Appendix 8

BOE Agenda Item Executive Summary
Date: November 13, 2023

Topic: Policy Consent

Background Information (History, Rationale, etc):

Policy	Title	Person Responsible
4026.2	Certified Attendance Standards	Sean Hudspeth, Victoria Manning, Boni Burkhart
6333	Graduation Rule and Diplomas	Loren Hatfield
7350	School Trips and Student Transportation	Loren Hatfield & Michele Ingenthron

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P4026.2 CERTIFIED ATTENDANCE STANDARDS

BOARD POLICY:

All employees are expected to be regular in attendance and to be at their assigned work stations through the duty day. When it is necessary for an employee to be absent, the employee is expected to submit the proper absence request in accordance with established procedures.

The purpose of the Certified Attendance Standards are to provide guidelines to supervisors concerning certified employees who are approaching or in deduct status pertaining to the use of temporary leave.

It is the employee's responsibility to be aware of how many temporary leave hours they have accumulated and have remaining.

Administrative Implemental Procedures:

1. Temporary Leave Balance Under Thirty-Five (35) Hours
   a. An "awareness letter" will be sent to the employee who has thirty-five (35) hours of temporary leave remaining. The goal is to notify the employee as close to thirty-five (35) hours as possible-realizing that due to hours missed this awareness letter may not be issued at exactly thirty-five (35) hours of temporary leave remaining. The "awareness letter" is electronically sent to the employee and the employee's supervisor based on the hours in the Human Resources Information Systems system (currently PeopleSoft). This is not a disciplinary conference.
   b. Employees who have been in deduct status previously within the prior five (5) years of employment will move to the progressive disciplinary actions for attendance when they have a temporary leave balance under thirty-five (35) hours. The five (5) years of data collection related to attendance will begin in the school year in which the policy is first implemented. Human Resources will keep records of employee attendance.

2. Deduct Absences
   a. An absence is considered to be in deduct when the employee does not have enough temporary leave hours available to cover all hours that they were absent for that shift and the employee does not qualify for any other approved leave.
   b. Any protected absence approved by Employee Benefits is considered exempt and will not be included in calculation or application of this rubric.
   c. A deduct absence that shall be considered as exempt from the rubric must also be approved by the Chief Human Resources Officer.

3. Progressive Disciplinary Actions
   a. When an employee is in deduct status for the first time since employment they will receive a written warning**.** ~~with an optional referral to the Employee Assistance Program.~~ **Additional resources can be provided to the employee by the direct supervisor regarding EAP (Employee Assistance Provider) services.** The second deduct absence will result in the employee being placed on a ninety (90) day probation for attendance. The third absence in deduct will result in termination.
   b. Employees who have been in deduct status previously within the prior five years of employment will receive a written warning**.** with a mandatory referral to the Employee Assistance Program when they have a temporary leave balance under thirty-five (35)

hours. **Additional resources can be provided to the employee by the direct supervisor regarding EAP (Employee Assistance Provider) services.** The first deduct absence will result in being placed on a ninety (90) day probation for attendance. The second deduct absence will result in termination.

c. Supervisor will notify Human Resources before proceeding with disciplinary actions for deduct absences.

d. A formal disciplinary conference requires the supervisor to give written 24-hour notification to the employee. The employee has the right to bring representation of their choice to the conference. A signed copy of Personnel Conference Summary is to be sent to Human Resources.

e. When an employee is on probation for attendance, a defined absence is: a no call, a late call, (meaning past the timeframe in which the employee is slated to call in to report an absence), no shows, tardies, leaving early without permission, and non-exempt absences.

