioned field trips organized by employees acting as independent contractor/agents involving students on a volunteer, self-supporting basis are not approved by the board and are not considered a part of the curriculum. Total responsibility for privately-planned field trips or tours rests with the individual(s) and agency sponsoring them. The district assumes no legal or financial responsibilities for non-sanctioned field trips.

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

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

Approved: March 1, 2010

## **IFCC Overnight Accommodations**

**IFCC**

As required by state law, during school district sponsored travel that requires overnight stays by students, separate overnight accommodations will be provided for students of each biological sex.

### **Definitions**

“Biological sex” means the biological indication of male and female in the context of reproductive potential or capacity, such as sex chromosomes, naturally occurring sex hormones, gonads, and nonambiguous internal and external genitalia present at birth, without regard to an individual’s psychological, chosen, or subjective experience of gender.

“School district sponsored travel” means any travel that is necessary for students to attend, participate, or compete in any event or activity that is sponsored or sanctioned by a school operated by the school district, including, but not limited to, any travel that is organized:

- By any club or other organization recognized by the school;
- Through any communication facilitated by the school, such as email; or
- Through fundraising activities conducted, in whole or in part, by school district employees or on school district property.

### **Notice to Parents**

This policy will be provided to parents prior to a student’s participation in a school district sponsored activity or travel that requires overnight stays by students.

Approved: July 10, 2023

**IHA    Grading System**

**IHA**

The district shall have board-approved methods for assessing and reporting the quality of student academic progress.

Information shall be published in appropriate handbooks.

Approved: February 15, 2010

**IHB    Homework**

**IHB**

Homework shall not be used as a means to discipline students. Homework shall be assigned as needed to reinforce lessons introduced in the classroom.

Approved: February 15, 2010

**IHEA    Make-Up Opportunities (See JBD, JDD)**

**IHEA**

Within time limits established by the administration, all teachers shall supply make-up work assignments when requested. The time limits shall be included in the staff and student handbooks each year.

Approved: February 15, 2010

The board may adopt graduation requirements exceeding the minimums set forth by state regulation. Unless otherwise provided herein, in order to qualify for graduation, the board requires each candidate to earn 25 academic credits of a type meeting state and district requirements.

Exceptions may be granted by the board to waive local graduation requirements that are in excess of the state minimum requirements for students on a case by case basis.

The board shall award a student a diploma if the student is at least 17 years old; is enrolled or resides in the district; was in custody of the Secretary of the Kansas Department of corrections (KDOC), the Secretary for DCF, or a federally recognized Indian tribe in this state at any time on or after the student's 14th birthday; and has achieved at least the minimum high school graduation requirements adopted by the state board of education.

Other situations which may warrant waiver of graduation requirements in excess of the minimum requirements adopted by the state board include, but may not be limited to, the following circumstances;

- If such student is an adult learner whose four-year cohorts have graduated; or
- If such student is attending an alternative school or program and has experienced high mobility, teen pregnancy, long-term illness, or other hardship conditions.

Requirements for graduation from Washburn Rural High School,  
Washburn Rural Alternative High School, and Tallgrass Learning Center:

A minimum of twenty-five (25) units of credit, including:

1. Four (4) units of credit in English language arts, including:
  - Three (3) units of English composition and literature.
  - One-half (½) unit of speech, debate, forensics, Drama I or Drama II.
  - One-half (½) unit of English elective.

2. Three (3) units of credit in social studies, including:
  - One (1) unit of World history,
  - One (1) unit of United States history,
  - One-half ( $\frac{1}{2}$ ) unit of United States government, including the Constitution of the United States.
  - One-half ( $\frac{1}{2}$ ) unit of social studies elective.
3. Three (3) units of credit in science, which shall include physical, biological, earth and space science concepts.
4. Three (3) units of credit in mathematics.  
Beginning with the class of 2014, successful completion of Integrated Math 1/Algebra1 or Integrated Math 2/Geometry at the 8th grade level may qualify as fulfillment of one credit toward graduation if the student successfully completes the next level class at the high school level.
5. One (1) unit of credit in physical education which shall include health.
6. One (1) unit of credit in fine arts (music, drama, or art).
7. One-half ( $\frac{1}{2}$ ) unit of credit in computer technology.
8. One-half ( $\frac{1}{2}$ ) unit of credit in practical arts (in addition to the computer technology requirement) taken from business, family and consumer science, industrial technology, or vocational agriculture.
9. Nine (9) units of credit in electives.

Any single course may fulfill requirements in only one area.

Approved: August 17, 2015

## **II    Educational Testing Program**

**II**

(See BCBK, BE, CN, CAN, IDAE, IJ, JF and KBA)

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

### **Test Integrity**

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

### **Reporting Test Results**

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

Approved: March 1, 2010



Use of District Computers/Privacy Rights

Computer systems are for educational and professional use only. All information created by staff shall be considered district property and shall be subject to unannounced monitoring by district administrators. The district retains the right to discipline any student, up to and including expulsion and any employee, up to and including termination, for violations of this policy.

Copyright

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

Installation

No software, including freeware or shareware, may be installed on any district computer until cleared by the network administrator. The administrator will verify the compatibility of the software with existing software and hardware, and prescribe installation and de-installation procedures. Program files must have the Superintendent's approval to be installed on any district server or computer.

Hardware

Staff shall not install unapproved hardware on district computers, or make changes to software settings that support district hardware.

Audits

The administration may conduct periodic audits of software installed on district equipment to verify legitimate use.

Privacy Rights

Employees and/or students shall have no expectation of privacy

when using district e-mail or other official communication systems. Any email or computer application or information in district computers or computer systems is subject to monitoring by the administration.

**Ownership of Computer Materials**

Computer materials or devices created as part of any assigned district responsibility or classroom activity undertaken on school time or using school equipment shall be the property of the board.

Approved: February 15, 2010

**IIBGA Children's Internet Protection Act**

**IIBGA**

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 transmitted to students and parents as part of the *Acceptable Use Policy for Students*, which is included in all student handbooks. The superintendent shall ensure compliance with CIPA by completing Federal Communication Commission forms as required.

Approved: June 21, 2010

**Application**

Students may apply for permission to enroll in an online course for credit. Applications for the next academic year shall be submitted to the principal no later than {April 20}. The student and the student's parents shall be informed of the administrator's decision in writing no later than {June 1}.

Students {may/ may not} enroll in an online course as an alternative to any course offered by the high school {./, except as an attempt to earn credit for a class already attempted but failed by the student.}

**Guidelines**

The following guidelines shall be used by the administration:

1. Only administration approved courses shall be posted on student transcripts.
2. Approval of any course shall be based upon the course content and rigor, its length and scope, its method of assessing knowledge acquired by the student, the qualifications of the instructor, and other appropriate factors.
3. Enrollment in an online course will be allowed only if an appropriately certified staff member is available and willing to supervise the student's participation in the course.
4. Suspended or expelled students may also apply for permission to enroll in online course work.

**Other Regulations or Guidelines**

Approval of online coursework shall be based on the requirements of Kansas law, Kansas State Department of Education regulations, and board credit requirements and/or guidelines in effect at the time the student request is made.

Approved: October 17, 2022

**IJ    Evaluation of Instructional Program (See IC, IDA, II & MK)**

**IJ**

The superintendent shall develop guidelines to evaluate a portion of the instructional program each year. This evaluation shall be part of the district's school improvement efforts as required by current regulation.

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

Approved: July 19, 2010

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

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

Approved: March 1, 2010



**Auburn-Washburn USD 437**

**Human Sexuality**

**Student Excusal Form**

**Health Class - WRHS**

**Student Name** \_\_\_\_\_

**Grade** \_\_\_\_\_

**Parent/Guardian** \_\_\_\_\_

**Telephone** \_\_\_\_\_

The curriculum indicator for human sexuality and AIDS education from which you wish your child excused:

Kansas Science Standards (Standard 6, Benchmark 1, Indicator 5) 1999

- Sexuality is a serious component of being human and it demands strong personal reflection in light of the life-long effects on students.

This indicator will be taught in a two-week unit (10 class periods) during the nine-weeks grading period.

I, (Parent/Guardian) \_\_\_\_\_ request that my student  
(Name) \_\_\_\_\_ be exempt from the two weeks (10 class periods) of  
the human sexuality unit of the health course for the \_\_\_\_\_ school year because  
of objections to the curriculum content. I understand my child will incur no penalty.

\_\_\_\_\_  
(Parent/Guardian)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Building Administrator)

\_\_\_\_\_  
(Date)

**Opt-Out Procedure and Form**

Parents or guardians (or a student over eighteen years of age) who do not want the student involved in all or some portion of the district's Human Sexuality and AIDS education classes shall be provided a written copy of the goals and objectives for the student's appropriate Human Sexuality and AIDS class. Following review of the curriculum goals on file at the board of education office, the parent or guardian must complete the district opt-out form and state the portion(s) of the curriculum in which the student is not to be involved.

**Opt-Out Procedures**

Parents or guardians (or students eighteen years of age or older) may obtain the opt-out request form from any school office or from the clerk of the board, completing and signing the form and returning the form to the school office. The signed form will be kept on file in the school office.

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

**Annual Request Required**

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

**Notice of Availability**

Public notice of the availability of the Human Sexuality and AIDS curriculum goals and objectives shall be made by means of school newsletters.



Approved: March 1, 2010

HUMAN SEXUALITY  
AND  
AIDS EDUCATION

I, \_\_\_\_\_, parent/guardian of  
\_\_\_\_\_, request that my child be removed from those  
portions of the Human Sexuality/AIDS instruction noted below:

---

---

---

---

I have had the opportunity to review the curriculum goals and objectives or  
have had the opportunity to have them explained to me by a school official.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

Approved: March 1, 2010

**IKD    Religion in Curricular or School Sponsored Activities**  
(See AEA, IF, IKDA and KN)

**IKD**

No religious belief or non-belief shall be promoted or disparaged by the district or its employees. Students and staff should be tolerant of each other's religious views. Students and staff members may be excused from participating in practices contrary to their religious beliefs unless there are clear issues of overriding concern which prevent it.

**Teaching About Religion**

Teachers may teach about religion, religious literature and history but are prohibited from promoting, expounding upon, criticizing or ridiculing a religion. Religious texts may be used to teach about religion, but the use of religious texts is prohibited if used to promote a particular religious doctrine.

**Religion in the Curriculum and School Activities**

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

**Religious Symbols in the Classroom**

Temporary display of religious symbols is permitted as part of the curriculum. The temporary use of religious symbols such as a cross, menorah, crescent, Star of David, crèche, symbols of Native American religions or other

symbols that are a part of a religious holiday are permitted as a teaching aid if they are displayed as an example of a holiday's cultural and religious heritage.

Religious Holidays

Holidays which have a religious and a secular basis may be observed. School vacations shall have secular designations, e.g., Winter Vacation, Spring Break

Graduation and Other Ceremonies

School ceremonies shall be secular in nature. While recognizing the significance of tradition, the board requires that graduation exercises and dedications ceremonies be secular in nature.

Approved: March 1, 2010

**IKDA    Religious Objections to Activities**

**IKDA**

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

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

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

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

If the parents are dissatisfied with the principal's decision, they may appeal, in writing, to the superintendent.

**IKDA    Religious Objections to Activities**

**IKDA-2**

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

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

Approved: March 1, 2010

## ACTIVITY PARTICIPATION OPT-OUT FORM

I, \_\_\_\_\_ (parent/guardian) request that my child,  
\_\_\_\_\_, be excused from participating in certain  
activities for religious reasons.

From what activity do you wish your child to be excused?

---

---

---

Identify where in the curriculum the activity exists. (Please identify the  
grade level, class, building.)

---

---

For what reason do you wish your child to be excused. (Please state the  
particular religious objection to this activity, including the religious teaching  
you believe this activity violates.)

---

---

---

---

I understand that I am requesting the school to excuse my child from certain  
activities and that my request is subject to review and determination by the  
school. I further understand that if my request is granted, my child may still  
be required to view the activity, discuss the activity or may otherwise be ex-  
posed to the subject matter of the activity.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Administrator Signature

Date Received \_\_\_\_\_

**IKE    Assemblies**

**IKE**

Each building principal may schedule assemblies as needed.

Approved: March 1, 2010

## **IKI    Lesson Plans**

Each teacher shall develop, maintain and follow lesson plans which ~~align~~ conform to the board approved curriculum, the district's educational goals and the expected student learning indicators at the designated levels of priority. Principals shall establish methods to regularly review teacher lesson plans.

It is the teacher's responsibility to implement the district's board approved curriculum. Teachers will develop lessons using indicators derived from the district's curriculum guides. Varied research based instructional strategies will be used based upon the individual learning styles and needs of each student to ensure achievement of mastery. A variety of assessments will be utilized to measure students' achievement of the grade level or course indicators. Lesson planning parameters include:

1. Written lesson plans shall be required in USD 437.
2. There is no district-wide lesson format. Sites and/or departments will develop lesson plan formats under the supervision of the principal.
3. All lesson plans will operationalize the board approved curriculum of the district.
4. All lessons will be referenced to the indicators in the board approved curriculum guides.
5. Written lesson plans will be routinely monitored by the principals.

BOE Approved: September 7, 2010



**Prior Approval**

Animals or plants may be brought to school for instructional purposes only after obtaining prior approval of the principal. Principals will follow the Compendium of Measures to Prevent Disease Associated with Animals in Public Settings, specifically Appendix “Guidelines for Exhibition of Animals in School and Childcare Settings’ and other applicable State laws, regulations, and guidelines in making the decision to approve specific animal or plants into schools.

**Prohibited Animals and Plants**

Baby chicks and ducks are specifically prohibited in schools because of the high risk of salmonellosis and campylobacteriosis from these animals. However, fertilized chicken eggs provided under the Shawnee County K-State Research and Extension Office School Enrichment Program are allowable so long as newly hatched chicks are promptly removed from the classroom as directed by the program. Animals with venom that is harmful to humans and toxic plants are prohibited on school property.

**Environment for Animals Housed in Schools**

All animals housed in schools will be provided an appropriate environment and a proper diet. A proper plan for the continued care of these animals during the days that school is not in session must be in place.

**Injury from Contact**

Humans that come in contact with animals or plants shall be instructed about proper handling and hand washing procedures. If someone is injured by an animal or by contact with a plant, the incident shall be immediately reported to the principal by the supervising teacher. The principal shall ensure that an accident report is forwarded to the superintendent. A proper plan for the protection of students who may have allergies to the animal must be in place.

## **ING Animals and Plants in the School**

**ING -2**

With the prior approval of the principal, animals or plants may be brought to school for instructional purposes.

If someone is injured by an animal or comes into contact with a toxic plant, the incident shall be immediately reported to the administration by the supervising teacher. The principal shall notify the appropriate persons.

### **Service Animals in the Schools**

Service animals are permitted in the schools and on school property in accordance with federal law. In order for the district to accommodate the health and safety of our students and staff while maintaining our educational services, programs, and activities, employees and students are encouraged to notify their building administrator prior to bringing a service animal to school for the first time. Patrons or individuals attending functions or having short term business on school property are not required to provide advance notice to school staff in order to be accompanied by a service animal on school property.

Access to school buildings will not be denied to a service animal as long as the animal is individually trained and required to do work or perform tasks for the benefit of an individual with a disability. Such work or tasks must be directly related to the individual's disability. District staff shall not be responsible to provide care or control of a service animal, and any service animal which is out of control or is not housebroken may be excluded by district staff.

For the purpose of this policy, "service animals" is not deemed to include animals provided by the school for instructional purposes or for therapy or comfort animals.

Approved: October 3, 2022

**JA Goals and Objectives** (See BDA, CM, GAA and JCDA)

**JA**

These student policies are designed to prevent misunderstanding by students about their rights and responsibilities. The ideas and recommendations of students shall be considered when adopting policies, rules, and regulations governing the conduct of students and their rights and responsibilities.

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

Approved: February 20, 2023

**JB    Attendance Records**

**JB**

Daily attendance records shall be maintained for each student in each school. The primary responsibility for recording attendance shall be assigned to teachers using a format prescribed by the superintendent. A cumulative attendance record for each student shall be kept in the principal's office.

The superintendent shall include attendance data in the annual report to the board. Attendance problems shall be reported to the board as necessary.

Approved: March 22, 2010

**Resident Students**

A “resident student” is any child who has attained the age of eligibility for school attendance and lives with a parent or a person acting as a parent who is a resident of the district. Children who are “homeless” as defined by Kansas law and who are located in the district will be admitted as resident students. For purposes of this policy, “parent” means the natural parents, adoptive parents, step-parents, and foster parents. For purposes of this policy, “person acting as a parent” means a guardian or conservator, a person liable by law to care for or support the child, a person who has actual care and control of the child and provides a major portion of support, or a person who has actual care and control of the child with written consent of a person who has legal custody of the child.

**Nonresident Students**

Details concerning the enrollment and continued enrollment process for nonresident students may be found in board policy JBCC.

**Enrollment Restriction**

Unless approved in advance by the board, no student, regardless of residency, who has been suspended or expelled from another school district will be admitted to the district until the period of such suspension or expulsion has expired.

**Enrollment Procedures**

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

**Part-Time Students**

The board allows any child to enroll part-time in the school district to allow the student to attend any courses, programs, or services offered by the school district if the child:

- Is also enrolled in a nonaccredited private elementary or secondary school or in any other private, denominational, or parochial school as required by law;
- requests to enroll part-time in the school district; and
- meets the age of eligibility requirements for school attendance.

District administrators shall make a good faith attempt to accommodate scheduling requests of students enrolling in the school district in these situations but shall not be required to make adjustments to accommodate every such request.

## **Enrollment**

**JBC-2**

Part-time students, other than those specified previously in this policy may enroll with the administration's permission if they complete all paperwork in a timely fashion and are in attendance no later than September 20. Such part-time students may be admitted only to the extent that staff, facilities, equipment, and supplies are available, and the students follow the district's student conduct policies and rules.

### **Identification of Students**

All students enrolling in the district for the first time shall provide required proof of identity. Students enrolling in kindergarten or first grade shall provide a certified copy of their birth certificate, a certified copy of the court order placing the child in the custody of the Secretary of the Department for Children and Families, or other documentation which the board determines to be satisfactory. Students enrolling in grades 2-12 shall provide a certified transcript, similar pupil records or data, or other documentary evidence the board deems satisfactory.

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

If proper proof of identity is not provided within 30 days of enrolling, the superintendent shall notify local law enforcement officials as required by law and shall not notify any person claiming custody of the child.

### **Enrollment Information**

The enrollment documentation shall include a student's permanent record card with a student's legal name as it appears on the birth certificate or as changed by a court order and the name, address, and telephone number of the lawful custodian. The records shall also provide proper proof of identity.

### **Assignment to a School Building, Grade Level, or Classes**

Unless otherwise provided herein, the superintendent shall assign students to the appropriate building. Any student desiring to attend a school outside the attendance area in which the student resides may do so only with the prior written permission of the superintendent.

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

Assignment to a particular grade level or particular classes shall be determined by the building principal based on the age and educational needs of the student. If the parents disagree, the principal's decision may be appealed to the superintendent. If the parents are still dissatisfied with the assignment, they may appeal in writing to the board.

#### Transferring Credit

In middle school and high school, full faith and credit shall be given to units earned in other accredited schools at the time the student enrolls in the district, unless the principal determines there is valid reason for not doing so. For online credit approval procedures after enrollment, see board policy IIBGB.

#### Transfers from Non-Accredited Schools

Students transferring from non-accredited schools will be placed by the principal. Initial placement will be made by the principal after consultation with parents or guardians and guidance personnel. Final placement shall be made by the principal based on the student's documented past educational experiences and performance on tests administered to determine grade level placement.

Students who transfer from non-accredited schools shall provide the following information:

1. Name of course.
2. Name of instructor.
3. Instructor's state certification.
4. Number of clock hours of course duration.
5. Grade earned.
6. Units of credit given by previous school.

#### Grade Placement (K – 8)

Grade level placement of transfer students in grades K – 8 will be determined by the school officials based upon the student's academic standards, the student's test results and the recommendation from the previous school. The district may administer a standardized achievement test if adequate records are not available. A student may be moved from the initial placement based on academic performance.

Approved: December 4, 2023

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

Coordinator

The board shall designate a homeless coordinator for the district.

Approved:    August 7, 2017



## **Homeless Student Regulations**

### **Required by Federal and State Law**

#### **Homeless students shall, by definition, include the following:**

1. Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals.
2. Children and youth who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
3. Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
4. Migratory children who meet one of the above-described circumstances.

