



Board of Education

Board of Education Policies & Regulations



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Preface

Any organization, whatever its intent, structure, goals or physical makeup, must have a set of standard guidelines to ensure adequate operation. The following pages are written conditions of the Board of Education of the Maize Unified School System, Maize, Kansas. To ensure a working understanding of its responsibilities, the following definitions have been agreed upon:

- **Board Policy** - A guide (intent) for discretionary (professional judgment) action for the operation of the Maize Unified Schools.
- **Regulations** - Specific required action set forth either by the Board of Education or the School Administrative personnel to carry out the Board Policies.



1 Article I – School District and Board of Education

1.1 Legal Name of District and Governing Body

The legal name of the school district is Unified School District No. 266, Sedgwick County, Kansas, and is governed by all Kansas laws pertaining to unified school districts. The legal name of the governing body of the school district is **The Board of Education of Unified School District No. 266, Sedgwick County, State of Kansas.**

1.2 District Authority

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

1.2.1 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.

1.3 District Goals

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.

1.4 District Attendance Areas

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



1.5 School Census

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

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

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

1.6 School Year, Including Virtual School

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.

1.6.1 Virtual Schools

The district's virtual school shall comply with all current regulations of the Kansas State Department of Education, the school district and applicable state laws.

1.7 School Calendar

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

1.8 School Year and Additional Learning Opportunities

1.8.1 Length of 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.



1.8.2 Additional Learning Opportunities

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
- on Saturday; and/or
- during the summer.

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

1.9 School Day

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

1.10 Closing School Buildings

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

1.10.1 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.



1.10.2 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.

1.11 New Board Member Orientation

The superintendent 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 staff members, as may be appropriate. Newly elected and newly appointed board members shall be encouraged to attend workshops for new board members.

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

1.12 Reimbursement of Expenses

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

1.12.1 Board of Education Convention Expenses

Board of Education members when on official Board of Education business and representing Unified School District 266 will be reimbursed for the following expenses or these expenses will be paid direct, whichever case applies:

- 1) Direct cost of transportation and/or mileage at the state approved rate.
- 2) All required registration fees.



- 3) Room expense by diary, invoice or receipt.
- 4) Meal allowance of \$40.00 per day.
- 5) Incidental expenses by receipt or ledger & expense report.

1.12.2 Expenses of Spouses

Expenses of spouses are to be paid by the individual board member and no such expenses will be reimbursed by USD 266.

1.13 Board Committees

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

There shall be no standing or temporary board committees except as provided for in this policy.

Board members may serve on committees which advise the board.

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

1.13.1 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 board advisory committees.

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

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

1.14 Board Attorney

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

1.15 Meetings of the Board of Education

1.15.1 Regular Meetings

Regular meetings shall be held on the second Monday of each month, at 7:00 p.m. , unless an alternate day is needed and designated by board action. No agenda items shall be started after 11:00 p.m. If the business set forth on the agenda has not been concluded by 11:30 p.m., the board meeting will adjourn to the 4th Monday of the month at 7:00 p.m.



1.15.2 Quorum

The presence of four (4) members shall constitute a quorum at all Board meetings.

1.15.3 Special Meetings

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 it was called shall, unless waived, be given to each member of the Board at least two calendar days in advance of the special meeting. No business other than that stated in the notice shall be transacted.

1.16 Public Hearings

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.

1.17 Agenda

A complete agenda, including support data, will be prepared by the Superintendent in consultation with the President and/or Vice-President of the Board of Education, and mailed and/or provided via Internet to each member of the Board three days before the date of the regular Board meeting. This requirement will be waived only for special meetings of the Board.

1.18 Order of Business

The order of business may be changed by majority consent.

- 1) Approval of Agenda
- 2) Approval of Minutes, District Funds and Monthly Bills (These items may be added to a consent agenda if necessary)
- 3) Visitors Comments
- 4) Superintendent's Comments
- 5) Old Business
- 6) New Business
- 7) Requests for Future Meeting Agenda Items
- 8) Board Discussion and Suggestions
- 9) Items Requested by the Board or Superintendent
- 10) Adjournment



1.19 Voting

The board shall take action by way of motions unless a resolution is required. 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 member who abstains from voting will be counted as having voted against the motion. However, if a Board member has announced a conflict of interest with regard to an issue, the member shall leave the meeting until the discussion and voting on the issue has been 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. The member's vote will not be counted as having been cast. Any member of the Board who wishes to make a motion, second a motion, or discuss pending business will first secure recognition of the Board President.

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

- To adopt the agenda
- To recess
- To take action
- To amend a motion made to take action, but such amending motion shall be disposed of before any other motion to amend the motion will be in order
- To defer action
- To go into executive session
- To adjourn, either finally, or to a specific time, date or place.

1.20 Minutes

Accurate minutes of each board meeting shall be taken and transcribed. The clerk shall be responsible for taking and transcribing minutes of each board meeting. The board shall designate an acting clerk if the clerk is absent. Neither the superintendent nor a board member may serve as acting clerk. Unofficial minutes shall be sent to the board 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.

1.21 Public Participation at Board Meetings

1.21.1 Open Forum

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

Individuals are encouraged to address concerns regarding students and staff members to the building principal and/or the superintendent prior to bringing concerns to the board. Board members will not discuss confidential student and staff matters in public session.

1.22 News Coverage

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.

1.22.1 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.

1.23 Executive Session

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

1.23.1 Sample Motion

A complaint motion looks like the following. "I move that the board go into executive session to [fill in subject(s)] pursuant to [fill in justification from 1-7 enumerated below] and that the open meeting shall resume at [fill in time] in the board room. If the board wished to invite additional



individuals, such as the superintendent, into executive session, they should also mention them in the motion.

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

Acceptable justifications for recessing into executive session include the following:

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

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

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

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

1.24 Developing, Adopting, Amending and Repealing Policy

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

1.24.1 Drafting Policy

The superintendent shall recommend policy changes. The superintendent may involve appropriate staff members, patrons, community members, or students when revising or drafting new policy. Review of existing BOE policies shall occur on an annual basis. The Policy Review



Committee shall consist of at least two Board members and either the Superintendent or designee.

1.24.2 Attorney Involvement

Board policies or recommended changes thereto may be submitted to legal counsel to determine their legality before they are submitted to the board.

1.24.3 Policy Dissemination

Changes in board policy shall be disseminated as appropriate. The superintendent shall ensure appropriate dissemination of current policy and removal of obsolete policies from the board's policy system. At least one current policy manual shall be accessible in the central business office. Current board-approved policies may be posted on the district website, or other website designated by the board. Board members, district staff, patrons and others will be encouraged to use the website to access current board policy.

1.24.4 Historical Policy Files

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

1.24.5 Public Input on Policy

Individuals or groups may submit proposed changes in board policy.

1.24.6 Action Allowed When No Policy Exists

In an emergency, when action must be taken but present policy does not dictate appropriate action, the superintendent shall have authority to act. Any decision shall be subject to board review at the next meeting. The superintendent should recommend any policy needs the incident may have created.

1.25 School Board Records

The board shall keep records necessary to document board actions.

1.26 Non-Discrimination

The Unified School District No. 266 does not discriminate on the basis of race, color, national origin, sex, disability, genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Superintendent

905 W. Academy Ave., Maize, KS 67101



Telephone No. 316-722-0614

For further information on notice of non-discrimination, visit <https://ocrcas.ed.gov/contact-ocr> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

1.27 School District Records

School District records will be kept in accordance with K.S.A. 72-1629 and all other applicable state and federal laws and regulations.



2 Article II – Administrative Staff

2.1 Superintendent of Schools

The superintendent shall possess, or be eligible for, a Kansas district leadership license. The superintendent is the school system's administrative leader and shall have, under the board's direction, general supervision of all district schools and buildings. 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.

2.2 Duties of Superintendent and Administrators

The goal of school administration is to create an environment in which all students can demonstrate continuous academic improvement. The superintendent must possess leadership qualities which motivate all staff members to improve the educational program and to attain the board's goals and objectives. The superintendent, with the board's direction, shall endeavor to mobilize and coordinate available resources to develop an educational program designed to maintain continuous academic improvement and full state accreditation in all schools.

The superintendent shall be responsible to:

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

In addition, individual job descriptions are on file with the USD 266 Human Resources office and are approved by the Board of Education.

2.3 Administrator Ethics

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

The administrator:

- Makes the well-being of students the basis for decision making and action;



- Fulfills professional responsibilities with honesty and integrity;
- Supports the principle of due process as required by law;
- Obeys local, state and national laws;
- Implements all board policies, 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.

2.4 Administrative Line and Staff Relations

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.

2.5 Superintendent Recruitment

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 a number of candidate's qualifications 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.

2.6 Superintendent Compensation and Benefits

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

2.7 Superintendent Expense Reimbursement and Credit Card Use

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.



All rewards points or cash back payments earned using district credit cards are district property and shall be either applied to future district credit card purchases or remitted to the district treasurer for accounting and deposit.

Expenses for district travel in personal vehicles or extended travel incurred in the performance of official duties shall be reimbursed in accordance with board policy and/or the superintendent's contract.

2.8 Superintendent's Professional Development Opportunities

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

2.9 Evaluating the Superintendent

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.

2.10 Nonrenewal or Termination of Superintendent's Contract and Resignation

The board may nonrenew or terminate the superintendent's contract in accordance with current state law.

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.

2.11 Board – Superintendent Relations

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

2.12 Administrative Personnel

The board shall employ administrative personnel as needed.



2.12.1 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.

2.12.2 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.

2.12.3 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.

2.12.4 Assignment

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

2.12.5 Orientation

The superintendent shall conduct an appropriate administrative orientation program.

2.12.6 Supervision

The superintendent shall be responsible for supervising all administrative personnel.

2.12.7 Administrative Intern Program

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

2.12.8 Travel Expense and Reimbursement

Travel expenses for administrative staff shall be provided in accordance with board policy and/or contract.



2.13 Administrator Evaluations

Administrative personnel shall be evaluated in writing by the superintendent or designee in accordance with 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 with the clerk in the central office and may be published in the appropriate handbook.

2.14 Use of Consultants

The superintendent may contract with professional consultants. The superintendent shall report any use of consultants to the board and provide updates as requested. .

2.15 Professional Development Opportunities

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

2.16 Administrative Teams

The board advocates the team concept of school administration. The superintendent shall select the members of each administrative team. The superintendent shall determine the organization of each administrative team.

Within the parameters established by board policies CJ and DJFA, the team may use outside consultants and district resources. The superintendent may recommend an administrative team budget to the board.

2.17 Policy Implementation

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

2.18 Reports

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



2.18.1 Types of Reports

2.18.1.1 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.

2.18.1.2 Budget Reports

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

2.18.2 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.

2.19 Public Records

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 another district employee, the clerk, 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.

2.19.1 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.

2.19.2 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.

2.19.3 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.



2.19.4 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.

2.19.5 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 superintendent 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.

2.19.6 Retention of Documents in Certain Circumstances

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.



2.20 Freedom of Information Officer

The Board shall designate a Freedom of Information Officer with the authority to establish and maintain a system of records in accordance with the Kansas Open Records Act.

2.21 Needs Assessment

Each year, the administration shall conduct an assessment of the educational needs of each attendance center in the district and present its recommendations to the board for approval. 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 administration shall annually review state assessment results and, as part of such review, shall document the following and present its findings to the board:

- 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 administration 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 approved by the board and 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.

2.22 Emergency Opioid Intervention

It is the policy of the Maize Public Schools to provide assistance to any person(s) who may be suffering from an opioid overdose. Staff members trained in accordance with the policy and in accordance with applicable law shall make every reasonable effort to administer emergency opioid antagonist combined with rescue breaths to revive the victim of any apparent drug overdose.



2.23 Communications

The Board of Education is aware of the interest any community has in its school system. With this thought in mind, we place the responsibility of school communications and public relations to the Superintendent of Schools. The Superintendent shall transmit to the Maize School public such information as necessary to keep the patrons aware of programs, curricular changes, achievements, schedules, and such other information to ensure good community relations.

2.23.1 District Media Coverage of School Events

Media (radio and television) coverage of school events will be the responsibility of each building principal. Media coverage of school athletic events will be the responsibility of each building athletic director. Members of the media are to contact the building principal/building athletic director prior to the time they will arrive at the school. The principal/athletic director is to notify the Director of Communications/District Athletic/Activities Director if a request from the media has been solicited and/or granted. In the event the principal/athletic director is uncomfortable with the request of the media, the principal is to notify the Superintendent or designee. In this circumstance, the decision to allow (or not allow) broadcast will be the responsibility of the Superintendent or designee. The Superintendent, or designee, will notify the media of the decision and the procedure to be followed if it is determined that an on-site, tape delayed, or live broadcast will be conducted.

2.23.2 Emergency Procedure Guidelines

The release of information to the press or public concerning any emergency situation or incident will be handled by the Superintendent of Schools or designee. Procedures for emergencies under unusual circumstances are followed according to the guidelines in the Emergency Operations Plan.

2.23.3 School Closing Policy

The Board hereby delegates to the Superintendent the authority to close any school whenever any condition exists which, in the opinion of the Superintendent, warrants the closing of one or more of the schools. In the event of unavailability, the Board delegates such authority to the first available administrator in the chain of command. Closing of school by such an administrator shall be effective until he/she reopens the school or until the Superintendent or the Board reviews and takes action on the situation. In any case of extreme emergency, the principal of any school may close such school. All school closings shall be immediately reported to the Superintendent and the President of the Board. Emergency closing situations are snowstorms and other weather conditions, heating failure in the buildings, health or safety reasons. Designated personnel will notify the radio and television stations used to distribute school cancellation information.



2.23.4 Website

The Maize USD 266 website, as it currently exists or as it may be modified, serves as a communication channel for distributing official district information to parents, students, district employees, patrons and other interested parties inside and outside of the Maize community and to provide the audience with on-line access to district resources, including:

- District budgets, summary of proposed budget, needs assessment, and state assessment documentation
- Board of Education policy
- District facts
- Contact Information
- School facts and information (e-newsletter, leadership information, etc.)
- Emergency Safety Intervention information
- Basic information (breakfast and lunch menu, school supply list, etc.)
- Employment opportunities
- District calendar
- Helpful links
- District news

The Maize School District recognizes the value of the Internet as a powerful tool for communicating information about the district. The district website is a publication of the Maize School District and is, therefore, subject to the same type of editorial review as other official district publications. The district website shall be maintained and updated as directed by the superintendent or the superintendent's designee. The school webpages shall be maintained and updated as directed by the principal or the principal's designee in cooperation with the District Communications Department. All material that is published on the District or school webpages shall be in a format that is accessible to the visually impaired and hearing impaired.

2.23.5 Official Social Media Accounts

Maize USD 266 encourages interaction from social media users but is not responsible for comments made by visitors to its social media accounts. Additionally, the appearance of external links, as posted by visitors to the social media accounts, does not constitute endorsement on behalf of Maize USD 266. Maize USD 266 reserves the right to remove, at any time and without prior notice any and all comments or other material posted on its social media accounts that does not conform to these rules, school board policy or any applicable law and to deny access to school district social media sites to any individual who repeatedly violates such



rules, policy or law. The social media policy can be viewed in its entirety on the social media accounts.



3 Article III – District Employees

3.1 Equal Employment Opportunity and Nondiscrimination

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

The district is an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to hiring, compensation, terms, conditions, or privileges of employment because of an individual's race, color, national origin, religion, sex, age, disability, or genetic information. Discrimination on any of these characteristics will not be tolerated. The district will make reasonable accommodations to applicants and employees who need them for medical or religious reasons, as required by law.

Inquiries regarding compliance may be directed to:

- Executive Director of Human Resources, 905 Academy Ave, Maize, KS 67101, (316) 722-0614

or;

- Equal Employment Opportunity Commission, Gateway Tower II, 400 State Ave., Suite 905, Kansas City, KS 66101, (913) 551-5655, kansascityintake@eoc.gov

or;

- Kansas Human Rights Commission, 900 SW Jackson, Suite 568-S, Topeka, KS 66612-1258, (785) 296-3206, khrc@ks.gov

or;

- United States Department of Education, Office for Civil Rights, One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, Missouri 64106, (816) 268-0550, OCR.KansasCity@ed.gov

3.2 Employee 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, national origin, religion, sex, age, genetic information, 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. The Executive Director of Human Resources, 905 Academy Ave., Maize, KS 67101, Telephone: (316) 722-0614 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 and shall be directed to the Title IX Coordinator at Executive Director of Human Resources, 905 Academy Ave, Maize, KS 67101, Telephone: (316) 722-0614. 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, 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.

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 board policies, 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.

3.2.1 *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.

3.2.2 *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.

3.2.3 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.

3.3 Sexual Harassment

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 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 Act Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs, or events within the United States. 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.

Executive Director of Human Resources, 905 W Academy Ave., Maize, KS 67101, (316) 722-0614 has been designated to coordinate compliance with nondiscrimination requirements contained in Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 regarding discrimination on the basis of sex, and the Kansas Act Against Discrimination. Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the Title IX Coordinator. Inquiries about the application of Title IX to the district may be referred to the Title IX Coordinator; to the Assistant Secretary for Civil Rights at the U.S. Department of Education, Office of Civil Rights, 400 Maryland Avenue, SW, Washington D.C. 20202-1100, (800)421-3481, or at OCR@ed.gov; or both.

3.3.1 *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.

3.3.2 *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 prejudice 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.

3.3.3 *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.

3.3.4 *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.

3.3.5 *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.

3.3.6 *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.

3.3.7 *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.



3.3.8 *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.



3.3.9 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 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.

3.3.10 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.

3.4 Racial and Disability Harassment

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 by board members, administrators, certified and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

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 and disability harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial or disability harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

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

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

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



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

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

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

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

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

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

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

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

A summary of this policy shall be posted in each district facility and shall be published in employee 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.



3.5 Child Abuse

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.

3.5.1 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.

3.5.2 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.

3.5.3 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.

3.5.4 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.

3.5.5 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.

3.6 Bullying by Staff

The board of education prohibits bullying in any form by any student, staff member, or parent towards a student or 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 as prohibited herein. 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 and/or termination. If appropriate, staff members who violate the bullying prohibition shall be reported to local law enforcement.

3.7 Emergency Safety Interventions

The board of education is committed to limiting the use of Emergency Safety Interventions (“ESI”), such as seclusion and restraint, with all students. 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.

3.7.1 *Emergency Safety Intervention Definitions*

3.7.1.1 Area of Purposeful Isolation

"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.

3.7.1.2 Campus Police Officer

"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.

3.7.1.3 Chemical Restraint

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

3.7.1.4 Emergency Safety Intervention

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

3.7.1.5 Incident

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

3.7.1.6 Law Enforcement Officer/Police Officer

"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 office.

3.7.1.7 Legitimate Law Enforcement Purpose

"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.



3.7.1.8 Mechanical Restraint

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

3.7.1.9 Parent

“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;
- A student who has reached the age of majority or is an emancipated minor.

3.7.1.10 Physical Restraint

“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. “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.

3.7.1.11 Purposefully Isolate

“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:

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

3.7.1.12 School Resource Officer

“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.

3.7.1.13 Seclusion

“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 be 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.

3.7.1.14 Time-Out

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

3.7.2 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 officers to carry out law enforcement duties; or
 - Seatbelts and other safety equipment when used to secure students during transportation.

3.7.3 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 such physical harm. Less



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

3.7.4 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.

3.7.5 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 students frequent. Such area shall be free of any condition that could be a danger to the student, well-ventilated, and sufficiently lighted.

3.7.6 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 the use of 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 classified 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.

3.7.7 Notification and Documentation

The principal or designee shall notify the parent the same day as an incident. The same-day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of contacting the parent. A parent may designate a preferred method of contact to receive the same-day notification. Also, a parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day. Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include: (A) The events leading up to the incident; (B) student behaviors that necessitated the ESI; (C) steps taken to transition the student back into the educational setting; (D) the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI; (E) space or an additional form for parents to provide feedback or comments to the school regarding the incident; (F) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and (G) email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items in subparagraphs (A), (B) and (C) if the triggering issue necessitating the ESIs is the same.

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

3.7.8 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.

3.7.9 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, and
- School personnel who participated in or supervised the ESI.
- Whether the student has 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 shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

3.7.10 Reporting Data

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

3.7.11 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 such 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.

3.7.12 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 a report containing written findings of fact and, if necessary, appropriate corrective action. A copy of the report adopted by the board shall be provided to the parents, the school, and the state board 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.

3.8 Employment of Personnel

3.8.1 Positions and Recommendation for Employment

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. The Superintendent of Schools or designee shall recommend all personnel for employment, dismissal, assignment, suspension and/or promotion.

3.8.2 Job Descriptions

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

3.8.3 Recruitment and Hiring

3.8.3.1 Recruitment

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

3.8.3.2 Hiring

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

3.8.3.3 Hiring sequence

- Conditional offer of employment is extended to the candidate subject to revocation;
- Acceptance by the candidate is received;
- Background check and drug test initiated;



- 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.

3.9 Certification of Health

All USD 266 employees shall be required (K.S.A. 72-6266) to submit a certification of health signed by a person licensed to practice medicine and surgery under the laws of any state, a licensed registered nurse practitioner, or a registered physician's assistant on a form prescribed by the Secretary of Health & Environment. The physical shall also establish that freedom from tuberculosis has been established by chest x-ray or negative tuberculin skin test. Proof of a clear tuberculosis test must be submitted to the human resources department prior to the first day of work. If at any time there is reasonable cause to believe that any such person is suffering from an illness detrimental to the health of the pupils, the school Board may require a new certification of health.

Each building principal will follow the district Exposure Control Plan for Bloodborne Pathogens described in the Bloodborne Pathogens Exposure Control Policy (BOE-1004).

3.10 Employment Eligibility Verification

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

The Superintendent or designee 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.

3.11 Assignment, Reassignment, and Transfers

The Board reserves the right to assign, reassign, or transfer all employees, unless otherwise provided in the negotiated agreement. The Board may delegate its authority to assign, reassign, or transfer any or all employees to the superintendent.