	Paid leave balance under 35 hours	Deduct absence #1	Deduct absence #2	Deduct absence #3
Level A Employee is in deduct status for the *FIRST* time since employment OR it has been at least 5 years since the employee has been in deduct status.	Awareness Letter (Letter A)	Written Warning ~~and optional EAP referral~~ (PCS A1)	90 day Probation for attendance (PCS A2)	Termination (PCS A3)
Level B Employee has a temporary leave balance under thirty-five (35) hours, and has been in deduct status in one of the previous 5 years of employment.	Written Warning ~~and EAP referral~~ (PCS B1)	90 day Probation for attendance (PCS B2)	Termination (PCS B3)	

Administrative Responsibility: Human Resources
Latest Revision Date: ~~March 2020~~ **November 2023**
New Policy: January 2020 P4026.2

P6333 GRADUATION RULE AND DIPLOMAS

BOARD POLICY:

Students may graduate from high school and be issued a credit-based diploma whenever the principal determines that the student has met the requirements for graduation established by the Board of Education. A high school principal will administer the issuance of high school diplomas to students meeting graduation requirements.

Administrative Implemental Procedures **Class of 2024-2027**:

1. High school graduation requirements for the credit-based diploma:
   a. The minimum requirement for a Wichita high school credit-based diploma is 23 units of credit. This includes credits earned in approved high school programs for students enrolled in grades 9, 10, 11, and 12.

      Definition: Depending on the course and nature of course delivery, units of credit will be awarded in increments of one full (1.0), one-half (.5), or one-quarter (.25) credit.

   b. Fifteen and one half (15.5) units of credit required for graduation include:
      1) Four (4) units of credit in English. English 1 ~~(Grade 9)~~, English 2 **or AP Seminar** ~~(Grade 10)~~, and English 3 or Advanced Placement Language ~~(Grade 11)~~ are required.
      2) One (1) Unit of credit for English 4 must be earned in the final two semesters prior to graduation. Classes that constitute English 4 include:
         a) English 4
         b) A combination of two of the following one-semester courses: English Literature, World Literature, Modern Literature, **Multicultural Literature, Women's Literature,** ~~and~~ English Composition**, and Professional Literature & Writing**
         c) Advanced Placement English Literature and Composition or AP Language
      3) Three (3) units of credit in Social Studies. Units must include study in U.S. History 1 (one unit), U.S. History 2 (one unit), U.S. Government (one-half unit), and World Studies (one-half unit). World History fulfills the World Studies requirement.
      4) Three (3) units of credit in Mathematics, which may include:
         a) Foundations of Algebra*~~(Grade 9)~~
         b) Algebra 1, Geometry, Intermediate Algebra*, Math Applications*, Algebra 2, Algebra 3, PreCalc, or AP Math Courses ~~(Grades 9, 10, 11, 12)~~
            (* denotes Courses NOT for Qualified Admissions)
      5) Three (3) units of credit in **Natural** Science **courses** in course numbers 4000-4999.
      6) One (1) unit of credit in Physical Education and Health Foundations ~~(8748/8749)~~ or Modified Physical Education ~~(9201-9202)~~.
      7) One (1) unit of credit in Fine Arts, which may include art, music, dance, theatre, and forensics. In addition, the following courses will fulfill the Fine Arts credit:
         ~~a) Introduction to Drawing (5769)~~
         b) Introduction to Drawing and Design ~~(8175X)~~
         c) Principles of Illustration ~~(5778)~~
         d) Graphic Design ~~(5781, 5782)~~
         e) Photo Imaging ~~(5715)~~
         ~~f) Fashion Merchandising (7761/7762)~~
         g) Essentials of Interior and Textile Design ~~(5752, 5749L/5749T)~~
         h) Web Page Design ~~(6743/5743)~~
         ~~i) Print Media Lab (7188/7189)~~

~~j) Project Management for Communications (5727, 5728)~~

k) Digital Media Project Management ~~(7253F, 7354F)~~

l) **Work-based Experience – Digital Media Project Management**

m) **Work-based Experience – Media Tech & Graphic Design**

8) .5 unit of credit in Financial Literacy ~~(7610)~~. This credit must be completed in the Junior or Senior year.

c. Seven and one half (7.5) units of elective credit must be earned, with at least .5 unit of elective credit coming from a KSDE approved Career and Technical Education Pathway. Specific information on ~~qualifying~~ course~~s~~ **offerings** can be found **in the Program of Studies as maintained by Learning Services.** ~~on the Career and Technical Education section of the district's Web site~~.