#### **Enrollment/Placement (See JBC)**

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

#### **School Stability**

In determining the best interest of the child or youth, the district homeless student liaison shall:

1. Presume that keeping the child or youth in the school of origin is in the child's or youth's best interest, except when doing so is contrary to the

request of the child's or youth's parent or guardian, or (in the case of an unaccompanied youth) the youth:

2. Consider student-centered factors related to the child's or youth's best interest, including factors related to the impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child's or youth's parent or guardian or (in the case of an unaccompanied youth) the youth;
3. If, after conducting the best interest determination based on consideration of the presumption in clause (1) and the student-centered factors in clause (2), it is determined that it is not in the child's or youth's best interest to attend the school of origin or the school requested by the parent or guardian, or (in the case of an unaccompanied youth) the youth, provide the child's or youth's parent or guardian or the unaccompanied youth with a written explanation of the reasons for its determination, in a manner and form understandable to such parent, guardian, or unaccompanied youth, including information regarding the right to appeal such determination; and
4. In the case of an unaccompanied youth, ensure that the district homeless student liaison assists in placement or enrollment decisions under this subparagraph, gives priority to the views of such unaccompanied youth, and provides notice to such youth of the right to appeal.

#### Immediate Enrollment

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

- 1 Is unable to produce records normally required for enrollment, such as previous academic records, records of immunization and other required health records, proof of residency, or other documentation; or
- 2 Has missed application or enrollment deadlines during any period of homelessness.

#### Relevant Academic Records

The enrolling school shall immediately contact the school last attended by the child or youth to obtain relevant academic and other records.

#### Relevant Health Records

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

#### Records

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

#### Enrollment Disputes

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

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

#### Placement Choice

The choice regarding placement shall be made regardless of whether the child or youth lives with the homeless parents or has been temporarily placed elsewhere.

#### Privacy

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

**Contact Information**

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

**Definition**

The term “school of origin: means the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including a preschool.

When the child or youth completes the final grade level served by the school of origin, the term “school of origin” shall include the designated receiving school at the next grade level for all feeder schools.

**Comparable Services**

Each homeless child or youth shall be provided services comparable to services offered to other students in the school selected, including:

1. Transportation services;
2. Educational services for which the child or youth meets the eligibility criteria, such as services provided under Title I of the Elementary and Secondary Education Act of 1965 or similar State or local programs, educational programs for children with disabilities, and educational programs for English learners;
3. Programs in career and technical education;
4. Programs for gifted and talented students; and
5. School nutrition programs.

**Coordination**

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

**Housing Assistance**

If applicable, the district shall coordinate with state and local housing agencies responsible for developing the comprehensive housing affordability strategy to minimize educational disruption for children and youths who become homeless.

The coordination required shall be designed to:

1. Ensure that all homeless children and youths are promptly identified;
2. Ensure that all homeless children and youths have access to, and are in reasonable proximity to, available education and related support services;  
and
3. Raise the awareness of school personnel and service providers of the effects of short-term stays in a shelter and other challenges associated with homelessness.

**Homeless Children and Youths with Disabilities**

For children and youths who are both homeless and eligible for services under the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.), the

district shall coordinate the provision of services under these regulations with the provision of programs for children with disabilities served by the district and other involved local educational agencies.

District Homeless Student Liaison

The board designates the following individual to act as the district's homeless student liaison: Executive Director of Teaching and Learning, 5928 SW 53<sup>rd</sup> Street, Topeka, KS 66610, 785-339-4000. The district shall inform school personnel, service providers, and advocates working with homeless families of the duties of this liaison. The district homeless student liaison shall ensure:

1. Homeless children and youths are identified by school personnel through outreach and coordination activities with other entities and agencies;
2. Homeless children and youths are enrolled in, and have a full and equal opportunity to succeed in, district schools;
3. Homeless families and homeless children and youths have access to and received educational services for which such families, children, and youths are eligible, including services through Head Start programs (including Early Head Start programs) under the Heat Start Act (42 U.S.C. 9831 et seq.), early intervention services under part C of the Individuals with Disabilities Education Act (20 U.S.C. 1431 et seq.), and other preschool programs administered by the local educational agency.
4. Homeless families and homeless children and youths receive referrals to health care services, dental services, mental health and substance abuse services, housing services, and other appropriate services;

5. The parents or guardian of homeless children and youths are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;
6. Public notice of the educational rights of homeless children and youths is disseminated in locations frequented by parents or guardians of such children and youths, and unaccompanied youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form understandable to the parents and guardians of homeless children and youths, and unaccompanied youths;
7. Enrollment disputes are mediated in accordance with these regulations;
8. The parent or guardian of a homeless child or youth, and any unaccompanied youth, is full informed of all transportation services, including transportation to the school of origin, and is assisted in accessing transportation to the school that is selected;
9. School personnel providing services under these regulations receive professional development and other support; and
10. Unaccompanied youths;
  - a. are enrolled in school;
  - b. have opportunities to meet the same challenging state academic standards as Kansas establishes for other children and youth; and
  - c. are informed of their status as independent students under federal law regarding student financial assistance for higher education acquisition



and that the youths may obtain assistance from the district homeless student liaison to receive verification of such status for purposes of the Free Application for Federal Student Aid.

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

#### Notice

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

#### Local and State Coordination

The district homeless student liaison, as a part of assigned duties, shall coordinate and collaborate with state coordinators, the community, and school personnel responsible for the provision of education and related services to

homeless children and youths. Such coordination shall include collecting and providing to the state coordinator the reliable, valid, and comprehensive data.

#### Homeless Status

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

#### Dispute Resolution Process

A complaint regarding the placement or education of a homeless child or youth shall first be presented orally and informally to the district's homeless student liaison. If the complaint is not promptly resolved, the complainant may present a formal written complaint (grievance) to the homeless student liaison. The written complaint must include the following information: date of filing, description of concerns, the name of the person or persons involved, and a recapitulation of the action taken during the informal charge stage. Within five (5) working days after receiving the complaint, the liaison shall state a decision in writing to the complainant, with supporting evidence and reasons. In addition, the liaison will inform the superintendent of the formal complaint and the disposition.

#### Transportation (See EDAA, JBC, and JGG)

If it is in the best interest of the homeless child or youth to attend the school of origin, transportation to and from that school will be provided at the request of the parent or guardian or, in the case of an unaccompanied youth,

the homeless coordinator. If the student's temporary housing is outside the attendance area of the school of origin, then the district will work with the school of origin to agree on a method to apportion the responsibility and costs for transporting the child. If an agreement cannot be reached, the costs will be shared equally.

Approved: August 7, 2017

# Complaint Form

## PROGRAMS FOR HOMELESS STUDENTS

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

After reviewing the situation, it would be in the best interest of your child or youth to be educated at \_\_\_\_.

Explanation of decision: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

Approved: March 22, 2010

The district, in accordance with state and federal law and the Kansas state plan, will ensure students placed in foster care within the school district have access to a public education in a stable educational environment. For the purposes of this policy and its applicable regulations, “foster care” means 24-hour substitute care for children placed away from their parents and for whom a child welfare agency has placement and care duties.

**Point of Contact**

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

**Mobile Crisis Helpline**

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

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

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

Approved: November 7, 2022

**Note: The reader is encouraged to review regulations and forms for related information.**

## **Foster Care Student Regulations**

### **To Aid In Implementation of Federal Law**

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

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

#### **Transportation of Students in Foster Care**

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

1. DCF agrees to reimburse the district for the additional costs;
2. The district agrees to pay the additional costs; or
3. DCF and the district split the additional costs.

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

#### Additional Costs

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

#### School of Origin

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

#### Best-Interest Determination

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

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

#### District Foster Care Liaison

The "district foster care liaison" is the Executive Director of Teaching and Learning who facilitates the enrollment in or transfer to a public school of a student in the district who is a ward of the state. The district's foster care liaison is considered the designated point of contact for collaboration with DCF on transportation procedures.

#### Child Welfare Agency

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

#### Child Welfare Contact

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

Approved: August 7, 2017



Kansas law requires the board to allow nonresident students in grades kindergarten through grade twelve to enroll in and attend the schools of the district if the board's capacity determination finds there are open seats for such students. In order to determine the district's capacity to accept nonresident students at each grade level (grades kindergarten through grade twelve) in each district school, the board has adopted this policy.

Details concerning the open enrollment and continued enrollment processes for nonresident students may be found in this policy, while general processes on enrollment documentation, assignment to buildings and classes, etc., may be found in board policy JBC.

### Definitions

For the purposes of this policy, the following definitions apply.

"Homeless child" means a child who lacks a fixed, regular and adequate nighttime residence and whose primary nighttime residence is:

- A. A supervised publicly or privately operated shelter designed to provide temporary living accommodations, including welfare hotels, congregate shelters and transitional housing for the mentally ill;
- B. an institution that provides a temporary residence for individuals intended to be institutionalized; or
- C. a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for humans.

"Nonresident student" means a student who is enrolled and in attendance at or seeking to enroll and attend a school located in a district where such student is not a resident.

"Parent" means and includes natural parents, adoptive parents, stepparents, and foster parents.

"Person acting as parent" means:

- A. A guardian or conservator; or
- B. a person, other than a parent, who:
  - i. Is liable by law to maintain, care for or support the child;

- ii. has actual care and control of the child and is contributing the major portion of the cost of support of the child;
- iii. has actual care and control of the child with the written consent of a person who has legal custody of the child; or
- iv. has been granted custody of the child by a court of competent jurisdiction.

"Receiving school district" means a school district of nonresidence of a student who attends school in such school district.

"Sibling" means a brother or sister of the whole or half blood, adoptive brother or sister, a stepbrother or stepsister or a foster brother or foster sister.

#### Determining Capacity for Nonresident Enrollment

The superintendent or designee has the responsibility for studying capacity in each school of the school district and at each grade level within each school and for making recommendations to the board regarding the district's capacity to accept nonresident students. To make recommendations to the board to assist with determining capacity, the superintendent or the superintendent's designee(s) shall do the following.

The superintendent or designee shall develop recommendations on capacity and classroom student-to-teacher ratios in each grade level in each school serving kindergarten students and students in grades one through eight. Such recommendations may be based on, but not be limited to, the following factors:

- Present classroom student-teacher ratios in each grade level in each school;
- projected enrollment shifts based on the resident student population, which may include a percentage adjustment for anticipated growth or decline based on documented enrollment trends; and
- maximum capacity of the classroom and associated learning, activity, and common area spaces.

The superintendent or designee shall develop recommendations on capacity and student-to-teacher ratios for each school building or program serving students in grades nine

through twelve. Such recommendations may be based on, but not be limited to, the following factors:

- Present building or program student-teacher ratios;
- projected enrollment shifts based on the resident student population, which may include a percentage adjustment for anticipated growth or decline based on documented enrollment trends;
- anticipated demand for particular courses or programming; and
- maximum capacity of the classroom and associated learning, activity, and common area spaces.

On or before May 1 of each year, the superintendent shall present the recommendations concerning capacity and student-to-teacher ratios to the board for adoption or modification, and the board shall determine, for each grade level in each school building of the school district for the next succeeding school year, the following:

- Capacity based on the study conducted by the superintendent or the superintendent's designee;
- the number of students expected to attend school in the school district; and
- the number of open seats available to nonresidents at each grade, building, or program level.

On or before June 1 of each year, the district shall publish the number of open seats available to nonresident students in each grade level for each school building of the district for the next succeeding school year on the school district's website.

From June 1 through June 30, district administration shall accept applications from nonresident students.

If the number of applications for a grade level in a school building is less than the number of available seats for that grade level in the school building, the nonresident students shall be accepted for enrollment and attendance at the school district, except as provided below for nonresident students regarding continued enrollment.

If the number of applications for a grade level in a school building is greater than the number of available seats for the grade level in the school building, district administration shall randomly select nonresident students using a confidential lottery process. This process shall be completed on or before July 15 of each year.

The district shall provide to the parent or person acting as a parent of a nonresident student who was not accepted for or denied enrollment at such school district the reason for the nonacceptance or denial and an explanation of the nonresident student selection process.

Priority in Filling Open Seats

Subject to having capacity to enroll nonresident students, the district shall give priority in enrollment to the following nonresident students, who shall receive open seats without necessity of being selected through the open-seat lottery:

- Any sibling of a nonresident student who was accepted to enroll in and attend school in the district, with priority given when the nonresident student is first accepted and, if necessary, at any other time the district considers transfer applications;
- any nonresident student who is a military student as defined in K.S.A. 72-5139, with priority given when the student is first accepted and, if necessary, at any other time the district considers transfer applications;
- any child who is in the custody of the Department for Children and Families and who is living in the home of a nonresident student who transfers to the district;
- any nonresident student who has a parent or person acting as parent employed by the district in a position that qualifies for benefits while the parent or person acting as a parent remains employed by the district; or
- any child who is experiencing homelessness shall be permitted to enroll in and attend the school district of origin or the school district of residence.

If one of these exceptions no longer applies to the student, the student's enrollment status would be subject to review under the terms for continued enrollment under this policy.

Prohibitions Regarding Open Enrollment Provisions of this Policy

The district shall not:

- Charge tuition or fees to any nonresident student who transfers to the district pursuant to this policy, except fees that are otherwise charged to every student enrolled in and attending school in the district; or
- accept or deny a nonresident student transfer based on ethnicity; national origin; gender; income level; disabling condition; proficiency in the English language; or measure of achievement, aptitude, or athletic ability.

Except for a child in the custody of the Department for Children and Families or a child who is experiencing homelessness, a nonresident student shall not transfer more than once per school year to one or more receiving school districts pursuant to the provisions of this policy or authorizing Kansas law.

Transportation of Nonresident Students

The district, by virtue of being a receiving school district of a nonresident student, shall not be required to provide transportation to nonresident students unless otherwise required to do so by state and/or federal law, as a related service through a student's individualized education program, or as an accommodation pursuant to the student's Section 504 plan. If space is available on district transportation vehicles, the district may assign nonresident students an in-district bus stop to and from which transportation may be provided by the district for nonresident students. The district shall ensure that transportation for nonresident homeless students is provided comparably to that of housed students.

KSHSAA Eligibility

Nothing in this policy or state law shall exempt a nonresident student who transfers into the district from the requirements of the Kansas State High School Activities Association ("KSHSAA") regarding eligibility to participate in KSHSAA activities.

Information Share with the Kansas State Department of Education

The superintendent shall submit or have submitted to the Kansas State Department of Education this policy, the number of nonresident student transfers approved and denied in each grade level and whether the denials were based on capacity or in accordance with the policy's terms, as required.

Nonresident Student Continued Enrollment

Regardless of capacity to accept nonresident students at a nonresident student's grade level or in the student's designated school or program, an individual student may be denied continued enrollment for not being in good standing. Nonresident students admitted to the district shall be evaluated each spring by district administration to determine standing for continued enrollment. A student meeting one or more of the following criteria shall automatically be deemed not in good standing and may be denied continued enrollment based solely thereon:

- attendance / tardiness concerns;
- inappropriate conduct;
- not making adequate academic progress;
- outstanding fee balance;
- the nonresident student or the student's parent or person acting as a parent provided false or fraudulent information in the application process;
- the nonresident student is not a resident of Kansas;
- the student is currently under a period of suspension or expulsion from any Kansas school district, and such suspension or expulsion will not expire until after the next school year has begun.
- the student has been given a long-term suspension or expulsion by the district in the current school year.

Parents shall be informed of any administrative decision not to continue enrollment of a nonresident student no later than May 30.

Students may be denied continued enrollment for the next school year based on the results of these evaluations. However, if the student has a disability, the student's ability to meet these expectations shall be considered prior to denying continued enrollment in the district. Similarly, administration shall consider the adverse impact of homelessness on a student's attendance and any resulting suspensions or expulsions before making a determination on the continued enrollment of a student who is homeless. As part of this reflection, administration shall consider the obstacles a homeless student faces to arrive at school on time or each day due to housing instability, lack of transportation, or lack of other basic resources that can hinder consistent attendance.

#### Additional Guidance

Anyone residing outside the district with their new legal residence being constructed or purchased within the district and occupancy is planned within sixty (60) school days after the student has enrolled and attending prior to September 20 of the current school year may attend district schools subject to approval by the superintendent. If occupancy has not occurred within the allotted time the student shall not be allowed to continue attending a district school. An extension of time may be granted at the discretion of the superintendent.

Individuals who are residing in temporary housing, but desire their permanent new residence to be in the Auburn-Washburn School District, may seek permission to enroll their children in Unified District 437 from the superintendent. If permanent housing is not found inside the boundaries of the district within a reasonable period, the student(s) shall be required to transfer to their district of residence at an appropriate time.

A student who has a school residence in the district continuously between July 1 and December 30, of the preceding school year, and who was enrolled in the district on the immediate preceding September 20 and who is presently residing outside the district because that student's parents sold their residence in the district and are in the process of constructing a new residence within the district and plan the construction of the new residence within the district may attend school for 90 school days during the construction of the new residence.

Residency requirements shall be reviewed by the superintendent at the end of said 90 school days.

Students whose families move to a residence outside the district during the school year may remain in the USD 437 district, if they so desire, until the end of the school year in which they move. Parents shall be required to furnish transportation to the school or to the nearest bus route transporting students to their child's attendance center.

Annual Application Process

Currently enrolled K-12 non-resident students may be re-admitted through an annual application process and only to the extent that capacity exists and a student is considered "in good standing". The written request shall state if the student is coming from outside of the district or desiring to attend an elementary school outside their residence boundary.

Approved: December 4, 2023



When a student is absent from school an attempt shall be made to contact the parent or guardian to determine the reason for the absence. The principal has been designated to determine the acceptability and validity of reasons for absence presented by the parent(s) or the student.

Procedures for notifying the school on the day of a student's absence shall be published in the student handbook.

**Excused Absences**

1. Personal illness;
2. Appointment for medical treatment;
3. A family crisis;
4. Extended absences of a student when expressly requested by the parent or guardian and prior arrangements have been made in preparation for the absences as defined in student handbooks;
5. Obligatory religious observances;
6. Participation in a district-approved or school sponsored activity; and,
7. Students of active duty military personnel may have additional excused absences at the discretion of the principals for visitations relative to leave or deployment.

All absences which do not fit into one of the above categories would be considered an unexcused absence. A student serving a period of suspension or expulsion from the district shall not be considered inexcusably absent.

**Significant Part of a School Day**

An absence of fifty percent or more of the school day shall be considered a significant part of the day.

**Make-Up Work**

It is the student's responsibility to obtain make-up assignments from teachers following an excused or unexcused absence.

Approved: August 3, 2015

Unless reporting would violate the terms of any memorandum of understanding between the district and the authority to which reports would be made, the building principal shall report students who are inexcusably absent from school to the appropriate authority.

Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first. Truancy shall not apply to students who have attained a high school diploma, a general educational development credential, or a high school equivalency credential. Exceptions also exist for students attending the Kansas academy of mathematics and science and for students who are part of a recognized church or religious denomination objecting to a regular public high school education under circumstances specified in state law.

For truancy purposes, being enrolled and continuously attending a public school; a private, denominational, or parochial school taught by a competent instructor for a period of time which is substantially equivalent to the period of time public school is maintained in the school district in which the private, denominational, or parochial school is located; or a combination of attendance in both a public school and a private, denominational, or parochial school may satisfy compulsory attendance requirements. School year means the period from July 1 to June 30. Students who are absent without a valid excuse for a significant part of any school day shall be given an unexcused absence for truancy accounting purposes considered truant.

Prior to reporting to either DCF (if the student is under 13) or the county or district attorney (if the student is over 13 or more years of age but less than 18 years of age), a letter shall be sent to the student's parent(s) or guardian notifying them that the student's failure to attend school without a valid excuse shall result in the student being reported truant.

#### Waiver of Compulsory Attendance Requirements

Students 16 or 17 years of age may be exempted from compulsory attendance regulations if:

## **JBE Truancy**

**JBE-2**

- The student is regularly enrolled in and attending a program recognized by the board as an approved alternative educational program;
- the parent(s) or person acting as a parent provides written consent to allow the student to be exempt from the compulsory attendance requirement and the student and the student's parent or person acting as parent attend the counseling session required by law and signs the appropriate consent and waiver form;
- if the student is not subject to truancy law in accordance with law or this policy
- the child is regularly enrolled and continuously attending school as required by law and is concurrently enrolled in a postsecondary educational institution; or
- if the student is exempted from compulsory attendance requirements pursuant to a court order.

### Involvement of Law Enforcement

Law enforcement officers may return truant children to the school where the child is enrolled, to the child's parent or guardian or to another location designated by the board to address truancy issues.