3.12 Nepotism

A relative, as referred to herein, is defined as father, mother, spouse, son, daughter, son-in-law, daughter-in-law, brother, sister, brother-in-law, sister-in-law. A "supervisor" as defined includes all administrative level employees to whom employees report on a linear organization chart, give day-to-day direction and/or are responsible for the evaluation of employees. For the purpose of this policy, on-call substitute and/or temporary assignments will be excluded.

- 1) At no time shall an employee be placed under the supervision of an employee who is a relative.



- 2) No relative of the Superintendent of Schools shall be employed in the district.
- 3) No relative of a Board of Education member shall be employed in the district unless the relative was employed at the time the member was elected.
- 4) No relative of an administrative level employee may be employed in the same building or department.

3.13 Evaluation Procedure

All school district employees will be evaluated using one of the following procedures.

- Teachers will be evaluated by a building Administrator in accordance with K.S.A. 72-2407- 2412, et. seq.
 - In the first two consecutive years of employment, the teacher must be evaluated twice per year. Evaluations must be done at least one time in each full semester of employment by no later than the 60th school day.
 - Teachers in their third and fourth years must be evaluated at least one time per year and evaluations must be completed by February 15.
 - After the fourth year, teachers must be evaluated at least once every three years and evaluations must be completed by February 15 of the school year in which he/she is evaluated.
- Every nurse in the first two consecutive school years of employment shall be evaluated at least one time per semester by not later than the 60th school day of the semester, except that any nurse who is not employed for the entire semester shall not be required to be evaluated; and that every nurse during the third or fourth year of employment shall be evaluated at least one time each school year by not later than February 15; and that after the fourth year of employment every nurse shall be evaluated at least once in every three years by not later than February 15 of the school year in which the employee is evaluated.
- Principals shall be evaluated by the Superintendent or designee, according to K.S.A. 72-2409.
- Superintendent shall be evaluated by the Board of Education in accordance with statutes K.S.A. 72-2409, except those evaluations will continue to occur annually for years five and on.
- All classified personnel shall be evaluated annually by their immediate supervisor before the April Board of Education meeting.

The Board of Education shall have the option of reviewing all evaluations.



3.14 Employee Development Opportunities

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

3.15 Employee Complaints

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, the employee may appeal to the superintendent. The superintendent's decision shall be final. Employees covered by the negotiated agreement shall follow procedures outlined in the negotiated agreement.

No employee will be disciplined, reprimanded, reduced in rank or compensation, suspended, discontinued in employment or deprived of any professional advantage for using the above procedure. This is the best avenue for registering concerns as it gives the person responsible an opportunity to correct the concern.

3.16 Staff-Student Relations

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.

Conflict of Interest

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

3.17 Participation in Community Activities

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



3.18 Political Activities

3.18.1 Holding Public Office

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.

3.18.2 Political Activity in the Schools

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

For the purposes of this policy, "advocacy of any political issue" shall not be deemed to include providing information on educational matters to elected officials.

3.19 Gifts

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.

3.20 Personnel Records

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.

3.20.1 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.

3.20.2 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.

3.21 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.

3.22 Salary Deductions (FLSA)

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 Executive Director of Human Resources.

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.



3.23 Salary Deductions Permitted by Law

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 or designee shall develop a process to provide information needed to make approved salary deductions. All requests for salary deductions shall be submitted to the superintendent or designee during enrollment periods established by the board.

3.24 Travel Expenses

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

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

3.25 Drug-Free Workplace

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.

Drug-Free Schools

The possession, use, sale, 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, programs, or events is prohibited.

3.25.1 Employee Conduct

As a condition of continued employment in the district, all employees shall abide by the terms of this policy. Employees shall not manufacture, distribute, dispense, possess, use, and/or be under the influence of illicit drugs, controlled substances, and/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:

- 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
- Used, 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 may be subject to any or all of the following sanctions:

- Short term suspension with pay;
- Short term suspension without pay;
- Long term suspension without pay;
- Required participation in a drug and alcohol education, treatment, counseling, or rehabilitation program;
- Termination or nonrenewal of employment relationship.

Prior to applying sanctions under this policy, employees will be afforded any 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. 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. A list of area drug and alcohol counseling and rehabilitation programs, along with names and addresses of contact persons for the programs, 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.

3.26 Tobacco-Free School Grounds

The use, possession, or promotion of any tobacco product by staff members is prohibited at all times in any district facility; in school vehicles; at school-sponsored activities, programs, or events; and on school owned or operated property.

The following definitions apply to this policy.

- “Tobacco product” means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled, or ingested by any other means, including, but not limited to, electronic nicotine delivery system (hereafter “ENDS”), cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or snus. Tobacco product also means any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes, charging devices, cartridges, and any substance used in ENDS, whether or not they contain nicotine. This definition does not include FDA-approved nicotine replacement therapies including transdermal nicotine patches, nicotine gum, and nicotine lozenges prescribed to the employee by a medical practitioner or obtained over the counter and used in accordance with label requirements.
- “Electronic nicotine delivery system” or “(ENDS)” means any device that delivers a vaporized solution (including nicotine, THC, or any other substance) by means of cartridges or other chemical delivery systems. Such definition shall include, but may not be limited to, any electronic cigarette, vape pen, hookah pen, cigar, cigarillo, pipe, or personal vaporizer. ENDS are not FDA-approved nicotine replacement therapy devices.
- “Promotion” includes, but is not limited to, product advertising via branded gear, bags, clothing, any personal articles, signs, structures, vehicles, flyers, or any other materials.

3.27 Employee Code of Conduct

All employees shall:

- meet and continuously maintain applicable certification or licensure requirements as defined by state and/or federal law for the position held;



- actively support and pursue the district's educational mission and follow all board policies;
- recognize the basic dignity of all individuals;
- maintain professional integrity;
- avoid accepting anything of substantial value offered by another which is known to be, or which may appear to influence judgment or the performance of duties;
- accurately represent professional qualifications; and
- be responsible to present any subject matter in a fair and accurate manner.

3.28 Workers' Compensation

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.

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

An injured employee must notify the designated employer's workers compensation coordinator or, if the coordinator is unavailable, his or her supervisor within 20 days of the injury or within 20 days of repetitive trauma in order to be eligible for benefits.

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

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 terminate, and those benefits under workers compensation shall be restricted as provided by current statute. Whenever an employee is absent from work and is receiving workers compensation benefits due to a work-related injury or is receiving district paid disability insurance, the employee may use available paid leave to supplement the workers compensation or district paid disability insurance payments. Workers compensation benefits and FMLA benefits provided in a board approved plan shall run concurrently if both are applicable.

In no event shall the employee be entitled to a combination of workers compensation benefits, district paid disability insurance, and salary in excess of 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.

3.28.1 Testing

The board, through its designated workers compensation coordinator, may require employees who claim or are involved in an accident in the course of employment to submit to a post-injury chemical test. This includes instances where the district administration or workers compensation coordinator has actual knowledge of an accident whether the employee has or has not requested medical treatment. If an employee refuses to submit to an employer requested post-injury chemical test, the employee forfeits all related workers compensation benefits as provided in K.S.A. 44-501(b)(1)(E). Chemical test collection, labeling, and performance shall meet the requirements found in K.S.A. 44-501(b)(3).

3.28.2 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.

3.29 Communicable Diseases

Whenever an employee has been diagnosed by a physician as having a communicable disease as defined in current regulation, the employee shall report the diagnosis and nature of the disease to the superintendent 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.

3.29.1 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.

3.30 Bloodborne Pathogen Exposure Control Plan

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 staff shall receive the training and equipment necessary to implement the plan.

3.31 Cardiac Emergency Response Planning

The superintendent, in cooperation with each building principal and the Executive Director of Health, Safety and Prevention, shall develop a comprehensive cardiac emergency response plan, including policies and procedures for cardiac emergency responses for each attendance center operated by the district. The plan shall be approved by the board before it is implemented.

- The cardiac emergency response plan shall include, but is not limited to, the following:
 - Establishing a cardiac emergency response team;
 - identifying and implementing the placement of automated external defibrillators;
 - identifying roles and responsibilities of school district personnel, local law enforcement agencies, and local emergency medical services in implementing the cardiac emergency response plan;
 - establishing procedures for responding to such emergencies, including the roles and responsibilities of school district personnel when responding to incidents



- involving an individual experiencing a suspected sudden cardiac arrest while attending school, at the site of any school-sponsored athletic practice or competition, or other school-sponsored activities located in this state, whether such site is located on the grounds of the school district or at another location;
- conducting routine maintenance of automated external defibrillators, including appropriate placement in accordance with the statewide standards;
 - designating school district personnel for training in the use of automated external defibrillators and cardiopulmonary resuscitation during a cardiac emergency;
 - rehearsing cardiac emergency response plans, by simulation, by all athletic directors, coaches, assistant coaches, athletic trainers, school nurses, and any other school district personnel designated either prior to the beginning of each athletic season or prior to the beginning of each school year;
 - establishing communication systems with local emergency medical services operating within the school district; and
 - developing a cardiac emergency action plan for school sponsored events held at a location that is not on school district property.

Procedures designed for responding to cardiac emergencies shall include, but may not be limited to, the following focus areas:

- Responding to individuals experiencing a suspected sudden cardiac arrest;
- summoning emergency medical services;
- assisting emergency medical service providers; and
- documenting actions taken during such incidents.

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 the details of the plan.

The cardiac emergency response plan shall be subject to regular review by the administration. Once the plan is implemented, the board shall receive a report on the effectiveness of the plan, and if necessary, any recommended changes.

The board shall annually review the cardiac emergency response plan. A copy of the plan shall be submitted to the secretary of health and environment. An amended copy of the plan shall be submitted upon changes to the plan made by the board.

3.32 Family and Medical Leave Act

Eligible district employees shall be provided family and medical leave as provided by a plan approved by the board. The plan for providing leave under this policy shall be filed with the clerk of the board and made available to all staff at the beginning of each school year. The approved plan is set forth in Family and Medical Leave Plan Policy (BOE-1005).



3.33 Uniformed Service Leave

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 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. :

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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
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 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 employer for any uniformed service. . Notice may be provided by the employee or by the branch of the military in which the individual will be serving.

Notice is not required if 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 on uniformed service.

3.33.1 Uniformed Service Return to Work

- **Less than 31 days:** Must return at the beginning of the next regularly scheduled work period on the first full day after release from service, taking into account safe travel home plus an eight (8) hour rest period.
- **More than 30 but less than 181 days:** Must submit an application for reemployment within 14 days of release from service.
- **More than 180 days:** Must submit an application for reemployment within 90 days of release from service.

The individual's separation from service must be under honorable conditions in order for the person to be entitled to reemployment rights. Documentation showing eligibility for reemployment can be required. The employer has the right to request that an individual who is absent for a period of service of 31 days or more provide documentation showing:

- The application for reemployment is timely.
- The five-year service limitation has not been exceeded; and
- Separation from service was under honorable conditions.

If documentation is not readily available or does not exist, the individual must be reemployed. However, if after reemploying the individual, documentation becomes available that shows one or more reemployment requirements were not met, the employer may terminate the individual, effective immediately. The termination does not operate retroactively.

Questions regarding uniformed service 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.

3.34 Staff Use of Communication Devices

The board encourages district employees to use technology, including communication devices, to improve efficiency and safety. The district expects all employees to use communication



devices in a responsible manner that does not interfere with the employee's job duties. Employees who violate district policies and procedures governing the use of communication devices may be disciplined, up to and including termination, and may be prohibited from possessing or using communication devices while at work. Communication devices may not be used in any manner that would violate the district's policy on student-staff relations.

3.34.1 Definitions

- “Communication device” is defined to include all portable devices that send or receive calls or text messages, allow the retrieval of email, or provide access to the Internet. Communication devices shall include, but may not be limited to cell phones, smart phones, iPads, and tablets.
- “Use/Using” for the purposes of this policy mean answering or talking on the phone; sending or responding to a text, e-mail, or other communication; opening and viewing pictures or digital recordings; opening and listening to music or audio communications; accessing social media websites; playing games on such device; continuously checking a communication device; or any activity with a communication device that interferes with the employee’s job duties or appropriate supervision of students.

3.34.2 General Use

The district prohibits employees from using any communication device that interrupts or disrupts the performance of duties by the employee or otherwise interferes with district operations, as determined by the employee's supervisor. This prohibition applies regardless of whether the communication device used is owned by the employee or provided by the district. Employees are responsible for keeping communication devices secure and, if possible, password protected. Supervision of students and the provision of academic instruction are priorities in the district, and employees who are responsible for supervising and/or providing academic instruction to students must concentrate on these tasks at all times. Employees shall not use communication devices when they are responsible for supervising students or when their doing so interrupts or interferes with classroom instruction unless any of the following conditions occurs:

- The device is being used to instruct the students being supervised at the time;
- The use is necessary to the performance of an employment-related duty;
- The employee has received specific and direct permission from a supervisor to do so; or
- There is an emergency.

Even when these conditions exist, the employee is responsible for obtaining assistance in adequately supervising students during the approved use so that students are supervised at all times.



3.34.3 Use in Vehicles

Regardless of other provisions of this policy, unless there is an emergency, employees shall not use communication devices when:

- Driving district-provided vehicles;
- Operating a vehicle in which a student is being transported when the transportation is provided as part of the employee's job; or
- Supervising students who are entering or exiting a vehicle, crossing thoroughfares, or are otherwise attempting to safely reach their destinations.

Even in emergency situations, employees should first take all possible safety precautions before using communication devices. Employees are subject to local, state, and federal laws governing use of cell phones while driving and will be solely responsible for all traffic violation liabilities resulting from their use of a phone while driving.

3.34.4 Use of District-Provided Communication Devices

The district may provide communication devices and service to some employees to assist them in carrying out their employment-related duties on and off district property. Use of a district-provided communication device is a privilege. The superintendent or designee has sole discretion as to which employees will be provided communication devices and may recall any previously issued communication device. Employees do not have any expectation of privacy in district-provided communication devices or any information stored on them, and such devices may be confiscated and searched at any time.

Employees are expected to exercise reasonable care to protect district-provided communication devices from damage or theft and must report any such incidents immediately. The district may require employees to reimburse the district for any damage or theft that was the result of the employee's negligence. Users of district-provided communication devices must abide by any use limitations included in the district's service contract.

The district will pay a stipend for authorized employees to conduct school business. Any employee receiving a stipend will be required to sign an indemnity statement releasing the district of any liability.

Employees may be eligible for reimbursement of cellular phone expenses when extraordinary circumstances dictate use for school related business.

3.34.5 Personal Use of District-Provided Communication Devices

Personal use of district-provided communication devices is permissible as long as the use does not exceed the limits of the applicable plan. An employee whose use exceeds plan limitations will be required to reimburse the district for all expenses beyond those covered by the plan and may have privileges suspended or revoked unless the employee can show that all use was for employment-related duties and the device was not used for personal reasons. The amount of



personal use of a communication device or service paid for under E-Rate can be no greater than the cost allocation submitted in the request for the E-Rate discount.

3.34.6 Staff Bring Your Own Device Policy

Use of employees' personal communication devices during work hours shall be restricted to classroom or work-related activities. Such personal communication devices may only be used by the staff member and are not for student use. The security of personal computing devices is solely the responsibility of the staff member. Any loss resulting from damage or theft of personal communication devices in the school setting is not the responsibility of the district.

3.35 Search Policy

As a condition of employment, USD 266 management and supervisory personnel have the authority to conduct random and unannounced inspections of district-owned property, such as employee lockers and desks. Except in matters where there is reasonable cause to suspect criminal activity, employees shall be given an opportunity to be present in any inspection of district-owned property, such as lockers and desks. Disciplinary action, including termination, may result from searches and inspections or from failure to comply with this regulation.

3.36 Licensed Personnel

Licensed staff must have a valid license on file at the ESC. This requirement is based on K.S.A. 72-2159 and contractual language: "The contract is subject to being void if the Teacher fails to have on file with the Board during employment a valid Kansas Teachers' License/certificate for the level at which he/she is employed and for the subjects which he/she is employed to teach." Individuals who fail to have licensure requirements completed when their current license expires may be subject to the following consequences.

- Administrative Leave without pay. Unlicensed teachers will be allowed to apply for an emergency substitute license while they complete the requirements for full licensure. They may not return to the classroom until a substitute teacher's license is on file.
- Once an emergency sub license is secured and on file at the district office, the individual may return to the assigned classroom under long-term substitute teacher pay until requirements are met and a current regular teaching license is secured. The contracted salary amount will be reinstated once the individual has provided a hard copy of the current regular license to the ESC.

3.37 Supervision of Licensed Personnel

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



3.38 Evaluation

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.

3.38.1 *Availability of Evaluation Documents*

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

3.38.2 *Evaluation Criteria*

Evaluation criteria shall be established by the board.

3.39 Suspension

The superintendent shall have the authority to suspend licensed employees with pay pending further board action.

The superintendent may suspend licensed employees with pay for any reason, including, but not limited to, 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 without pay is imposed on an 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.

3.40 Nonrenewal and Termination

Nonrenewal or termination shall be in accordance with Kansas law and the negotiated agreement, as applicable.

3.41 Resignation

The board shall consider any licensed employee's resignation which is submitted to the board in writing. The board may accept resignations from employees under contract when the resignation will be in the best interests of the district. See the negotiated agreement for additional terms that may be applicable as well.

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



If the licensed employee terminates employment in the district without complying with board policy, the board may petition the State Board of Education to have the employee's license suspended.

3.41.1 *Exit Interviews*

Exit interviews may be conducted after an employee resigns.

3.42 Reduction of Teaching Staff

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

If additional reductions are required after attrition, the following steps will be utilized by the district's administrative staff to reduce the teaching staff:

- The number of teaching positions to be reduced shall be in accordance with the educational goals established by the board.
- The number of teachers needed to implement the district's educational program will then be determined by the administrative staff based on those educational goals in determining which teachers will be nonrenewed due to reduction in force.
- The educational goals and needs of the district, individual licensure, qualifications, training, skills, evaluations, and interests shall be considered.

If all of the teachers in the area identified for reduction have similar licensure, qualifications, training, skills, evaluations and interests, the teacher(s) who best meets the needs of the district, considering the factors outlined above and any other relevant factors, will be retained.

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

3.43 Work Schedule

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.



3.43.1 *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.

3.43.2 *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.

3.44 Professional Development

There shall be a program of professional development for employees, which meets minimum statutory and State Board of Education requirements. Specific professional development programs shall be planned for both licensed and classified personnel. 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 are strongly encouraged to attend all professional development sessions. Professional development programs may use all or a portion of the workday. Licensed personnel may request to attend additional professional development with the mutual agreement of the employee and supervisor with the subsequent approval of the superintendent. The employees may be requested to file a written report within one week of his/her attendance at any professional improvement training.

If the school district requires an employee's attendance for professional improvement training the district will pay all expenses including the cost of a substitute. Out of state conferences/workshops are contingent upon administrative approval and are limited to those that can be funded with grant monies or are requested by administration. If the employee requests the leave, but the school district does not require their attendance, the employee pays all of the expenses, except for the substitute. Individuals desiring to present at national conferences should first do so at local and state levels. Approval by the superintendent or



designee is needed prior to submitting a proposal for any presentation to be given as a district representative.

3.45 Staff Meetings

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

3.46 Additional Duty

The board may establish other educational assignments that may extend beyond the school day or time class is in session. Compensation for such assignments, if any, will be as specified in the negotiated agreement.

3.47 Student and Parent Conferences

Teachers shall be available for student and/or parent conferences at mutually convenient times. The principal may schedule individual or building-wide parent-teacher conferences as necessary.

3.48 Consulting

Staff members who are asked to provide professional development or “consult” with other districts or organizations and are paid must use personal and/or vacation days. Additional days beyond the three personal days are discouraged and subject to administrative approval. If payment is rendered for services, the Maize employee must take a deduction in pay for the day(s) missed if they have already used their three personal days or all of their vacation leave.

3.49 Tutoring for Pay

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

3.50 Leaves and Absences

Licensed employees will be provided with paid and unpaid leave in accordance with applicable law and the negotiated agreement. The board reserves the right to grant additional leave.

3.51 Disability Leave

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

3.52 Substitute Teaching

Qualified substitute teachers shall be secured for the district.



The superintendent or the superintendent's designee may meet with potential substitutes before the start of each school year.

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

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

The board shall establish the rate of pay for substitute teachers annually. Substitute teachers will be paid at a rate proportionate to the amount of time worked.

Candidates will be given information regarding expectations in the performance of their job duties.

Substitutes are encouraged to prepare, in advance, for the subjects in which they are most likely to substitute in case lesson plans are not available.

3.53 Compensation and Work Assignments

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.

3.53.1 *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.

3.53.2 *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.

3.53.3 *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.

The normal work week for non-exempt employees is 35 hours. It is the employees' responsibility to record time accurately.

Approved flextime (make-up) will be allowed with advance notice.

3.53.4 *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.



3.53.5 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 non-exempt 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 in a workweek. Exempt employees include, but are not limited to teachers, administrators, division directors, nurses and certain classified personnel.

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.

All overtime must be approved, prior to its use, by building principals and directors and recorded on the approved form. Overtime will be discouraged and will be approved only by the Superintendent or designee(s). Overtime/flex (make-up) time work that is done without approval maybe grounds for disciplinary action. The employee handbook provides definitions for flextime and overtime.

3.53.6 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 (or compensatory time) as appropriate for time away from (name of town) MINUS:

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

3.54 Classified Payroll Schedule

Classified employees will be paid every other week based on the hours worked in the respective pay period. Employees on contract or annual salary will be paid on the 15th and 30th of each month. Primary payment will be via direct bank deposit.

3.55 Classified Employee Evaluations

All classified employees shall be evaluated at least once a year. 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.

3.56 Coaches and Sponsors

All employees contracted to coach or sponsor an activity shall be evaluated at least once a year. 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.