~~d. Elective course ranges are:~~

~~Art: 8000-8499~~
~~Business: 6000-6999~~
~~Computer Studies: 5700-5998~~
~~Family and Consumer Science: 7600-7999~~
~~Foreign Language: 5000-5699~~
~~JROTC: 9221-9249~~
~~Language Arts: 1000-1999~~
~~Mathematics: 2000-2999~~
~~Physical Education: 9200-9399~~
~~Music: 8500-8999~~
~~Science: 4000-4999~~
~~Social Studies: 3000-3999~~
~~Technology: 7000-7599~~
~~Technical Education: 7000-7599~~
~~Consortium courses: 9000-9199~~

e. Substitution or waiver of credit:

1) Students with disabilities receiving special education services may earn graduate credit in courses as specified in the transition plan course of study on an Individualized Education Program (IEP).

2) English for Speakers of Other Languages (ESOL). Students who qualify for ESOL instruction may earn up to 2.0 units of credit in ESOL courses toward the four-credit language arts requirement. These students must also earn credit in English 2 and English 3.

3) The principal may waive one unit of elective credit.

4) The required unit of credit in Physical Education may be waived upon a statement by a licensed physician that a student is mentally or physically incapable of participating in a regular or modified Physical Education program or when the requirement is contrary to the religious teachings of the student. A written statement, signed by a lawful custodian of the student, shall be filed with the proper authorities of the school.

5) The principal may waive up to one unit of English credit if the principal determines that a pupil can profit more by taking another subject.

2. Options available for meeting established requirements for students with extenuating circumstances:

a. Students may graduate from high schools with the minimum number of required units of credit listed by the Kansas State Department of Education and/or the minimum number of required units approved by the Board of Education.

1) Students who attend a special school or an alternative school or program that is designed to meet individual needs and developed with administrative approval may graduate based on the Kansas State Department of Education graduation requirements.
2) Students participating in the adult learners program whose four- and five-year cohort group have graduated may graduate based on the Kansas State Department of Education graduation requirements.
3) Students enrolled in a comprehensive high school who have extenuating circumstances may apply to their building administration for an individualized graduation plan adhering to the Kansas State Department of Education graduation requirements.

~~b. Students with disabilities will meet the graduation requirements. Adjustments of credit, based on fulfillment of an Individual Educational Program (IEP), as per the transition plan course of study, may be made at the discretion of the principal with advice from the IEP team, team leader, program coordinator or a Special Education Director (See BOE Policy 6334 – Graduation Requirements for Students with Disabilities).~~

c. The Superintendent and/or Assistant Superintendent of Secondary Schools must approve any option not listed in this AIP 2.

3. Diplomas
   a. To receive a diploma from a specific attendance center, a student must have been officially enrolled at that school. A *Wichita High School* diploma may be issued by Student Records and Enrollment Services for eligible students meeting Unified School District 259 graduation requirements.
   b. Diplomas will generally be issued at the graduation ceremony to seniors who participate. Exceptions may occur as follows:
      (1) Early Graduation: Senior students who meet all graduation requirements may request that the diploma be issued at midterm of their senior year (seven regular semester minimum) according to the prescribed plan of the school.
      (2) Timely Graduation: Students who are unable or choose not to participate in graduation exercises may be issued the diploma by mail or in person at the school office.
      (3) Late Graduation: Students may request the diploma at any time after the regular graduation date as soon as graduation requirements have been met.

Administrative Implemental Procedures Class of 2028+:

1. High school graduation requirements for the credit-based diploma:

a. The minimum requirement for a Wichita high school credit-based diploma is 23 units of credit. This includes credits earned in approved high school programs for students enrolled in grades 9, 10, 11, and 12.