### Reporting to Parents

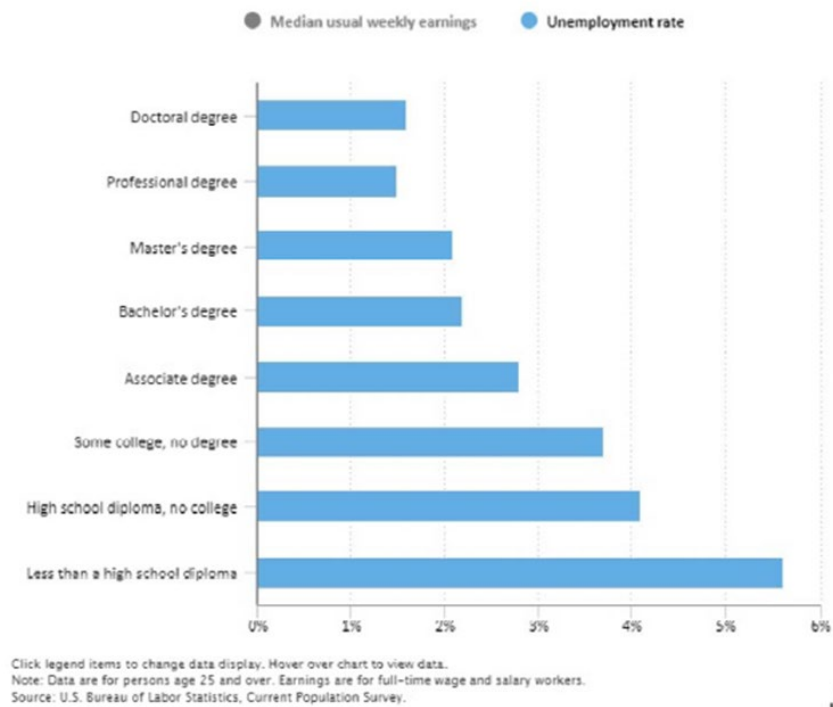
If a truant child is returned to school by a law enforcement official, the principal shall notify the parent or guardian.

### Dual Enrollment Students

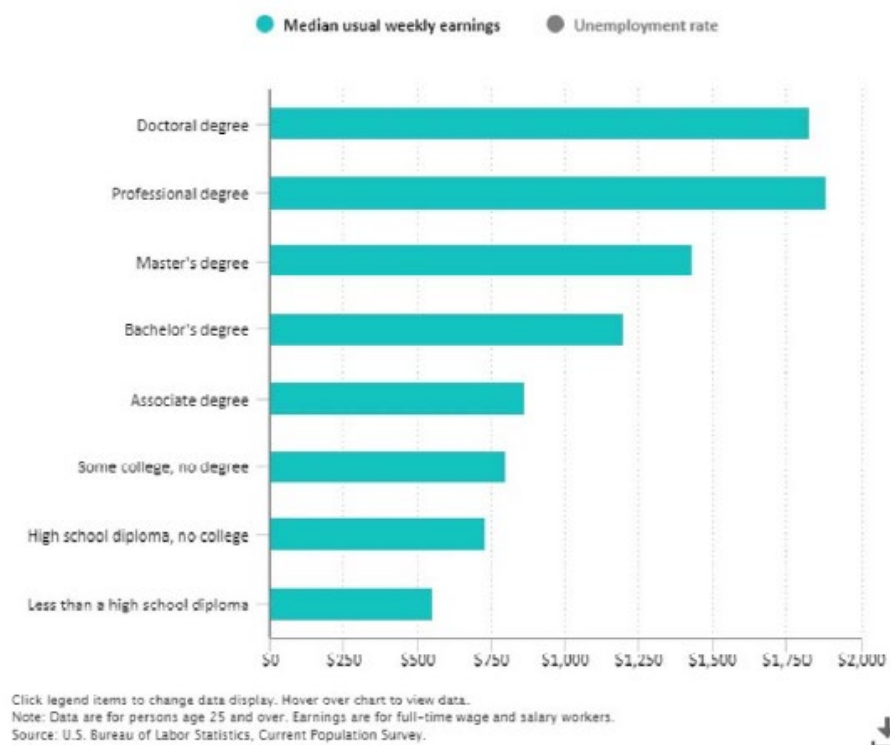
Eligible students who are enrolled in a board-approved dual enrollment program shall not be considered truant for the hours of the school day they attend classes at a Regents university, community college, technical college, vocational education school or Washburn University.

Approved:-May 15, 2023

Median weekly earnings and unemployment rate by educational attainment, 2018



Median weekly earnings and unemployment rate by educational attainment, 2018



## Waiver of Compulsory Attendance Form

I, (name of parent(s) or legal guardian), understand that pursuant to Kansas law, (name of student) is required to attend school until he/she receives a high school diploma or General Educational Development (GED) credential or reaches the age of 18, whichever occurs first.

Pursuant to K.S.A. 72-3120, as amended, Unified School District No. \_\_\_\_\_ encourages (name of student) to remain in school or to pursue an education alternative.

The school has informed me that the academic skills listed below have not been achieved by (name of student):

**[List skills that have not been achieved.]**

Based on information attached below, I understand the difference in future earnings power between a high school graduate and a high school drop out.

The school has indicated to me and to my child that (name of student) is encouraged to attend one of the following alternative educational programs:

**[List available alternative educational programs.]**

The undersigned hereby give(s) written consent to allow (name of student), who is **[choose one]** ☐ 16 ☐ 17 years of age, to be exempt from the Kansas compulsory attendance requirement and state I/we have attended the final counseling session conducted by Unified School District No. \_\_\_\_\_ in which the above information was presented to us.

Signed: \_\_\_\_\_  
Parent or Legal Guardian

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Student

Date: \_\_\_\_\_

Approved: May 15, 2023

**JBH Release of a Student During the School Day** (See EBB and EBBB)

**JBH**

Building principals shall only-release a student during the school day with a written or verbal request from the student's lawful parent or person acting as a parent.

Before releasing a student during the school day, the building principal shall be responsible for verifying the identity of the person seeking release of the student.

If the principal is not satisfied with the identification provided by the person seeking release of a student or if the safety of student(s), staff members(s), or others would be endangered by orchestrating the student's release from school, the student's release may be refused.

Students shall not be allowed to run personal errands for school employees off school premises during the school day.

Approved: February 5, 2024

Principals are authorized to search property if there is reasonable suspicion that district policies, rules or directives are being violated. In addition, all lockers shall be subject to random searches without prior notice or reasonable suspicion. All searches by the principal shall be carried out in the presence of another adult witness.

**Search of Lockers**

Lockers in the district schools shall be under supervision of the principal. Students shall have no expectation of privacy in any school locker.

The combinations and/or keys to all locker locks shall be in the possession of the principal and stored in a place designed to guard against unauthorized access or use. The principal may search any locker at any time without notice. Students shall not place locks, other than those approved by the school, on any locker.

**Searches of Property**

Any person other than the principal who wishes to search a student's locker or property shall report to the principal before proceeding. In no event shall any person be permitted to search a student's locker or property without the principal's consent unless the person has a valid search warrant authorizing a search.

If a law enforcement officer desiring to search a student's locker or property has a search warrant, the principal shall permit the search which shall be made in the presence of the principal.

Prohibited items found during the search shall remain in the custody

of either the building principal or the law enforcement officer. If any items are turned over to law enforcement officials the principal shall receive a receipt for the items.

A written report of each search, except random locker searches, shall be made by the principal, and submitted to the superintendent. The superintendent shall keep a copy of the written report on file.

Whenever the principal is mentioned in this policy, it shall be construed so as to include the superintendent “or designated representative.”

Approved: March 22, 2010



## **Search Report Form**

(applies to both property and student searches)

Name of the student \_\_\_\_\_

Parents contacted    \_\_\_yes    \_\_\_no

Time of search\_\_\_\_\_

Date\_\_\_\_\_

Place of search\_\_\_\_\_

Reason or reasons for the search \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Law enforcement officials were called by \_\_\_\_\_

Name of the person who conducted the actual search \_\_\_\_\_

Names of the persons present while the student was being searched:

\_\_\_\_\_

\_\_\_\_\_

Result of the search

\_\_\_\_\_

\_\_\_\_\_

Object/s confiscated

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

### **Notifications**

Parent/Guardian\_\_\_\_\_

Name

Time

Results

Law enforcement\_\_\_\_\_

Name

Time

Results

Other\_\_\_\_\_

Name

Time

Results

cc: Student's file

cc: Superintendent

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

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

If law enforcement assistance is present, further search of the student shall be with cooperation and assistance of law enforcement officials. The principal shall remain with the student and be present during any search of the student made by law enforcement officials on school property. The principal shall receive and file a receipt for items turned over to law enforcement officials.

If the principal believes a student is in possession of an object which can jeopardize the health, welfare or safety of the student or others, the student shall be removed to a safe location. This determination may be based on any information received by the principal or any member of the faculty or staff.

A written report of each search shall be made by the principal and submitted to the superintendent. The superintendent shall keep a copy of the

written report on file.

Whenever the principal is mentioned in this policy, it shall be construed so as to include the superintendent “or designated representative.”

Approved: March 22, 2010

## **Search Report Form**

(applies to both property and student searches)

Name of the student \_\_\_\_\_

Parents contacted    \_\_\_yes    \_\_\_no

Time of search\_\_\_\_\_

Date\_\_\_\_\_

Place of search\_\_\_\_\_

Reason or reasons for the search \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Law enforcement officials were called by \_\_\_\_\_

Name of the person who conducted the actual search \_\_\_\_\_

Names of the persons present while the student was being searched:

\_\_\_\_\_

\_\_\_\_\_

Result of the search

\_\_\_\_\_

\_\_\_\_\_

Object/s confiscated

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

### **Notifications**

Name

Parent/Guardian\_\_\_\_\_

Time

Results

Law enforcement\_\_\_\_\_

Name

Time

Results

Other\_\_\_\_\_

Name

Time

Results

cc: Student's file

cc: Superintendent

Building administrators, school security officers, and/or others designated by the superintendent may conduct investigations and question students about violation of school rules, the student conduct code, and/or law. Unless otherwise provided herein, such investigators shall not be required to contact the student's parent, guardian, or representative prior to questioning and may request law enforcement, school resource officer(s), and/or school security officer(s) for assistance in conducting the investigations.

If there is reason to believe a violation of a criminal law has been committed, the building administrator, the superintendent's designee, and/or school security officer with authorization of the superintendent or the superintendent's designee shall notify the appropriate law enforcement agency of criminal conduct as provided in law and/or board policy and may request further investigation of the alleged violation.

When a school resource officer or campus police officer initiates an investigation of a potential violation of criminal law by a student on the officer's own initiative and not at the behest of a building administrator or the designee of the superintendent, such officer will notify the building administrator and will make a reasonable attempt to contact the student's parent, guardian, or representative prior to initiating questioning.

#### Coordination with Law Enforcement

School administrators and/or school security officers shall meet at least annually with local law enforcement officials to discuss the district's policies and rules regarding law enforcement contacts with the district and reporting of potential criminal acts at school or school activities.

#### Notification of Investigations Conducted by Law Enforcement Officers

When law enforcement officers initiate an investigation involving questioning of a student on a topic unrelated to a report of child abuse or neglect or to the identity of the student during school hours, the building administrator shall make a reasonable attempt to contact a parent, guardian, or representative of the student(s) prior to such questioning. Notification or attempted notification of a parent, guardian, or representative shall be documented by the administrator involved. If a student's parent, guardian, or representative is not present during such questioning of a student, the principal may be present.

#### Child Abuse and Identity Investigations Conducted by Law Enforcement Officers

The administration shall cooperate with law enforcement officers who are conducting investigations of suspected child abuse or neglect or concerning the student's identity. For any investigations concerning known or suspected child abuse or neglect, school staff shall follow the procedures outlined in board policy GAAD instead of the requirements of this policy.

**Law Enforcement Initiated Investigations at School**

In cases not involving the investigation of known or suspected child abuse or neglect or involving the student's identity, law enforcement officers shall not be permitted to initiate and conduct investigations involving the questioning of students during school hours unless the student's parent or guardian has given the school permission to allow the questioning, a valid warrant has been presented to the building administrator for such purpose, or in demonstrated emergency situations. If a demonstrated emergency is found, the building administrator shall require identification of law enforcement officials and reasons for the interrogation or investigation of a student. If the building administrator is not satisfied with either the identification or the reason, the request shall not be granted. The building administrator shall attempt to notify the superintendent and the officer's superiors of the reasons for the refusal.

**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, school resource officers, campus police officers; or Department for Children and Families ("DCF") authorities pursuant to a child abuse investigation. Except as otherwise specified in this policy, a reasonable effort shall be made to notify the student's parent, guardian, or representative when students are removed from school by law enforcement. Parents shall not be notified by school officials when their child is taken into custody by DCF, school resource officers, campus police officers, and/or law enforcement as a result of allegations of abuse or neglect and there is reason to believe sharing the information may lead to harm of the child or others. Except as provided above and/or as specified in a court order or arrest warrant, if a student is taken into custody by a law enforcement officer, school resource officer, or campus police officer, building administrators shall make a good-faith effort to contact the student's parent or guardian. Notification efforts shall be documented.

When a student has been taken into custody or arrested on school premises without prior notification to the building administrator, the school staff present shall ask the law enforcement officer to notify the building administrator of the circumstances as quickly as possible and shall themselves contact the building administrator with any information they have regarding the child being taken into custody. School resource officers and campus police officers are expected to contact the building administrator as soon as practicable after taking a student into custody.

**Disturbance of School Environment**

Law enforcement officers may be requested to assist in controlling disturbances at school and, if necessary, to take students or other persons into custody.

**Definition**

For the purposes of this policy, “campus police officer” is a school security officer employed by and designated by the board to aid and supplement law enforcement agencies of the state, city, and/or county in which the school district is located.

For the purposes of this policy, students will not be deemed to be “taken into custody” when they are being questioned by a school resource officer, school security officer, and/or campus police officer about a violation of state law, county resolutions, city ordinances, board policy or regulation, and/or school rules on property owned, occupied, or operated by the school district or at the site of a function sponsored by the school district.

Approved: March 4, 2024

Each principal shall develop rules and regulations to govern student conduct consistent with board policies. The rules shall be reviewed by the board and adopted as policy by reference.

The rules of conduct shall be published in student handbooks.

Violation

of any provision of the behavior code may result in disciplinary action up to and including suspension and/or expulsion.

Approved: April 5, 2010



Use and/or possession of any tobacco product or nicotine delivery device by students is prohibited in any district facility, in any attendance center, in school vehicles; at school-sponsored activities, programs, or events; and on school owned or operated property.

Administrators may report students who are in violation of this policy to law enforcement, as appropriate.

For the purposes of this policy, “nicotine delivery device” means any device that can be used to deliver nicotine to the person inhaling from the device. Such definition shall include, but may not be limited to, any electronic cigarette, cigar, cigarillo, pipe, or personal vaporizer.

Approved: August 15, 2016

Neatness, decency, and good taste are guidelines of the district dress code. Students must dress in a manner that is not obscene; offensive; or substantially or materially disruptive to the learning environment. Apparel that is sexually suggestive; promotes violence, illegal activities, drugs, alcohol, and/or tobacco; or is determined to be gang related is prohibited.

Student apparel and grooming must also meet requirements of any courses which are part of the approved curriculum in which they are enrolled.

Traditional tribal regalia or objects of cultural significance shall not be prohibited at a public event.

Dress codes shall be published in the appropriate student handbooks.

Approved: November 21, 2022

A student shall not possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

Definition of Weapons and Destructive Devices

As used in this policy, the term "weapon and/or destructive device" shall include, but shall not be limited to:

- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- the frame or receiver of any weapon described in the preceding example;
- any firearm muffler or firearm silencer;
- any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine or similar device;
- any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
- any bludgeon, sand club, metal knuckles or throwing star;
- any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement.
- any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

Air Force JROTC instructors, cadets and others associated with approved military JROTC programs will follow military guidelines for storage and security of replica weapons/sabers and air rifles. The term air rifle includes any weapon acquired for use in the unit's Civilian Marksmanship Program. The propellant used is compressed air or compressed carbon dioxide.

**Penalties for Weapon Violations**

Possession of a weapon and/or destructive device listed under the "Weapons and Destructive Devices" heading of this policy or any infraction of military guidelines as stated above shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion be modified on a case-by-case basis.

Possession of, handling of, and/or transmitting a weapon of a type other than described under the "Weapons and Destructive Devices" heading above, an item being used as a weapon or destructive device, or a facsimile of a weapon may result in disciplinary action up to and including suspension or expulsion. Expulsion hearings for weapons violations shall be conducted by the superintendent or the superintendent's designee.

Students violating this policy shall be referred to the appropriate law enforcement agency(ies) and, if a juvenile, to the Secretary for DCF or the Secretary of KDOC as appropriate.

Approved: September 6, 2016

**Complaints of Discrimination**

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

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the district's programs and activities is prohibited. The Superintendent or the Superintendent's designee, c/o Clerk of the Board, 5928 SW 53<sup>rd</sup> Street, Topeka, KS, (785) 339-4000, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990.

Any incident of discrimination, including acts of harassment, shall promptly be reported for investigation and corrective action by the building principal or district compliance coordinator. Any student or employee who engages in discriminatory conduct shall be subject to disciplinary action, up to and including termination from employment or expulsion from school.

Any perceived incident of discrimination in any form shall be promptly reported to the building principal, another administrator, the guidance counselor, or another certified staff member, or the district compliance coordinator for investigation and corrective action by the building or district compliance officer. Any school employee who receives a complaint of discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the report shall be made to the district compliance coordinator. Complaints alleging discriminatory and/or harassing conduct on the part of the superintendent shall be addressed to the board of education. Any general

student complaint of discrimination shall be resolved under the district's discrimination complaint procedures in Policy KN.

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

#### Informal Procedures

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

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

#### Formal Complaint Procedures

- A formal complaint shall be filed in writing and contain the name and address of the person filing the complaint. The complaint shall briefly describe the alleged violation. If an individual does not wish to file a written complaint, and the matter has not been adequately

resolved through the informal procedures described herein, the building principal may initiate the complaint. Forms for filing written complaints are available in each school building office and the central office.

- A complaint should be filed as soon as possible after the conduct occurs but not later than 180 days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.
- If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board may appoint an investigating officer. In other instances, the investigation shall be conducted by the building principal, the compliance coordinator, or another individual appointed by the board or the superintendent. The investigation shall be informal but thorough. The complainant and the respondent will be afforded an opportunity to submit written or oral evidence relevant to the complaint and to provide names of potential witnesses who may have useful information.
- A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and a copy forwarded to the complainant and the respondent within 30 days after the filing of the complaint. If the investigator anticipates a determination will not be issued within 30 days after the filing of the complaint, the investigator shall provide written notification to the parties including an anticipated deadline for completion. In no event, shall the issuance of the written determination be delayed longer than 10 days from the conclusion of the investigation.
  - If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.

- If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy, the negotiated agreement (as applicable), and state law will be followed.
- Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the district compliance coordinator.

#### Formal Complaint Appeal

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

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

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

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

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

The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding or hearing.

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



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

Approved: April 5, 2010

Corporal punishment shall not be permitted in the school district.

Approved: April 5, 2010

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

Approved: April 5, 2010

Any punishment, suspension or expulsion, may be deferred by the appropriate administrator or board of education. The student involved may be placed on probation for a set period of time. The punishment, suspension or expulsion, shall remain deferred so long as the student meets the conditions of the probation. If a student is placed on probation, written notification shall be sent to the student's parent or guardian. Any decisions on probation for students found to be in violation shall be handled by the superintendent.

A student placed on probation shall be given a written list of the terms and conditions of the probation. The student shall sign a statement that: the terms and conditions have been explained, the student understands the conditions, the student agrees to abide by the conditions and failure to abide by the conditions may be reason to reinstate the original punishment.

Approved: April 5, 2010

## **JDD Suspension and Expulsion Procedures**

**JDD**

(See AEB, EBC, IHEA, JBD, JCDBB, JDC, JCDA, JDDB, JDDC, and JHCAA)

Except as limited by Section 504 of the Individuals with Disabilities Education Act (“IDEA”), a student may be suspended or expelled, for reasons set forth in Kansas law. Any student who is suspended for a period of more than 10 days or expelled shall receive a copy of the current suspension and expulsion law and this policy. Suspension/expulsion hearings shall be conducted by the superintendent/designee or other certificated employee, or committee of certificated employees of the school in which the pupil is enrolled, or by any other hearing officer appointed by the board.