3.57 Assignment of Custodian for Activities

One custodian is to be in the building on the evenings that any school sponsored program is going on (football games, basketball games, plays, etc.) Other times the custodian shall be paid per hour when assigned to an evening of duty. Assignment shall be made by the building Principal or Superintendent of Schools. The custodian on duty shall be attired in the district approved uniform.

3.58 Suspension of Classified Employee

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.

3.59 Non-School Employment

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.



3.60 Leaves

3.60.1 Paid Leave

Full-time employees will be credited with paid leave in accordance with handbook language approved by the board.

3.60.2 Unpaid Leave

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

3.60.3 Jury Leave

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

3.61 Vacations

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

3.62 Paid Holiday Leave

Paid holiday leave may be granted to classified employees.

3.63 Notice to School Employees

In accordance with the Environmental Protection Agency regulations regarding the Asbestos in Schools Rule, this notice is to re-notify the public in Unified School District 266 that all boiler sheeting and pipe lagging has been inspected and repaired and will continue to be repaired as though they contain asbestos. Further information may be obtained by contacting the District Office, 316-722-0614.

3.64 Reimbursement for Use of Employee Car

The Board will authorize payment of whatever allowance per mile as set by the State when a school employee uses his/her own automobile on school business. Employees will be asked to use the school car when available and convenient.



3.65 Sponsors' Expenses

Teachers or sponsors, when on official school business and representing Unified School District 266 will be allowed a meal expense of \$50.00 per day, or portion thereof.

3.66 Use of District Resources

Any communication placed in staff mailboxes or sent out district wide to USD266 staff must have prior administrative approval.

3.67 Do Not Resuscitate Orders

It is the policy of the USD 266 to require school personnel and contracted personnel to provide, to the best of their ability, life-sustaining care to any child who needs it. Many staff members are trained to save lives and are loath to let a child die.

USD 266 refuses to comply with Do Not Resuscitate (DNR) Orders. It is USD 266's position that Advanced Directives and Durable Powers are meant to apply to the progressive terminally ill in health care facilities, not "medically fragile" students in schools. Due to the devastating effect of a death at school on students and staff, USD 266 policy holds that every effort to preserve life is in the best interest of all parties.



4 Article IV- Finance

4.1 Finance Goals and Objectives

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

4.2 Budget Planning

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).

4.2.1 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.



4.3 Annual Operating Budget

The district budget shall be prepared by the superintendent in cooperation with the Chief Financial Officer and shall reflect the district's educational goals, including improvements in student academic performance as described in board policy 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.

4.3.1 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.

4.3.2 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.

4.3.3 Deadlines and Schedules

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

4.3.4 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 Chief Financial Officer or designee.

4.3.5 Recommendations

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

4.3.6 Preliminary Adoption Procedures

The superintendent or designee 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 or designee within a timeframe that allows the district to comply with all statutory deadlines.

4.3.7 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 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 shall be on file at the administrative offices of the district and available on the district's website.

4.3.8 Budget Transparency

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

4.3.9 Management of District Assets/Accounts

The Chief Financial Officer 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 Chief Financial Officer shall ensure the district's accounting system provides ongoing internal controls. The Chief Financial Officer shall review the accounting system with the board.

4.4 Fraud Prevention and Investigation

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

4.4.1 Reporting Fraud

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



investigator to act on behalf of the board in investigating the matter and reporting any findings back to the board.

4.4.2 Whistleblowers

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

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

4.5 Grants and Other Outside Financial Resources

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. All grants must be approved by the building administrator. The board shall approve district grant applications over \$2500.00.

4.6 Standard of Conduct for Federally Funded Contracts

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.

4.7 Federal Fiscal Compliance

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 Chief Financial Officer as the fiscal coordinator for federal programs and district contact for all federal programs and funding.

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

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

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



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

4.7.1 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.

4.7.2 Recordkeeping

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

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

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

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



Records shall be retained for a minimum of three (3) years from the date on which the final Financial Status Report is submitted, or as otherwise specified in federal law or in the requirements of the federal award, unless a written extension is provided by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. If any litigation, claim, or audit is started before the expiration of the standard record retention period, the records shall be retained until all litigation, claims or audits have been resolved and final action has been taken. The district shall ensure that all personally identifiable data protected by statute or regulation is handled in accordance with the requirements of applicable law, regulations, board policy, administrative regulations, and procedures.

4.7.3 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.

4.7.4 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.

4.8 Investment of Funds

The investment of school district monies shall be the responsibility of the Superintendent, Chief Financial Officer, and/or the district treasurer.

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

4.8.1 Posting Securities

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

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



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

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

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

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

No proposal less than the most recently determined investment rate as defined in K.S.A.

12-1675a shall be accepted unless otherwise authorized by K.S.A. 12-1675. No funds will be invested for maturities of more than two years.

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

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

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

In the event of identical high proposals, the allocation of monies to be invested between the financial institutions offering the high proposals shall be at the discretion of the Superintendent and/or Chief Financial Officer.

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

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



4.9 Fees, Payments, and Rentals

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

4.9.1 Online Payment Platforms

The district does not accept payments from any online payment platforms (including, but not limited to: PayPal, Venmo, Zelle, CashApp, or any other online payment platform) for any school related activities or fundraisers. School district employees are prohibited from accepting any payments or donations via online payment platforms through their personal account for any school related fees, activities or fundraisers.

4.10 Gifts and Bequests

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

4.11 Equipment and Supplies Sales

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

4.12 Bonded Employees

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

A position bond in the amount of \$100,000 per incident is required for the treasurer, clerk, Chief Financial Officer, and Superintendent. A position bond may be purchased by the board for district employees as follows:

- Building principals
- Building secretary(s)
- Other employees as the board may direct.

4.13 Inventories

An accounting will be made annually for all district-owned technology property.

An inventory record system shall be developed by the Executive Director of Technology. All inventory records shall be annually updated showing deletions and additions, serial numbers (where available) and location of each piece of district-owned technology property.



4.14 Petty Cash Accounts

The board may establish petty cash accounts by resolution. All petty cash funds will be audited annually at the same time as the general fund budget. The board shall also receive monthly reports of the expenditures from and reimbursements to each petty cash account.

4.15 Purchasing

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

4.15.1 Purchasing Authority

The board shall appoint a purchasing agent for the district.

4.16 Quality Control

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

4.16.1 Specifications

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

4.16.2 Standardization

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

4.16.3 Quantity Purchasing

Quantity purchasing is encouraged.

4.17 Bids and Quotations Requirements

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

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

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

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

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



4.17.1 Bid Specifications

All bid specifications shall be written by the district's purchasing agent and shall include required characteristics and quality standards. 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.

4.17.2 Procedure

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

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

4.17.3 Responsible Bidder

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

The board may investigate whether the bidder is responsible by using information at hand to form an intelligent judgment, such as, but not necessarily limited to, the district's architect, previous clients of the bidder, their own investigation, or an outside investigation agency.

4.17.4 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.



4.17.5 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.

4.17.6 Multi-State Purchasing Pools

The board may participate in multi-state purchasing pools.

4.18 Local Purchasing

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.

4.19 Requisitions

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.

The school or district entity shall not be used to order or purchase supplies, goods, or wares for the personal use of employees. Use of the "school entity" in this manner would include, but may not be limited to, the use of the school or district's name, letterhead, purchase order, fund, credit card, and/or check.

4.20 Purchase Orders and Contracts

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.

4.21 Payment Procedures

The Superintendent or Chief Financial Officer shall recommend payment to vendors and suppliers for goods and services upon satisfactory receipt of all goods or completion of all services and for which there is a district purchase order number issued as provided for in board policy.

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

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.

4.22 Purchasing Authority

The superintendent 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. The board shall receive reports on any contracts.

4.23 Administrative Leeway

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

4.24 Student Activity Fund Management

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

4.24.1 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 employee responsible for the fund.

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.



4.24.2 Activity Fund Deposits

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

4.24.3 Inactive Activity Funds

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

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

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

4.25 Expense Reimbursement and Credit Cards

Non-administrative staff use of a district credit card, if authorized by the staff member's immediate supervisor, shall be confined to necessary school business and shall be subject to any guidelines for such use established by the board or district administration. Unless otherwise specified in guidelines established pursuant to this policy, staff members shall retain any receipt(s) for district credit card expenditure(s) and shall provide them to the staff member's immediate supervisor as soon as practicable following the expenditure.

The superintendent may designate administrative and other staff members to whom a district credit card will be issued. The board shall annually prescribe limits and restrictions on the use of district credit cards and shall monitor monthly receipts and reimbursement expenses. In no case will credit card expenditures in excess of \$5,000.00 in one month be authorized for any staff member without the prior approval of the superintendent.

All rewards points or cash back payments earned using district credit cards are district property and shall be either applied to future district credit card purchases or remitted to the district treasurer for accounting and deposit. Accountings of district credit card use shall be provided to the board for review on a monthly basis, and a record of district credit card usage shall be maintained. Expenses for district travel in personal vehicles or extended travel incurred in the performance of official duties shall be reimbursed in accordance with board policy.

4.26 Collection Procedures

4.26.1 Unpaid Fees and Negative Account Balances

Unpaid or overdue accounts disrupt accounting practices within the district. All persons who owe overdue fees or have negative account balances with the district shall be notified of the delinquency up to three times in not less than ten-day increments by the superintendent or superintendent's designee via letter sent by U.S. First Class Mail providing that the individual



owes the district fees or that a specified account has insufficient funds or a negative balance and the reason for the fees or account withdrawals.

If, within ten days after the second notice was mailed, the debt is not paid in full or arrangements have not been made with the superintendent or superintendent's designee to pay it, a third and final notice shall be sent to the debtor by mail. Postage and stationary costs may be added to the original bill.

If full payment is not received by the clerk within ten days after mailing of the final notice, authorization for the enforcement of collection may be obtained through the local small claims court in compliance with Kansas statutes, the superintendent or superintendent's designee may turn the matter over to legal counsel to commence debt collection proceedings on behalf of the district, or the matter may be handled through the Kansas SetOff Program.

4.26.2 Returned Checks

The district reserves the right to use a check collection agency. Accepted and returned checks are subject to the state allowed fee (plus applicable tax & fees). Returned checks, along with the return check fee, may be electronically presented to the check writer's bank without further notice.

4.26.3 Collection of District Fees

The district reserves the right to use a collection agency.



5 Business Management and Facilities

5.1 Business Management Goals and Objectives

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

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

5.2 Buildings and Grounds Management

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.

5.3 Insurance Program

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

5.3.1 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.

5.4 Safety

The district shall make reasonable efforts to provide a safe environment for students and employees. Employees shall report unsafe conditions to their building administration team.

5.4.1 Safety Rules

The superintendent and staff shall develop necessary rules and regulations for student safety in school and at school activities. Principals will ensure safety rules are followed in their respective buildings.



5.4.2 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.

5.4.3 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.

5.4.4 Safety Inspections

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

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

5.4.5 Heating and Lighting

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

The use of space heaters in district buildings is permitted so long as all heaters are: UL listed and approved; plugged directly into the wall outlet and not used with an extension cord; and have a 3 foot clearance from any combustible items that may catch fire. Combustible items include, but are not limited to, paper products, clothing, and blankets. Staff members who wish to bring their own space heater shall first get the approval of their immediate supervisor.



5.5 Hazardous Waste Inspection

5.5.1 Inspection

Regular inspection of district facilities for hazardous waste shall be conducted by a certified safety inspector. Written records of these inspections shall be maintained.

5.5.2 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.

5.5.3 Rules

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 distributed to all staff members in classified and certified handbooks.

5.6 Evacuations and Emergencies

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

5.6.1 School-Closing Announcements

When the superintendent or designee 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), and other avenues of communication identified in the district crisis plan, including district communications.

5.6.2 Bomb Threats

If any district employee receives a bomb threat directed towards any district facility or event, they shall immediately notify law enforcement, the building principal, and the Executive Director of Health, Safety and Prevention. Principals shall follow the procedure for bomb threats



contained in the District Crisis Plan. If a suspicious device is found in the building, students and staff in the vicinity of the device should be evacuated, if evacuation can be completed safely. 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.

5.6.3 Planning for Emergencies

Each building principal shall develop appropriate emergency procedures consistent with the District Crisis Plan. As appropriate, portions of the crisis plan shall be held in strict confidence by staff members having direct responsibility for implementing the plan. No district personnel may release any information with regards to security features or devices, including how the device or feature works, the manner in which it is constructed, or any information about security plans without approval by the Superintendent, or his/her designee.

5.7 Emergency Drills

Building principals are responsible for ensuring that safety drills are conducted monthly, consistent with the schedule contained in the District Crisis Plan. Building principals shall develop a written procedure for safety drills that will include arrangements for the evacuation of mobility impaired and other individuals who may need assistance from staff members to safely exit the building. Building principals shall conduct briefings with all building staff regarding the emergency plan before the first day of school.

Each teacher shall, on the first day of each new term, discuss relevant portions of the plan with students in their classes or for whom they are responsible.

The Executive Director of Health, Safety and Prevention will assist principals and teachers with developing the necessary information for dissemination.

The Executive Director of Health, Safety and Prevention will conduct an assessment at least once each school year during a crisis drill at each building. Information collected from the assessment will be provided to the building principal and Superintendent for review. Principals will work with the Executive Director of Health, Safety and Prevention to improve any areas of the assessment identified as needing improvement.

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

Each emergency and safety drill plan shall be reviewed by the superintendent and filed with the clerk.

5.8 Crisis Planning

The Executive Director of Health, Safety and Prevention, in cooperation with Superintendent, appropriate first responders, and other district and community members, shall develop a plan to deal with crises in the district. The plan shall be approved by the board before it is



implemented. A copy of approved plan will be submitted to the Kansas Department of Education, and filed in each building with the principal or building administrator. Building principals, in cooperation with the Executive Director of Health, Safety and Prevention, will train building staff on relevant portions of the plan. Students and parents will be provided relevant portions of the plan.

The Executive Director of Health, Safety and Prevention is responsible for reviewing the plan annually, and submitting to the Board any changes necessary to make the plan functional.

5.9 Security and Safety

Security devices and software may be installed in facilities across the district. Other measures may be implemented to prevent intrusions, disturbances, or vandalism, and stop the commission of any criminal activity on school grounds. All district staff will cooperate with law enforcement consistent with this policy. As required by Kansas law, school district personnel shall report felonies and misdemeanors to law enforcement that are committed at school, on school property, or at school sponsored activities.

5.9.1 Reporting Crimes at School to Law Enforcement

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

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

It is recommended the building administrator also be notified.

5.9.2 Reporting Certain Students to Administrators and Staff

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

Reportable events include:

- A student being expelled for conduct which endangers the safety of others;
- A student being expelled for commission of felony type offenses;
- A student being expelled for possession of a weapon;



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

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

5.9.3 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.

5.9.4 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.

5.9.5 Classroom Security

Every classroom door shall be closed and locked from the inside when occupied by students and staff. No door props or magnets on door jambs may be used to prevent a door from closing and locking when the classroom is occupied by staff and students. Staff identifying a problem with a door failing to close or lock shall report the situation through the building maintenance software. If the problem is not remedied within four (4) hours, the staff member shall report the matter to the building principal.

5.9.6 Exterior Doors

No person shall prop open any exterior door on any school. No staff or student shall permit anyone to enter a school through a door not designated as a point of entry. Principals will designate point(s) of entry for their building, and ensure that the area is monitored by staff during times the doors are permitted to be used. Clearly identified emergency personnel (police, fire, EMS) may be permitted entry through any door. Staff with approved access through other doors are not required to use the points of entry into a building. Contractors working in district buildings may be permitted by the Superintendent, or their designee, access through side doors to complete their work only after checking in at the school office first.



5.10 Vandalism

5.10.1 Vandalism Protection

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

5.10.2 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.

5.10.3 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.

5.10.4 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 KSA 12-1672a and this policy. Any reward offered under this policy shall not exceed \$500.

5.11 Cleaning and Maintenance Programs

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



5.11.1 Sanitation

The Executive Director of Operations with the Director of Custodial 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 Executive Director of Operations with the Director of Maintenance and may be published in the appropriate handbook(s) or job descriptions and/or employment contracts after board approval.

5.12 Long-Range Maintenance

The Executive Director of Operations with the Director of Maintenance shall develop annual priority lists outlining long-range maintenance of school property, buildings and grounds. The Executive Director of Operations shall present a report to the board annually concerning the district's maintenance priorities. A cost analysis report shall be attached to the report.

5.13 Records

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 Executive Director of Operations.

5.14 Equipment and Supplies Management

The Executive Director of Operations shall keep up-to-date inventory records on all equipment and supplies.

5.14.1 Receiving

All packing lists will be checked against all invoices for accuracy by the Executive Director of Operations 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.

5.15 HIPAA Policy

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



5.15.1 Staff Training Required

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

5.15.2 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.

5.16 Printing and Duplicating Services

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.

5.17 Student Transportation Management

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

5.18 School Buses and Vehicles

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

5.18.1 Liability

All school vehicles will be adequately insured.

5.18.2 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.

5.18.3 Speed Limits

The board may set speed limits for district vehicles, which may be lower than state-allowed maximum speed limits. Accordingly, except when a special hazard exists that requires lower speed, no person shall drive a school vehicle at a speed in excess of the maximum posted or not posted speed limits. In addition, the board has determined that a 45 miles per hour speed limit will apply to rural unpaved roads.

5.18.4 Safety Inspection

The Director of Transportation 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.

5.18.5 Scheduling and Routing

Scheduling and routing shall be the responsibility of the Director of Transportation. Bus and transportation schedules and routing maps will be updated annually prior to the start of school.

5.18.6 Records

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

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.

5.18.7 Licensing of Drivers

It shall be the responsibility of all school transportation providers to provide proof of a valid driver's license appropriate for the vehicle(s) to be driven for the district to Director of Transportation 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 Director of Transportation, and the employee shall immediately cease driving a school vehicle and transporting students.



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

5.18.8 Housing of School Vehicles

All school vehicles shall be housed in areas designated by the Executive Director of Operations. 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.

5.18.9 Transportation to Summer Athletic Events

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 Director of Transportation at least 2 weeks 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 Executive Director of Operations 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.

5.18.10 Special Use of School Buses

The board may allow for special uses of district buses using guidelines established in this policy. Transportation fees may be charged to offset totally or in part the cost of approved special trips. Revenues received by the board under the provisions of this policy shall not be considered a reduction of operating expenses of the school district. Groups allowed use of buses under this



policy are responsible for the care and cleaning of the buses, and for the supervision of passengers. The types of groups allowed, and the restrictions placed on the activities these groups may sponsor while using district transportation, shall be approved by the Executive Director of Operations and filed with the clerk. Groups allowed use of district buses may not travel outside Kansas.

Special uses will not be approved without insurance coverage.

The board may allow the following special uses for district owned buses:

- Parents and/or other adults when traveling to or from school-related functions or activities;
- Students traveling to or from functions or activities sponsored by organizations, the membership of which is principally composed of children of school age;
- Persons engaged in field trips related to an adult education program maintained by the district;
- Governing bodies of townships, city or county who transport individuals, groups or organizations;
- Nonpublic school students when traveling to or from interschool or intraschool functions or activities;
- Community college students enrolled in the community college to or from attendance at class at the community college or to and from functions or activities of the community college.
- A four-year college or university, area vocational school, or area vocational-technical school for transportation of students to or from attendance at class at the four-year college or university, area vocational school or area vocational-technical school, or for transportation of students, alumni and other members of the public to or from functions or activities of these organizations;
- Public recreation commissions, if travel is to or from an activity related to the operation of the commission;
- Another school district if there is a cooperative and shared-cost arrangement with that district.

5.19 Food Services Management

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

5.19.1 Sanitation Inspections

The Kitchen Manager at each building shall inspect each lunchroom to ensure that proper sanitation procedures are being followed.



5.19.2 Records

The Director of Food Service shall be responsible for keeping food service records required by state and federal laws and regulations.

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

5.19.3 Meal Prices

Meal prices shall be determined by the board.

5.19.4 Free or Reduced-Price Meals

Parents or guardians of students attending schools participating in federal school meal programs must be informed of the availability of reimbursable school meals and provided with information about eligibility and the process for applying for free or reduced-price meals on or before the start of school each year. Access to this policy will be provided to parents or guardians when they receive information regarding eligibility and applying for free or reduced price meals.

5.19.5 Unpaid Meal Charges

The district's meal charging requirements are as follows.

A charge account for students paying full or reduced price for meals may be established with the district. Students may not charge past a zero balance to this account. Charging of a la carte or extra items to this account will not be permitted.

Any student failing to keep a charge account solvent as required by this policy shall not be allowed to charge further meals until the negative account balance has been paid in full. However, such students will be allowed to purchase a meal if the student pays for the meal when it is received. Students who have a negative balance and cannot pay out of pocket for a meal will be provided an alternate meal consisting of a peanut butter or deli meat sandwich, fruit, vegetable, and milk and assessed a \$0.45 fee per alternate meal served. Care will be taken by staff members requesting and distributing any alternate meals per this policy to do so discreetly, while protecting the privacy of the student and the student's parent or guardian regarding negative account balances. When providing an alternate meal, district staff will provide reasonable accommodations to students with disabilities with special dietary needs.

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



meal service facilities, and the policy will be made available on the district's website. Records of how and when it is communicated to households and staff will be retained.

5.20 Data Management

5.20.1 Data Dissemination

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

5.20.2 To Education Agencies

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

5.21 Facility Planning Goals

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

5.22 Building Committees

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

5.23 Memorials, Funerals, and Naming of District Facilities

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.

5.23.1 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.

5.23.2 Funerals and Memorial Services in District Facilities

Use of school facilities for funerals or memorial services is not allowed.



5.24 Capital Outlay Long Range Planning

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

The Executive Director of Operations shall report recommendations concerning the district's capital outlay needs to the board on or before the regular board meeting each October and February.