<u>Definition</u>: Depending on the course and nature of course delivery, units of credit will be awarded in increments of one full (1.0), one-half (.5), or one-quarter (.25) credit.

b. Sixteen and one half (16.5) units of credit required for graduation include:

1) Three and one half (3.5) units of credit in English.

a) English 1, English 2 or AP Seminar, and English 3 or AP Language are required, which constitutes three credits (3.0).

b) One-half (0.5) unit of credit of English 4 must be earned during one of the

final two semesters prior to graduation. Please note that in order to meet the requirements for Qualified Admissions and/or NCAA Division 1, student will need to complete one full (1.0) unit of credit for English 4. Classes that constitute English 4 include:

- **One full (1.0) unit of credit courses: English 4 or AP Literature**
- **One-half (0.5) unit of credit courses: English Literature, World Literature, Modern Literature, Multicultural Literature, Women's Literature, English Composition, and Professional Literature & Writing**

2) **One-half (0.5) unit of credit in communications, which may include:**
   a) **Debate, Forensics, Speech, Drama, Professional Communications, 21st Century Journalism, Business Communications, Media and Public Relations, or Public Speaking**
3) **Three (3.0) units of credit in Social Studies.**
   a) **World History (0.5), U.S. History (1.0), and U.S. Government (0.5) are required, which constitutes two credits (2.0).**
   b) **One (1.0) additional unit of credit in Social Studies, which may include topics of world history, US history, geography, economics, sociology, and psychology.**
4) **Three (3.0) units of credit in Mathematics, which may include:**
   a) **Foundations of Algebra*, Algebra 1, Geometry, Intermediate Algebra*, Math Applications*, Algebra 2, Algebra 3, Pre-Calculus, or AP Math Courses**
   *** denotes Courses <u>NOT for Qualified Admissions</u>**
5) **Three (3.0) units of credit in natural science courses in course numbers 4000-4999.**
6) **One-half (0.5) unit of credit in Physical Education or Modified Physical Education.**
7) **One-half (0.5) unit of credit in Health Foundations.**
8) **One (1.0) unit of credit in Fine Arts, which may include art, music, dance, theatre, and forensics. In addition, the following courses will fulfill the Fine Arts credit:**
   a) **Introduction to Drawing and Design**
   b) **Principles of Illustration**
   c) **Graphic Design**
   d) **Photo Imaging**
   e) **Essentials of Interior and Textile Design**
   f) **Web Page Design**
   g) **Digital Media Project Management**
   h) **Work-based Experience - Digital Media Project Management**
   i) **Work-based Experience – Media Tech & Graphic Design**
9) **One-half (0.5) unit of credit in Financial Literacy. This credit must be completed in the Junior or Senior year.**
10) **One (1.0) unit of credit in Science, Technology, Engineering, and Mathematics (STEM), which may include a fourth credit of Mathematics, a fourth credit of Science, or application-level courses from any Career and Technical Education (CTE) pathway (specific courses can be found on the CTE and Learning Services sections of the district website).**

c. **Six and one half (6.5) units of elective credit must be earned, aligned to the Individual Plan of Study (IPS). Specific information on course offerings can be found in the**

Program of Studies as maintained by Learning Services.

d. Two or more postsecondary assets aligned with the student's IPS. The list of eligible postsecondary assets can be found on the Learning Services section of the district website.

e. Substitution or waiver of credit:

1) Students with disabilities receiving special education services may earn graduate credit in courses or post-secondary assets as specified in the transition plan course of study on an Individualized Education Program (IEP).

2) English for Speakers of Other Languages (ESOL). Students who qualify for ESOL instruction may earn up to 2.0 units of credit in ESOL courses toward the four-credit language arts requirement. These students must also earn credit in English 2 and English 3.

3) The principal may waive one unit of elective credit, not including STEM credit.

4) The required unit of credit in Physical Education may be waived upon a statement by a licensed physician that a student is mentally or physically incapable of participating in a regular or modified Physical Education program or when the requirement is contrary to the religious teachings of the student. A written statement, signed by a lawful custodian of the student, shall be filed with the proper authorities of the school.

5) The principal may waive up to one unit of English credit if the principal determines that a pupil can profit more by taking another subject.

2. Options available for meeting established requirements for students with extenuating circumstances:

a. Students may graduate from high schools with the minimum number of required units of credit listed by the Kansas State Department of Education and/or the minimum number of required units approved by the Board of Education.