### Reasons for Suspension or Expulsion

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

- Willful violation of any published, adopted student conduct regulation;
- Conduct which substantially disrupts, impedes, or interferes with school operation;
- Conduct which endangers the safety or substantially impinges on or invades the rights of others;
- Conduct which constitutes the commission of a felony;
- Conduct at school, on school property, or at a school supervised activity which constitutes the commission of a misdemeanor;
- Disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operation; and
- Possession of a weapon at school, on school property or at a school- sponsored event.

### Short-term Suspension

Except in an emergency, a short-term suspension (not exceeding ten school days) must be preceded by oral or written notice of the charges to the student and an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than 72 hours after imposition of a short-term suspension.

Written notice of any short-term suspension shall be delivered to the student’s parent or guardian within 24 hours after the suspension has been imposed. Short-term suspension hearings may be conducted by any person designated in policy as having the authority to suspend.

At the informal suspension hearing, the student shall have the right to be present and to be notified of the charges and the basis for the accusation. The student shall have the right to make statements in his/her defense after receiving notice of the charges.

**Long-Term Suspension or Expulsion**

Before a student is subject to long-term suspension (not to exceed 90 school days) or expulsion (not to exceed 186 school days or one calendar year for certain weapon and/or destructive device violations), a hearing shall be conducted by a hearing officer who has been authorized by the board. Formal hearings shall be conducted according to procedures outlined in current Kansas law and:

- The student and parents or guardians shall be given written notice of the time, date and place of the hearing.
- The notice shall include copies of the suspension/expulsion law, and appropriate board policies, regulations and handbooks.
- The hearing may be conducted by either a certified employee or committee of certified employees authorized by the board, the chief administrative officer, or other certified employee of the district in which the student is enrolled, or by an officer appointed by board. Expulsion hearings for weapons violations shall be conducted in compliance with Kansas law by persons appointed by the board.
- Findings required by law shall be prepared by the person or committee conducting the hearing.
- A record of the hearing shall be available to students and parents or guardians according to Kansas law.
- Written notice of the result of the hearing shall be given to the pupil and to parents and guardians within 24 hours after determination of such result.

**Rules Which Apply in all Cases When a Student May be Suspended or Expelled**

- Refusal or failure of the student and/or the student's parents to attend the hearing shall result in a waiver of the student's opportunity for the hearing.
- A student suspended for more than 10 school days or expelled from school shall be provided with information concerning services or programs offered by public and private agencies which provide services to improve the student's attitude and behavior.
- A student who has been suspended or expelled shall be notified of the day the student can return to school.
- If the suspension or expulsion is not related to a weapons violation, the principal may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation. (See JDC)

## **JDD Suspension and Expulsion Procedures**

**JDD-3**

- If the expulsion is related to a weapons violation the superintendent may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation if the student is allowed to return. (See EBC, JCDBB and JDC)
- The days a student is suspended or expelled are not subject to the compulsory attendance law.
- During the time a student is suspended or expelled from school, the student may not:
- Be on school property or in any school building without the permission of the principal.
- Attend any school activity as a spectator, participant or observer.

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

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

### Student Rights During a Long-Term Suspension/Expulsion Hearing

The student shall have the right:

- to counsel of his/her own choice;
- to have a parent or guardian present;
- to hear or read a full report of testimony of witnesses;
- to confront and cross-examine witnesses who appear in person at the hearing; to present his or her own witnesses;
- to testify in his or her own behalf and to give reasons for his or her conduct;
- to an orderly hearing; and
- to a fair and impartial decision based on substantial evidence.

### Appeal to the Board

The following conditions shall apply if a student who is age 18 or older or the student's parent or guardian files a written appeal of a suspension or expulsion:

- Written notice of the appeal shall be filed with the clerk within 10 calendar days of receiving the results of the hearing.
- The board or hearing officer appointed by the board shall hear the appeal 20 calendar days after the notice of appeal is filed.

**JDD Suspension and Expulsion Procedures****JDD-4**

- The student and the student's parent shall be notified in writing of the time and place of the appeal at least 5 calendar days before the hearing.
- The hearing shall be conducted as a formal hearing using rules similar to those noted earlier for expulsion hearings.
- The board shall record the hearing.
- The board shall render a final decision no later than the next regularly scheduled board meeting after the conclusion of the appeal hearing.

Approved: March 6, 2023



Maintaining drug free schools is important in establishing an appropriate learning environment for the district's students. The unlawful possession, use, sale or distribution of illicit drugs, and/or simulated drugs, and alcohol by students on school premises or as a part of any school activity is prohibited.

Possession, use, and/or being under the influence of a controlled substance by a student for the purposes of this policy shall only be permitted if such substance was:

1. Obtained directly from, or pursuant to a valid prescription or order, issued to such student from a person licensed by the state to dispense, prescribe, or administer controlled substances;
2. In the case of use or possession, approved and administered, if administered at all, in accordance with board policy JGFGB and/or board policy JGFGBA; and
3. Used, if at all, in accordance with label directions.

**Student Conduct**

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

Students shall not unlawfully manufacture, sell, distribute, dispense, possess or use illicit drugs, and/or simulated drugs or controlled substances or alcoholic beverages at school or on school district property, or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to consequences up to and including expulsion (see student handbook).

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes K.S.A. 72-6114, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. Drug and alcohol counseling and rehabilitation programs are available for district students. If a student agrees to enter and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents.

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

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

Approved: June 28, 2018

Unless reporting would violate the terms of any memorandum of understanding between the district and local law enforcement, whenever a student engages in conduct which constitutes the commission of any misdemeanor or felony, at school, on school property, or at a school supervised activity and/or has been found:

- in possession of a weapon,
- in possession of controlled substance or illegal drug; or
- to have engaged in behavior at school which has resulted in, or was substantially likely to have resulted in, serious bodily injury to others,

the principal shall report such act to the appropriate law enforcement agency if any of the behaviors noted above occur.

Approved: November 21, 2016

## **Report to Local Law Enforcement**

### **Auburn-Washburn USD No. 437**

Pursuant to Kansas law, the administrator or other school employee whose signature appears below is reporting the following crimes.

Briefly describe each incident and the person/s involved in a misdemeanor or felony; possession of a weapon at school, on school property, or at a school activity; or possession, use, sale or distribution of an illegal drug or controlled substance at school, on school property or at a school activity; or behavior at school, on school property, or at a school activity, which resulted in, or is likely to result in, serious bodily injury to others.

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

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

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

c/superintendent, USD 437; c/student's file

**JDDC Bullying (See EBC, GAAB, GAAE, JCE, JDD, JGEC, JGECA) JDDC**

The board of education prohibits bullying in any form, including electronic means, on or while using school property, in a school vehicle or at a school-sponsored activity or event. The administration shall 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. For the purposes of this policy, the term “bullying” shall have the meaning ascribed to it in Kansas law.

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.

Approved: July 22, 2013

## **Report to Local Law Enforcement**

### **Auburn-Washburn USD No. 437**

Pursuant to Kansas law, the administrator or other school employee whose signature appears below is reporting the following crimes.

Briefly describe each incident and the person/s involved in a misdemeanor or felony; possession of a weapon at school, on school property, or at a school activity; or possession, use, sale or distribution of an illegal drug or controlled substance at school, on school property or at a school activity; or behavior at school, on school property, or at a school activity, which resulted in, or is likely to result in, serious bodily injury to others.

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

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

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

c/superintendent, USD \_\_\_\_; c/student's file

**JF    Academic Achievement** (See II and JR, et seq.)

**JF**

Staff shall establish high expectations for all students. These expectations shall be based on the board approved learning outcomes for each subject.

Reporting

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

Report Cards

Report cards shall be issued to each student at the end of each specific grading period for each subject taken. Reasons for deficiencies and/or failures shall be given. The superintendent shall develop standard reporting forms for each grade level.

Approved: April 19, 2010

Teachers shall be available for student conferences at mutually convenient times.

Approved: April 19, 2010



Teachers shall be available for parent conferences at mutually convenient times. The principal shall schedule individual or building-wide parent- teacher conferences as necessary.

Approved: April 19, 2010

**JFB    Promotion and Retention**

**JFB**

Students may be promoted when they have demonstrated mastery of the board-approved learning objectives.

The final decision to promote or retain a student shall rest with the principal after receiving information from parents/guardians, teachers and other appropriate school personnel.

Approved: April 19, 2010

To participate in the Commencement ceremony a student must have successfully completed the graduation requirements set forth by the Kansas State and USD #437 Boards of Education. While the counseling department has the primary responsibility of tracking each student's progress toward graduation requirements, students are expected to monitor their own progress by periodically checking with their counselor in regards to timely completion of all graduation requirements.

A student that is one unit of credit short may still participate in the graduation ceremony. Students who do not have the required number of credits are encouraged to enroll in summer school, night school, or a correspondence program. The student will receive a diploma when the graduation requirements have been completed and recorded on the transcript.

Students under suspension or expulsion will not be allowed to participate in the graduation ceremony of WRHS or WRAHS.

Approved: April 19, 2010

Students who complete all state and local graduation requirements may request permission to graduate early.

A student who wishes to graduate from high school early may request permission to do so. The student and parents shall consult with high school administrative and/or guidance personnel in order to develop a graduation plan. The board shall approve or deny each request based on the circumstances of the individual student. The student's request shall be in writing, addressed to the superintendent, shall state the reasons supporting the request, and include a copy of the graduation plan and a letter of support from the student's parents. The letters of request shall be sent to the superintendent who shall forward them to the board.

Approved: August 17, 2009

**JGA    Student Insurance Program**

**JGA**

Parents or guardians shall be notified annually in writing of student insurance provided by the district, and that medical expenses not covered by such policies are the responsibility of the parents.

The Director of Business Services shall keep a record of the students who enroll in the group insurance program.

Approved: April 19, 2010

Unless otherwise provided herein, all students up to the age of nine shall submit evidence they have undergone a health assessment prior to entering kindergarten or before enrolling in the district for the first time.

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

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

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

Approved: March 28, 2017

The board is committed to providing a school environment that promotes student health and wellness as part of the total learning experience for its students. To this end, the board shall promote and monitor a local health and wellness plan that includes methods to promote student health and wellness, prevent and reduce childhood obesity, and provide assurance that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum federal standards. The plan shall:

- Include goals for providing proper student nutrition promotion and education, physical activity, and other school-based activities designed to promote student wellness which are based on evidence-based strategies and techniques;
- Meet federal nutrition standards and guidelines for all foods and beverages provided to students in each school during the school day;
- Ensure standards and nutrition guidelines for all foods and beverages sold to students during the school day at each district school are consistent with the requirements of the School Breakfast Program, the National School Lunch Program, and the competitive food standards established pursuant to the National School Lunch Program;
- Provide students with opportunities to improve personal health and disease prevention;
- Develop essential health skills necessary to maintain and enhance personal and community health behaviors;
- Include goals for addressing student social and mental health needs;
- Develop skills to prevent injury; and
- Understand the effects and consequences of nicotine, alcohol, and drug use.+

The Superintendent or designee shall be responsible for the implementation and oversight of this policy and plan to ensure each of the district's schools, programs, and curriculum is compliant with this policy, the plan, and existing law and regulations.

Each building principal or designee shall annually report to the superintendent or designee regarding compliance in his/her school. Staff members responsible for programs related to school health and wellness shall also report to the superintendent or designee regarding the status of such programs. The superintendent or designee shall then annually report to the board on the district's compliance with law, policy, and the district's plan related to school wellness.

#### Health and Wellness Committee

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

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

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



The superintendent or designee and the health and wellness committee shall conduct an assessment at least once every three (3) years on the contents and implementation of this policy and plan as part of a continuous improvement process to strengthen them and ensure proper implementation. This triennial assessment shall be made available to the public in an accessible and easily understood manner and include: The extent to which district schools are in compliance with law, policy, and its plan related to school health and wellness;

- The extent to which this policy and plan compare to model local health and wellness policies; and
- A description of the progress made by the district in attaining the goals of this policy.

At least once every three (3) years, the district shall update or modify this policy and health and wellness plan based on the results of the most recent triennial assessment and/or as district and community needs and priorities change; health and wellness goals are met; new health science, information, and technologies emerge; or new federal or state guidance or standards are issued.

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

#### Recordkeeping

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

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

Approved: March 20, 2023

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

A copy of this policy and the applicable state law shall be distributed to students, prospective students or their parents on or before May 15th of each school year. The superintendent shall issue a news release each August explaining the required inoculations and booster shots. Parents may delegate in writing their authority to consent to immunizations. If the parent is not reasonably available, and the authority to consent has not been denied as provided in law, individuals other than the parent may consent to the immunizations as provided for in current law.

At the beginning of a school year, information shall be provided on immunizations applicable to school age children to parents and guardians of students in grades six through 12. The information on immunizations shall include:

- A list of sources for additional information; and
- related standards issued by the national centers for disease control and prevention.

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

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

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

Each principal shall forward evidence of compliance with the inoculation law to other schools or school districts when requested by the school or by the student's parents/guardians and shall work cooperatively with local, county, and state health agencies to disseminate materials related to the availability of inoculations.

Approved: March 28, 2017

If the board approves their use in district schools and other facilities, automated external defibrillators shall be properly maintained as required by law and in accordance with recommended instructions.

Approved: December 5, 2016

Any student noted by a physician, or the school nurse, or local health officer as having a communicable disease may be excluded—from school for the duration of the illness. The student will be readmitted to regular classes upon termination of the illness, as authorized by the student’s physician, the local health officer, or after the expiration of any period of isolation or quarantine.

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

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

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

Approved: February 20, 2023

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. The district does not discriminate on the basis of sex in admissions, employment, or the educational programs or activities it operates and is prohibited by Title IX from engaging in such discrimination. Discrimination on the basis of sex, including sexual harassment, will not be tolerated in the school district. Discrimination on the basis of sex of employees or students of the district in any district education program or activity is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events within the United States.

It shall be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

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

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse of a sexual nature; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

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

Title IX Coordinator at 5928 SW 53rd Street, Topeka, KS 66610, 785-339-4000, has been designated to coordinate compliance with nondiscrimination requirements contained in Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 regarding discrimination on the basis of sex, and the Kansas Act Against Discrimination. Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the Title IX Coordinator. Inquiries about the application of Title IX to the district may be referred to the Title IX Coordinator; to the Assistant Secretary for Civil Rights at the U.S. Department of Education, Office of Civil Rights, 400 Maryland Avenue, SW, Washington D.C. 20202-1100, (800)421-3481, or at [OCR@ed.gov](mailto:OCR@ed.gov); or both.

#### Response to Harassment Complaints

The district takes all reports of sexual harassment seriously and will respond meaningfully to every report of discrimination based on sex, including sexual harassment, of which the district has actual knowledge. Any students who believe that he or she has been subjected to sexual harassment should report the alleged harassment to the building principal, another administrator, the guidance counselor, the Title IX Coordinator, or another licensed staff member. All employees receiving reports of sexual harassment from a student shall notify the Title IX Coordinator.

#### Definitions

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

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



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

The “decision-maker” reviews all the evidence and prepares an impartial written responsibility determination as to whether the alleged conduct occurred and provides an opportunity for the parties and their representatives to prepare written questions to be answered by the other party. The decision-maker shall not be the Title IX Coordinator or investigator.

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

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

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

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

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

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

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

The Title IX Coordinator, any investigator, decision-maker, or any person who facilitates an informal resolution process shall not have a conflict of interest or bias for or against the complainant or respondent. These individuals shall receive training on the definition of sexual harassment; the scope of the education program and activities; how to conduct an investigation, including appeals and informal resolution processes; and how to serve impartially, including avoiding prejudgment of the facts, conflicts of interest, and bias. Decision-makers shall receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant’s sexual predisposition or prior sexual behavior are not relevant. Investigators shall receive training on issues of relevance of questions and evidence in order for them to create investigative reports that fairly summarize relevant evidence.

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

investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

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

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

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

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

#### Supportive Measures

The district will treat the complainant and respondent equitably by offering supportive measures. These non-disciplinary and non-punitive measures will be offered as appropriate, as reasonably available, and without cost to the complainant or the respondent. Supportive measures are designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party. "Supportive Measures" shall include, but not be limited to, measures designed to protect the safety of all parties, to protect the district's educational environment, or to deter sexual harassment. These measures may include counseling, extensions of deadlines or course-related adjustments, modifications of work or

class schedules, escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring, and other similar measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

### The Formal Complaint

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

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

- At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the district concerning which the formal complaint is filed.
- A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. Filing of the complaint with the Title IX Coordinator may be done in person, by mail, or by email. If an individual does not wish to file a written complaint, and the matter has not been adequately resolved, the Title IX Coordinator may initiate the complaint. Forms for filing written complaints are available in each school building office and the central office.
- A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 calendar days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.
- An investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board shall appoint an investigating officer. In other instances, the investigation shall be conducted

by a qualified individual designated by the Title IX Coordinator or another individual appointed by the board. The investigation shall be thorough. All interested persons, including the complainant and the respondent, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.

Formal Complaint Notice Requirements

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

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

If, in the course of an investigation, the investigator decides to investigate allegations about the complainant or respondent that are not included in the notice initially provided, notice of the additional allegations shall be provided to known parties.

**Formal Complaint Investigation Procedures**

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

- Ensure that the preponderance of the evidence burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the district and not the parties;
- Provide an equal opportunity for the parties to present witnesses and evidence;
- Not restrict either party's ability to discuss the allegations under investigation or to gather and present relevant evidence;
- Allow the parties to be accompanied with an advisor of the party's choice;
- Provide written notice of the date, time, location, participants, and purpose of any interview or meeting at which a party is expected to participate;
- Provide the parties equal access to review all the evidence collected which is directly related to the allegations raised in a formal complaint, including the investigative report, and the opportunity to respond to that evidence before a determination is made;
- Be impartial and objectively evaluate all relevant evidence without relying on sex stereotypes;
- Not have conflicts of interest or bias for or against complainants or respondents;
- Not make credibility determinations based on the individual's status as complainant, respondent, or witness.

**Formal Complaint Investigation Report**

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

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

**Decision-Maker's Determination**

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

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

- Identify the allegations potentially constituting sexual harassment;
- Describe the procedural steps taken, including any notifications to the parties, site visits, methods used to gather evidence, and interviews;
- Include the findings of fact supporting the determination;
- Address any district policies and/or conduct rules which apply to the facts;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility; and
- The procedures and permissible bases for the complainant and/or respondent to appeal the determination.

The written determination may, but is not required to, recommend disciplinary sanctions and any remedies designed to preserve access to the educational program or activity that may be provided by the district to the complainant.

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

The range of disciplinary sanctions and remedies may include, but may not be limited to, supportive measures, short term suspension, long term suspension, expulsion for students, and/or termination for employees. Complainants and respondents shall be treated equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made. The Title

IX Coordinator is responsible for the effective implementation of any remedies. If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.

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

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

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

#### Appeals

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

- Procedural irregularity that affected the outcomes;
- New evidence that was not reasonably available at the time that could affect the outcome; and/or
- The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias against either party that affected the outcome.

The request to appeal shall be made in writing to the Title IX Coordinator within 10 days after the date of the written determination. Appeals shall be a review of the record by an attorney, an independent hearing officer appointed by the board, or the board. The appeal decision-maker may not be the Title IX Coordinator, the Investigator, or the decision-maker from the original determination.

The appeal decision-maker will issue a written decision within 30 days after the appeal is filed. The appeal decision-maker will describe the result of the appeal and the rationale for the result.

The appeal decision-maker shall:



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

#### Informal Resolution Process

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

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

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

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

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

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

The filing of a complaint or otherwise reporting sex discrimination including sexual harassment shall not reflect upon the individual's status or grades. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted, or participated in any investigation, proceeding, or hearing involving sex discrimination, including sexual harassment, is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

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

A summary of this policy and the complaint procedures including how to report or file a formal complaint of sex discrimination or sexual harassment shall be posted in each district facility shall be published in student handbooks, and on the district's website as directed by the Title IX Coordinator.

Notification of the policy may include posting informational notices, publishing in local newspapers, publishing in newspapers and magazines operated by the school, or distributing memoranda or other written communications to students and employees. In addition, the district is required to include a statement of nondiscriminatory policy in any bulletins, announcements, publications, catalogs, application forms, or other recruitment materials that are made available to participants, students, applicants, or employees.

Approved: January 22, 2024

## **JGECA Racial and Disability Harassment: Students**

**JGECA**

(See GAACA, GAAD, GAF, JDDC, and KN)

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color, national origin, or disability. Discrimination or harassment on the basis of race, color or national origin (“racial harassment”) or on the basis of disability (“disability harassment”) shall not be tolerated in the school district. Racial or disability harassment of employees or students of the district in any district education program or activity is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. Disability harassment is unlawful discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. All forms of racial or disability harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events.