5.25 Long Range Needs Determination

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

5.26 District Facilities

Maize USD 266 believes it to be our responsibility to ensure that every effort is made to conserve energy and natural resources while exercising sound financial management as stated. The Energy Management Conservation guidelines can be found in the employee handbook. The Board shall employ daytime custodians for each building. After school hours cleaning maybe contracted with an outside service provider. The daytime custodians shall be directly responsible to the building principal and the Executive Director of Operations.

5.27 Food Service

All Food Service employees will comply with Kansas State Health regulations and USDA Child Nutrition Program requirements and regulations regarding health and cleanliness standards. Personal appearance reflects upon the school district and indicates pride and interest in the job. Food Service employees are expected to be neat, clean and orderly at all times. Safety and health concerns are of the utmost importance.

The cafeterias of each building are one of the first places visitors see and, therefore, the Board feels that the food service staff should be responsible for an attractive and clean kitchen.

5.28 Transportation

The supervisor of transportation will deliver a list of safety rules to bus drivers at the beginning of each school year. These rules shall be enforced at all times.

The Board feels that one of the greatest responsibilities placed on any employee is that of driving a school bus. Only well qualified drivers will be employed. Drivers must have passed the American Red Cross First Aid examination or completed the Medic First Aid Course, and a state



approved defensive driving course which will be paid by the district. Any unusual or unsafe condition that comes to the attention of the bus driver, whether it is with his/her bus or condition of the route which he/she travels shall be brought to the attention of the supervisor of transportation immediately.

All bus drivers are required to have a physical examination in accordance with the Kansas Department of Transportation. Physical examinations will be completed 10 days prior to the first day of school. The employee will be financially responsible for his/her first physical examination. After the second contract has been issued, the district will pay for physicals at a designated clinic. Drivers may have physicals performed at other clinics and will be reimbursed at a rate not greater than that of the designated clinic.

The transportation driver will be issued school district approved jackets for the purpose of identification and public relations. Jackets will only be issued upon employment and will be replaced if worn.

Employees required to have a commercial driver's license (CDL) will be tested for drugs and alcohol per U.S. Department of Transportation/Federal Highway Administration Regulations. Route drivers may use a maximum of one seat to provide legal riding space for their own non-school age children during the performance of their duties.



6 Negotiations

6.1 Legal Status

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

6.2 Purpose

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

6.3 Scope of Negotiations

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.

6.4 Board Negotiating Representatives

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

Each year the board shall designate its representatives for the purpose of negotiating during the current school year. If the board engages in traditional negotiations, the superintendent and the board president shall make recommendations to the board regarding who shall be the chief negotiator for the board and other members of the negotiations team. If the board engages in IBB negotiations, the board shall determine its members to serve on the negotiations team and the superintendent shall appoint administrative team members.

6.5 Superintendent's Role

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

6.6 Use of School Facilities

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.

6.7 Use of School Equipment

The board may make school equipment available for negotiating sessions.



6.8 Negotiations Procedures

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

6.8.1 *Distribution of Information*

The board's distribution of information concerning negotiating sessions shall be discretionary with the board but shall avoid providing information that promotes its position over that of the teachers' union.

6.8.2 *Research Assistance*

Upon request, the board shall furnish to the association any information which is public record within a reasonable timeframe.

6.8.3 *Minutes and Records*

If the board and the teacher's union engage in Interest Based Bargaining (IBB), the mediator shall be designated to keep detailed minutes. In the event that IBB is not used for negotiations, 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. A copy of minutes and records of negotiations sessions shall be maintained by the district for future reference.

6.8.4 *Reporting to the Staff and Board*

The board shall, through the superintendent, be fully advised as to the status of the negotiating sessions. Board members shall be furnished copies of the minutes and records of each session upon request. The board shall, through the superintendent, report to the staff information as the board deems advisable. Joint statements/updates may be issued by the board and the union as appropriate.

6.8.5 *Reporting to the Media and Public*

The board reserves the right to release to the media any public information regarding negotiations. Before any school board news release or statement on negotiations to the press and public is made, the release shall be prepared with the supervision of the superintendent and approved by the president of the board. If the president of the board is unavailable, the vice-president of the board shall make the determination. No other person is authorized to release to the public or press, on behalf of the board, any information in regard to negotiations.

6.9 Preliminary Agreement Disposition

All tentative agreements shall be reported to the board.



6.10 Ratification Procedures

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

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

6.11 Announcement of Agreement

The board may announce its ratification of the agreement.

6.12 Slowdowns

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.



7 Curriculum and Instruction

7.1 Mission Statement and Philosophy

7.1.1 Mission Statement

The mission of the Maize School District is to guarantee all students will acquire the critical skills necessary for success through an innovative, academically rigorous curriculum, facilitated by a visionary, progressive staff, and an engaged community.

7.1.2 Philosophy

Both academic and non-academic programs comprise the educational program. The educational program shall be performance-oriented and research-based.

All students shall have an equal opportunity to pursue and acquire knowledge and to master the educational program's objectives.

7.2 School Site Councils

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

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

Each site council shall establish meeting schedules. Each council shall report to the District Site Council annually.

7.3 Educational Program

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

7.3.1 Curricular Offerings

An outline of each curricular offering and the learning objectives to be mastered shall be developed. When approved by the board, they shall become a part of these policies and rules by reference.



7.3.2 Educational Goals and Objectives

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

7.4 Pilot Projects

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

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 students engaged in the program or project.

7.4.1 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.

7.6 Teaching Methods

Use of current research findings to improve instruction is required as a part of the district's school improvement efforts. Staff development programs will be designed to help teachers learn research-based instructional skills and to apply them in daily instruction.

7.7 Instructional Program

All licensed staff shall cooperatively develop an integrated, comprehensive, performance-oriented preK-12 Instructional Program, which will be composed of the specific courses and programs offered that allow students to meet the goals and objectives set forth in the educational program. The Instructional Program is to include district instructional goals and learning objectives and be based on valid educational research and current Kansas State Board of Education requirements. After board of education approval, district instructional goals and learning objectives shall be used by the staff as the basis for developing and implementing specific curricula. The superintendent or designee may develop a schedule for periodic curriculum reviews.

A committee of teachers, administrators and community members will be established for each curricular area being reviewed. Committee members should consist of one teacher per grade level (K-6) and one teacher at the secondary level who specializes in the subject area being reviewed. Additionally, community members will be encouraged to participate in the curriculum review and ideally the committee will have a minimum of one community member.



Prior to final selection, patrons will be notified of the review and will be allowed to contribute to the selection process. The administrator in charge of each selection process will facilitate patron involvement.

After patron input, the selection committee will recommend to the superintendent their selection for adoption by the Board.

7.7.1 Modification

Additions, deletions, or alterations to the Instructional Program shall be approved by the board.

7.7.2 Personnel

Outside resources and district personnel may be used in curriculum development.

7.7.3 Financial Resources

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

7.8 Kansas Education Systems Accreditation

Kansas Education Systems Accreditation (hereafter “KESA”) is a district-wide accreditation process. Accreditation within this process is ultimately granted by the Kansas State Board of Education. The board of education 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.

7.9 Outside Vendor Based Curriculum/Instruction

Outside agencies delivering non-school based approved curriculum will not have access to school facilities.



7.10 Support Programs

Support program information approved by the board shall be filed with the clerk and made available to staff as needed.

7.10.1 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.

7.10.2 Student Mental Health

The superintendent may develop and implement a student mental health awareness program. The superintendent shall identify community or area mental health agencies able to provide assistance if such services are not provided by the district in accordance with a student's I.E.P. or Section 504 plan.

7.10.3 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.

The staff shall incorporate the philosophy and goals of this policy into the schools' programs.

7.10.4 At-Risk Students

The superintendent shall be responsible for developing a program for identifying and working with at-risk students.

7.10.5 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.

7.10.6 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) or Section 504 team.



7.11 Exceptional Programs

In addition to the basic programs approved by the board, the district shall provide programs to meet exceptional needs. Program information approved by the board shall be filed with the clerk and made available to staff as needed.

7.12 Special Education and Special Programs

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. 72-3404) who is a resident of this district, a nonresident student accepted for enrollment in compliance with applicable law, or is enrolled in a member district of the cooperative. Special education services are provided for such children, including individual educational programs, in the least restrictive environment.

7.12.1 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.

7.12.2 Actions and Due Process for Students

Parental involvement and cooperation are 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.

7.12.3 Related Services Roster

Each exceptional student shall have the availability of a full spectrum of related services required for that student to benefit from special education. Related services available through the cooperative include: art therapy, assistive devices, assistive technology, audiology, counseling services, dance/movement therapy, early identification and assessment, music therapy, occupational therapy, parent counseling and training, psychological services, physical therapy, recreation, school health services, school social work, special education administration and supervision, special music education, speech therapy, transportation, and medical services for diagnostic or evaluation purposes.

These services shall be outlined in the appropriate handbooks or other documents following board review and approval.



7.12.4 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. Routine community-based instruction opportunities for exceptional students do not require board approval. A periodic review of the partnership's goals and objectives shall be conducted.

7.13 Section 504 Accommodations for Students

In accordance with the provisions 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.

7.14 Title I Programs

The board shall ensure the district's Title I programs operate in accordance with federal laws and conditions. The superintendent or designee is responsible for administering the district's Title I program; assessing the educational needs of all students, particularly the needs of educationally disadvantaged children; developing appropriate communication channels between all parties; to the extent practicable, providing full opportunities for the participation of parents/guardians with limited English proficiency, parents/guardians with disabilities, and parents/guardians of migrant children, including providing information and school reports required under federal law in a format and language such parents/guardians can understand; developing in-service training for parents and staff; and developing appropriate evaluation procedures.

7.14.1 Annual Parent Meeting

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

7.15 Student Privacy Policy

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.

7.15.1 Student Data Restrictions

Any student data submitted to and maintained by a statewide longitudinal student data system shall only be disclosed in accordance with the Student Data Privacy Act. Disclosure of all other student data or student record information maintained is governed by the Family Educational Rights and Privacy Act (“FERPA”).

Annual written notice presented to parents and legal guardians of district students shall: 1) require parent or guardian’s signature; and 2) shall state student data submitted to and maintained by a statewide longitudinal data system only be disclosed as follows.

Student data may be disclosed to:

- The authorized personnel of an educational agency or the state board of regents who require disclosures to perform assigned duties; and
- The student and the parent or legal guardian of the student, provided the data pertains solely to the student.

Student data may be disclosed to authorized personnel of any state agency, or to a service provider of a state agency, educational agency, or school performing instruction, assessment, or longitudinal reporting, provided a data-sharing agreement between the educational agency and other state agency or service provider provides the following:

- purpose, scope, and duration of the data-sharing agreement;
- recipient of student data uses such information solely for the purposes specified in the agreement;
- recipient shall comply with data access, use, and security restrictions specifically described in the 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 standards of data destruction.

Unless an adult student or parent or guardian of a minor student provides written consent to disclose personally identifiable student data, student data may only be disclosed to a governmental entity not specified above or any public or private audit and evaluation or research organization if the data is aggregate data. “Aggregate data” means data collected or reported at the group, cohort, or institutional level and which contains no personally identifiable student data.

The district may disclose:



- Student directory information when necessary and the student's parent or legal guardian has consented in writing;
- directory information to an enhancement vendor providing photography services, class ring services, yearbook publishing services, memorabilia services, or similar services;
- any information requiring disclosure pursuant to state statutes;
- student data pursuant to any lawful subpoena or court order directing such disclosure; and
- student data to a public or private postsecondary educational institution for purposes of application or admission of a student to such postsecondary educational institution with the student's written consent.

7.15.2 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.

7.15.3 Biometric Data

The district shall not collect biometric data from a student or use any device or mechanism to assess a student's physiological or emotional state, unless the adult student or the parent or legal guardian of the minor student consents in writing. "Biometric data" includes measurable biological or behavioral characteristics that can be used for automated recognition of an individual, such as fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting.

Nothing in this policy shall prohibit the collection of audio voice recordings, facial expression information, and student handwriting for:

- provision of counseling or psychological services,
- conducting student threat assessments,
- completing student disciplinary investigations or hearings, or
- conducting child abuse investigations.

7.15.4 Select Student Surveys

No nonacademic test, questionnaire, survey, or examination containing any questions about the personal and private attitudes, values, beliefs, or practices of the student or the student's parents, guardians, family members, associates, friends, or peers that is administered during the school day shall be administered to any kindergarten through 12th grade student unless:



- the parent or guardian is notified in writing not more than four months in advance of the administration of such test, questionnaire, survey, or examination that such is to be administered; and
- the parent or guardian of the student gives consent through a written or electronic signature or, in the event of an immediate need, gives verbal consent for the student to participate.

Advance notification to a parent or guardian must include:

- A copy of the test, questionnaire, survey, or examination that is to be administered;
- Information on how the parent or guardian may provide written consent to authorize the student to take such test, questionnaire, survey, or examination;
- The name of the company or entity that produces or provides the test, questionnaire, survey, or examination to the school; and
- Whether the school will receive or maintain the resulting data and an explanation of how the school intends to use and maintain such data.

For written consent to be accepted, timely notice in compliance with the requirements of this policy must be provided, and the parent or guardian must have had an opportunity to review the information contained in the notice. Written consent must be provided separately for each individual test, questionnaire, survey, or examination that is to be administered. Prior to administering any such test, questionnaire, survey, or examination, a copy of it must be posted and maintained on the district's website.

A student has the right to refuse to take any test, questionnaire, survey, or examination as described herein at any time, regardless of receipt of parent or guardian consent to participate. Prior to administering any such test, questionnaire, survey, or examination, each student shall be informed that such student has the right to refuse to take it and that the student will not suffer any adverse consequences based on refusal to participate.

No personally identifiable student data shall be collected through any such test, questionnaire, survey, or examination.

Except as otherwise provided in this policy, the provisions of this subsection shall apply to any test, questionnaire, survey, or examination as described herein that is administered or proposed to be administered to any student by any employee of a school district, including, but not limited to, any administrator, teacher, counselor, social worker, psychologist, or nurse.

If, however, any district employee becomes aware that a student may be at risk of suicide by a credible report from the student, the student's peers, or another school district employee, the school personnel who are designated to administer a suicide risk assessment or screening tool may administer such risk assessment or screening tool in accordance with the provisions of this subsection to determine whether the student could be at risk for suicide. Such designated school personnel may include, but is not limited to, any administrator, teacher, counselor, social worker, psychologist, or nurse. Prior to the administration of any such risk assessment or screening tool, the designated staff member shall verbally notify the parent or guardian before



the administration of such risk assessment or screening tool and obtain the consent of the parent or guardian.

If the designated staff member is unable to verbally notify the parent or guardian of the student and obtain consent after reasonable attempts to do so, the designated staff member may administer the risk assessment or screening tool without such consent. If a risk assessment or screening tool is administered without the parent or guardian's consent, as soon as contact with the parent or guardian is made, the designated staff member shall notify the parent or guardian of the administration of such assessment or screening tool and provide to the parent or guardian all information obtained from the risk assessment or screening tool administered to the student.

7.16 College Classes

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.

7.16.1 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.

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

7.17 Athletics

District high 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.

7.18 Instructional Arrangements

Each building principal shall organize the instructional program in a manner compatible with these policies.

7.18.1 Class Size

Class size shall be determined by: class enrollment, teacher availability, budget, and facility limitations.



7.18.2 Scheduling for Instruction

Class schedules shall be developed to meet district instructional goals and learning objectives.

7.18.3 Pre-enrollment

The administration shall develop and coordinate pre-enrollment activities each spring.

7.19 Charter Schools

The board may consider a petition for creation of a charter school if the petition meets all requirements of current law and regulations.

7.20 Textbooks, Instructional Materials, and Media Centers

All textbooks, instructional materials, and the selection criteria for district media center materials 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, promote wise use of leisure time, develop literary discrimination and appreciation, and encourage students to become productive citizens.

7.20.1 Selection Criteria: Textbooks and Instructional Materials

Textbooks and instructional materials shall provide:

- An effective education for all students;
- factual knowledge, literary appreciation, aesthetic values, and ethical standards;
- practice for students to develop abilities in critical thinking, communication, mathematics, and science skill;
- information which helps students develop an appreciation of American cultural, ethnic and racial diversity, and balanced views concerning international, national, state, and local issues and problems; and
- sufficient flexibility for meeting the special needs of individuals and groups.

The superintendent shall develop selection procedures which meet the above criteria, which shall include a review of available material by appropriate staff members.

7.20.2 Selection Criteria: Media Center Materials

Materials shall be chosen for accuracy, artistic quality, format, and authoritativeness.

Materials shall be chosen on various reading levels presenting different points of view, including current issues.



Books and other media materials shall be evaluated before purchase, either through direct examination or by using reputable, unbiased, professionally prepared selection tools. The media center(s) shall obtain, process, and circulate materials and equipment and provide references and other services to students and faculty. Media specialists shall work toward providing resources so that students have an opportunity to achieve high levels of performance.

7.20.3 Collection Development

The media collection shall be developed systematically, be well balanced in coverage of subjects, and include various types of materials and diverse content in multiple formats. The collection shall reflect, enhance, 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.

7.20.4 Challenges of Materials

Any student, parent, or legal guardian of a student currently enrolled in the district having a complaint about textbooks, media center, or other instructional materials shall meet with the teacher, media specialist, or principal. If the concern is addressed to a teacher or media specialist, they shall report the matter to the principal. If the matter cannot be resolved, the principal shall notify the superintendent and request that the complainant complete the USD 266 Media Review Request form (BOE-9003). After receiving the completed form, the superintendent shall review and consider the request.

If the issue outlined in the request is not resolved after review by the superintendent, the requestor may seek review by the board.

In determining whether to forward a challenge to a review committee, the board shall consider the following factors:

- The basis of the challenge;
- whether the material has been previously challenged and reviewed pursuant to this process; and
- whether it is necessary to submit it for additional review.

If the board chooses not to submit the challenge to the review committee, the superintendent will notify the requestor of the board's decision. If the board chooses to submit the challenge to a review committee, it shall forward all appropriate written materials necessary to the review committee.

7.20.5 Composition of Review Committee

When a review committee is established to handle requests for review concerning textbooks, media center, or instructional materials, the review committee shall be composed of:



The building principal, library media specialist, Assistant or Associate Superintendent, two community members, and the superintendent. The superintendent shall be responsible for appointing review committee members.

7.20.6 Purview of Review Committee

The review committee shall examine and evaluate the material as a whole; consider the district's policy, procedures, and philosophy for selection of textbook, instruction materials, and media center materials; weigh strengths and weaknesses; and form opinions based upon the selection criteria.

7.20.7 Written Report

Within 30 days of receiving access to the challenged materials, the review committee shall review the material and prepare a brief, written report containing conclusions and recommendations for the board of education.

If the board receives simultaneous challenges of multiple material or if circumstances render the 30-day timeline impracticable, the board may extend the committee's deadline to complete its review.

No reviews will be conducted during summer break or when school is not in session for one week or longer. The timeline for any review shall be tolled during such breaks.

7.20.8 Board Review and Action

If the complainant does not accept the determination by the review committee, then the complainant may appeal the determination to the board. The board shall review the recommendation of the review committee within 30 days of receipt thereof and may accept the review committee's recommendation, reject the review committee's recommendation, or make its own determination regarding the challenged book or material.

The decision of the board is final.

7.20.9 Removing Challenged Materials

Challenged materials may be removed from use during the review period at the discretion of the superintendent.

7.20.10 Impact of Simultaneous or Repeated Requests

If more than one request for review is received simultaneously, or, if one or more requests for review is received while another review is pending, timelines established in this policy may be extended by the superintendent or the board to allow the requests to be processed in turn. When more than one request for review is received for the same book or material, such requests may be consolidated to reduce redundancy in review at any stage of this process.



If a book or material has been reviewed by a review committee, it will not be eligible for an additional review for at least one year from the date the board took action on the previous challenge of the material.

7.21 Outside Speakers

With administrative approval, outside speakers may be invited to meet with groups of students as part of the educational process.

Speakers shall be informed of this policy and any rules when they are invited to make a presentation.

Outside speakers should be selected so that various points of view are presented.

The teacher/sponsor or any member of the school administration may interrupt or suspend any proceedings if the speaker is not abiding by these rules.

With prior board approval an honorarium may be paid to outside speakers.

7.22 Community Resources

The use of community resources is encouraged where legitimate educational objectives may be advanced.

The certified licensed staff shall maintain a list of suitable community resources which may be used for field trips and other excursions.

7.23 Theater Productions and Musicals

All theater productions and musicals must be approved by the building administrator prior to final selection and announcement.

7.24 Field Trips

7.24.1 District Approved Field Trips

Field trips may be approved by the principal when reasonable educational objectives can be established.

Advance requests for field trips including transportation and other resource needs shall be submitted by the teacher to the principal. Each building principal shall develop a form to notify parents of a forthcoming field trip. The form shall include the nature of the trip, departure time, expected return time, name of sponsor(s) and mode of travel. The form shall also include a space where a parent may ask that a child be excused and the reasons for the excuse.

7.24.2 Non-Sanctioned Field Trips

Non-sanctioned field trips organized by employees acting as independent contractors/agents involving students on a volunteer, self-supporting basis are not approved by the board and are



not considered a part of the curriculum. Total responsibility for privately planned field trips or tours rests with the individual(s) and agency sponsoring them. The district assumes no legal or financial responsibilities for non-sanctioned field trips.

Every attempt should be made to schedule non-board approved trips during weekends and/or vacation periods. If travel arrangements necessitate that some school days are missed, normal procedures for staff and student absences must be followed.

7.25 Overnight Accommodations

During school district sponsored travel that requires overnight stays by students, separate overnight accommodations will be provided for students of each biological sex.

7.25.1 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.

7.25.2 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.

7.26 Grading System

The district shall have board-approved methods for assessing and reporting the quality of student academic progress. Information shall be published in appropriate handbooks.