1) Students who attend a special school or an alternative school or program that is designed to meet individual needs and developed with administrative approval may graduate based on the Kansas State Department of Education graduation requirements.

2) Students participating in the adult learners program whose four- and five-year cohort group have graduated may graduate based on the Kansas State Department of Education graduation requirements.

3) Students enrolled in a comprehensive high school who have extenuating circumstances may apply to their building administration for an individualized graduation plan adhering to the Kansas State Department of Education graduation requirements.

b. The Superintendent and/or Assistant Superintendent of Secondary Schools must approve any option not listed in this AIP 2.

3. Diplomas

a. To receive a diploma from a specific attendance center, a student must have been officially enrolled at that school. A *Wichita High School* diploma may be issued by Student Records and Enrollment Services for eligible students meeting Unified School District 259 graduation requirements.

b. Diplomas will generally be issued at the graduation ceremony to seniors who participate. Exceptions may occur as follows:

(1) Early Graduation: Senior students who meet all graduation requirements may request that the diploma be issued at midterm of their senior year (seven regular

semester minimum) according to the prescribed plan of the school.

(2) Timely Graduation: Students who are unable or choose not to participate in graduation exercises may be issued the diploma by mail or in person at the school office.

(3) Late Graduation: Students may request the diploma at any time after the regular graduation date as soon as graduation requirements have been met.

Administrative Responsibility: Secondary Education Office
Latest Revision Date: ~~October 2020~~ **November 2023**
Previous Revision Date: ~~January 2019~~ **October 2020** P6333

P7350 SCHOOL TRIPS & STUDENT TRANSPORTATION IN PRIVATE VEHICLES

BOARD POLICY:

<u>SECTION A</u>: SCHOOL TRIPS. Principals and teachers are encouraged to utilize available community resources in planning instructional activities inside and outside the classroom. Experiences outside the classroom such as school trips should include only activities that contribute significantly to the educational enrichment of the student. School trips are considered an integral part of the curriculum. Preparation, plans, evaluation, supervision, and safety precautions are responsibilities of the principals and teachers involved. Administrative Implemental Procedures:

1. A school trip is defined as when students are transported by some conveyance or walk an extended distance (.75 of a mile or more).
2. The school nurse must be involved in school trip planning, and the school nurse is required to sign all school trip plans (Form 7350a – Local School Trip Plan or Form 7350b – 60+ Miles and/or Overnight School Trip Plan).
3. The Form 7350b – 60+ Miles and/or Overnight School Trip Plan must be signed by the principal and school nurse, then submitted to the appropriate Assistant Superintendent or Elementary or Secondary Schools for approval according to the following schedule:
   a. School trip that is 60+ miles from Wichita city limits: Seven (7) calendar days prior to the day of the trip.
   b. Overnight trip: Thirty (30) calendar days prior to the date of the start of the trip.
   c. **During school district sponsored travel that requires overnight stays by students, separate overnight accommodations will be provided for students of each biological sex.**
      i. **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 non-ambiguous internal and external genitalia present at birth, without regard to an individual's psychological, chosen, or subjective experience of gender.**
      ii. **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 no limited to, any travel that is organized:**
         a. **By any club or other organization recognized by the school;**
         b. **Through any communication facilitate by the school, such as email; or**
         c. **Through fundraising activities conducted, in whole or in part, by school district employees or on school district property.**
      iii. **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.**
   d. Trips with a total cost of $20,000 or more: At least six (6) months prior to the start of the trip. Exceptions to the timeline can be made with written approval of the appropriate Assistant Superintendent. A trip itinerary listing any vendors is required to be submitted with Form 7350b.
4. Students, teachers/sponsors, volunteers, and parents/guardians must be informed of their responsibilities.