It shall be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Prohibited conduct under this policy includes racially or disability-motivated conduct which:

1. Affords a student different treatment, solely on the basis of race, color, national origin, or disability in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school;
2. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or
3. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student’s academic performance or ability to participate in or benefit from the services, activities or programs of the school.

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

The district encourages all victims of racial or disability harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of racial or disability harassment and take prompt corrective action to end the harassment.

Any student who believes he or she has been subject to racial or disability harassment or has witnessed an act of alleged racial or disability harassment, should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of racial or disability harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in the meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure in policy KN.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial or disability harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial or disability harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially or disability motivated.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence. An employee who witnesses an act of racial or disability harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of racial or

disability harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of racial or disability harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the compliance coordinator shall report such conduct to the appropriate law enforcement or DCF authorities.

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

The filing of a complaint or otherwise reporting racial or disability harassment shall not reflect upon the individual's status or grades. Any act of retaliation or discrimination against any person who has filed a complaint testified, assisted, or participated in any investigation, proceedings, or hearing involving a racial or disability harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary actions, up to and including expulsion for a student or termination of employment for an employee.

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

A summary of this policy and related materials shall be posted in each district facility and shall be published in student handbooks and on the district's website as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually, if applicable

Approved: January 22, 2024

Students shall be supervised by school personnel when they are under the jurisdiction of the school.

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

Each building principal shall make a school day duty roster of teachers, aides, paraprofessionals, and administrators for supervising students at specific times and in designated areas.

Approved: May 3, 2010

Use of Vehicles and Bicycles

The superintendent shall develop procedures regulating to the driving, parking, and use of vehicles and the use and parking of bicycles or other similar equipment during the school day. Failure to observe district rules and/or procedures may result in disciplinary action.

Rules and procedures concerning use of vehicles and bicycles on school property shall be approved by the board and included in the student handbooks.

Walkers

Students who walk to and from school are urged to become familiar with traffic safety laws governing such activities, to be alert to their surroundings, and to exercise caution while crossing streets in high traffic areas.

Notice

At the beginning of each school year, district staff will provide students with appropriate notice of the rules and procedures relevant to their use of transportation to school and school-related activities.

Approved: March 20, 2023



When a staff member sees a student who has been involved in an accident at school, on school property or at a school-sponsored event, the staff member shall follow the rules for the care of an injured student and report the accident to the building principal. If a student has an accident which appears to require medical treatment, an employee shall send for medical help to make the student as comfortable as possible while waiting for medical assistance to arrive. If an employee is qualified to administer first aid, that aid may be given. Qualified employees, for the purpose of this policy, are those employees who have successfully completed an approved Red Cross first aid program or the school nurse.

When appropriate, the student's parent(s) or guardian(s) shall be notified of the injury as soon as possible to determine appropriate action. If the student needs medical attention and the parents cannot be reached, the principal shall seek emergency medical treatment.

**Records**

Appropriate records documenting student accidents shall be maintained.

Approved: December 5, 2016

AUBURN-WASHBURN USD NO. 437

STUDENT ACCIDENT REPORT

THIS FORM MUST BE COMPLETED IMMEDIATELY AFTER EACH STUDENT ACCIDENT WHEN THERE IS INJURY WHICH COULD RESULT IN MEDIAL REFERRAL. (FORWARD TOP SHEET TO THE DISTRICT BUSINESS OFFICE AND SENT THE YELLOW SHEET TO THE HEALTH ROOM OF THE STUDENT'S ATTENDANCE CENTER.)

NOTICE OF INJURY:

Name of School \_\_\_\_\_

Name of Student \_\_\_\_\_

Grade \_\_\_\_\_ Age \_\_\_\_\_ Date of Injury \_\_\_\_\_ Time \_\_\_\_\_ a.m. \_\_\_\_\_ p.m. \_\_\_\_\_

Under whose supervision? \_\_\_\_\_

Was he/she a witness? \_\_\_\_\_

Other witnesses: (1) \_\_\_\_\_ (2) \_\_\_\_\_

The accident occurred while the student was participating in:

INTERSCHOLASTIC SPORTS		NON-INTERSCHOLASTIC SPORTS
_____ Practice	What Sport? _____	_____ Travel to/from school
_____ Game		_____ In classroom
_____ Travel	_____	_____ Physical Education
		_____ On school grounds
		_____ Non-school activity
		_____ Other (please specific)

How did the accident happen and extent of injury? \_\_\_\_\_

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

Reported by: \_\_\_\_\_ Dept. \_\_\_\_\_

Immediate action taken: \_\_\_\_\_

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

Parent's notified? \_\_\_\_\_ By whom? \_\_\_\_\_

Date of Report? \_\_\_\_\_

Signature \_\_\_\_\_ Dept. \_\_\_\_\_

If you need to make additional notes, please attach a supplemental sheet to this report.

The supervision of medications shall be in strict compliance with the rules and regulations of the board as carried out by district personnel. Diagnosis and treatment of illness and the prescribing of drugs, and medicines are not the responsibility of the public schools and are not to be practiced by any school personnel, including school nurses, unless authorized.

In certain circumstances when medication is necessary in order that the student remain in school, the school may cooperate with parents in the supervision of medication that the student will use. However, the medical person authorized to prescribe medication or the parent if it is a non-prescription medication must send a written order to the building administrator who may supervise the administration of the medication or treatment. The parents must submit a written request to the building administrator requesting the school's cooperation in such supervision and releasing the school district and personnel from liability.

School personnel shall not be required to be custodians of any medication except as required by a written order of a licensed medical person or in the case of nonprescription medication when requested in writing by the parents.

The medication shall be examined by the school employee administering the medication to determine that it appears to be in the original container, to be properly labeled and to be properly authorized by the written order of licensed medical person. Two containers, one for home and one for school, should be requested from the pharmacist.

Any changes in type of drugs, dosage and/or time of administration should be accompanied by new physician and parent permission signatures and a newly labeled pharmacy container.

All medication maintained in the school setting should be kept in a locked container. This includes medication requiring refrigeration.

Medications should be inventoried every semester. Out-of-date stock should be returned to parent or destroyed.

Over-the-counter medications should not be maintained on any school premises, including athletic areas, unless written parent permission to administer is obtained.

The building administrator may choose to discontinue the administration of medication provided that the parents or medical person are notified in advance of the date and the reasons for the discontinuance.

After medication is administered, students should be observed for possible reactions to the medication. This observation may occur at the site of administration or in the classroom as a part of the normal routine.

This policy shall be shared with all local physicians and dentists where practicable. Forms should also be made available to the health care providers in the community.

An individual record should be kept of each medication administered. The record should include student identification, date prescribed, name of medication, time and date(s) administered, signature of person administering and section for comments.

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

Approved: May 3, 2010

Permission for Medication

Name of Student \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

Teacher \_\_\_\_\_

Medication \_\_\_\_\_ Dosage \_\_\_\_\_

Date Started \_\_\_\_\_

Time of day medication is to be given \_\_\_\_\_

---

---

I hereby give my permission for \_\_\_\_\_  
to take the above medication at school as ordered. I understand that it is my responsibility to furnish this medication. I further understand that any school employee who administers any drug or nonprescription medication pursuant to parental written request to my student in accordance with written instructions from the physician or dentist shall not be liable for damages as a result of an adverse medication reaction suffered by the student because of administering such medication.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Guardian

NOTE: The medication is to be brought to school in the original container appropriately labeled by the pharmacy, or physician, stating the name of the medication, the dosage and times to be administered.

**Administration of Medication**  
**Auburn-Washburn USD 437**

School \_\_\_\_\_

**Medications Given at School**

Name of Student \_\_\_\_\_

Parent/Guardian \_\_\_\_\_

Physician's Name \_\_\_\_\_ Phone \_\_\_\_\_

Medication \_\_\_\_\_ Prescribed by \_\_\_\_\_

Dosage \_\_\_\_\_ Time to be given \_\_\_\_\_

Duration of Orders \_\_\_\_\_

\_\_\_\_\_

Date	Time	Dosage	Administered by (signature)	Comments
------	------	--------	--------------------------------	----------

_____				
-------	--	--	--	--

_____				
-------	--	--	--	--

_____				
-------	--	--	--	--

_____				
-------	--	--	--	--

_____				
-------	--	--	--	--

_____				
-------	--	--	--	--

_____				
-------	--	--	--	--

_____				
-------	--	--	--	--

_____				
-------	--	--	--	--

_____				
-------	--	--	--	--

**JGFGBA    Student Self-Administration of Medications (See JGFGB)    JGFGBA**

The self-administration of medication is allowed for eligible students in grades K–12. As used in this policy medication means a medicine for the treatment of anaphylaxis or asthma including, but not limited to, any medicine defined in current federal regulation as an inhaled bronchodilator or auto-injectible epinephrine. Self-administration is the student's discretionary use of an approved medication for which the student has a prescription or written direction from a health care provider.

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

**Student Eligibility**

An eligible student shall meet all the following requirements:

1. A written statement from the student's health care provider stating the name and purpose of the medication/s;
2. The prescribed dosage;
3. The time the medication is to be regularly administered;
4. Any additional special circumstances under which the medication is to be administered;
5. The length of time for which the medication is prescribed;
6. The student shall also demonstrate to the health care provider or the provider's designee and the school nurse or the nurse's designee the skill level necessary to use the medication and any device that is necessary to administer the medication as prescribed. In the absence of a school nurse, the school shall designate a person who is trained to witness the demonstration.

**Authorization Required**

The health care provider shall prepare a written treatment plan for managing the student's asthma or anaphylaxis episodes and for medication use by the student during school hours. The student's parent or guardian shall **annually** complete and submit to the school any written documentation required by the school, including the treatment plan prepared by the student's health care provider. Permission forms shall be updated at the time the student enrolls in school.

**Employee Immunity**

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

**Waiver of Liability**

The student's parent or guardian shall sign a statement acknowledging that the school districts and its officers, employees or agents incur no liability for damage, injury or death resulting directly or indirectly from the self-administration of medication and agreeing to release, indemnify and hold the schools and its officers, employees and agents, harmless from and against any claims relating to the self administration of medication allowed by this policy.



The parent or guardian of the student shall sign a statement acknowledging that the school incurs no liability for any injury resulting from the self-administration of medication and agreeing to indemnify and hold the school, and its employees and agents, harmless against any claims relating to the self-administration of such medication.

**Additional Requirements**

- The school district shall require that any back-up medication provided by the student's parent or guardian be kept at the student's school in a location to which the student has immediate access if there is an asthma or anaphylaxis emergency;
- The school district shall require that all necessary and pertinent information be kept on file at the student's school in a location easily accessible if there is an asthma or anaphylaxis emergency;
- Eligible students shall be allowed to possess and use approved medications at any place where the student is subject to the jurisdiction or supervision of the school district, its officers, employees or agents;
- The board may adopt policy or handbook language which imposes additional requirements relating to the self-administration of medication allowed for in this policy and may establish a procedure for, and the conditions under which, the authorization for student self-administration of medication may be revoked.

Approved: May 3, 2010

## PERMISSION FOR SELF-ADMINISTRATION OF MEDICATION

Name of Student \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

Teacher \_\_\_\_\_

Medication \_\_\_\_\_ Dosage \_\_\_\_\_

Date Started \_\_\_\_\_

Conditions under which the medication is to be given:

\_\_\_\_\_

Any additional circumstances under which the medication is to be given:

\_\_\_\_\_

Length of time medication is to be administered:

\_\_\_\_\_

I hereby give my permission for \_\_\_\_\_ to take the above medication at school as ordered. I understand that it is my responsibility to furnish this medication. I acknowledge that the school incurs no liability for any injury resulting from the self-administration of medication and agree to indemnify and hold the school, and its employees and agents, harmless against any claims relating to the self-administration of such medication.

**My child has been instructed on self-administration of the medication and is authorized to do so in school.**

Signature of Parent or Guardian

**(NOTE: Parental permission must be renewed annually.)**

\_\_\_\_\_ Date \_\_\_\_\_

Signature of Health Care Provider

\_\_\_\_\_ Date \_\_\_\_\_

Approved: May 3, 2010

## **JGG Transportation**

**JGG**

(See ED and EDDA)

School-provided transportation shall be available to and from school for those students who qualify. Transportation may be provided by the district for all school activities. Transportation may be denied to students who are detained after school for disciplinary reasons.

Students who use school-provided transportation shall be under the jurisdiction of the vehicle driver while in the vehicle. Students shall be subject to the district's student behavior code and other regulations developed by the superintendent and approved by the board.

Drivers shall report violations of the rules to the building principal who may discipline students. The principal may suspend or revoke the transportation privilege of a student who violates any rule or regulation.

When the district provides transportation to an activity, participating students are prohibited from driving personal automobiles to and from district-sponsored activities held during or after the school day unless authorized in writing by the student's parent or guardian.

All rules shall be published in the student handbook.

Approved: October 17, 2022

**JGGA   Use of Video Cameras   (See CN and JR et seq)**

**JGGA**

The district may use video cameras to monitor student activity.

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

Recorded images that are records of student behavior shall be secured in a locked file until they are reused, deleted or erased. The recorded images shall be considered a student record and shall be subject to current law for the release of student record information.

Approved: May 17, 2010

**JGH    School Food Service Programs**

**JGH**

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

**Free or Reduced Price Meals** (See Policy EE)

Free or reduced price meals shall be provided for students who qualify under state and federal rules and regulations.

The eligibility forms, rules and regulations governing this program shall be provided by the administration to students or their parents.

**Contracts With Nonpublic Schools or Child-Care Institutions**

The board may enter into contracts with the governing authority of any nonpublic school or any child-care institution to provide meals for children who attend these institutions. The board may also contract for meal service with any municipality, any state university or any corporation whose operations are substantially controlled by a state university. Contracts shall provide for payment of the costs incurred by the district to provide the service. Income received by the district under any contract to provide this service shall be deposited in the district food service fund and may be expended whether budgeted or not.

**Administrative Procedure** (See Policy EE)

The district food service supervisor will maintain procedures to monitor account balances, notify account holders of status, and collect funds.

Approved: June 5, 2017

**JH Student Activities** (See DK, JGFB, JM and KG)

**JH**

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

Eligibility for Activities

Unless otherwise provided herein, students who participate in any school activity shall meet the following requirements:

- all applicable KSHSAA regulations;
- academic eligibility requirements noted in handbooks; and
- other requirements requested by the administration and approved by the board.

Participation in Kansas State High School Activity Association Activities

Any student meeting the following requirements shall be permitted to participate in any district activities that are regulated, supervised, promoted, and developed by the Kansas State High School Activities Association (“KSHSAA”). The requirement include:

- being a resident of the school district;
- being enrolled and attending a nonpublic elementary or secondary school;
- complying with the health certification and inoculation requirements of K.S.A. 72-6262, as amended, prior to participation in any such activity;
- meeting applicable age and eligibility requirements required by KSHSAA; and
- paying any fees required by the district for participation in such activity, if such fees are generally imposed upon all other students who participate in the activity; seeking participation at the appropriate school of the district that corresponds to where the student resides within the school district’s respective school attendance boundaries established by the board.

Any student attending a home school, who is a resident of the district and seeks to participate in a KSHSAA activity sponsored by the district, shall be deemed to meet any academic eligibility requirements established by KSHSAA for participation in such activity if:

- The student is maintaining satisfactory progress towards achievement or promotion to the next grade level; and
- The parent, teacher, or organization that provides instruction to the student submits an affidavit or transcript to KSHSAA indicating the student meets these academic eligibility requirements.

Upon submission of an affidavit, the student attending a home school shall be deemed to meet any academic eligibility requirements established by KSHSAAA and shall retain such academic eligibility during the activity season for which the affidavit was submitted.

The board may require a student who participates in an activity pursuant to this policy to enroll in or complete a particular course as a condition of participation, if such requirement is imposed upon all other students who participate in a particular KSHSAA activity.

Except as provided in this policy regarding modified academic eligibility requirements for home school students, and any student who seeks to participate in an activity pursuant to this policy shall be subject to any tryout or other participation requirements that are otherwise applicable to all other students for participation in the activity.

**Adding or Eliminating Activities**

Administrative recommendations to add or eliminate specific activities {shall/may} be considered by the board. Individual patrons or groups of patrons may request the addition or elimination of activities using rules approved by the board and filed with the clerk.

**Activity Fund Management**

The building principals shall maintain an accurate record of all student activity funds in the respective attendance centers. A monthly report to the board of the revenue and expenditures of the activity fund shall be made. No funds shall be expended from these accounts except in the support of the student activity program.

Receipts shall be issued for all revenue taken into the activity fund of each attendance center. All payments from the activity fund shall be by checks provided for that purpose.

Approved: September 18, 2023

## **JHC Student Organizations**

**JHC**

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

### **Student Clubs**

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

School sponsored clubs shall be under the direct control of school personnel. Every school sponsored club shall have a constitution which has been approved by the building principal and filed in the school office. If non-curriculum related school sponsored clubs are allowed to meet on school property during non-instructional time, then non-school sponsored student clubs may also meet on school property at such times.

### **Non-School Sponsored Student Clubs**

Non-school sponsored clubs shall submit a request for use of school facilities and have such request granted prior to using the facilities. The non-school sponsored club shall specify in its facility use request the adult who will provide supervision of the activity.

### **Student Government**

Student councils under the direct control of the building principal or designated faculty representative may be established. Student councils may exercise only the authority expressly delegated to them by the building principal.

Approved: October 3, 2022



**School-Sponsored Student Publications**

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

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

Is obscene according to current legal definitions;

Is libelous according to current legal definitions; or

Creates a material or substantial interference with normal school activity or appropriate discipline in the operation of the school.

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

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

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

**Non-School Sponsored Student Publications**

Non-school sponsored student publications may be distributed on school property at times and in areas designated by the building principal.

Distribution of any non-school-sponsored publication may be halted if the material is obscene or libelous, or creates a material or substantial

disruption of normal school activity or interferes with the operation of the school. Distribution in violation of this policy may result in suspension, expulsion or other discipline of the students involved.

Advertisements

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

Approved: May 17, 2010

Gang intimidation is the communication of any threat of personal injury to another, actual personal injury to another, or any threat of or actual damage to another's property. Gang intimidation on school owned or operated property; at school-sponsored activities, programs, or events, or which disrupt the school environment is prohibited.

Disciplinary action may be taken against any student for participating in gang intimidation or causing and/or participating in gang-related activities on school owned or operated property or at school-sponsored activities, programs, or events. District staff may be provided inservice training regarding gang behavior and characteristics to facilitate identification of students involved in gang activities.

Approved: November 21, 2022

**JI    Community Activities**

**JI**

With prior permission of the principal, students may be allowed to participate in community activities during school hours.

Approved: May 17, 2010

**JJ    Employment of Students (See IDAA)**

**JJ**

In-School Employment

Students may be employed by the district. The district shall not employ students in hazardous jobs.

Outside Employment During the School Day

A student who needs to work due to hardship on a regular basis during the school day shall file a written request with the principal. This request must be signed by the parent indicating permission. If the request is approved, the student shall file a work schedule with the principal. Changes in the schedule shall be reported by the student to the principal. The student shall not begin the new schedule unless the change is approved by the principal.

Vocational or Other Work Experience

A student who works in a board-approved vocational or other work-experience program shall have a schedule developed cooperatively by the employer and the supervising teacher and approved by the principal prior to beginning the work activity.

All board policies remain applicable to students participating in vocational or other work experience programs.

Approved: July 25, 2016

**JK   Solicitations (See KI)**

**JK**

Commercial firms shall not be permitted to solicit students during school hours or on school property without prior approval of the administration.

Solicitations by students of students during school hours and on school property shall be done only when they are related to school sponsored activities. All student sales projects shall require the principal's prior approval.

Representatives from commercial schools, colleges, armed forces or other agencies shall be permitted to meet with students only by permission of the principal. Student contact by these organizations shall be arranged for and supervised by the guidance office. -

Approved: June 7, 2010

**JM   Contests for Students (See JH)**

**JM**

No student shall enter any contest as a school representative unless the contest is approved by the KSHSAA or by the administration.

Approved: June 7, 2010

**JN   Awards**

**JN**

Awards for participation in interscholastic activities shall be limited to those approved by the KSHSAA.

Approved: June 7, 2010



**JQ   Exceptional Students (See IDCE and JBE)**

**JQ**

All programs for exceptional students shall be managed in accordance with the local plans for exceptional students, the policy and rules of the local board, and the rules and regulations of the state board of education.

**Concurrent Enrollment**

A student enrolled in grades 10, 11 or 12, or a gifted child in grades 9 through 12 who has demonstrated the ability to benefit from participation in the regular curricula of eligible postsecondary education institutions may apply to the principal for permission to enroll at an eligible postsecondary education institution. Students must submit proof of enrollment to the WRHS administration within one week of the start of the semester.