7.27 Homework

Homework shall not be used as a means to discipline students. Homework shall be assigned as needed to reinforce lessons introduced in the classroom.



7.28 Make-Up Opportunities

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.

7.29 Graduation Requirements

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 28 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.

7.29.1 Educational Testing Program

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.

7.29.2 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.

7.29.3 Reporting Test Results

The superintendent shall report annually in writing to the board the results of the district's academic achievement testing program. State required test results shall be disaggregated as



required by current regulation and shall be reported annually to the board, district patrons and the State Board of Education.

7.30 Acceptable Use Guidelines

7.30.1 Purpose

The district provides computer network and internet access for its students and employees. This service allows employees and students to share information, learn new concepts, research diverse subjects, and create and maintain school-based websites. The district has adopted the following Acceptable Use Guidelines to govern the conduct of those who elect to access the computer network or district Internet.

7.30.2 Acceptable Use Guidelines

Users shall adhere to the following guidelines of acceptable use:

- All use of the Internet and other network resources will be in support of educational activities.
- Users will report misuse and breaches of network security.
- Users shall not access, delete, copy, modify, nor forge other users' e-mails, files, or data.
- Users shall not use other users' passwords nor disclose their password to others.
- Users shall not pursue unauthorized access, disruptive activities, nor other actions commonly referred to as "hacking," internally or externally to the district.
- Users shall not disclose confidential information about themselves or others.
- Users shall not utilize unlicensed software.
- Users shall not access or permit access to pornography, obscene depictions, or other materials harmful to minors.
- Students shall not disable or attempt to disable Internet filtering software.

7.30.3 Prohibitions

Although the district reserves the right to determine what use of the district network is appropriate, the following actions are specifically prohibited:

- Transferring copyrighted materials to or from any district network without the express consent of the owner of the copyright.



- Use of the network for creation, dissemination, or viewing of defamatory, factually inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, or other material prohibited by law or district policy.
- Dissemination of personnel or student information via the network when such information is protected by law, including the Family and Educational Rights Act or Student Data Privacy Act.
- Utilization of the network to disseminate non-work-related material.
- Utilization of the network as a means for advertising or solicitation.

7.30.4 Monitoring

The school district reserves the right to monitor, without prior notice, any and all usage of the computer network and district Internet access, including, but not by way of limitation, e-mail transmissions and receptions. Any information gathered during monitoring may be copied, reviewed, and stored. All such information files shall be and remain the property of the school district, and no user shall have any expectation of privacy regarding his/her use of the computer network or the district Internet.

7.30.5 Internet Safety

In compliance with the Children's Internet Protection Act (CIPA) and the Kansas Children's Internet Protection Act, the school district will implement filtering and or blocking software to restrict access to Internet sites containing child pornography, obscene depictions, or other materials harmful to minors. The school district, however, cannot and does not guarantee the effectiveness of filtering software. Any student who connects to such a site must immediately disconnect from the site and notify a teacher. An employee who accidentally connects to such a site must immediately disconnect from the site and notify a supervisor. If a user sees another user is accessing inappropriate sites, he or she should notify a teacher or supervisor immediately. The school district administration reserves the right to prohibit access to any network or Internet it deems inappropriate or harmful. The school district shall instruct students regarding appropriate online behavior including cyberbullying.

7.30.6 District Internet and Technology Security Policy

The District's Director of Technology or designee shall maintain and implement the District's Internet and Technology Security Policy, which is incorporated herein by reference. The Director of Technology is authorized to update the Security Policy as needed to respond to changing security threats to District infrastructure.

7.30.7 Penalties for Improper Use

Access to the network and Internet is a privilege, not a right, and inappropriate use will result in the restriction or cancellation of access. The school district has the right to make the



determination of what constitutes inappropriate use and use as an educational tool. Inappropriate use may lead to any disciplinary and/or legal action, up to and including suspension and/or expulsion of district students and suspension and/or termination of employees. Law enforcement shall be notified of inappropriate use which may constitute a violation of Federal or state law, and such use may result in criminal prosecution.

7.31 Computer and Device Use

7.31.1 Use of District Computers and Devices/Privacy Rights

District issued computer systems and electronic devices (including, but not limited to, Smartboards, iPads, iTouches, iPhones, eReaders, and eBooks) are for educational and professional use only. All information created by staff or stored thereon shall be considered district property and shall be subject to unannounced monitoring by district administrators. Unauthorized access to and/or unauthorized use of the district server or security system (including, but not limited to, surveillance footage) is also prohibited. The district retains the right to discipline any student, up to and including expulsion, and any employee, up to and including termination, for violation of this policy.

The District Chromebook Deployment Handbook is incorporated by reference.

7.31.2 Copyright

Software acquired by staff, using either district or personal funds, and installed on district computers or electronic devices must comply with copyright laws. Proof of purchase (copy or original) for software must be filed in the district office.

7.31.3 Installation

No software, including freeware and shareware, or other applications may be installed on any district computer or electronic device until cleared by a technology department staff member. The Technology Director or designee will verify the compatibility of the software or application with existing software, hardware, and applications and prescribe installation and de-installation procedures. Program files must have the Technology Director's approval to be installed on any district server or computer.

7.31.4 Hardware

Staff shall not install unapproved hardware on district computers, create wired or wireless networks, or make changes to software settings that support district hardware.

7.31.5 Audits

The administration may conduct periodic audits of software and applications installed on district equipment to verify legitimate use.



7.31.6 E-mail Privacy Rights

Employees and/or students shall have no expectation of privacy when using district e-mail or other official communication systems. Any e-mail or computer application or information in district computers, computer systems, or electronic devices is subject to monitoring by the administration.

7.31.7 Ownership of Employee Computer and Device Materials

Computer materials, devices, software, or applications created as part of any assigned district responsibility or classroom activity undertaken on school time shall be the property of the board.

7.31.8 Lost, Stolen, or Damaged Computers and/or Equipment

Students and staff members shall be responsible for reimbursing the district for replacement of or repair to district issued computers or electronic devices which are lost, stolen, or damaged while in the students' or staff members' possession.

7.32 Children's Internet Protection Act

The district shall implement and enforce an internet safety plan meeting the requirements of both the federal and the Kansas Children's Internet Protection Act (CIPA). The superintendent or designee shall develop a plan to implement the Children's Internet Protection Act. Such plan shall include technology protection measures and such other measures as deemed appropriate to address the following issues:

- Access by minors to inappropriate matter on the Internet and World Wide Web,
- The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications,
- Unauthorized access, including so-called "hacking," and other unlawful activities by minors online;
- Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- Measures designed to restrict minors' access to materials that may be harmful to them.

For the purposes of this policy, "minor" shall be defined to mean any student who is under 18 years of age. The board charges the superintendent to develop the CIPA implementing plan so that all of the protections provided by this policy and the corresponding plan may be afforded to all district students, regardless of their age.

If the district is providing public access to any computer, the CIPA plan shall also implement and enforce technology protection measures to ensure no minor has access to visual depictions that are child pornography, harmful to minors, or obscene.



This plan shall be on file with the board clerk in the Educational Support Center and copies shall be available. The Superintendent or designee shall ensure compliance with CIPA by completing Federal Communication Commission forms as required.

7.33 Staff Online Activities

Employees are encouraged to use district electronic mail and other district technology resources to promote student learning and communication with parents of students and education-related entities. If those resources are used, they shall be used for purposes directly related to work-related activities. Technology-based materials, activities, and communication tools shall be appropriate for and within the range of the knowledge, understanding, age, and maturity of students with whom they are used.

District employees, including, but not limited to, classroom teachers and extracurricular activity coaches and sponsors, may set up blogs and other social networking accounts using district technological resources and following district policy and guidelines to promote communications with students, parents, and the community concerning school-related activities and for the purpose of supplementing classroom instruction. Social networking sites and other online communication options offering instructional benefits may be used for the purpose of supplementing classroom instruction and to promote communications with students and parents concerning school-related activities.

In order for district employees and activity sponsors to utilize a social networking site for instructional, administrative, or other work-related communication purposes, they shall comply with the following:

- They shall request prior permission from the superintendent or the superintendent's designee.
- If permission is granted, staff members will set up the site following any district guidelines developed by the superintendent and approved by the board. If the expenditure of district funds is required to complete the set-up or maintenance of the site, the requesting staff member shall present an itemized summary of such costs to the superintendent or designee. Superintendent or designee approval shall be required prior to the expenditure of district funds for such purpose.
- Guidelines shall specify whether access to the site must be given to school/district administrators and technology staff.
- If written parental consent is not otherwise granted through acceptable use policy forms provided by the district, staff shall notify parents of the site and obtain written permission for students to become "friends" of the site prior to the students being granted access. This permission shall be kept on file at the school as determined by the principal.
- Once the site has been created, the sponsoring staff member is responsible for the following:



- Monitoring and managing the site to promote safe and acceptable use and compliance with district policies; and
- Observing confidentiality restrictions concerning release of personally identifiable student information under state and federal law.

Staff members are discouraged from creating personal social networking accounts to which they invite current or future students to be friends. Employees taking such action do so at their own risk. All employees shall be subject to disciplinary action if their conduct relating to use of technology or online resources violates this policy or other applicable board policy, statutory, or regulatory provisions governing employee conduct or the protection of student record information; or if it impairs the staff member's job performance or effectiveness in the work setting.

District staff shall endeavor to protect the health, safety, and emotional well-being of students and confidentiality of student record information both in the school setting and in their online actions. Conduct in violation of this policy, including, but not limited to, conduct relating to the use of technology, social networking, or online resources, may form the basis for disciplinary action up to and including termination from employment.

7.34 Evaluation of Instructional Program

The superintendent or designee may develop guidelines to evaluate the instructional program. This evaluation may be part of the district's school improvement efforts.

The superintendent or designee may establish special curriculum committees to study the district's instructional program on a regular schedule. The superintendent or designee may require reports from these committees which may include the committee's recommendations for improvement, modification, or elimination of any part of the instructional program. The superintendent or designee may submit a comprehensive report from the committees to the board.

7.35 Human Growth and Development Education

7.35.1 Opt-Out Procedure

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 Growth and Development education classes shall be provided a written copy of the goals and objectives for the student's appropriate Human Growth and Development class. Following review of the curriculum goals on file at the board of education office, the parent or guardian must contact the principal and state the portion(s) of the curriculum in which the student is not to be involved.

Arrangements shall also be made for class reassignment of the student during the opt-out period.



7.35.2 Annual Request Required

Opt-out requests shall be required annually and are valid only for the school year in which they are submitted.

7.35.3 Notice of Availability

Public notice of the availability of the Human Growth and Development curriculum goals and objectives shall be made by means of district communication to parents.

7.36 Religion in Curricular or School-Sponsored Activities

No religious belief or non-belief shall be promoted or disparaged by the district or its employees. Students and staff should be tolerant of each other's religious views. Students and staff members may be excused from participating in practices contrary to their religious beliefs unless there are clear educational issues of overriding concern which prevent it.

7.36.1 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.

7.36.2 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.

7.36.3 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.

7.36.4 Graduation and Other Ceremonies

School ceremonies shall be secular in nature. While recognizing the significance of tradition, the board requires that graduation exercises and dedication ceremonies be secular in nature.



7.37 Religious Objections to Activities

A parent or guardian (or a student eighteen years of age or older) may request that the student be excused from participating in activities for religious reasons. The parent, guardian, or adult student must contact the principal 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 contact the principal regarding religious objections

The building administrator shall review the request and determine whether the request should be granted or denied. The building administrator 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 building administrator's decision, they may appeal in writing to the Superintendent or designee. 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 transfer assignments. Opt-out requests must be submitted annually and are valid only for the school year in which they are submitted.

7.38 Assemblies

Each building principal may schedule assemblies as needed.

7.39 Lesson Plans

Each teacher shall develop, maintain and follow lesson plans which conform to the approved curriculum, the district's educational goals and the expected student learning outcomes.

7.40 Animals and Plants in the School

With the prior approval of the principal, animals or plants may be brought to school for instructional purposes. If someone is injured by an animal or comes into contact with a toxic plant, the incident shall be immediately reported to the administration by the supervising teacher. The principal shall notify the appropriate persons.

7.40.1 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. Such requests must be referred to the Associate Superintendent for Teaching and Learning.

7.41 Copyright Law

The copyright guidelines can be found in the Copyright Guidelines document (BOE-1007).

7.42 Intellectual Property

The school district has all rights of ownership of products produced by an employee during hours for which the employee was paid or in which the use of district supplies and/or equipment was used. The district may enter into an agreement in advance with an employee to produce a product. In such cases, the agreement shall assign rights of use and ownership.

Teachers may retain the copyright ownership of distance learning material created at home with their personal computers. However, the district retains the right to use this material as part of its educational program.

7.43 Safety, Security, and Environmental Reporting

The USD 266 Board of Education encourages the reporting of school safety, security, and environmental concerns by employees. Such concerns may be reported emailing the Executive Director of Operations or any building principal or the Superintendent. The reporting party will be responsible for advancing the concern to the next level if he/she is not satisfied with the resolution proposed for the concern.



8 Enrollment

8.1 Student Admission to School

8.1.1 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.

8.1.2 Non-Resident Students

Kansas law requires the board to allow nonresident students to enroll in and attend the schools of the district if the board’s capacity determination finds there are open seats for such students. In order to determine the district’s capacity to accept nonresident students at each grade level in each district school, the board has adopted this policy.

Details concerning the nonresident 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 Article 8 of board policy (BOE-1002).

This policy does not apply to any virtual school, as defined by Kansas law, or to any school located on a military installation. Maize Virtual Preparatory School students are subject to board policy 5.25.1 of BOE-1002.

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 without application and acceptance through this policy.

8.1.2.1 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 supervised publicly or privately operated shelter designed to provide temporary living accommodations, including welfare hotels, congregate shelters and transitional housing for the mentally ill;



- an institution that provides a temporary residence for individuals intended to be institutionalized; or
- a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for humans.

"Nonresident student" means a child of school age, pursuant to Kansas law, who resides in Kansas and 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 guardian or conservator; or a person, other than a parent, who:

- Is liable by law to maintain, care for or support the child;
- has actual care and control of the child and is contributing the major portion of the cost of support of the child;
- has actual care and control of the child with the written consent of a person who has legal custody of the child; or
- 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.

8.1.2.2 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 1st of each year, the superintendent or designee 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.

8.1.2.3 Requirement to Publish Open Seats

On or before June 1st 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 January 1st through June 15th, district administration shall accept applications from nonresident students seeking to enroll in and attend the district in the next school year.

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, unless the nonresident student is deemed not in good standing..

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 deemed in good standing using a confidential lottery process. This process shall be completed on or before July 15th 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 on or before July 15th each year.

8.1.2.4 Priority in Filling Open Seats

Regardless of capacity determinations, the following categories of students shall be allowed to enroll as if resident students if they are deemed to be in good standing by district administration:

- 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; or
- any nonresident student who has a parent or person acting as a parent employed by the district, while the parent or person acting as a parent remains employed by the district.

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 is enrolled and attending school in the district of who is 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; or
- 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;

If one of these exceptions no longer applies to the student, the student's enrollment status would be subject to review based upon the considerations for determining good standing in this policy.

Nonresident students accepted for enrollment will be placed in schools by administration according to open seats based upon the capacity recommendations. Requests for specific schools may not be honored, except for employee exemptions outlined in *article 8.5.4.1*.

8.1.2.5 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.

8.1.2.6 Transportation of Students

Neither a resident school district nor a receiving school district shall be required to provide transportation to nonresident students unless otherwise required by applicable law. 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.

8.1.2.7 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 Shared with the Kansas State Department of Education

The superintendent shall annually 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.

8.1.2.8 Nonresident Student Continued Enrollment

A nonresident student who has been accepted for enrollment and attendance at a district school shall be permitted to continue enrollment and attendance in the district until such student graduates from high school, reaches the age of 21 (if the student is a student with an exceptionality, not solely eligible for gifted services under an individualized education program), or receives a G.E.D., unless such student is no longer deemed by district administration to be in good standing.

Except as otherwise specified herein, nonresident students who were enrolled in and attending the district during school year 2023-24, who were attending the district as a resident student in 2023-24 but have since moved out of the district, or have been accepted for enrollment by the school district on or after June 1, 2024, will be allowed to continue enrollment in the district as specified above. The district will not require parents of such students or adult or emancipated students to resubmit a new application each school year.

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 enrollment or continued enrollment for not being in good standing. Nonresident student applications for enrollment and nonresident students already enrolled in and attending school in the district shall be evaluated by the school principal to determine standing for enrollment or continued enrollment.



Students may be denied enrollment or 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 enrollment or continued enrollment of a student who is homeless. As part of this reflection, administration shall consider the obstacles a homeless student faces to arrive at school on time or each day due to housing instability, lack of transportation, or lack of other basic resources that can hinder consistent attendance.

A student meeting one or more of the following criteria shall automatically be deemed not in good standing and may be denied enrollment or continued enrollment based solely thereon.

- the nonresident student has more than 3 unexcused absences, as defined by board policy or student handbook language, in the last school year;
- 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 Kansas resident;
- the student is currently under a period of suspension or expulsion from any Kansas school district, and such suspension or expulsion will not expire until after the next school year has begun.
- the student has had one or more out-of-school suspensions in the current school year, excluding suspensions determined to be a manifestation of the student's disability or a failure on the part of school staff to implement an individualized education program, Section 504 plan, or behavior intervention plan; or
- the student has been given a long-term suspension or expulsion by a school district in the current school year.

Parents shall be informed of any administrative decision not to enroll or to continue enrollment of a nonresident student no later than July 15th each year.

If district administration denies the enrollment application of a nonresident student due to the school district deeming the nonresident student as not in good standing, the parent or person acting as a parent of such student may appeal the decision to the school board. A current nonresident student who is determined not to be in good standing shall not be entitled to the appeal process outlined herein.

Any students who have been denied enrollment or continued enrollment due to being deemed not in good standing may reapply for nonresident enrollment in subsequent school years.

8.1.2.8.1 Grades PreK-6

Students in grades Pre-K-6, whose residence changes to outside the district during the school year, shall withdraw at the end of that current nine-week grading period. If they change



residency after March 1st, they may stay until the end of the current school year with good standing verified by principal.

8.1.2.8.2 Grades 7-12

Students in grades 7-12, whose residence changes to outside the district during the school year, shall be allowed to complete high school with good standing verified by principal. Younger siblings of students enrolled in grades 7-12 may also be allowed to continue enrollment with good standing verified by principal.

8.1.3 *Appeal Process*

If a nonresident student's application for enrollment is denied because the student is determined not to be in good standing, the parent or person acting as a parent may appeal the administrative decision to the school board.

If a parent or person acting as parent wishes to appeal this decision, a written request for an appeal must be submitted to the clerk of the board within 10 days of receiving notice the student's application has been denied for lack of good standing. Such request shall include the individual's reasons for disagreeing with the administrator's decision.

8.1.4 *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.

8.1.5 *Enrollment Procedures*

The superintendent or designee 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.

8.1.6 *Part-Time Students*

The board allows any child to enroll part-time in the school district to allow the student to attend any courses, programs, or services offered by the school district if the child:

- Is also enrolled in a nonaccredited private elementary or secondary school or in any other private, denominational, or parochial school as required by law;
- requests to enroll part-time in the school district; and
- meets the age of eligibility requirements for school attendance.



District administrators shall make a good faith attempt to accommodate scheduling requests of students enrolling in the school district in these situations but shall not be required to make adjustments to accommodate every such request.

Part-time students, other than those specified previously in this policy, may enroll with the administration's permission if they complete all paperwork in a timely fashion and are in attendance no later than September 20. Such part-time students may be admitted only to the extent that staff, facilities, equipment, and supplies are available, and the students follow the district's student conduct policies and rules.

8.1.7 *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 or designee shall notify local law enforcement officials as required by law and shall not notify any person claiming custody of the child. If informed the student may be "missing," district officials shall cooperate with law enforcement and/or DCF officials in the investigation without notifying any person claiming custody of the child.

8.1.8 *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.

8.1.9 *Assignment to a School Building, Grade Level, or Classes*

Unless otherwise provided herein, the superintendent or designee 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.

Assignment to a particular grade level or particular classes shall be determined by the building principal based on the educational abilities of the student. If the parents disagree, the principal’s decision may be appealed to the superintendent. If the parents are still dissatisfied with the assignment, they may appeal in writing to the board.

8.1.10 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.

8.1.11 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.

8.1.12 Homeless Students

The district, in accordance with state and federal law and the Kansas state plan, will ensure that homeless children in the school district have access to a free and appropriate public education. Homeless students are individuals who lack a fixed, regular, and adequate nighttime residence. For the purposes of this policy, a student awaiting foster care placement shall not be considered homeless.

8.1.12.1 Homeless Coordinator

The board shall designate a homeless coordinator for the district. Reference Homeless and Foster Student Regulations (BOE-1008).

8.1.13 Foster Care Students

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, “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.



8.1.13.1 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. Reference Homeless and Foster Student Regulations (BOE-1008).

8.1.13.2 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 units 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.

8.1.14 *New Homes Under Construction*

Student(s) new to the district who do not have an established Maize School District address, but whose parents have indicated that their home is currently under construction/contract, may enroll. The Enrollment Center shall:

- Verify the address.
- Photocopy contracts (including rental agreements).
- The Enrollment Center will verify the status of enrollments as necessary.
- 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.

8.2 Payment of Student Enrollment Fees

Student fees, curriculum fees and other assessments shall be reviewed by the Board each year. Administrators are given the responsibility to collect student fees from the family. Collection methods may be used to obtain payment of debts owed for student fees. Enrollment fees may be waived if the student qualifies for free or reduced meal status.



8.3 Work Study Program

Students may participate in work-based learning. Student participation may be conditional upon non-discriminatory admissions criteria.

Requests will be approved on an individual basis by the principal or through enrollment in a work-based learning course. Supervisory responsibility will be assigned by administrative and/or counseling personnel.