a. Transportation for school trips must be by licensed public conveyance, leased motor vehicle, or private passenger vehicle. Authorized drivers of private passenger vehicles may be students, ~~parents~~, employees, or other licensed individuals **subject to parental consent. All drivers who wish to transport students in private vehicles must also comply with Section B of this policy**. All federal and state regulations are to be adhered to when transporting students in private, rented, or leased vehicles, including school buses. K.S.A. 72-64,100 states that any school district transporting students in a vehicle designed for transporting more than 10 passengers in addition to the driver shall transport such students in a school bus or in a bus other than a school bus (e.g., charter bus) as defined in K.S.A. 72-6486(c).
b. The Form 7350c - Parent/Guardian School Trip Consent must be signed by parents/guardians and on file with the teacher/sponsor before a student will be permitted to participate in the school trip.
c. The Form 7350d - Parent-Guardian Athletic Trips Consent must be signed by parents/guardians and on file with the school before a student will be permitted to participate in trips involving athletic competitions.
d. Teachers/sponsors/staff are responsible for supervising the conduct and activities of students and adults in the group.

5. Before planning or approving a school trip, teachers and principals shall also review: **P7350 - Section B;** P1410 – Fundraising Activities; P3402 – Compensation for Out-of-District Travel and the USD 259 Travel and Business Expense Guide; P3420 – Administering School Activities and School Activity Funds; and P3710 – District Liability.

6. School trips should include all or a majority of the eligible pupils in a class, regardless of ability to pay. No pupil shall be denied the right to participate in a field trip as a disciplinary measure except in the following circumstances:
   a. The pupil is under suspension on the day of the field trip.
   b. The pupil is being disciplined for inappropriate behavior on a previous school trip during the school year.

<u>SECTION B</u>: STUDENT TRANSPORTATION IN PRIVATE VEHICLES. Especially at elementary and middle schools, the district encourages the use of buses or district-leased vehicles over private vehicles for the transport of students to and from school-approved activities. If private vehicles are used, such vehicles are expected to be reasonably safe. ~~The driver will provide to the school a signed Form 7350e - Driver Verification and a copy of the driver's license and auto insurance card.~~

Administrative Implemental Procedures:

1. Definitions
   K.S.A. 8-126(effe.): Passenger Vehicle – every vehicle which is designed to carry at least three (3), but no more than ten (10) passengers and which is not used for the transportation or delivery of freight and merchandise, per Kansas statute. Drivers of privately-owned passenger vehicles (that is, vehicles not owned by local, state, or federal government) cannot transport more than 10 passengers in addition to the driver (see P7350, Section A, AIP 4a).

2. Passenger vehicles which transport students, or any privately-owned passenger vehicle must have at least the minimum insurance coverage as listed in K.S.A. 40-3107(e).

Minimum coverage required:

a. Liability insurance of at least $25,000 per person per accident with a limit of at least $50,000 per accident involving two or more people.
b. Property damage of at least $25,000 per accident.
c. Personal injury protection as defined by K.S.A. 40-3107.
d. Uninsured motorist and underinsured motorist coverage as required by K.S.A. 40-284.

3. Leased/rented passenger vehicles used for school trips must be secured from district-approved vendors.

4. Private passenger vehicles driven by employees while in their official capacity are covered primarily by the employee's insurance and secondarily by a Board of Education automobile liability insurance policy. The Board of Education coverage is in effect while the employee is using a private passenger vehicle on official school business. This coverage is for liability only and does not cover damage to the employee's vehicle.

5. The school principal and/or sponsoring teacher is expected to exercise reasonable care when arranging for student transportation for school sponsored and approved activities.
6. ~~Any person~~ **Students and other licensed individuals (excluding district employees)** using a private vehicle to transport students under this section shall submit Form 7350e – Driver Verification **– Non-Employee** to the school and must be authorized by the school prior to transporting any students.

7. **Employees using a private vehicle to transport students under this section shall submit the electronic Form 7350f – Driver Verification – Employee. The verification form can be located on the Employee Benefits department page on the USD 259 website. The school administration must receive confirmation from Human Resources, that the 7350f is approved, prior to allowing transportation of students.**

8. Driver Verification submissions are valid through the end of the academic year in which the form was submitted.

Board Counsel has reviewed this policy as to legal form and content.

Administrative Responsibility: Elementary and Secondary Education Offices

Most Recent Revision: ~~August 2023~~ **November 2023**

Previous Revision: ~~December 2022~~ **August 2023** P7350

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