Approved: April 8, 2013

**JQA    Physically Disabled Students**

**JQA**

Physically disabled students, including those temporarily disabled by illness, operation or accident authenticated by a physician's order, may be eligible for alternative educational services or accommodations in their regular program which allow for meaningful participation in the program.

Students with injuries which prohibit participation in physical education or other classes shall present to the building principal a physician's statement prohibiting such activity.

Teachers shall follow medical instructions relating to limitations on the student's participation, and shall either provide alternative methods for the student to earn a credit/grade in the class during the period of the disability or contact the district 504 coordinator for consideration of appropriate accommodation for the student.

Approved: June 7, 2010

**JQE    Alternative Arrangements for Nontraditional Students**

**JQE**

Married students, pregnant students and students who are parents shall have access to the same educational opportunities, special services and extra-curricular activity considerations provided to other students.

A pregnant student may be required to provide a physician's release statement to be allowed to participate in school activities.

If there is a delay in obtaining a physician's release statement, in the student's best interest, the administration may deny activity participation until the permission slip is made available.

Approved: June 7, 2010

**JQI    Adult Students**

**JQI**

Adult students who have not graduated from high school are encouraged to attend high school classes or the New Directions program.

Approved: June 7, 2010

**JQKA   Foreign Exchange Students (See JBC)**

**JQKA**

Foreign exchange students from organizations approved each year by the KSHSAA may be admitted to the district on a tuition-free basis if they receive prior approval from the building principal and enroll prior to September 20<sup>th</sup> of each year. Other foreign exchange students who meet residency requirements may be allowed to enroll in the district under rules established by the board. The high school will accept a maximum of 20 foreign exchange students each year and students will enroll in a full schedule.

Approved: January 6, 2014

**WASHBURN RURAL HIGH SCHOOL**  
**FOREIGN EXCHANGE STUDENT APPLICATION FORM**  
(To Be Completed by Agency and Host Family)

**Foreign Exchange Student Information**

Name \_\_\_\_\_ Nationality \_\_\_\_\_ Age \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_  
Country \_\_\_\_\_ Phone No. \_\_\_\_\_  
Sponsoring Agency \_\_\_\_\_

**Host Family Information**

Name \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone No. \_\_\_\_\_

Host Family Children Attending Schools in the District:

Name	Age	Grade	School Attending
1) _____			
2) _____			
3) _____			
4) _____			

**This residential placement is: (please select one)**

\_\_\_\_\_ Temporary \_\_\_\_\_ Permanent (for the entire school year)

We, acting as host family, assume full responsibility for \_\_\_\_\_ while he/she is residing with us. We are not sponsoring this student for personal profit and will see that all of the policies, rules, and regulations of the board are followed.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (Head of Host Family)

**JQL    Hearing Procedures for Exceptional Students**

**JQL**

A hearing procedure shall be available to parents or guardians of exceptional students according to state board of education regulations, the state special education plan, locally adopted procedures and applicable laws. A hearing shall be held for the purpose of ascertaining whether a staffing/placement committee's recommendations for assignment, reassignment, exclusion, transfer or withdrawal of a student are warranted.

Approved: June 21, 2010

**JQLA    Class-size/Caseload Limits for Exceptional Students**

**JQLA**

The superintendent shall develop and review periodically class-size/caseload limits for students with exceptionalities.

Approved: July 25, 2016



**JR    Student Records**

**JR**

All student records shall be treated as confidential and primarily for local school use unless otherwise stipulated. Access to student records, excluding student data submitted to or maintained in a statewide longitudinal data system in accordance with board policy IDAE, shall be permitted as set forth in board policies JR and JRB.

When records include information on more than one student, the parents/guardians of any student shall have access to copies of that part of the record that pertains to their child. Each school shall establish procedures for the granting of a request by parents/guardians for access to their child's school records within a reasonable period of time, but in no case more than 45 days after the request has been made.

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

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

Any eligible parent/guardian or student may inspect the personal records of the student during regular school office hours. The district reserves the

right to interpret selected records to students and/or parent/guardians at the time of the inspection.

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

The parents/guardians of students, or the students if they are 18 years of age or older shall be informed annually by the superintendent of the rights accorded them by this section and by the Family Educational Rights and Privacy Act. In addition, the public shall be informed annually by the superintendent of the categories of information the institution has determined to be directory information.

Approved: August 4, 2014

**JRA    Types of Records**

**JRA**

(See BCBK, CN, CNA, ECA, IDEA, JGGA, JR et seq. and KBA)

Permanent Student Records: Each school shall permanently retain records relating to each student's academic performance, attendance and activities. Information about students collected and stored by any school personnel shall be separated into one of the following classifications:

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

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

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

Approved: June 21, 2010

The general public shall not be allowed to inspect a student's personal record files. Except as provided in IDAE with regard to student records which are student data submitted to or maintained in a statewide longitudinal data system, the custodian of student records shall disclose the student's educational records only as provided for in this policy.

**Directory Information**

Annual notice shall be given to parents and eligible students concerning their rights with regard to student records. In addition, the custodian of the educational records shall give annual public notice of the class of records the institution has designated as directory information, and of the right of the parent or eligible student to opt-out of the release of directory information without prior written consent.

After giving notice and allowing a reasonable period of time for parents or eligible students to inform the district that any or all of the directory information should not be released without prior written consent, the custodian of records may make directory information available without parental or eligible student's consent. The custodian of records shall make student recruiting information (including student name, address, and telephone listing) available to military recruiters and postsecondary institutions unless parents or eligible students provide a written request to the district providing that the specified information not be released without prior written consent. Notice of the option to opt-out of the release of recruitment information shall be provided to parents and eligible students in the district's annual notice of rights under the Family Educational Rights and Privacy Act.

For the purposes of this policy, school official means teacher, administrator, other certified employee or board of education. The district may

disclose, without the parents or eligible students' consent, personally identifiable information to school officials with a legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support-staff member (including health or medical staff and law enforcement unit personnel); the school board (in executive session); a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The custodian may disclose students' education records to the following persons without the prior consent of the parents:

- Other school officials, including teachers within the district who have legitimate educational interests;
- Officials of other schools or school systems in which the student intends to enroll. The school district will forward student records to such institutions without further notice to the parents or eligible student;
- Authorized persons to whom a student has applied for or from whom a student has received financial aid;
- State and local officials or authorities to whom such information is specifically required to be reported or disclosed pursuant to state statutes;
- Organizations conducting studies for educational agencies for the purpose of developing, validating or administering student tests or programs;
- Accrediting organizations;
- Parents of a student 18 years of age if parents claim the student as a dependent for income tax purposes; and

- Appropriate persons if knowledge of any information is necessary to protect the health or safety of the student or other persons in an emergency.
- In compliance with a lawfully issued subpoena or judicial order. Access will be granted to any third party upon written authorization of the eligible student, parent or guardian.

No personally identifiable information contained in personal school records shall be furnished to any person other than those, herein. When there is written instruction from the student's parents, guardian or the eligible student specifying the records, the reasons and the person(s) to whom the release is to be made, a copy of the records to be released shall be made available to the student, parents or guardian upon request. When information is requested in compliance with a judicial order, or pursuant to any lawfully issued subpoena, parents, guardian and the student shall be notified of the orders or subpoenas in advance of the compliance with the order or subpoena unless the order or subpoena specifically forbids such disclosure.

Nothing contained in this policy shall preclude authorized representatives of the Comptroller General of the United States, the Secretary and an administrative head of an educational agency or state authorities from having access to student or other records which may be necessary in connection with the audit and evaluation of federally supported education programs or the enforcement of the federal legal requirements which relate to these programs, provided that, except as the collection of personally identifiable data is specifically authorized by federal law, the data collection by such official with respect to individual students shall not include information (including social security numbers) which would permit the personal identification of students or their parents or guardian on the data collected and provided.

With respect to the above, all persons, agencies or organizations desiring access to the records of a student shall be required to sign a form which shall be kept permanently with the student's file, but only for inspection by the parents/guardian, student or a school official responsible for record maintenance, indicating specifically the legitimate educational or other interest of each person, agency or organization has in seeking this information. Such forms shall be available to parents and to the school official responsible for record maintenance as a means of auditing the system's operation.

Personal information shall be transferred to a third party only on the condition that such party shall not permit any other party to have access to such information without the written consent of the student's parents or the student if age 18 or older. The board and staff shall protect the rights of privacy of students and their families in connection with any surveys or data-gathering activities conducted, assisted or authorized by the board or administration. Regulations established under this policy shall include provisions controlling the use, dissemination and protection of such data.

**Forwarding Pupil Records**

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

Approved: March 6, 2017

**JRC    Disposition of Records**

**JRC**

(See BCBK, CN, CNA, ECA, IDEA, JGGA, JR et seq. and KBA)

All student records will be maintained and screened periodically.

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

The official custodian shall review a student's records when the student moves from elementary to a middle school, from middle school to high school and upon high school graduation. During each review obsolete or unnecessary information shall be removed and destroyed.

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

Approved: June 21, 2010



**JRD    Hearing Request**

**JRD**

(See BCBK, CN, CYA, ECA, IDAE, JGGA, JR et seq. and KBA)

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

The hearing shall be conducted and the decision rendered by a person who does not have a direct interest in the hearing outcome.

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

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

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

Approved: June 21, 2010

Building principals shall be authorized to collect fees approved by the board or to seek restitution for any school property lost, damaged or destroyed by a student.

Credit Card Payments

Credit and debit cards may be accepted to pay fees, fines, and charges due the district. A fee may be collected to cover costs of accepting credit or debit cards.

Fee Schedules

The superintendent shall distribute a schedule of enrollment fees and other fees approved in advance by the board to all building principals. The fee schedule shall include:

- A list of all items for which a charge is to be collected;
- The amount of each charge;
- The date due;
- Classifications of students exempt from the fee or charge;
- A system for accounting for and disposing of fees; and
- An appeal procedure to be used by students or parents to claim exemption from paying the fees or charges.

Debt Collection

Building principals shall attempt to collect the justifiable value owed by a student of school property lost, damaged or destroyed by a student. If, after the attempt to collect, the amount remains unpaid, the principal shall report

the matter to the superintendent who shall consult with the school board's attorney, and they shall jointly recommend a course of action to the board.

**Forwarding Pupil Records**

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

Approved: June 21, 2010

**KA Goals and Objectives (See IB)**

**KA**

The goal of the public relations program in Auburn-Washburn USD 437 is to facilitate a process of communication between the district and its internal and external publics. The public relations program is intended to develop better public understanding of the district's goals, objectives, accomplishments, and needs.

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

Approved: June 28, 2010

**KB Public Information Programs (See CEE, CEF, and KBA)**

**KB**

The board is committed to keeping the community informed about the school system's functions and operations and solicits patron involvement so that these relations may be sustained and improved.

Newsletters and other Media

The board may issue a patron newsletter. The superintendent or the superintendent's designee 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.

Golden Age Passes

Golden Age Passes may be issued on request to individuals who have reached the age of 65. The pass will permit free admission to all home activities except tournaments and KSHSAA-sponsored activities which prohibit the use of passes.

Approved: March 6, 2023

**KBA District or School Websites** (See DB, DC, ECH, IDAE, II, IIBG, JBC, JR et seq., and KB) **KBA**

The board may establish a district website and may allow creation of websites for individual schools. The district website shall be maintained and updated as directed by the superintendent or the superintendent's designee. The school websites shall be maintained and updated as directed by the principal or the principal's designee.

Website Rules

Detailed rules relating to websites are found in appropriate handbooks or in documents approved by the board and filed with the clerk and/or principals.

Website rules shall include the following areas:

- data privacy and FERPA regulations;
- copyright rules, relating to access and use of materials and the property rights of the district, students, and employees who create material;
- instruction on what information and materials will be prominently posted on district and/or school homepages, which shall include, but may not be limited to:
  - a copy of Kansas State Department of Education's Form 150 estimating the legal maximum general fund budget as well as the budget summary for the current school year and actual expenditures for the immediately preceding two school years showing total net dollars of transfers and dollars per pupil as specified in Kansas law, using the full-time equivalent enrollment of the school district for such required calculations;
  - district budgets, the summary of the proposed budget, the needs assessment, and the state assessment documentation described in board policy DB;
  - the board's policy for the part-time enrollment of students; and
  - a copy of any nonacademic test, questionnaire, survey, or examination containing any questions about the personal and private attitudes, values, beliefs, or practices of the student or the student's parents, guardians, family members, associates, friends, or peers that is administered during the school day in accordance with board policy IDAE.
- the board's and administration's right to determine website content and monitor use by employees and students.

District and school websites are maintained to support the public relations and educational programs of the district and/or the schools. Websites may be modified or terminated at any time by board action.

Approved: March 6, 2023

Upon presentation of proper credentials, media members on assignment will be admitted free to all school extracurricular activities. To the extent possible, space will be provided at sporting and special events for members of the working media to cover extracurricular activities.

#### Broadcasting and Recording

The superintendent is authorized to establish rules and regulations for broadcasting and recording district activities.

The appropriate building principal shall be responsible for determining eligibility and to issue passes to press members on assignment to cover school events. Members of the broadcast media shall notify the superintendent prior to the event they wish to cover so arrangements may be made for equipment.

#### News Releases

News and information concerning school events and programs may be released to the media with the approval of the principal. District news releases prepared for public distribution by district employees or students shall have the superintendent's approval prior to release. The superintendent shall, upon request, prepare official district news releases for the board.

#### New Conferences and Media Interviews with Students

News conferences and interviews shall be scheduled so they do not disrupt regular educational activities. Representatives of the news media seeking to interview a student during school hours must first have the principal's approval and permission from the student's parent or guardian when possible.

**Recording Student Images and Student Produced Material**

Students' images shall be considered directory information and will not require permission for use by media or USD 437 district publications (newspapers, newsletters, and internet). Recording images or releasing information about students in foster care is not allowed without prior written consent of the appropriate agency or guardian. Recording images or releasing information which would identify students as participants in Special Education programs is not permitted without prior written consent. Student images shall not be used for commercial purposes without prior written consent.

At the time of enrollment, parents or guardians may request that directory information (including student images) not be released. Such a request must be renewed annually. The school district will make a reasonable attempt to maintain student privacy.

The district may display, publicly present, or publish any work produced by a student as part of a district instructional activity, program, publication, or event. Students, parents, teachers, and administrators can upon request deny that specific work be made public.

The superintendent, building principal, program administrator or sponsoring faculty shall have the authority to restrict media and district publication access to students while on district property or at a school activity.

Approved: June 28, 2010



**KCB     Custodial and Non-Custodial Parent Rights**

**KCB**

The district recognizes that divorced parents continue to share caregiving and custody of their children and that each parent, if not otherwise prohibited by court order, should have equal access to information regarding his/her child's school progress and activities. The district recognizes the value of providing information to both parents regarding school progress and activities pertaining to their child(ren).

Upon request to a child's principal, either parent may obtain copies of school information such as report cards and progress reports.

Approved    September 2, 2014

The board shall discourage all solicitations of and by staff members during regular school hours and at school-sponsored activities.

Agents, solicitors and salespersons shall not be permitted to take time of teachers or students from educational activities. The students and faculty of the district shall not promote commercial or private financial interests, either through direct sales or through promotion of competitive goods or services.

This rule applies to those activities, promotions and sales originating outside the school. Exception to this rule may be made as outlined below.

Materials and projects submitted for consideration under this rule must be made in writing to the superintendent. Requests will be considered in light of the proposal's direct contribution to the educational values in the school. Consideration shall be on the basis of unreasonably added work for staff members.

Any individuals or organizations violating the policy on solicitations may be denied further access to school premises.

Approved: June 28, 2010

School volunteers work under the school staff's direction with principal's approval.

School volunteers are bound by the policies, rules and regulations of the district, serve without financial compensation and are not covered by workers' compensation.

Approved: June 28, 2010

Availability

When school facilities are not required for school educational programs or activities, designated school facilities or designated school grounds may be made available at reasonable times and at reasonable rates to USD 437 community groups or USD 437 community residents. Use of any designated school facility or designated school grounds; however, shall not interfere with the daily school student routine or any school-sponsored activity. No long-term agreements for regular use of facilities or equipment will be made. A long-term agreement is anything exceeding ninety calendar days in duration. The district reserves the right to limit the rental of designated school facilities to only one organization at a time, if in the opinion of the district the requested multi-use at the same time is not compatible. Preference will be given to those groups having at least 50% or more 437 students or patrons. If similar groups request the facilities at the same time, preference will be given to the group which has all of the appropriate paperwork in place and all applicable fees paid by the earliest calendar date. Groups or individuals may not use designated school facilities for commercial use or profit unless approved in advance by the Auburn-Washburn USD 437 Board of Education. Any group wishing to use designated school facilities or equipment shall consist of at least 50% patrons of Auburn-Washburn USD 437, exceptions are:

1. A group activity (for example: Boy or Girl Scouts, YMCA, 4-H club, Special Olympics, etc.) with a USD 437 adult patron as the sponsor.
2. An outside group wishing to rent the WRHS auditorium, gymnasiums, and varsity fields, the WRMS cafetorium or gymnasiums, or other designated district facilities.

**Fees and Rental Charges**

Please refer to sections KG (*pages 9-12*) for a schedule of appropriate fees.

**Borrowing Equipment**

Permission must be granted by the superintendent or designee before any district equipment is removed from the school grounds. Equipment may be used at the building by civic and educational organizations when approved by the appropriate building administrator. Equipment may be used by a community organization outside of the school building if approved by the superintendent or designee. The borrowing organization becomes financially responsible for any damage to or loss of borrowed equipment. Please refer to KGA for further guidelines.

**Availability of Facilities**

The superintendent or his/her designee shall approve or disapprove requests for use of designated school facilities for non-school use within the procedures established and approved by the board. The building administrator or superintendent can cancel any use of designated school facilities if the school facility is needed for a school activity or if the district is not able to arrange district staff for required staffing.

The district reserves the right to cancel reservations due to unforeseen circumstances or for need by the district.

**Procedures for Requesting Facilities**

A *Facility Rental Request* should be initiated and a *Facility Rental Contract* must be completed through the building administrator at least (10) ten days prior to the date(s) requested. The individual(s) signing the rental contract will be considered the responsible party. That individual(s) or

## **KG Use of Designated School Facilities, Grounds and Equipment KG-3**

designated 437 staff member must be present during the usage of the facility. The (10) ten day stipulation may be waived in special circumstances by the building administrator.

A copy of the rental contract shall be presented to the custodian by a building administrator at the time admittance to the facility is approved. The custodian is to grant admittance only to groups having previously made arrangements through the building administrator as evidenced by the produced rental contract.

The building user is allowed access only to the facilities described in the rental agreement, access to restrooms, and access to the storm shelter for protection in the event of a severe weather warning. All fees will be made payable to USD 437 and paid to the building administrator prior to the scheduled activity.

### Facilities and Equipment

School equipment shall not be loaned to groups or individuals without the permission of the Superintendent or designee. (Exception: Equipment may be loaned to district employees with the permission of the building principal.) The responsible person will take full financial responsibility for the safe keeping and protection from damage for equipment borrowed. (See Policy KGA.)

The granting of use of a designated part of a facility confers no access to other parts of the facility.

No changes are to be made in the arrangements of the rooms or stage equipment without prior written permission of the building administrator.

The renter shall not make physical alterations to the building or equipment (no nails, screws, hangers, etc.)

Grass Areas

The user of the designated area is allowed access only to the area described in the Use Agreement and to associated parking areas. No driving or parking on grass areas is permitted. There will be no access to other district facilities granted, including restrooms, unless otherwise stipulated in the Use Agreement.

Staffing

The building administrator may require a staff supervisor from the district to be present when he/she determines the need for such a staff supervisor while the rental group is present. The renter will be charged the staff supervisor rate. The facility will not be made available unless the renter agrees to the requirement for the staff supervisor.

A district custodian shall be on duty when facilities are in use. The designated custodian or school staff supervisor has the authority of the building administrator and will insure proper use of school facilities. However, the person in charge of the group using the facility shall be responsible for the conduct of the group. The custodian on duty will admit the group to the building, be present in the building during the time of use, and will secure the building when the group departs. Use of facilities at times when custodians are not normally on duty or when extra duties are required, involve extra expense which will be charged on the rental contract. The district reserves the right to determine the hours of custodial staffing that are necessary for facilities usage. For programs where arrangements have been made to have chairs and/or tables set up, the extra time necessary for setup will be included in the required hours and the set up will be specified in the rental contract.