8.4 Foreign Students

Foreign exchange students from approved organizations may be admitted to the district on a tuition-free basis to the extent staff, facilities, equipment, and supplies are available. USD 266 utilizes the Council on Standards for International Educational Travel to verify approved organizations that meet criteria for safety and ethics.

Each high school will be allowed to enroll up to four (4) foreign exchange students per school year at the discretion of the building principal. Foreign exchange students will receive certificates of attendance in lieu of diplomas.

Students who enter the country on an F-1 visa shall pre-pay tuition equal to the current cost per pupil as calculated by the Kansas State Department of Education.

8.5 Student Placement

8.5.1 Elementary Schools

Elementary student placement (for grades Kindergarten through 4th grade) is based on the number of students, class size, and siblings. Placement is determined by administration. Elementary schools are not tied to intermediate, middle, and/or high schools in any feeder pattern. Siblings follow siblings in elementary school when they will attend school together.

8.5.2 Intermediate, Middle, and High Schools

Intermediate, middle, and high school students (in grades 5 through 12) will be assigned to a designated school based on the address of their primary residence, the address associated with "Family 1" in the student management system (Skyward). Each residential address within the USD 266 district boundary has a corresponding secondary building assignment. Building assignments are aligned in a feeder pattern connecting Maize Intermediate School, Maize Middle School, and Maize High School while Maize South Intermediate, Maize South Middle School, and Maize South High School are connected.

8.5.3 Special Programs

Students who require assignment in a special program based on their Individual Education Plan (IEP), which only exists in specific buildings, must be granted an exception to the residential assignment. Such assignment also may apply to other specialized programs, including ESOL.



Students whose programs exist in only one middle and/or high school may be assigned a school opposite of their residential building assignment.

Siblings of students assigned to a special program not located in each intermediate, middle, and/or high school: The location of special programs is dependent on numerous variables which are difficult to predict and occasionally may require program relocation. For students enrolled in a program existing in only one feeder pattern, their siblings may be placed in their non-boundary school, if necessary, to attend with a sibling. Transportation for students in special programs located only in a single secondary school will be provided, as necessary.

8.5.3.1 Special Program Feeder Pattern

- Functional Applied Academics (FAA) - MSIS to MSMS to MSHS
- Structured Learning (SL) - MIS to MMS to MHS
- Positive Behavior Support (PBS) – MIS to MMS to MHS

8.5.4 Exemptions

8.5.4.1 District Employees Children

For students who are children of employees assigned to USD 266 sites: Parents/guardians who are employed by USD 266 may select an intermediate, middle, and high school feeder pattern (Maize Intermediate, Maize Middle School, and Maize High School OR Maize South Intermediate School, Maize South Middle School, and Maize South High School) for their child(ren). Changes to the original selection will only be considered if there is a substantial change in the employee's job location, transportation, or living situation. Consideration will be given to employees who request a different student placement pattern based on primary employment location and/or transportation. Employees may indicate their selection during their child's 4th-grade year. This exemption does not include substitute teachers. Transportation will only be provided to qualified students who live in the district's boundaries and attend their boundary assigned schools.

8.5.5 Bona Fide Move

For students who make a bona fide move* across district boundary lines during school career while in:

- Elementary school Students will continue at their current elementary school and will attend the middle and high schools associated with their residence. A legacy option is not available.
- Intermediate and Middle school Students must transfer to their boundary-assigned intermediate and middle schools for the following school year. Students will then attend their boundary-assigned high school once they enter 9th grade.



- High school Students in good standing may remain in their current high school. Students may transfer to their new boundary-assigned high school but not later than the first day of school in the year following the residence change.

8.5.5.1 Bona Fide Move Definition

USD 266 Bona Fide Move: To meet the district definition, the following must be provided:

- New residence: Proof of acquisition (purchase agreement and/or residential utility bill)
- Previous residence: Proof of sale/lease (legal contract and/or residential utility bill)
- If at any time the original residence is re-occupied by the student(s), he/she will be transferred to the original school placement.

8.5.6 *Intra-district Transfer Requests and Hardship*

In the event a student wishes to attend an intermediate, middle, or high school in which they are not assigned, a qualifying exemption must be met and approved by the superintendent or his/her designee. USD 266 administration will review and consider all Requests for Transfer. Comments and documentation of the decision will be recorded and compiled. If a request is denied, an appeal may be made to the superintendent

8.5.6.1 Hardship Qualifying Exemptions

Hardship qualifying exemptions for legacy revocation and intra-district transfer:

- A divorce occurs and/or the student will be residing in multiple homes due to a legal separation.
- The death of an immediate family member occurs creating a significant change in the life of the student.
- A family dependent (child or adult), who is or becomes disabled which creates a significant hardship on planned child transportation.
- A desire to attend a school with younger siblings.
- Recommendation by the administration of the school of residence in documented cases of serious home, school, or community problems making it inadvisable for the student to attend his/her school or residence, with the indication that the transfer would be in the best interest of the district and the student.
- An employee, after at least 10 years of service to the district, must end employment due to retirement or health-related issues.

** Each of these potential hardships must have occurred since November 1, 2016 and must be accompanied by physical proof.*



** Once an exemption is made to revoke legacy or approve an intra-district transfer, neither the receiving nor sending school nor the student may affect a transfer back to the original school.*

The Maize Board of Education anticipates that it will regularly review the policy and boundaries to accommodate district needs, including those related to building capacity and uses, staffing, and funding.



9 Article IX - Students

9.1 Purpose

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.

9.2 Attendance Records

Daily attendance records shall be maintained for each student in each school. The primary responsibility for recording attendance shall be assigned to teachers using forms prescribed by the superintendent. A cumulative attendance record for each student shall also be maintained. The superintendent or designee shall include attendance data in an annual report to the board. Attendance problems shall be reported to the board as necessary.

9.3 Absences and Excuses

When a student is absent from school, an attempt shall be made to contact the parent or guardian to determine the reason for the absence. The principal has been designated to determine the acceptability and validity of excuses presented by the parent(s) or the student. Procedures for notifying parents on the day of a student's absence shall be published in the student handbook.

9.3.1 Excused/Unexcused Absences

The definition of "excused absence" includes the following:

- Personal illness;
- Health-related treatment, examination, or recuperation;
- Serious illness or death of a member of the family;
- Obligatory religious observances;
- Participation in a district-approved or school sponsored activity or course;
- Absences prearranged by parents and approved by the principal; and
- Students of active-duty military personnel may have additional excused absences at the discretion of the principal for visitations relative to leave or deployment.



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.

9.3.2 Significant Part of a School Day

An absence shall be considered an absence for a significant part of the school day under the following conditions:

- High schools: one block
- Intermediate and middle schools: arrival after 3rd period
- Elementary schools: two or more hours
- Leaving school when school is in session without obtaining permission and/or signing out.
- Excessive absences (7 or more in a school year) without professional documentation.

9.3.3 Make-Up Work

It is the student's responsibility to obtain make-up assignments from teachers following an excused or unexcused absence.

9.4 Truancy

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 the Department for Children and Families (if the student is under 13) or the county or district attorney (if the student is 13 or more years of age but less than 18 years of age), a letter shall be sent to the student's parent(s) or guardian notifying them that the student's failure to attend school without a valid excuse shall result in the student being reported truant.

9.4.1 *Waiver of Compulsory Attendance Requirements*

Students 16 or 17 years of age may be exempt from compulsory attendance regulations if:

- The student is regularly enrolled in and attending a program recognized by the board as an approved alternative educational program;
- the parent(s) or person acting as parent provides written consent to allow the student to be exempt from the compulsory attendance requirement and the student and the student's parent or person acting as parent attend the counseling session required by law and signs the appropriate consent and waiver form;
- the student is not subject to truancy law in accordance with law or this policy;
- the child is regularly enrolled and continuously attending school as required by law and is concurrently enrolled in a postsecondary educational institution; or
- the student is exempt from compulsory attendance requirements pursuant to a court order.

9.4.2 *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.

9.4.3 *Reporting to Parents*

If a truant child is returned to school by a law enforcement official, the principal shall notify the parent or guardian.

9.4.4 *Dual Enrollment Students*

Eligible students who are enrolled in a board-approved dual enrollment program shall not be considered truant for the hours during the school day they attend classes at a Regent's university, community college, technical college, vocational educational school, or Washburn University.



9.5 Release of a Student During the School Day

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), 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.

9.6 Searches of Property

Principals are authorized to search property if there is reasonable suspicion that district policies, rules, or directives are being violated. In addition, all lockers shall be subject to random searches without prior notice or reasonable suspicion. All searches by the principal shall be carried out in the presence of another adult witness.

Whenever the principal is mentioned in this policy, it shall be construed to include the superintendent or designated representative.

9.6.1 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 principal may search any locker at any time without notice.

9.6.2 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 may be made in the presence of the principal. Principals shall immediately report to the Executive Director of Health, Safety and Prevention any search conducted by law enforcement under this section.

Prohibited items found during the search shall remain in the custody of either the building principal or the law enforcement officer. If the principal turns over any items to law enforcement officials, the principal shall request a receipt for the items. Any item found under this section that is prohibited by law from being possessed by any person shall be turned over to law enforcement immediately.



9.6.3 Use of Trained Dogs in Conducting Sweeps

At the request of the principal or on a schedule agreed upon by the service provider and the principal, law enforcement officers or licensed private agencies contracting with the school for such service, may use trained dogs on school premises to identify student property which may contain illegal or illicit materials and to determine whether materials, such as drugs, weapons, or other materials which may threaten the general health, welfare, and safety of the students and/or staff are present in the district parking lot, hallways, lockers, classrooms, and/or locker rooms. Students will never be sniffed by the dogs used to conduct the sweeps.

9.7 Searches of Students

Principals are authorized to search students if there is reasonable suspicion that district policies, rules or directives are being violated. Strip searches 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 principal shall attempt to call the student's parent/s and may call law enforcement. The student shall be requested to empty items such as, but not limited to, pockets, purses, shoulder bags, book bags and briefcases. 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.

Written documentation of each search shall be maintained by the principal. (Whenever the term "the principal" is mentioned in this policy, it shall be construed so as to include the superintendent or designated representative.)

9.8 Interrogation and Investigations

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 shall, to the extent permitted by Kansas law, notify the building administrator and make a reasonable attempt to contact the student's parent, guardian, or representative prior to initiating questioning. In any event, the School Resource Officer shall follow their department's applicable policies regarding the investigation of criminal incidents.

9.8.1 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.

9.8.2 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 unless otherwise specified in law or board policy.

9.8.3 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 Article 3.5 instead of the requirements of this policy.

9.8.4 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 may 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, or the superintendent's designee, of the reasons for the refusal.

9.8.5 *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 for any reason. 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. 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.

9.8.6 *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.

9.8.7 *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.

9.9 Student Conduct

Each principal shall develop rules and regulations to govern student conduct consistent with board policies. The rules shall be reviewed by the board and adopted as policy by reference.

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.

9.10 Tobacco-Free School Grounds for Students

The use, possession, or promotion of any tobacco product by any student is prohibited at all time in any district facility; in school vehicles; at school-sponsored activities, programs, or events; and on school owned or operated property.

Student violations will result in disciplinary actions as outlined by board policy and/or student handbooks. Disciplinary actions may include parent/guardian notification, participation in a tobacco and electronic nicotine delivery systems education program, referral to a cessation program, and/or community service. Student violations may be reported to law enforcement if use or possession is deemed to be illegal.

The following definitions apply to this policy.

- “Tobacco product” means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled, or ingested by any other means, including, but not limited to, electronic nicotine delivery system (hereafter “ENDS”), cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or snus. Tobacco product also means any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes, charging devices, cartridges, and any substances used in ENDS, whether or not they contain nicotine. This definition does not include FDA-approved nicotine replacement therapies including transdermal nicotine patches, nicotine gum, and nicotine lozenges prescribed to the student by a medical practitioner or obtained over the counter and used in accordance with label requirements.
- “Electronic nicotine delivery system” or “(ENDS)” means any device that delivers a vaporized solution (including nicotine, THC, or any other substance) by means of cartridge or other chemical delivery systems. Such definition shall include, but may not be limited to, any electronic cigarette, vape pen, hookah pen, cigar, cigarillo, pipe, or personal vaporizer. ENDS are not FDA-approved nicotine replacement therapy devices.
- “Promotion” includes, but is not limited to, product advertising via branded gear, bags, clothing, any personal articles, signs, structures, vehicles, flyers, or any other materials.



9.11 Dress Code

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.

9.12 Weapons

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon at school, on school property, or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

9.12.1 *Weapons and Destructive Devices*

As used in this policy, the term “weapon and/or destructive device” shall include, but shall not be limited to:

- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- the frame or receiver of any weapon described in the preceding example;
- any firearm muffler or firearm silencer;
- Any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine, or similar device;
- any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant and which has any barrel with a bore of more than 1/2 inch in diameter;
- any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples and from which a destructive device may be readily assembled;
- any bludgeon, sand club, metal knuckles, or throwing star;



- any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife or any knife having a blade that opens, falls, or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;
- any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

9.12.2 Penalties for Weapon Violations

Possession of a weapon and/or destructive device listed under the “Weapons and Destructive Devices” heading of this policy shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion be modified on a case-by-case basis.

Possession of, handling of, and/or transmitting a weapon of a type other than described under the “Weapons and Destructive Devices” heading above, an item being used as a weapon or destructive device, or a facsimile of a weapon may result in disciplinary action up to and including suspension and/or expulsion. Expulsion hearings for weapons violations shall be conducted by the superintendent or the superintendent’s designee.

Students violating this policy shall be reported to the appropriate law enforcement agency(ies) and, if a juvenile, to the Secretary for DCF or the Secretary of KDOC as appropriate.

Possession of an air gun at school, on school property, or at a school supervised activity will not be prohibited for students participating in an air gun-related activity sponsored by an organization held at school or when in transit to or from such activities held off district property.

9.12.3 Metal Detection

The use of metal detectors, or other weapons detection devices/software, are permitted to aid in the detection of prohibited weapons on district property. Metal detection scanning shall fall under the following classifications:

- General Use – daily, for all students, vendors, contractors, and/or visitors, at the direction of the Superintendent or his/her designee;
- Reasonable Suspicion Use – for a specific student, or group of students, based on articulable suspicion, at the direction of the building principal or assistant principal;
- Public Use – for all persons entering district facilities for public events, at the direction of the Superintendent, or his/her designee.

Nothing in this policy prevents the use of metal detectors, or other weapons detection devices/software, to search a specific student subject to searches as part of a disciplinary action.



9.13 Hazing

There shall be no initiation of any student in the Maize School System. Hazing of students is strictly prohibited.

9.14 Damage to School Property

Any pupil who intentionally vandalizes, damages or loses any school property (including books and magazines), or who defaces by cutting, or with writing, or pictures, on any fence, furniture, building or other school property, shall be subject to disciplinary action and responsible for restitution for such damage. The principal will notify the parents immediately and present them with a statement unless the action can be ruled accidental.

9.15 Student Demonstrations

Student demonstrations on school property shall be conducted in an orderly and non-disruptive manner. Demonstrations may be terminated at any time by the principal or the superintendent.

9.16 Corporal Punishment

Corporal punishment shall not be permitted in the school district.

9.17 Detention

Detention periods may be established by building principals and administered according to rules approved by the board.

9.18 Probation

Any punishment, suspension or expulsion, may be deferred by the superintendent, principal, or designee. 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.



9.19 Suspension and Expulsion Procedures

Except as limited by Section 504 or 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.

9.19.1 *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.

9.19.2 *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.



9.19.3 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.

9.19.4 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.



- 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.
- 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.

9.19.5 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.

9.19.6 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 within 20 calendar days after the notice of appeal is filed.



- 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.

9.20 Drug-Free Schools

Maintaining drug-free schools is important in establishing an appropriate learning environment for the district's students. Unless otherwise specified in this policy, the possession, use, sale, distribution, and/or being under the influence of illicit drugs, controlled substances, and/or alcohol by students at school, on or in school property, or at school sponsored activities or events 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:

- 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;
- In the case of use or possession, approved and administered, if administered at all, in accordance with the administration of medication policies; and
- Used, if at all, in accordance with label directions.

9.20.1 Student Conduct

As a condition of continued enrollment in the district, students shall abide by the terms of this policy.

Students shall not manufacture, sell, distribute, dispense, possess, use, and/or be under the influence of illicit drugs, controlled substances, or alcoholic beverages at school, on or in school district property, or at any school activity, program, or event. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to the following disciplinary sanctions:

9.20.1.1 Use or Possession: First Offense

Law enforcement and parents will be contacted immediately upon verification of the violation. The student will receive at a minimum, a short-term suspension not to exceed 10 school days. Any violation of this policy will result in the student being noticed for a long term or expulsion hearing as recommended by the principal or principal's designee. At the time of the hearing, administration may recommend that the student and/or legal guardian be afforded the option to



have the suspended student meet with a community source (which may include mental health agency counseling program, an alcohol and drug service agency, or a physician) to discuss the student's problem with drugs/alcohol. Upon receipt of written documentation that the student is complying with the recommendation of a licensed substance abuse treatment provider's recommended action, the suspension shall be deferred and the student allowed back in school; however, should the student violate the terms of the agreement upon which the students was allowed to return to school, the balance of the suspension shall be re-imposed.

9.20.1.2 Use or Possession: Subsequent Offenses During the Students Middle School or High School Career

Parents and law enforcement will be contacted immediately upon verification of the violations. The student will be recommended for expulsion from school for up to 186 school days.

9.20.1.3 Violation of Medication Policy

Abuse of prescription medication and failure to follow the over-the-counter medication policy may be subject to the same consequences as illegal drugs, above.

9.20.1.4 Suspected Use of Drugs

When a student exhibits behaviors that may indicate the use of any illegal drugs, alcohol, or other controlled substances - the school will document such behaviors and will conduct appropriate drug testing as needed; confront the pupil and his/her lawful custodian(s) with the documented evidence and recommend:

- The student and lawful custodians enter into a contract with the school to modify the inappropriate behaviors.
- The student be considered for enrollment in a diversion program in lieu of consideration for formal treatment; or
- The student be taken for an intake evaluation for assessment by a qualified alcohol and drug treatment agency.

9.20.1.5 Drug Testing

A drug or alcohol test may be utilized on school property/school functions. Should a parent suspect their child of drug and/or alcohol abuse, the Maize school district, in support of parents, is prepared to provide free drug screening kits. These kits may be obtained confidentially through the principal's office. Parents are under no obligation to reveal the results of the drug screening. In addition, staff and students will be engaged in practices that are designed to benefit the student as outlined in the student handbook.



9.20.2 Student Requested Assistance

Should any student seek the guidance or assistance of any staff member for the purpose of improving his/her behavior or responses to the involvement with controlled substances, confidentiality will be respected unless staff personnel believe it is in the student's best interest to notify his/her parent or legal guardian.

9.20.3 Notification of Administrator and District Not Responsible for Treatment Costs

Any teacher, officer, or employee who has reasonable cause to suspect that a student may be under the influence of, or that said student has in his or her possession, alcoholic beverages or a controlled substance as defined by law, shall immediately notify the administrator. Neither the Board, the District nor any employee of the district, shall be responsible for any treatment costs incurred by a student as a result of any such assistance or referral to any medical treatment, social service agency or facility, or substance abuse prevention and treatment program.

9.20.4 Drug Dog Searches

At the request of the administration, law enforcement officers or licensed private agencies may use trained dogs on school premises. These dogs may be used to identify property, including student property, which may contain illegal or illicit materials and to determine whether materials are present which may threaten the general health, welfare and safety of students and/or district employees.

9.20.5 Student Due Process

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. 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.

9.20.6 List of Area Treatment Programs

A list of area drug and alcohol counseling and rehabilitation programs, along with names and addresses of contact persons for the programs, can be requested from the school counselor. 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.



9.21 Reporting to Law Enforcement

Unless reporting would violate the terms of any memorandum of understanding between the district and local law enforcement, whenever a student engages in conduct which constitutes the commission of any misdemeanor or felony at school, on school property, or at a school supervised activity and/or has been found 1) in possession of a weapon, 2) in possession of a controlled substance or illegal drug, or 3) to have engaged in behavior at school which has resulted in or was substantially likely to have resulted in serious bodily injury to others, the principal or designee shall report such act to the appropriate law enforcement agency.

9.22 Bullying

Refer to Article 10.5.

9.23 Virtual Students

The following stipulations will apply to virtual students:

- Virtual classes must be taken through a virtual school, fully accredited by the Kansas State Department of Education. †
- Students will be eligible to participate in KSHSAA activities at the public school in whose district and attendance area they reside.
- Virtual students enrolling and establishing eligibility by September 20th must be included in the school's annual KSHSAA classification count.
- If the student desires participation in music, debate or speech activities, they must be enrolled and attending in that academic course at the school, if such course is offered and the school requires enrollment for participation.
- Eligibility for virtual students will be established on a semester basis consistent with traditionally enrolled students. Virtual and traditionally enrolled students are required to pass five units of credit each semester to establish scholastic eligibility. The school is responsible to verify the academic progress of the student with the virtual school administrator prior to submitting the student's name on KSHSAA eligibility forms and rosters.
- Virtual students must be enrolled in five units of credit (courses) each semester. At the conclusion of the academic semester, they must have completed coursework sufficient to equal a passing grade in each course, consistent with traditionally enrolled students.
- All students, virtual or traditional, must pass five units of credit in the previous semester to retain eligibility.
- Like traditionally enrolled students, virtual students must be currently enrolled in five or more courses not previously passed, to establish and retain eligibility each semester.



- Abide by all policies and guidelines of USD 266 (drug testing, attendance, behavior, code of conduct, etc.)
- Remain a student in good standing.
- Local school districts retain the authority to approve dual enrollment agreements with virtual schools.

9.24 Academic Achievement

Staff shall establish high expectations for all students. These expectations shall be based on individual student ability to meet the board approved learning objectives for each subject.