**Kitchen**

Whenever the kitchen is required, a food service worker must be present in the kitchen. Use of the kitchen at times when food service workers are not normally on duty or when extra duties are required, involve extra expense which will be charged on the rental agreement. The district reserves the right to determine the hours of food service staffing that are necessary for kitchen usage. The hours required will be determined by the district food service supervisor.

**Auditorium/Cafetorium/Scoreboard**

A district technician familiar with lighting, sound, and stage equipment may be necessary to supervise the use of this type of equipment. The district reserves the right to determine the hours of technical staffing necessary for use of facilities that includes use of specialized electronic equipment.

Exception: If a qualified school district employee is a member of the user group and is willing to accept responsibility to perform required staffing at no cost, staffing charge will not apply. A qualified employee must be familiar with heating, ventilating, utility systems and equipment to be used. The exception must be noted on the rental contract and the employee clearly identified. The building administrator will determine an employee's "qualified employee" status.

When any artificial turf field is rented, a high school staff supervisor(s) must be present to supervise the use of the field.

**Supervision**

The renter is responsible for supervision of the activity, parking and crowd control.



**KG Use of Designated School Facilities, Grounds and Equipment****KG-6**

As a condition to initial use of and continued access to district property and facilities, groups and/or organizations must follow Kansas law and board policy prohibiting the use of drugs, alcohol, and tobacco on district property and ensure individuals in attendance refrain from using such substances on district property as well. Failure to abide by this provision may result in a revocation of facility use privileges. No food or drink is permitted in the school except where special arrangements have been made with the building administrator and then only in those areas designated in writing on the rental contract.

No youth baseball, softball or soccer will be allowed inside of any building, including gymnasiums. High school softball, baseball, and soccer teams needing indoor facilities due to inclement weather must have permission from the building administrator and must use modified equipment during the indoor practice.

An exception to this is the indoor pitching and batting cages in Gym A at Washburn Rural High School. Youth teams composed of at least 50% of USD 437 patrons may use the cages, when available, with administrator approval.

**Damages**

Prior to departure, the renter and building custodian will review the area and equipment used. Any damages or discrepancies must be noted on the rental contract and initialed by both parties. All facility users shall agree to pay for all loss of or damage to, property or equipment beyond ordinary wear. Damages and cost will be determined by the building administrator, executive director of business services, and assistant director of operations.

**Liability**

For prolonged use of a designated facility, more than one time (multiple dates of usage under one rental contract), the renter shall provide a general liability insurance policy, naming the district as an also/additional insured,

with a \$500,000 combined single limit for the duration of the usage and shall furnish to the building administrator. Based upon the event, district administration may determine that insurance is needed for a single date usage as well.

#### Shelters

The renter shall be responsible for warning people of impending severe weather and is responsible for the prompt movement of these people to areas designated as storm shelters in the building. If renter fails to take proper precautions in the event of severe weather and consequentially places participants, fans, or staff at risk, the district may cancel use of the facility for any future use by the renter. For use of grass areas there will most likely be no district shelter available. In this case, the renter is responsible for determining when it is most prudent to cancel the event in order to allow participants to leave and give them time to get to a place of shelter.

#### Fees

Rental fees are to reimburse the district for building and equipment depreciation, custodial services, utilities, and consumable supplies. Rental costs will be calculated using the schedule for rental of facilities fees. (*KG, pages 9-12.*) The district reserves the right to change these fees without prior notice.

Rental fees are payable in advance to the building administrator. Rental contracts will not be issued until payment is received. For multi-date usage, a fee payment schedule shall be established by the Executive Director of Business Services. Any additional charges will be billed after the rental date.

Prompt payment for damages and conditions of supervision will determine future eligibility for use of facilities.

**Building Administrator Responsibility**

Scheduling the use of designated school facilities must be done through a building administrator. The rental contract shall be prepared and signed by the building administrator, who will maintain a file containing all facilities rental contracts. The building administrator will provide a copy of the rental agreement to the custodian responsible for staffing the scheduled activity, and in the case of an artificial turf field, a copy to the high school staff supervisor. In the case of use of grass areas a copy of the agreement shall be sent to the District Police Chief and to the District Operations office.

The building administrator is responsible for calculating and collecting the rental fee. Documentation will be kept at the building for a period of two full years. Rental fee payments will be sent to the district business office at least once a month.

The Executive Director of Business Services shall maintain copies of rental contracts and the revenues collected each year.

**BOE Approved:** November 21, 2016

**KG Use of Designated School Facilities, Grounds and Equipment for Outside Groups****KG-9**

<b>Rental Fee (1-hour minimum)</b>	<b>High School</b>	<b>Middle School</b>	<b>Elementary</b>
WRHS Indoor/Batting/Pitching Cages (Charge includes a Supervisor; Supervisor Required)	\$75.00/hr	NA	NA
<b>Rental Fee</b>	<b>High School</b>	<b>Middle School</b>	<b>Elementary</b>
Auditorium	\$350.00/hr	NA	NA
Gym	\$50.00/hr for Tournaments;\$30.00/hr for Practices (Aux)	\$50.00/hr for Tournaments;\$30.00/hr for Practices	\$30.00/hr
Wrestling Room	\$50.00/hr for Tournaments;\$30.00/hr for Practices (Aux)	\$50.00/hr for Tournaments;\$30.00/hr for Practices	NA
Tennis Courts	\$50.00/hr for Tournaments;\$30.00/hr for Practices	NA	NA
Competition Gym	\$350.00/hr	NA	NA
Multi-Purpose Room (Commons)	\$35.00/hr	\$35.00/hr	\$20.00/hr
Kitchen	\$20.00/hr	\$15.00/hr	\$15.00/hr
Classroom	\$10.00/hr	\$10.00/hr	\$10.00/hr
Designated Grass Areas	Not Available	Not Available	Not Available
<b>Labor Fee (Hourly, 2-hour minimum)</b>	<b>High School</b>	<b>Middle School</b>	<b>Elementary</b>
Custodian or cook during Work Day	\$15.00/hr	\$15.00/hr	\$15.00/hr
Custodian or cook overtime or Saturday	\$22.50/hr	\$22.50/hr	\$22.50/hr
Custodian or Cook holiday or Sunday	\$30.00/hr	\$30.00/hr	\$30.00/hr
District technician (electronics)	\$35.00/hr	\$35.00/hr	\$35.00/hr
Maintenance Technician	\$25.00/hr	\$25.00/hr	\$25.00/hr
Student Technician	\$15.00/hr	\$15.00/hr	\$15.00/hr
Artificial turf field staff supervisor	\$35.00/hr	NA	NA
Building staff supervisor	\$35.00/hr	\$35.00/hr	\$35.00/hr
Artificial turf field for a game no lights (3 hour minimum period)	\$600 for 3-hour period, plus other fees	Additional time charged at \$100 per each half hour or part of half hour	
Artificial turf field for practice no lights (2 hour minimum period)	\$200 for 2-hour period, plus other fees	Additional time charged at \$50 per each half hour or part of half hour	
Field lights	\$50 per hour during minimum time allotted \$125 per hour July/Aug/Sept (peak months)	Added time over minimum period charged at \$25 per each half hour or part of half hour, except in peak months the charge will be \$50 per half hour.	
Allocation of Rental Fees – 100% of Fees will be allocated to General fund (25% of fees from WRHS & WRMS will go to the building General Athletics Fund –BOE approved 12-7-15.)			

**Regulated Groups**

<b>Rental Fee (1-hour minimum)</b>	<b>High School</b>	<b>Middle School</b>	<b>Elementary</b>
WRHS Indoor/Batting/Pitching Cages (Charge includes a Supervisor; Supervisor Required)	\$75.00/hr	NA	NA
<b>Rental Fee</b>	<b>High School</b>	<b>Middle School</b>	<b>Elementary</b>
Auditorium	\$350.00/hr	NA	NA
Gym	\$50.00/hr Tournaments; \$10.00/hr practices (Aux)	\$50.00/hr Tournaments; \$10.00/hr practices	\$30.00/hr/Tournaments
Competition Gym	\$50.00/hr Tournaments; \$10.00/hr practices	NA	NA
Wrestling Room	\$50.00/hr for Tournaments; \$30.00/hr for Practices	\$50.00/hr for Tournaments; \$30.00/hr for Practices	NA
Tennis Courts	\$50.00/hr for Tournaments; \$30.00/hr for Practices	NA	NA
Multi-Purpose Room (Commons)	\$10.00/hr	\$10.00/hr	\$10.00/hr
Kitchen	\$20.00/hr	\$15.00/hr	\$15.00/hr
Classroom	\$10.00/hr	\$10.00/hr	\$10.00/hr
Designated Grass Areas	No Charge	No Charge	No Charge
<b>Labor Fee (Hourly, 2-hour minimum)</b>	<b>High School</b>	<b>Middle School</b>	<b>Elementary</b>
Custodian or cook during Work Day	\$15.00/hr	\$15.00/hr	\$15.00/hr
Custodian or cook overtime or Saturday	\$22.50/hr	\$22.50/hr	\$22.50/hr
Custodian or Cook holiday or Sunday	\$30.00/hr	\$30.00/hr	\$30.00/hr
District technician (electronics)	\$35.00/hr	\$35.00/hr	\$35.00/hr
Maintenance Technician	\$25.00/hr	\$25.00/hr	\$25.00/hr
Student Technician	\$15.00/hr	\$15.00/hr	\$15.00/hr
Artificial turf field staff supervisor	\$35.00/hr	NA	NA
Building staff supervisor	\$35.00/hr	\$35.00/hr	\$35.00/hr
Artificial turf field for a game no lights (3 hour minimum period)	\$300 for 3-hour period, plus other fees	Additional time charged at \$50 per each half hour or part of half hour	
Artificial turf field for practice no lights (2 hour minimum period)	\$200 for 2-hour period, plus other fees	Additional time charged at \$50 per each half hour or part of half hour	
Field lights	\$25 per hour during minimum time allotted \$50 per hour July/Aug/Sept (peak months)	Added time over minimum period charged at \$25 per each half hour or part of half hour, except in peak months the charge will be \$50 per half hour.	

**Allocation of Rental Fees – 100% of Fees will be allocated to General fund (25% of fees from WRHS & WRMS will go to the building General Athletics Fund – BOE approved 12-7-15.)**

**KG**

**Use of Designated School Facilities, Grounds and Equipment for Staff**

**KG-11a**

<b>Rental Fee (1-hour minimum)</b>	<b>High School</b>	<b>Middle School</b>	<b>Elementary</b>
WRHS Indoor/Batting/Pitching Cages (Charge includes a Supervisor; Supervisor Required)	\$75.00/hr	NA	NA
<b>Rental Fee</b>	<b>High School</b>	<b>Middle School</b>	<b>Elementary</b>
Auditorium	--\$50.00/hr*-Tournament/Fundraiser --\$25.00/day-Camps(not to exceed \$250 in a single season) --NC-Practice	NA	NA
Gym	--\$50.00/hr*-Tournament/Fundraiser --\$25.00/day-Camps(not to exceed \$250 in a single season) --NC-Practice	--\$50.00/hr*-Tournament/Fundraiser --\$25.00/day-Camps --NC-Practice	--\$30.00/hr*-Tournament/Fundraiser --\$25.00/day-Camps --NC-Practice
Wrestling Room	--\$50.00/hr*-Tournament/Fundraiser --\$25.00/day-Camps(not to exceed \$250 in a single season) --NC-Practice	--\$50.00/hr*-Tournament/Fundraiser --\$25.00/day-Camps --NC-Practice	NA
Tennis Courts	--\$50.00/hr*-Tournament/Fundraiser --\$25.00/day-Camps(not to exceed \$250 in a single season) --NC-Practice	NA	NA
Multi-Purpose Room (Commons)	NC	NC	NC
Kitchen	\$20.00/hr	\$15.00/hr	\$15.00/hr
Classroom	NC	NC	NC
Designated Grass Areas	No Charge	No Charge	No Charge
<b>Labor Fee (Hourly, 2-hour minimum)</b>	<b>High School</b>	<b>Middle School</b>	<b>Elementary</b>
Custodian or cook during Work Day	\$15.00/hr	\$15.00/hr	\$15.00/hr
Custodian or cook overtime or Saturday	\$22.50/hr	\$22.50/hr	\$22.50/hr
Custodian or Cook holiday or Sunday	\$30.00/hr	\$30.00/hr	\$30.00/hr
District technician (electronics)	\$35.00/hr	\$35.00/hr	\$35.00/hr
Maintenance Technician	\$25.00/hr	\$25.00/hr	\$25.00/hr
Student Technician	\$15.00/hr	\$15.00/hr	\$15.00/hr
Artificial turf field staff supervisor	\$35.00/hr	NA	NA
Building staff supervisor	\$35.00/hr	\$35.00/hr	\$35.00/hr

**KG      Use of Designated School Facilities, Grounds and Equipment for Staff      KG-11b**

Artificial turf field for a game no lights	\$20.00 per hour plus other fees	
Artificial turf field for practice no lights	\$20.00 per hour plus other fees	
Artificial turf field for a camp	\$25.00 per day-camps (not to exceed \$250 in a single season)	
Field lights	\$25 per hour during minimum time allotted \$50 per hour July/Aug/Sept (peak months)	

**Allocation of Rental Fees – 100% of Fees will be allocated to General Fund.**  
**(25% of fees from WRHS & WRMS will go to the building General Athletics Funds–BOE approved 12-7-15.)**

*\*If funds beyond the cost to operate the tournament or camp are placed into a district operated program, the fees will be waived for that event.*

**CURRENT FULL TIME 437 STAFF MEMBERS ARE DEFINED AS FOLLOWS:**

*Anyone that has been given a contract or letter of agreement for the current school year, and who is counted 1.0 FTE by the district business office.*

**KG Use of Designated School Facilities, Grounds and Equipment****KG-12**

(This Form becomes the Rental Contract upon completion and acceptance of the building administrator.)

<b>REQUEST FOR USE OF SCHOOL FACILITIES- To Be Completed by the Requestor</b>				
Organization			Date of request	
Responsible Party (Name, Address, Phone)		Describe activity		
		Activity date (see note below)	Attendance expected	
Building or Facility Requested		Start time	Ending time	
Room(s) or Area		Requestor's signature and telephone number		
<b>AGREEMENT AND RELEASE- To Be Completed by Requestor</b>				
Statement		School Board Policies		Requestor Initials
I have received and read the following:	1. School Board Policy: KG - Use of School Facilities and Equipment		1.	
	2. Terms and Conditions as stated in KG.		2.	
	3. If necessary, insurance with 437 as additional insured included.		3.	
<b>Estimated Fees - To be completed by building administrator</b>				
Facility and Personnel Re-quired	Estimated Hours	Hourly Rate	Cost (2-hour minimum charge)For labor only	
Facility rental fee				
Custodian labor fee				
Food Service labor fee				
District technician fee				
Artificial turf staff supervisor fee				
Building staff supervisor fee				
Other fee				
<b>TOTAL COST</b>				
<b>AUTHORIZATION - To Be Completed by Building Administrator</b>				
Building administrator signature		Approval date		
<b>CHECK OUT- To Be Completed by Custodian on Duty After Activity and Responsible Party</b>				
Custodian signature		Damage noted.		
Responsible party		Comments		
<b>Distribution of Contract Copies</b>				
Checks are to be made payable to USD 437 and paid to the building administrator prior to event. <b>**Please keep a copy of the rental agreement with the group during use.</b>		Copy No. 1	Building Administrator	
		Copy No. 2	Activity Custodian	
		Copy No. 3	Business Office	
		Copy No. 4	**Requestor	
		Copy No. 5	District Energy Specialist	



**TERMS and CONDITIONS:**

1.      **Release and Waiver.** I, the undersigned Responsible Party, acknowledge that USD 437 will not supervise my use of the designated facilities, grounds, and equipment, and I will be responsible for the safety of the participants, facilities, grounds, and equipment. On behalf of all participants, I waive and release USD 437, and its employees from any claims or damages.
2.      **Indemnity and Defense.** I agree to indemnify and defend USD 437, and its employees, from all damages, claims, costs, expenses, including attorney fees, arising from the use of designated school facilities, grounds, and equipment, including but not limited to, personal injury or damages to equipment, grounds, or facilities.
3.      **Acknowledgement of School Board Policy.** I acknowledge that I have received and read a copy of the School board and administrative Policy concerning Use of Designated School Facilities, Grounds, and Equipment.
4.      **Insurance.** If the rental request is for multiple dates, please attach a schedule of dates and a valid insurance certificate listing Auburn-Washburn USD 437 as an Additional Insured for general liability indemnity coverage in the amount of \$500,000.00 The total contract period shall not exceed 90 days.

RESPONSIBLE PARTY

DATE

\_\_\_\_\_

\_\_\_\_\_

ADMINISTRATOR

DATE

\_\_\_\_\_

\_\_\_\_\_

**AUBURN-WASHBURN USD #437  
FACILITIES USE AGREEMENT**

**KG-14a**

This Use of Facilities Agreement ("Agreement") is entered into by Auburn-Washburn USD #437 of Topeka, Kansas ("District"), and \_\_\_\_\_ ("User").

The User has requested, and the District has approved, the User's use of \_\_\_\_\_ ("Facilities") as set forth within User's Request for Use of School Facilities ("KG-12"), which is hereby fully integrated and incorporated into this Agreement. Neither the User, its employees, agents, guests nor invitees are authorized to use any other real property, or physical improvements and/or equipment of the District, other than that described herein.

Use of the Facilities shall occur on dates and at times mutually agreed by the District and User and set forth with KG-12. Such use shall not interfere with the District's ability to carry on educational activities; interfere with the District's ability to carry on recreational activities; or interfere with other users' authorized right to use District property, including Facilities covered by this Agreement.

At all times, the User, its guests and invitees shall comply with the District's rules, regulations and policies. User hereby confirms receipt of the District's written policy on use of school facilities and equipment and furthermore acknowledges that User has read said policy and understands the same. At all times the User, its guests and invitees shall conduct themselves in accordance with all other federal, state and local laws or regulation; respect the District's employees, students and property; and engage in safe and appropriate behavior in an effort to avoid harm, injury, disputes or altercations with others. The User is responsible for ensuring that is, directors, officers, members, employees, contractors, guest, invitees and participants, as well as any other individual who will attend or view the contemplated activities, comply with these requirements. User shall ensure that the District's property is not altered, modified or changed in any manner, unless express and prior written consent is provided by the District. Failure to comply with any obligations set forth herein, or if the User has misrepresented the nature and extent of the proposed use of Facilities in any way, shall, at the sole discretion of the District, shall serve as a basis to immediately terminate this Agreement.

If the Facilities requested by User are available on the date and at the time requested, the District will ensure that said Facilities are made available for use by the User. *User accepts the Facilities and premises and adjoining areas of the District, as is, and expressly agrees to release, discharge, indemnify and hold harmless, the District, including the USD #437 Board of Education, and its agents, employees and representatives from any and all liability, claims, judgments or demands, including reasonable attorneys fees and costs, which may arise from all injuries, deaths and damage to property arising directly or indirectly out of this Agreement, including but not limited to User's use of the Facilities or any adjoining premise or area of the District.* Users, groups and their individual participants shall be required to give waivers of liability and releases for personal injury, death or property damage on the attached form.

Users shall give written notice to the District of any accident resulting in bodily injury or property damage occurring on the Facilities or in any way connected with the use of the Facilities premises within 24 hours of the accident. The notice shall include details of the time, place and circumstances of the accident and the names, addresses and phone numbers of any persons witnessing the accident.

## Facilities Use Agreement

KG-14b

The District assumes no liability or responsibility for any personal property of the User or of its employees, agents, representatives, guests, or invitees brought onto the Facilities during the term of this Agreement.

If required by the District, general liability insurance shall be provided by User for coverage during the use of Facilities by User pursuant to this Agreement. General Liability insurance for coverage of the User shall not be less than \$500,000 per occurrence. The User shall be required to carry Workers Compensation insurance if mandated under Kansas law and Automobile Liability insurance naming the District as Additional Insureds, with limits no less than \$500,000 per occurrence for all motor vehicles owned or rented by User to be used in connection with this Agreement. User shall deliver Certificates of Insurance along with a copy of the Additional Insured endorsement to the District no later than 48 hours in advance of the Facilities use or this Agreement shall be cancelled.

This Agreement may not be assigned to another party without prior written consent of the District, which consent may be withheld by the District at its sole and absolute discretion. This Agreement is to be governed and interpreted by the laws of State of Kansas.

This Agreement contains the entire understanding of the parties. There are no representations, covenants or warranties other than those expressly stated herein. No waiver or modification of any of the terms shall be valid unless in writing and signed by both parties.