9.24.1 Reporting

Periodic reports on each student's mastery of the approved learning objectives shall be issued to the parents.

9.24.2 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.

9.25 Academic Dishonesty

Academic dishonesty is not acceptable. Cheating, defined as copying another student's work and claiming it as your own and plagiarism, defined as the use of another person's original ideas or writing without giving credit to the true author, are both prohibited practices. Materials taken from electronic sources are covered by this policy. A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well as other disciplinary measures.

9.26 District Grading Policy

9.26.1 Grades K-1

Students in Grades K-1 are not assigned letter grades (A, B, C, D & F) correlated to percentages.

9.26.2 Grades 2-12

Students in Grades 2-12 shall be assigned letter grades (A, B, C, D & F) according to the following percentage achievement.

<u>LETTER GRADE</u>	<u>PERCENTAGE ACHIEVEMENT</u>
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A	100%-90%
B	89%-80%
C	79%-70%
D	69%-60%
F	Below 59%

At the high school level, students may earn weighted grades for identified Advanced Placement (AP) and Honors courses. Students may receive one additional point per letter grade for identified AP classes and .5 additional point per letter grade for identified Honors classes. Reference the District Student Handbook for more information.

It shall be each teacher's responsibility to determine the appropriate letter grade for the students assigned to them. Accurate records will be kept in the teacher's grade book and the weight of daily work versus test grades used to determine the letter grade will be consistent and announced at the start of the school term. The method used to determine the letter grade and all class attendance/participation requirements will be explained to the students at the beginning of the course. Letter grades shall not be lowered as punishment. The letter grade assigned by the teacher under these guidelines will not be changed except in the case of an obvious error.

9.27 Peer Grading

9.27.1 Peer Grading Prohibited

No student shall be allowed to grade another student's work. Teachers who assign work to students are expected to grade each assignment and to enter the grade or mark in the appropriate grade book.

9.28 Promotion and Retention

Students may be promoted when they have demonstrated mastery of the board-approved learning objectives.

The final decision to promote or retain a student shall rest with the principal after receiving information from parents/guardians, teachers, and other appropriate school personnel.

9.29 Graduation Exercises

Students who have completed the requirements for graduation may be allowed to participate in graduation exercises unless participation is denied for appropriate reasons. (Refer to the student handbook for the number of credit hours and types of courses required for graduation.) Graduation exercises shall be under the control and direction of the building principal.



9.30 Early Graduation

Students who complete all state and local graduation requirements may request permission to graduate early. (Refer to the student handbook for the number of credit hours and types of courses required for graduation.)

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, 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.

9.31 Student Insurance Program

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.

9.32 Health Assessment and Physicals

Unless otherwise provided herein, all students under 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 athletic activities covered by KSHSAA rules shall provide the building principal with proof of a physical examination and clearance to participate.

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

9.33 Local Health and Wellness

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.

9.33.1 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.

9.33.2 ***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.



9.34 Inoculations

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 mandated by the Secretary of the Department of Health and Environment are also required.

Notice of this policy and the applicable state law shall be distributed to parents or guardians of current and prospective district students 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. At the beginning of a school year, school boards shall provide information on immunizations applicable to school age children to parents and guardians of students in grades six through twelve. 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.

9.35 Automated External Defibrillators

If the board approves their use in district schools and other facilities, automated external defibrillators shall be properly maintained as required by law and used in accordance with recommended instructions.

9.36 Communicable Diseases

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.

9.37 Health Screenings

Vision, hearing, and dental screenings will be conducted in the district as part of the overall health services program. Such screenings will be administered in accordance with state law. When appropriate, other screenings deemed beneficial to students may be performed in the school health program.

When these screenings cannot be performed by district staff, the board authorizes the superintendent to identify healthcare service providers to provide them. Such healthcare service providers shall be required to enter into a contract with the district prior to providing any screenings or other services to students in the school setting.

9.37.1 Vision Screenings

Basic vision screenings shall be provided to students without charge according to the following schedule:

- Annually for every child participating in IDEA part B programs;
- At least once each school year for students in kindergarten and grades one, two, three, five, seven, and ten;
- Within the first year of enrollment in the district;
- Upon request by the parent or guardian of a student enrolled in an accredited nonpublic school who resides in the school district.

These basic vision screenings shall be performed by a vision screener designated by the board, who shall follow current state vision screening guidelines for performing the screenings. The results of the screening and, if necessary, referral for an examination by an ophthalmologist or optometrist shall be reported to the parents or guardians of the student. Any referral shall not



show a preference in favor of any particular ophthalmologist or optometrist to provide an additional examination.

While not part of the board provided vision screening program, each student needing assistance in achieving mastery of basic reading, writing, and mathematics skills shall be encouraged to obtain an eye examination by an optometrist or ophthalmologist to determine if the student suffers from conditions impairing the ability to read. Expense for such an examination, if not reimbursed through Medicaid, private insurance, or any other governmental or private program, shall be the responsibility of the student's parent or guardian.

9.37.2 Hearing Screening

Each year hearing screening procedures will be conducted for students in their first year of school attendance in the district. Such procedures will be provided for other students at a frequency of not less than once every three years unless otherwise specified by state law. Students known to have hearing difficulties and students referred by teachers, parents, and/or physicians will be screened regardless of grade level.

Under certain conditions, hearing screening services are provided for students residing within district boundaries who are enrolled in accredited non-public schools. These services are coordinated between the administration of the accredited nonpublic school and district administration and require a request from the student's parent or guardian. Implementation of the program for nonpublic school students follows the same guidelines as for district students. The results of the test and, if necessary, the desirability of examinations by a qualified physician shall be reported to the parents or guardians of students screened.

9.37.3 Dental Screenings

Free dental inspections will be provided to students annually, planned for by designated school staff, and conducted by appropriate dental care providers. Students presenting a certificate from a legally qualified dentist providing that a dental examination was completed in the three months prior to the school dental inspection need not be provided with an inspection.

A certificate of the result of a school dental inspection, together with suggestions of requirements for the curing of any defects found, shall be made by the dental care provider making such inspection. One copy of this certificate is to be furnished to the child examined, and another will be filed with the clerk of the board. No dental work other than the inspection and provision of the certificate shall be performed by the examining dental care provider without the consent of the parents or guardian of the child.

9.37.4 Selected Screenings

Other screening procedures may be deemed appropriate and beneficial to students. Designated staff will assist in the planning and implementation of other screening programs following standard procedures.



9.37.5 *Screening results and referrals, when necessary, will be communicated to parents.*

In accordance with state law, the parent or guardian of any child entering school for the first time shall be informed of the availability of sickle cell screening and of the location of the nearest facility providing blood tests for sickle cell trait and sickle cell anemia.

9.38 Student Psychological Services

Various psychological services are available to students through the district, cooperative special education programs, the county, and the state. Results of any such psychological service, testing program, or consultation services will be kept in strict confidence by school authorities and shall be governed by school board policies regarding the confidentiality of student records.

9.39 Sexual Harassment

Refer to Article 10.3.

9.40 Racial and Disability Harassment

Refer to Article 3.4.

9.41 Supervision of Students

Students shall be supervised by school personnel when they are under the jurisdiction of the school.

Each building principal shall coordinate and assign teachers, aides or paraprofessionals to supervise students engaged in school sponsored activities. All school-sponsored activities shall be supervised by an adult approved by the administration.

Each building principal shall ensure appropriate staff members are available for supervising students at specific times and in designated areas.

9.42 Student Transportation

9.42.1 *Use of Vehicles and Bicycles*

The superintendent may develop procedures regulating 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 may be included in the student and/or other district handbooks.



9.42.2 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.

9.42.3 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.

9.43 Student Accidents

When a staff member becomes aware that a student 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 and to make the student as comfortable as possible while waiting for medical assistance to arrive. If an employee is qualified to administer first aid, that aid may be given. Qualified employees, for the purpose of this policy, are those employees who have successfully completed an approved Red Cross first aid program or the school nurse.

When appropriate, the student's parent(s) shall be notified of the injury as soon as possible to determine appropriate action. If the student needs medical attention and the parents cannot be reached, the principal shall seek emergency medical treatment.

9.43.1 Emergency Care

At the scene of an emergency or accident when medical help is not readily available to assist in the care of an injured student, an employee may render emergency care or assistance, including, but not limited to, first aid, as deemed reasonably necessary until medical help arrives. Kansas law provides protection from civil liability for any person who, in good faith and without compensation, renders emergency care or assistance to any person, including a minor without first obtaining the consent of the parent or guardian of such minor, at the scene of an emergency or accident. However, this protection does not extend to individuals whose acts or omissions in rendering emergency care in these circumstances were grossly or wantonly negligent.

9.43.2 Records

Appropriate records documenting student accidents shall be maintained.



9.44 Supervision of Medication

Any medications that can be taken at home, under the supervision of a parent/guardian, should be taken at home before or after school.

All medications to be taken at school during the school day, including over-the-counter (OTC) medications, must be administered through the health room under the supervision of the school nurse. All medications should be left in the nurse's office (see exceptions in section 9.46). Prescription medication brought to school must be in the original container with a current prescription label on the bottle including the student's name, date, medication name, dosage, and time to be given. Controlled medications must be submitted with the Medication Count section on the Authorization for Medication form completed.

Every health room is stocked with a limited supply of OTC medications – Acetaminophen, Ibuprofen, Tums, Diphenhydramine (generic for Benadryl), and Cetirizine (generic for Zyrtec) – available at no charge to students. A parent/guardian must sign the Authorization for Medication form before OTC medications can be administered. The school nurse will be the final authority on whether any OTC medication is administered.

Students must have a signed Authorization for Medication form on file at the school stating that he/she may take OTC medication, other than those dispensed from the health room, at school before the nurse can dispense the medication.

Only FDA approved prescription and OTC medications may be administered by school personnel. OTC medication will be given per package label dosing instructions, unless otherwise prescribed by a physician.

9.44.1 Administration of Emergency Opioid Antagonists

The school district will keep a supply of emergency opioid antagonists in schools and other buildings for use during a suspected opioid overdose. At least one dose will be kept with each automated external defibrillator (AED). If supplies permit, two doses may be kept with each AED. Additional doses may be available in the school health room, or front desk of district operations buildings.

The Executive Director of Health, Safety and Prevention will ensure that training for first aid for opioid overdoses shall be obtained by each school nurse and other staff members designated by the superintendent to respond to potential opioid overdose emergencies. Staff members personally acquiring an emergency opioid antagonist for use as a patient or bystander are encouraged to inform the school nurse or the Executive Director of Health, Safety and Prevention so that they may be trained in proper response to a potential opioid overdose emergency. In addition, all district staff members with access to emergency opioid antagonists shall be trained, at a minimum, on the following:



- Techniques to recognize signs of an opioid overdose;
- Standards and procedures to store, distribute, and administer an emergency opioid antagonist;
- Emergency follow-up procedures, including the requirement to summon emergency ambulance services either immediately before or immediately after administering an emergency opioid antagonist to a patient; and
- Inventory requirements and reports any administration of an emergency opioid antagonist to the school nurse or another healthcare provider.

The Executive Director of Health, Safety and Prevention will be responsible for the procurement of the school district's supply of emergency opioid antagonists, ensuring the product is stored according to the manufacturer's instructions, ensuring quarterly inspections of the product, and documenting the expiration date of each dose.

Any staff member or bystander who observes a potential opioid overdose should immediately call 911. Following the administration of a dose(s) of emergency opioid antagonist, the person administering the medication will report to emergency services their actions. Any use of an emergency opioid antagonist at any school facility or school event shall be reported to the Executive Director of Health, Safety and Prevention as soon as practical.

Notwithstanding the misuses of medication outlined in the policy, Kansas law and board policy allow a bystander to administer an emergency opioid antagonist to a person the bystander believes to be experiencing an opioid overdose.

Any patient, bystander, school nurse, or a first responder, scientist or technician operating under a first responder agency, who, in good faith and with reasonable care, receives and administers an emergency opioid antagonist to a person experiencing a suspected opioid overdose shall not, by act or omission, be subject to civil liability, or criminal prosecution, unless personal injury results from the gross negligence or willful or wanton misconduct in the administration of the emergency opioid antagonist.

9.44.2 Emergency Medication

Emergency medication means epinephrine or albuterol. Designated school personnel means an employee, officer, agent or volunteer of a school who has completed training, documented by the school nurse, physician or a mid-level practitioner, to administer emergency medication on a voluntary basis outside the scope of employment. School nurse means a registered nurse licensed by the board of nursing to practice nursing in Kansas or a licensed practical nurse working under a registered nurse who is employed by a school to perform nursing services in a school setting.

The school district may keep a stock supply of emergency medication upon obtaining a prescription from a physician or mid-level practitioner. A physician or mid-level practitioner shall review the school's policies and procedures prior to prescribing such emergency medication.



A stock supply of epinephrine may consist of one or more standard-dose or pediatric-dose epinephrine auto-injectors. A school nurse or designated school personnel may administer such epinephrine in an emergency situation to any individual who displays the signs and symptoms of anaphylaxis at school, on school property, or at a school sponsored event if such school nurse or designated school personnel reasonably believes that an individual is exhibiting signs and symptoms of an anaphylactic reaction.

A stock supply of albuterol may consist of one or more albuterol metered-dose inhalers, one or more doses of albuterol solution and one or more spacers or nebulizers. A school nurse or designated school personnel may administer such albuterol in an emergency situation to any individual who displays the signs and symptoms of respiratory distress at school, on school property or at a school sponsored event if such school nurse or designated school personnel reasonably believes that an individual is exhibiting the signs and symptoms of respiratory distress.

The Executive Director of Health, Safety and Prevention will be responsible for:

- The procurement of the school district's supply of emergency medication
- Ensuring the product is stored according to the manufacturer's instructions
- Ensuring quarterly inspections of the product, and documenting the expiration date of each dose
- Establishing reporting procedures for the use of emergency medication at school, on school property or at a school sponsored event
- Establishing training requirements consistent with Kansas law on the use of emergency medication in schools
- Ensuring all school nurses and designated school personnel have completed the required training
- Maintain records for the emergency medication program

Any staff member or bystander who observes a potential opioid overdose should immediately call 911. Following the administration of a dose(s) of emergency opioid antagonist, the person administering the medication will report to emergency services their actions. Any use of an emergency opioid antagonist at any school facility or school event shall be reported to the Executive Director of Health, Safety and Prevention as soon as practical.

Notwithstanding the misuses of medication outlined in the policy, Kansas law and board policy allow a bystander to administer an emergency opioid antagonist to a person the bystander believes to be experiencing an opioid overdose.



9.44.3 Accommodating Students with Diabetes

As used in this policy, diabetes management and treatment plan means a plan prepared and implemented for a student with diabetes which is prescribed by a physician licensed to practice medicine and surgery; a certified, advanced registered nurse practitioner who has authority to prescribe drugs; or a licensed physician assistant who has authority to prescribe drugs pursuant to a written protocol with a responsible physician.

Self-care of diabetes may be allowed for students in grades K-12. To be eligible, a student shall meet all requirements of this policy. Parents or guardians shall submit a written diabetes management and treatment plan from the student's health care provider. The student shall provide written authorization from the student's health care provider and parent or guardian stating the student has been instructed on managing and caring for their diabetes and is authorized to do so in school. An annual written renewal of parental authorization for the self-care of diabetes shall be required.

While at school, each student capable of managing and caring for the student's diabetes will be allowed to:

- Perform blood glucose level check;
- Administer insulin through the delivery system the student uses;
- Treat hypoglycemia and hyperglycemia;
- Possess the supplies or equipment necessary to monitor and care for their diabetes; and
- Otherwise attend to the management and care of the student's diabetes in the classroom, in any area of the school, on school grounds, or at any school-related activity.

Notwithstanding the above, the district reserves the right to put reasonable place and manner procedural safeguards in place for the safe and nondisruptive exercise of such rights by students with diabetes.

The board and its employees and agents, who authorize the self-administration of medication and treatment for diabetes in compliance with the provision of this policy, shall not be liable in any action for any injury resulting from the self-administration of medication. The district shall provide written notification to the parent or guardian of a student for whom this policy is applicable that the board and its employees and agents are not liable for any injury resulting from the self-administration of medication. The parent or guardian shall sign such notice and acknowledge that the district incurs no liability for any injury resulting from the self-administration of medication and agrees to indemnify and hold the board and its employees and agents harmless against any claims relating to the self-administration of medication pursuant to this policy.



9.45 Self-Administration of Medication

Students with asthma or allergies may carry and self-administer emergency medications (inhaler, epinephrine auto-injector) subject to the following provisions.

An Authorization for Medication form signed by the student's physician must be provided with the medication. The physician's statement must include a treatment plan for managing asthma or anaphylaxis episodes and for medication use by the student during school hours. The student must be able to demonstrate to the school nurse, or the school nurse's designee, that the student has the skill level necessary to use the medication and any device that is necessary to administer the medication. Parents must submit any additional documents required by the school. Parent authorization to self-administer medication for a student must be renewed annually.

All teachers responsible for the student's supervision shall be notified that permission to carry medications and self-medicate has been granted to the student. The school district, its officers, employees and agents are not liable for damage, injury or death resulting directly or indirectly from the self-administration of medication. The physician's written treatment plan and the parent authorization for self-medication shall be kept on file in the school office. Any back-up medication provided by the student's parent/guardian shall be kept in a location to which the student has immediate access in the event of an asthma or anaphylaxis emergency. Any authorization granted under this section shall allow a student to possess and use the student's medication at any place where a student is subject to the jurisdiction of the supervision of the school district.

Students may carry and self-administer cough drops at school unless the parent/guardian requests supervision. Prior to the student bringing cough drops to school, the parent/guardian must complete the Authorization for Medication form and have it on file with the school.

9.46 Student Misuse of Medication

Unless otherwise provided herein, students found to be self-administering their own medication at a dosage or rate exceeding product label instructions; distributing over-the-counter or prescription medications to other students; or using or possessing another person's over-the-counter or prescription medication will be subject to disciplinary action, up to and including suspension and expulsion from school.

9.47 Transportation

School-provided transportation shall be available to and from school for those students who qualify. Transportation may be provided by the district for all school activities. Transportation may be denied to students who are detained after school for disciplinary reasons.



Students who use school-provided transportation shall be under the jurisdiction of the vehicle driver while in the vehicle. Students shall be subject to the district's student behavior code and other regulations developed by the superintendent and approved by the board.

Drivers shall report violations of the rules to the Transportation Discipline Coordinator who may discipline students in conjunction with the building administrator. Students who violate rules or regulations may be suspended or revoked from bus privileges.

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.

Pick-up and delivery locations for students being transported by school vehicle will be determined at the beginning of the school year. Only one pick-up and one drop-off location will be allowed at residential addresses or day care provider addresses within school district boundaries. For safety reasons, no pick-up or drop-off service will be made at other business addresses. When USD 266 students or their parents waive district provided transportation to off-campus services, the district will not be responsible for providing transportation cost reimbursement. A change of locations during the school year will be approved for the following reasons:

- Change of residence within the district
- Change in daycare provider within the district
- Court order involving visitation rights during the week.

Bus registration forms and requests for transportation changes must be submitted 2 weeks prior to the first day of school. No changes will be made to routes between that date and 2 weeks after the first day of school.

If a student is riding home on a bus other than their regular route, it is the responsibility of the student to have a building administrator's signature on the note sent by the parent before he/she gets on the bus. If a student is going home with another student, both students must have notes to that effect signed by their parents/guardians and signed by an administrator.

Maize USD 266 will transport students in wheelchairs using school owned vehicles if the wheelchair meets vehicle transportation standards and does not have any marking that indicates that it is "not for motor vehicle transportation".

All rules shall be published in the student handbook.

9.48 Use of Surveillance Cameras

The district may use surveillance cameras to monitor student activity.

Surveillance cameras may be used to monitor students riding in district vehicles and to monitor student behavior in or around any district facility.

Surveillance footage which is a record of student behavior shall be secured in a secure location until the digital storage mechanism or tape on which the footage is maintained is either reused



or erased. Surveillance footage of personally identifiable students depicting their involvement in an altercation or other violation of law or district policy shall be considered a student record and shall be subject to current law for the release of student record information.

9.49 School Food Service Programs

The district shall provide a school food service program. Food service rules shall be published in student handbooks. Building principals shall develop individual building rules.

9.49.1 Free or Reduced Price Meals

Free or reduced-price meals shall be provided for students who qualify under state and federal rules and regulations.

The eligibility forms, rules and regulations governing this program shall be provided by the administration to students or their parents.

9.49.2 Contracts With Other Agencies

The board may enter into contracts with the governing authority of any nonpublic school or any child-care institution to provide meals for children who attend these institutions. The board may also contract for meal service with any municipality, any state university or any corporation whose operations are substantially controlled by a state university. Contracts shall provide for payment of the costs incurred by the district to provide the service. Income received by the district under any contract to provide this service shall be deposited in the district food service fund and may be expended whether budgeted or not.

9.50 Vending Machines

No vending machine may be placed in any building without prior approval of the superintendent or designee.

Vending machine foods and beverages available for sale to students will comply with established federal nutrition standards and guidance on snacks in school.

Advertising associated with product vending will be limited to signage on equipment, paper cups and other serving containers, and will promote a positive nutrition message.

The building principal shall manage the machine(s). A monthly report shall be prepared by each principal showing all receipts and expenditures for each machine. Proceeds from machines shall be deposited in the appropriate activity account.

9.51 Student Activities

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.



9.51.1 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.

9.51.2 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 virtual school as defined in K.S.A. 72-3712 or 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;
- 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; and
- 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.

Except as otherwise provided in this policy, any student attending a virtual school, who seeks to participate in an activity in the student’s resident school district shall not be required to enroll in or attend a minimum number of courses at such school district.

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 KSHSAA 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, including, but not limited to, virtual school students, 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.

9.51.3 Adding or Eliminating Activities

Administrative recommendations to add or eliminate specific activities 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.

9.51.4 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 on 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.

9.52 Student Organizations

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

9.52.1 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.