By my signature below, I acknowledge that I am authorized to sign on behalf of the User and bind the User to the terms of this Agreement. I understand and agree to all terms and conditions in this Agreement.

User's Authorized Representative's Signature: \_\_\_\_\_

Name of Representative: (Please Print) \_\_\_\_\_

Title: \_\_\_\_\_

Approved By: \_\_\_\_\_

(Representative of District)

Title: \_\_\_\_\_

## ACCIDENT WAIVER AND RELEASE OF LIABILITY FORM

KG-15

Name of the Activity or Event: \_\_\_\_\_

Date of Activity or Event: \_\_\_\_\_

I HEREBY ASSUME ALL OF THE RISKS OF PARTICIPATING AND /OR VOLUNTEERING IN THIS ACTIVITY OR EVENT, and waive, release and discharge Auburn-Washburn USD #437 and its board members, officers, employees, volunteers, agents, representatives, successors or assigns , from any and all liability, including but not limited to, liability arising from the negligence or fault of the entities or persons released, for my death, disability, personal injury, property damage, property theft, or actions of any kind which may occur to me as a result of participation in the above named activity at Auburn-Washburn USD #437. I agree to indemnify, hold harmless, and promise not to sue Auburn-Washburn USD #437 and its board members, officers, employees, volunteers, agents, representatives, successors or assigns as a result of participation in this activity or event, whether caused by the negligence of those released or otherwise.

This accident waiver and release of liability shall be construed broadly to provide a release and waiver to the maximum extent permissible under applicable law.

I CERTIFY THAT I HAVE READ THIS DOCUMENT, AND I FULLY UNDERSTAND ITS CONTENT. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT AND I SIGN IT OF MY OWN FREE WILL.

\_\_\_\_\_  
Print Participant's Name / Age

\_\_\_\_\_  
Signature (if under 18 years old, Parent or Guardian must also sign)

### PARENT / GUARDIAN WAIVER FOR MINORS (Under 18 years old)

The undersigned parent and natural guardian does hereby represent that he/she is, in fact, acting in such capacity, has consented to his/her child or ward's participation in the activity or event, and has agreed individually and on behalf of the child or ward, to the terms of the accident waiver and release of liability set forth above. The undersigned parent or guardian further agrees to save and hold harmless and indemnify each and all of the parties referred to above from all liability, loss, cost, claim, or damage whatsoever which may be imposed upon those parties because of any defect in or lack of such capacity to so act and release those parties on behalf of the minor and the parents or legal guardian.

\_\_\_\_\_  
Print Participant's Name/Age

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Guardian

## **KGA    Use of District Personal Property and Equipment**

**KGA**

Requests for use of district personal property or equipment by outside tax-exempt organizations shall be submitted to the superintendent or the superintendent's designee. Any request shall be granted or denied pursuant to guidelines for using personal property or equipment approved by the board. The superintendent may establish a deposit or requirement for the purchase of insurance for use of personal property or equipment before it is removed from the school grounds or other district property. The deposit will be paid to the principal (or/\_\_\_\_\_) and will be refunded when the property or equipment is returned in working order.

### **Lost, Stolen, or Damaged Property or Equipment**

No request for use of personal property or equipment shall be granted until the requestor executes a use agreement specifying such person will agree to pay the district fair market value for any district personal property or equipment that has been lost, stolen, or has suffered irreparable damage while in the requestor's possession. For the purposes of this policy, "irreparable damage" shall include any damage severe enough that the cost to repair such equipment would be more than the fair market value of the district personal property or equipment. If personal property or equipment is returned damaged beyond normal wear and tear of acceptable use, the requestor shall be responsible for the cost to repair such personal property or equipment. The district may also require the purchase of insurance.

### **Personal Use**

No district personal property or equipment shall be used by staff for personal reasons at school or away from its designated station without the prior approval of {the superintendent; the building principal; or\_\_\_\_\_}. No

district personal property or equipment shall be used by the superintendent for personal reasons at school or away from its designated location without the prior approval of the board of education.

Definition

District personal property means any property other than property that is land, buildings and property that is physically attached to land or buildings which is owned by or under the control of the school district.

Approved: November 7, 2022

**KGB Concealed Observations (See JGGA)**

**KGB**

Unless otherwise provided in this policy or policy JGGA, individuals are prohibited from recording students, employees, and/or board members surreptitiously or through the use of concealed audio and/or visual recording devices. This prohibition is in effect at school, on or in district property, and at meetings and conferences held for educational or disciplinary purposes.

Exceptions to this prohibition include the use of video surveillance throughout district facilities and in district vehicles, provided in accordance with JGGA; the recording of meetings subject to the Kansas Open Meetings Act; the recording of due process hearings or student disciplinary hearings for evidentiary purposes; recording of students for use during the student's evaluation or provision of special education services with the principal's prior permission; and the recording of a school sponsored activity, program, or event which is open to the general public.

Individuals wishing to records students, employees, or board members at school, on or in district property, or at meetings and conferences as previously described shall first notify the superintendent or building principal in advance. If such recording is not prohibited by law or policy, the administrator may allow the recording and may make arrangements to record on behalf of the district.

Approved: July 25, 2016

**KGD Crowd Control at School Sponsored Activities (See EBC and JCDBB) KGD**

Disorder and disruption of school activities will not be tolerated, and persons attempting to endanger the safety of students, school personnel or other adults; to damage school property; to interfere with school activities or the educational process will be asked to leave the premises.

The school administration and staff are responsible for handling any problem caused by adults or students. The final decision for determining if assistance is needed is the responsibility of the school principal. In the absence of the principal, the determination shall be made by the assistant principal or person designated to be in charge of the building or activity. The superintendent shall be notified of any serious problem at the school.

**Criminal Possession of a Firearm**

It shall be illegal for any person, other than a law enforcement officer, to possess a weapon in or on any school property, school grounds, or any district building or structure used for student instruction or attendance or extracurricular activities of pupils, or at any regularly scheduled school sponsored activity or event. This prohibition includes concealed weapons even if the person has a legal permit. Appropriate signs shall be posted as directed by the board.

Refusal to surrender or immediately remove from school property or grounds, or any regularly scheduled school sponsored activity or event, any firearm in the possession of any person, when so requested or directed by an authorized school employee or any law enforcement officer shall be reported to law enforcement.

Approved: July 19, 2010



The superintendent or the superintendent's designee may deny access to the school buildings, facilities, and/or grounds of the district to persons who have no lawful business to pursue at the school, persons who are acting in a manner disruptive or disturbing to the normal educational functions of the school, or persons who are on school property in violation of Board and/or building policy. Administrative personnel may demand identification and evidence of qualification for access of anyone desiring to use or come upon the premises of the particular school or facility.

Persons, including parents or persons acting as parents, who have legitimate reasons for being on school property must nevertheless abide by policies adopted by the board and building policies specifically applicable to each school. Such building policies shall be published annually in the school handbook and shall be posted at the school in a conspicuous place visible to all who enter the premises. (Visitors must secure and wear a visitor's pass to enter school buildings during the school day.)

Anyone who refuses or fails to leave district buildings, facilities, and/or grounds after being requested to do so by an authorized district employee shall be considered to be trespassing in violation of Kansas law. In such case, the police will be contacted, and arrest and criminal charges may result.

The administration will determine if the individual who has been asked to leave a district building, facility or grounds is allowed to return in the future. If the individual is not to return in the future, the appropriate "Trespass Notification" is to be sent to the individual.

**KH   Gifts to Schools (See GAJ and JL)**

**KH**

Any organization or individual making a gift to the district shall have the prior approval of the board. All gifts will be regarded as district property.

Persons or organizations desiring to make gifts to the schools should contact the superintendent.

Approved: July 19, 2010

**KI    Distributing Materials in Schools** (See JHCA, JK and JR et seq.)

**KI**

In accordance with rules adopted by the board, the superintendent reserves the right to refuse distribution to students any material by outside individuals or groups which creates a material or substantial interference with normal school activity or appropriate discipline in the operation of the school.

**Materials Produced by Outside Groups—including Religious Materials**

The principal may establish rules and regulations which control the time, place and manner in which non-school/educational materials are displayed and disseminated in the building or on school property. No student shall be forced to participate in the distribution or receipt of any non-school materials in the schools.

**Political Campaign Materials**

The board encourages responsible use of political materials as part of the board-approved curriculum. No student shall be forced to participate in the distribution or receipt of any political materials.

**Advertising in the Schools**

No advertising for commercial purposes shall be permitted in the school buildings or on the grounds of the district without prior approval of the superintendent. Advertising in student publications shall be regulated by rules and regulations developed by the superintendent. Advertising in the student publications may promote products by brand name. Ads promoting the sale of any controlled substance, drug paraphernalia or other illegal material or activity are prohibited.

**Mailing Lists**

No mailing lists of students shall be given to individuals, organizations or vendors for the purpose of distributing materials.

Approved: July 19, 2010

## **KK Disposal of District Property** (See DFM)

**KK**

Except when disposing of a school district building, the board may dispose of property in a manner the board deems to be in the district's best interest. Whenever such excess district property is to be sold at auction, all sales shall be to the highest bidder. No credit shall be extended.

### **Disposal of a School District Building**

Within 30 days after the board of education adopts a resolution to dispose of a school district building, the board shall submit written notice of its intention to dispose of such building to the legislature. Such notice shall be filed with the chief clerk of the house of representatives and the secretary of the senate and shall contain the following:

- A description of the school district's use of such building immediately prior to the decision to dispose of such building;
- the reason for such building's disuse and the decision to dispose of such building;
- the legal description of the real property that is to be disposed; and
- a copy of the resolution adopted by the board of education.

Upon receipt of the notice, the legislature may adopt a concurrent resolution state the legislature's intention that the state acquire the school district building in the following manner.

If the notice is received by the legislature during a regular legislative session, the legislature shall have 45 days to adopt a concurrent resolution as outlined below.

If the notice is received when the legislature is not in regular session, then the legislature shall have 45 days from the commencement of the next regular session to adopt a concurrent resolution as outlined below.

If the legislature does not adopt a concurrent resolution as outlined below within the 45-day period, then the school district may proceed with the disposition of such school district building in accordance with state law.

Such concurrent resolution shall include:

- The name of the school district that owns such building;
- the information contained in the written notice as outlined above; and
- the state agency that intends to acquire such building and the intended use of such building upon acquisition.

Upon adoption of a concurrent resolution, the state agency named in such resolution shall have 180 days to complete the acquisition of such school district building and take title to the real property.

**KK Disposal of District Property****KK-2**

Upon request of the state agency acquiring the school district building, the legislative coordinating council may extend the 180-day period for a period of not more than 60 days.

The board shall not sell, gift, lease or otherwise convey such building or any of the real property described in the written notice or take any action or refrain from taking any action that would diminish the value of such property during the 180-day period or any extension thereof.

If the state agency does not take title to the property within the 180-day period or any extension thereof, then the school district may proceed with disposition of such school district building in accordance with state law and any written agreements entered into between such state agency and the school district.

For purposes of this policy, the term "state agency" means any state agency, department, authority, institution, division, bureau, or other state governmental entity.

Approved: July 21, 2023

## **KM Visitors to the School**

**KM**

The board encourages patrons and parents to visit district facilities. Patron visits shall be scheduled with the teacher and the building principal.

Notices shall be posted in school buildings to require visitors to check in at the office before proceeding to contact any other person in the building or on the grounds.

Any person who visits a building and/or grounds of the district will be under the jurisdiction of the building principal who shall be responsible for developing rules and regulations governing the presence of visitors in the buildings.

The use of tobacco products in any form is prohibited at all times in any district building, owned, leased or rented by the district and on all district property during the school day. Smoking is prohibited in spectator areas at any outdoor event or in any location that would expose others to second hand smoke.

The principal has authority to request assistance from law enforcement if any visitor to the district's buildings or grounds refuses to leave or creates a disturbance. Violation of this rule may lead to removal from the building or grounds and denial of further access to the building or grounds. Violators of this board policy may be subject to the state trespass law.

Approved: July 19, 2010

The board encourages all complaints regarding the district to be resolved at the lowest possible administrated level. If the investigation and determination procedures of a complaint are not regulated in another board policy or the negotiated agreement, as applicable, it will be designated a general complaint subject to processing under this policy. Whenever a general complaint is made directly to the board as a whole or to a board member as an individual, it will be referred to the administration for study and possible resolution.

#### Informal Procedures

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

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

#### Formal Complaint Procedures

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

- A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.
- If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board shall appoint an investigating officer. In other instances, the investigation shall be conducted by the building principal, the compliance coordinator or another individual appointed by the board. The investigation shall be informal but thorough. All interested persons, including the complainant and the person against who the complaint is lodged, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.
- A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and a copy forwarded to the complainant and the respondent no later than 30 days after the filing of the complaint.
  - If the investigation results in a recommendation that a student or staff member be subject to discipline, the specifics will not be included in the written determination provided to the parties to protect the privacy rights of the student or staff member.
  - If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.
  - If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy, the negotiated agreement or state law will be followed.



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

**Appeal Procedures**

The complainant may appeal the determination of the complaint. Appeals shall be heard by the district compliance coordinator, a hearing officer appointed by the board, or by the board itself as determined by the board. The request to appeal the determination shall be made within 20 days after the date of the written determination of the complaint at the lower level. The appeal officer shall review the evidence gathered by the investigator and the investigator's report, and shall afford the complainant and the person against who the complaint is filed an opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is filed. The appeal officer will issue a written determination of the complaint's validity and a description of its resolution within 30 days after the appeal is filed.

Whenever an appeal officer is appointed to review an appeal the appeal officer will prepare a written report to the board within 30 days after the appeal is submitted for decision. The board shall render its decision not later than the next regularly-scheduled meeting of the board following the receipt of the report and provide the parties with a notice of the result of the appeal. Any matter determined by the board in accordance with this process shall be valid to the same extent as if the matter were fully heard by the board without an appeal officer.

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

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

**Complaints About Discrimination on the Basis of Sex**

Complaints regarding alleged discrimination on the basis of sex, as prohibited by Title IX of the Education Amendments of 1972 and other federal and state laws regulating such discrimination and discriminatory harassment, shall be handled in accordance with the procedures outlined in board policies GAAC, for staff, and JGEC, for students, and shall be directed to the Title IX Coordinator at 5928 SW 53<sup>rd</sup> Street, Topeka, KS 66610, 785-339-4000.

**Complaints About Discrimination or Discriminatory Harassment Not on the Basis of Sex**

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, genetic information, or religion in the admission to, access to, treatment, or employment in the district's programs and activities is prohibited. (Position, address, email address, and 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 (with the exception of discrimination on the basis of sex), Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, the Personal Responsibility Work Opportunity Reconciliation Act of 1996, and the Food Stamp Act of 1977, as amended.

For more information regarding what qualifies as discrimination or harassment on the basis of race or disability, see board policies GAACA applying to staff members and JGECA applying to students.

For information regarding the investigation or resolution process for complaints of discrimination or discriminatory harassment not involving sex-based conduct or district child nutrition programs, see board policies GAAB for staff members and JCE for students.

**Complaints Concerning Child Nutrition Programs**

Complaints alleging discrimination in child nutrition programs offered by the district shall be handled in accordance with the procedures outlined in board policy KNA.

**Complaints About Policy**

The superintendent shall report any unresolved complaint about policies to the board at the next regularly scheduled board meeting.

**Complaints About Curriculum**

The superintendent shall report a failure to resolve any complaint about curriculum to the board at the next regularly scheduled board meeting. See board policy IF for complaints dealing with textbooks and instructional materials.

**Complaints About Instructional Materials**

The building principal shall report any unresolved complaint about instructional materials to the superintended immediately after receiving the complaint.

**Complaints About Facilities and Services**

The superintendent shall report any unresolved complaint about facilities and services to the board at the next regularly scheduled board meeting.

**Complaints About Personnel**

The superintendent or the building principal involved shall report any unresolved complaint about personnel to the board at the next regularly scheduled board meeting.

**Complaints About Emergency Safety Intervention Use**

Complaints concerning the use of emergency safety interventions by district staff shall be addressed in accordance with the local dispute resolution process outlined in board policy GAAF.

**Complaints About School Rules**

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

# Auburn-Washburn USD No 437 Complaint of Discrimination Form

The policies of Board of Education of U.S.D. No. 437 prohibit discrimination on the basis of race, color, national origin, disability, religion and sex in all programs and activities of the district. Additionally, discrimination on the basis of age is prohibited in employment. Harassment of individuals on any of these grounds is strictly prohibited.

Individuals who believe they have been discriminated against on any grounds may file a complaint with the following:  
 Superintendent or superintendent's designee  
 5928 SW 53<sup>rd</sup> Street, Topeka, KS 66610  
 (785) 339-4000

Name of Complainant:	
Address:	
Telephone Number:	
Nature of the Complaint:	<p>I believe that I have been subjected to discrimination on the basis of:</p> <p> <input type="checkbox"/> Race    <input type="checkbox"/> Color    <input type="checkbox"/> National Origin    <input type="checkbox"/> Racial Harassment  <input type="checkbox"/> Sex    <input type="checkbox"/> Sexual Harassment    <input type="checkbox"/> Disability    <input type="checkbox"/> Religion  <input type="checkbox"/> Age    <input type="checkbox"/> Harassment on the basis of _____         </p>
<p>Please describe the incident or act complained of:</p> <p>Please include information about:</p> <ul style="list-style-type: none"> <li>Who was the person engaging in the conduct?</li> <li>What was the nature of the conduct?</li> <li>When did it occur?</li> <li>Where did it occur?</li> <li>What effect did the incident have on you?</li> </ul>	<p>Attach additional sheets if necessary.</p>
Were there any witnesses to this incident?	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please indicate who the witnesses were:</p>
What action do you believe the school should take with regard to this incident?	
<p>If this matter proceeds to a formal or informal hearing, will you appear and testify as to your knowledge of the matter?    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p>	

**LA    Goals and Objectives**

**LA**

The board shall seek to establish a satisfactory working relationship with governmental agencies and private organizations having an interest in the schools.

Approved: August 2, 2010

**LB    School-Community Cooperation**

**LB**

The board shall seek to foster cooperation between the schools and community groups and organizations.

Approved: August 2, 2010

**LC   School-Community Programs**

**LC**

The board shall consider establishing programs sponsored jointly by the district and community groups or organizations whenever, in the board's judgment, these programs cannot or should not be wholly under the board's control.

Approved: August 2, 2010

**LDD   Federal Government-Drug Free Schools**  
(See GAOA, GAOB, IDAB and JDDA)

**LDD**

The unlawful possession, use, sale, or distribution of illicit drugs and the possession, use, sale, or distribution of alcohol by students or school employees at school, on or in school property, or at school sponsored activities or events is prohibited. This policy, and any curriculum used in conjunction with it, shall be evaluated periodically using criteria developed by the superintendent and approved by the board. The board shall receive a report after each of these reviews is conducted.

Approved: July 23, 2012



## **LDDA Fiscal Management of Federal Grants**

**LDDA**

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

Approved: August 2, 2010

**MA Goals and Objectives**

**MA**

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

Approved: August 2, 2010

**MD Interdistrict Relations**

**MD**

The board shall work cooperatively with other districts to provide services to students when it is in the best interest of students and the districts.

Approved: August 2, 2010

**MF   Colleges and Universities**

**MF**

The superintendent may approve use of student teachers in district classes.

**Contract Required**

The superintendent may place student teachers in classes maintained by the district upon conclusion of a written contract with appropriate colleges and universities.

**Other Relationships**

Other relationships between the district and institutions of higher education may be considered upon recommendation of the administration.

Approved: August 2, 2010

**MI    Kansas Education Systems Accreditation**

**MI**

Kansas Education Systems Accreditation (hereafter “KESA”) is a district-wide accreditation process. Accreditation within this process is ultimately granted by the Kansas State Board of Education. The district school board (hereafter “board”) shall maintain the goal of full accreditation for the district. Good faith efforts shall be made by all staff to implement district school improvement plans. The board shall monitor compliance.

The board is committed to implementing and sustaining the foundational structures defined within the KESA process as well as defining and implementing district-wide goals in alignment with the KESA rubrics.

In order for accreditation to be achieved, the board shall commit to school improvement for all district schools, academic achievement for all district students, and results-based professional development for all district staff members. The superintendent shall regularly report to the board on the district’s progress toward full accreditation within the 5-year cycle defined as part of the KESA process.

The board shall fully inform the public in languages commonly used in the community about district-wide goals, school improvement plans, the progress of school improvement efforts, the accreditation status of the district—and other pertinent information as the board may direct.

Approved: February 20, 2017

**MK Educational Accreditation Agency Relations (See IJ)**

**MK**

The board of education encourages schools in the district to become members of the North Central Association.

Approved: August 2, 2010