9.52.2 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.

9.52.3 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.

9.53 Student Publications

9.53.1 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 with 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.

9.53.2 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, libelous, 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.

9.53.3 Advertisements

Ads concerning illegal drugs, any controlled substances, or any illegal activity are prohibited in school sponsored publications.

9.54 Gang Intimidation or Activity

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 in-service training regarding gang behavior and characteristics to facilitate identification of students involved in gang activities.

9.55 Community Activities

Students shall not participate in any community activities during school hours without the prior permission of the principal, unless those activities are undertaken as part of a course's approved curriculum.

9.56 Employment of Students

9.56.1 In-School Employment

Students may be employed by the district. The district shall not employ students in hazardous jobs.

9.56.2 Outside Employment

A student who needs to work on a regular basis during the school day shall file a written request with the principal. If the request is approved, the student shall file a work schedule with the principal. Changes in the schedule shall be reported by the student to the principal. The student shall not begin the new schedule unless the change is approved by the principal.



9.56.3 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.

9.57 Solicitations

Commercial firms shall not be permitted to solicit students during school hours or on school property without prior approval of the administration.

Solicitations by students of students during school hours and on school property shall be done only when they are related to school sponsored activities. All student sales projects shall require the principal's prior approval.

Representatives from commercial schools, colleges, armed forces or other agencies shall be permitted to meet with students only by permission of the principal. Student contact by these organizations shall be arranged for and supervised by the guidance office.

9.58 Gifts

The giving of gifts between students and staff members is discouraged.

9.58.1 Student Gifts to Staff Members

Student(s) and/or student groups shall be allowed to collect money or purchase gifts of greater than \$75.00 for faculty members with the principal's approval.

9.58.2 Faculty Gifts to Students

A gift by a faculty member to an individual student or to classes of students during school hours or on school property shall require prior approval of the principal.

9.58.3 Student Organization Gifts to the School

Student organizations, with prior approval of the organization sponsor and building principal, may donate a portion of the organization's funds to the district. These donations shall require prior board approval.

A gift is defined as any donation, present or endowment in the form of cash, merchandise or personal favor.

Any student organization gift to the district shall become district property when accepted by the board.



9.59 Contests for Students

No student shall enter any contest as a school representative unless the contest is approved by the KSHSAA or by the administration.

9.60 Awards

Awards for participation in interscholastic activities shall be limited to those approved by the KSHSAA.

9.61 Exceptional Students

All programs for exceptional students shall be managed in accordance with the local plans for exceptional students, the policy and rules of the local board, and the rules and regulations of the state board of education.

9.61.1 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.

9.62 Temporarily Disabled Students

Students who are temporarily disabled by illness, operation, or accident authenticated by a health care provider'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 health care provider'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 an evaluation under Section 504.

For the purposes of this policy, health care provider shall have the meaning subscribed to it in board policy.

9.63 Alternative Arrangements for Non-traditional Students

Married students, pregnant students, and students who are parents shall have access to the same educational opportunities, services, and extracurricular activities provided to other students.



A pregnant student may be required to provide a health care provider's release to be allowed to participate in school activities which could pose a health or safety risk.

If there is a delay in obtaining a health care provider's release, in the student's best interest, the administration may deny activity participation until the release is made available.

9.64 Hearing Procedures for Exceptional Students

A hearing procedure shall be available to parents or guardians of exceptional students according to state board of education regulations, the state special education plan, locally adopted procedures, and applicable laws.

9.65 Class-Size/Caseload Limits for Exceptional Students

The superintendent or designee shall develop and review periodically class-size/caseload limits for students with exceptionalities.

9.66 Student Records

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, shall be permitted as set forth in board policies pertaining to the confidentiality of student records. 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 parents/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.

9.67 Types of Records

Permanent Student Records: Each school shall permanently retain records relating to each student's academic performance, attendance and activities. Information about students collected and stored by any school personnel shall be separated into one of the following classifications:

Administrative records: official administrative records that constitute the minimum personal information necessary for operating the educational system. It shall include birth date, sex, race, names, telephone numbers, addresses and places of employment of parents, academic work completed, grades, attendance records, withdrawal and reentry records, honors and activities, date of graduation and follow-up records of a student.

Supplementary records: verified information important in operating the educational system but is of a more sensitive nature and of less historical importance. It includes: test data, such as scores on standardized achievement, aptitude and intelligence tests; observational data such as systematically gathered teacher or counselor evaluations and observations of social and personal assets; clinical findings and verified reports of serious or recurrent deviant behavior patterns; general data such as health data, family background information and educational and vocational plans.

Tentative records: useful information that has not been verified or is not clearly needed beyond the immediate present. It includes unevaluated reports of teachers or counselors that may be needed in ongoing counseling or disciplinary actions.

9.68 Release of Student Records

Individual student files are not available for public inspection. Except as provided in board policy 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.

9.68.1 Directory Information

Annual notice shall be given to parents and eligible students concerning their rights with regard to student records. In addition, the custodian of the educational records shall give annual public notice of the class of records the institution has designated as directory information and of the right of the parent or eligible student to opt-out of the release of directory information without prior written consent. The appropriate forms for providing notice shall be on file in the office of the custodian of the educational records.



After giving notice and allowing a reasonable period of time for parents or eligible students to inform the district that any or all of the directory information should not be released without prior written consent, the custodian of records may make directory information available without parental or eligible student's consent.

The custodian of records shall make student recruiting information (including student name, address, and telephone listing) available to military recruiters and postsecondary institutions unless parents or eligible students provide a written request to the district providing that the specified information not be released without prior written consent. Notice of the option to opt-out of the release of recruitment information shall be provided to parents and eligible students in the district's annual notice of rights under the Family Educational Rights and Privacy Act.

For the purposes of this policy, school official means teacher, administrator, other certified employee or board of education. The district may disclose, without the parents or eligible students' consent, personally identifiable information to school officials with a legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support-staff member (including health or medical staff and law enforcement unit personnel); the school board (in executive session); a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The custodian may disclose students' education records to the following persons without the prior consent of the parents:

- Other school officials, including teachers within the district who have legitimate educational interests;
- Officials of other schools or school systems in which the student intends to enroll. The school district will forward student records to such institutions without further notice to the parents or eligible student when the disclosure is initiated by a parent or eligible student or an annual notice provided to parents and eligible students by the district informs them that such records will be automatically disclosed to these institutions for the purposes of enrollment or transfer of the student;
- Authorized persons to whom a student has applied for or from whom a student has received financial aid;
- State and local officials or authorities to whom such information is specifically required to be reported or disclosed pursuant to state statutes;
- Organizations conducting studies for educational agencies for the purpose of developing, validating or administering student tests or programs;
- Accrediting organizations;



- Parents of a student 18 years of age if parents claim the student as a dependent for income tax purposes;
- Appropriate persons if knowledge of any information is necessary to protect the health or safety of the student or other persons in an emergency;
- An agency caseworker or representative of a state or local child welfare agency or tribal organization who has the right to access a student's case plan when such agency or organization is legally responsible for the care and protection of the student and when any further disclosure of such information thereby will be limited in accordance with law; and
- In compliance with a lawfully issued subpoena or judicial order.

Access will be granted to any third party upon written authorization of the eligible student, parent or guardian.

No personally identifiable information contained in personal school records shall be furnished to any person other than those named herein. When there is written instruction from the student's parents, guardian or the eligible student specifying the records, the reasons and the person(s) to whom the release is to be made, a copy of the records to be released shall be made available to the student, parents or guardian upon request. When information is requested in compliance with a judicial order or pursuant to any lawfully issued subpoena, parent(s)/guardian and the student shall be notified of the orders or subpoenas in advance of compliance with the order or subpoena unless:

- the order or subpoena specifically forbids such disclosure; or
- the order is issued in the context of a court proceeding where a parent is a party and the proceeding involves child abuse and neglect or dependency matters.

Nothing contained in this policy shall preclude authorized representatives of the Comptroller General of the United States, the Secretary and an administrative head of an educational agency or state authorities from having access to student or other records which may be necessary in connection with the audit and evaluation of federally supported education programs or the enforcement of the federal legal requirements which relate to these programs. The data collection by such official with respect to individual students shall not include information (including social security numbers) which would permit the personal identification of students or their parents or guardian on the data collected and provided.

All persons, agencies or organizations desiring access to the records of a student shall be required to sign a form, which shall be kept permanently with the student's file, but only for inspection by the parents/guardian, the student or a school official responsible for record maintenance. The form signed shall indicate the specific educational or other interest of each person, agency or organization has in seeking this information.

Personal information shall be transferred to a third party only on the condition that such party shall not permit any other party to have access to such information without the written consent



of the student's parents or the eligible student. The board and staff shall protect the rights of privacy of students and their families in connection with any surveys or data-gathering activities conducted, assisted or authorized by the board or administration.

Regulations established under this policy shall include provisions controlling the use, dissemination and protection of such data.

9.68.2 Forwarding Pupil Records

Administrators shall forward student's school records upon request and may not withhold them for any reason.

9.69 Disposition of Student Records

All student records will be maintained and screened periodically.

Administrative records shall be permanent records and maintained by the school for an indefinite period of time. When the student graduates, supplementary records shall be destroyed or shall be transferred to the administrative records if they have permanent usefulness. Tentative records shall be destroyed when the use for which they were collected is ended. However, tentative records may be placed in the supplementary classification if the continuing usefulness of the information is demonstrated and its validity verified.

The official custodian shall review a student's records when the student moves from elementary to a middle school or junior high, from a middle school or junior high to high school and upon high school graduation. During each review obsolete or unnecessary information shall be removed and destroyed.

Following a reasonable amount of time after a student has graduated or ceases to attend school in the district, the records of the student that are determined to be appropriate for retention may be retained in a format designated by the administration.

9.70 Hearing Request for Amendment of Records

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.



9.71 Student Fees and Charges

Building principals shall be authorized to collect fees approved by the board or to seek restitution for any school property lost, damaged or destroyed by a student.

9.71.1 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.

9.71.2 Fee Schedules

The superintendent or designee 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.

9.71.3 Debt Collection

Building principals shall attempt to collect unpaid fees and 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.

9.72 Activity Trips/Excursion Policy

The Board of Education recognizes the educational value of activities that require travel. When approved, expenses will be paid in accordance with appropriate authorization and procedures. Approval of such travel will be defined as: Activity Trips; Excursions to National Competition; and Out-of-State Excursions over 250 miles. The district will not approve any competitions outside the continental U.S.

The use of passenger vehicles to transport students to and from school sponsored activities will only be permitted after ascertaining that the vehicle is reasonably safe, the driver qualified and reasonably competent, and that adequate insurance coverage is in force. Each student being



transported shall have a standard equipment seat and seat belt inside the vehicle. The Student Transportation in Private Vehicles form must be completed and properly signed by anyone who volunteers to transport students to and from school sponsored and approved activities prior to the event, as well as authorization from the parent/guardian of all passengers.

9.72.1 Trip/Excursion Definitions

9.72.1.1 Activity trips

- Approval required by the building principal at least two weeks in advance of the event; the district's Transportation Request is to be completed by the sponsor.
- Expenses will be paid in full for the sponsor(s). In the event the school sponsor is not under a contract and is required to be in attendance, the sponsor will be paid a daily wage equal to the daily substitute rate of pay. Paid expenses shall include a per diem meal allowance, transportation in a district vehicle, lodging and registration.
- For State Business Professionals of America (BPA), the individual BPA organizations at each high school will be required to pay for student fees for competitions. Student expense for meals, room and board, will not be paid by the BOE. The official sponsors of BPA will have room and board paid for state competition.
- For other organizations/clubs, student expenses paid will include transportation in district owned vehicles, registration and lodging when necessary. Meals will be furnished to students who compete in the final rounds of State competitions.

9.72.1.2 Participation in National Competition

- A national competition can be defined through the following description: It is an activity that is KSHSAA sanctioned; the students have qualified for a national level competition as a result of their success at a local and/or state level, and the students' participation could be a direct result of current class participation. Examples include Scholar's Bowl, Science Olympiad, History Day, Math Counts, Spelling Bee, journalism or yearbook competitions, National Forensic League, Scholastic Art Competitions, National Scholastic Press, and Business Professionals of America.
- Approval must be obtained by the building principal. Travel costs for each building organization/club must be submitted to the building principal and district level assistant superintendent/superintendent at least four weeks in advance of the event.
- Expenses for the building sponsor(s) travel expense will be reviewed and approval determined based on budget. The superintendent and/or the assistant superintendent will approve/deny requests once travel expenses have been submitted. For national BPA competitions, and national debate/forensics tournaments, only three sponsors' expenses per high school may be submitted for consideration.



- The district is not responsible for student expenses for meals, lodging, and/or travel for students to national competition.

9.72.1.3 Summer Camps/Clinics

Coaches/sponsors who are taking teams to summer camps or clinics are and are using school vehicles are limited to a 250-mile radius. If school vehicles are used, the coach/sponsor needs to schedule that vehicle(s) directly with the transportation department at least 2 weeks in advance and the coach/sponsor is responsible for the mileage rate (fuel and maintenance) as determined by the transportation department. Requests for vehicles less than two weeks in advance will not be accepted. The district will not provide drivers for any vehicles rented for summer camps/clinics.

9.72.2 Excursion Policy

9.72.2.1 Out of State Excursions over 250 miles

- Students in grades K-8 will not be allowed to take excursions outside a 250-mile radius of Maize without the permission of the Board of Education.
- Travel of this nature is limited to one trip per group/activity every two years with no more than two trips per sponsor in the two-year period.
- The sponsor must place his/her request for out-of-state excursion over 250 miles in writing following the district's Excursion Policy.
- The district will provide school district owned transportation or a monetary amount equal to the cost of district transportation
- No more than one school day may be missed for any excursion unless waived by the Board of Education or Superintendent as needed.
- All excursions must have Board approval and follow the excursion policy even if no BOE funding is requested. The Superintendent, at his/her discretion, may approve excursions for student and/or student groups in grades 7-12 which meet all policy provisions without formal Board of Education approval. A report will be made to the Board of Education at the first regularly scheduled BOE meeting following the superintendent's approval.
- All excursions to competitions must meet KSHSAA guidelines.

9.72.2.2 Written Request

The sponsor requesting approval for an excursion shall submit a written request conforming with the following requirements to the building principal 16 weeks in advance of the excursion, or four weeks prior to an excursion to a national competition. If approved by the building principal, the principal will submit the request to the BOE prior to their next scheduled meeting.



9.72.2.3 Information to be included in the Written Request

The name of the individual/class/organization, destination, dates, itinerary, purpose of the trip (educational values, experience expected, activities for participation/competition/contest), number of student(s) and sponsor(s) involved, expected school absence date, name of sponsor(s); emergency telephone numbers, detailed budget proposal for student(s) and sponsor(s) that indicate travel arrangements, lodging arrangements, meals and registration fees, and insurance provisions.

9.72.2.4 Board Waiver of Timeline

Should a group receive a special invitation less than 16 weeks prior to an excursion, the Board may waive the timeline.

9.72.2.5 Fee Commitment

There shall be no commitments made for any fees or other expenses until the excursion has been approved by the Board of Education.

9.72.2.6 Parental Consent

Parents' written consent shall be obtained before a child may be allowed to participate.

9.72.2.7 Loss of Class Time

No more than one school day may be missed unless the excursion is to a national competition or unless waived by the BOE.

9.72.2.8 State testing

No excursion shall be taken during state testing.

9.72.2.9 School policies

All school policies shall be followed.

9.72.2.10 Possessions search

All students and their possessions are subject to searches by sponsor(s) at any time.

9.72.2.11 Excursion Allowance

The district will not cover the expenses of excursions.

9.73 Fundraisers for Students

The School Board believes the primary educational aims of the schools and the needs and interest of their students must be the first consideration at all times. While there is no intent to



refuse to cooperate with agencies sponsoring worthwhile fund-raisers, there is very definitely a desire to keep such cooperation within reasonable bounds. The following shall be a guide for determining participation in fundraising activity:

- Any school club, teacher, or organization must request and receive permission from the Building Principal to engage in a fund-raising activity. The request must be in writing. All proceeds of any approved sale by students or student groups shall be accounted for to the Building Principal not more than thirty days after such sale.
- Participation in fundraisers is optional with the individual schools/students and will not interfere with school instruction.
- The fund-raiser is beneficial to youth in educational, civic, social, or ethical development.
- The fundraiser makes it possible for individual students to work out contributions by their own efforts and does not invite individual competition and does not discourage students from participating.
- All food sold to students during the school day is subject to Smart Snacks Guidelines under the Healthy Hunger Free Kids Act of 2010.
- The district does not accept payments from any online payment platforms (including, but not limited to: PayPal, Venmo, Zelle, CashApp, or any other payment platform) for any school related activities or fundraisers. School district employees are prohibited from accepting any payments or donations via online payment platforms through their personal account for any school related activities or fundraisers.



10 Article X - Complaint Procedures

10.1 General Complaints

If parents have a concern about their child, they will:

- 1) First contact the child's teacher.
- 2) If not satisfied, contact the building principal.
- 3) If not satisfied, contact the district superintendent or designee.
- 4) If not satisfied, place the concern in writing and request that the superintendent inform the Board of the concern prior to the next regularly scheduled Board of Education meeting. The parent(s) will be informed of the process to address the BOE at a formal meeting.

The board encourages all complaints regarding the district to be resolved at the lowest possible administrative level. Whenever a complaint is made directly to the board as a whole or to a board member as an individual, it will be referred to the administration for study and possible resolution.

10.1.1 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 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.

10.1.2 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 of this policy, the building principal may initiate the complaint. Forms for filing written complaints are found in USD 266 Formal Complaints (BOE-9002).



- 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 will 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 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 (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.

10.1.3 Appeal Procedures

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 superintendent, or by the board itself. The request to appeal the determination shall be made within 20 days after the date of the written determination of the complaint at the lower level. The appeal officer shall review the evidence gathered by the investigator 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. 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 recurrence. 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.

10.1.4 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. The Title IX Coordinator, 905W. Academy Ave, Maize, KS, 67101, telephone: 316-722-0614, 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 the applicable board policies for staff members and 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 below.

10.1.5 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 10.6.

10.1.6 Complaints About Policy

The superintendent shall report any unresolved complaint about policies to the board at the next regularly scheduled board meeting.



10.1.7 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 the board policy regarding textbooks and instructional materials for complaints dealing with these matters.

10.1.8 Complaints About Instructional Materials

The building principal shall report any unresolved complaint about instructional materials to the superintendent promptly after receiving the complaint. See the board policy regarding textbooks and instructional materials for complaints dealing with these matters.

10.1.9 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.

10.1.10 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.

10.1.11 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 the board policy regarding emergency safety interventions.

10.2 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. Title IX Coordinator, 905 W. Academy Ave, Maize, KS 67101, telephone: 316-722-0614, 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 counselor, another certified staff member, or the district compliance coordinator for investigation and corrective action by the building or district compliance officer. Any school employee who receives a complaint of discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the report shall be made to the district compliance coordinator. Complaints alleging discriminatory and/or harassing conduct on the part of the superintendent shall be addressed to the board of education. Any general student complaint, not alleging an act of discrimination, shall be resolved under the district's general complaint procedures. Except as otherwise provided in this policy or other board policies 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 complaint procedures set forth in policy section 10.1.1 through 10.1.3. Any formal complaints of discrimination shall be submitted in writing using the USD 266 District Discrimination Form (BOE-9001).

10.3 Sexual Harassment

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 Act Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs, or events within the United States.

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.

The Title IX Coordinator, 905 W. Academy Ave., Maize, KS 67101, telephone: 316-722-0614, has been designated to coordinate compliance with nondiscrimination requirements contained in Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 regarding discrimination on the basis of sex, and the Kansas Act Against Discrimination. Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the Title IX Coordinator. Inquiries about the application of Title IX to the district may be referred to the Title IX Coordinator; to the Assistant Secretary for Civil Rights at the U.S. Department of Education, Office of Civil Rights, 400 Maryland Avenue, SW, Washington D.C. 20202-1100, (800)421-3481, or at OCR@ed.gov; or both.

10.3.1 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.

10.3.2 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.



10.3.3 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.

10.3.4 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.



10.3.5 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.

10.3.6 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.

10.3.7 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.

10.3.8 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.

10.3.9 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.

10.3.10 *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 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.

10.4 Racial and Disability Harassment

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:

- 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;



- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or
- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services, activities or programs of the school.

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

The district encourages all victims of racial or disability harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of racial or disability harassment and take prompt corrective action to end the harassment.

Any student who believes he or she has been subject to racial or disability harassment or has witnessed an act of alleged racial or disability harassment, should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of racial or disability harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure set forth in section 10.2.

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 student's status or grades. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted, or participated in any investigation, proceeding, or hearing involving a racial or disability harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

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

A summary of this policy shall be posted in each district facility and shall be published in student handbooks and on the district 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.

10.5 Bullying

The board prohibits acts of bullying in any form, including cyberbullying, on or with district property, in district vehicles or at district-sponsored activities or events. The board believes that a safe, healthy and supportive environment during all school-related functions is necessary for students to learn and achieve high academic standards. Bullying, like other disruptive or violent behaviors, is conduct that interferes with both a student's ability to learn and the district's ability to educate students. All district staff members, students, parents and volunteers are expected to treat others with dignity, civility and respect and to refuse to tolerate bullying in order to provide positive examples for acceptable student behavior.

Bullying is defined as any intentional gesture or any intentional written, verbal or physical act or threat by any student, staff member or parent towards a student or towards a staff member which is sufficiently severe, persistent or pervasive to create an intimidating, threatening or abusive educational environment that a reasonable person, under the circumstances, knows or should know will have the effect of

- harming a student or staff member, whether physically or mentally,
- damaging a student's or staff member's property,
- placing a student or staff member in reasonable fear of harm to the student or staff member,
- placing a student or staff member in reasonable fear of damage to the student's or staff member's property.

"Cyberbullying" is defined as bullying by use of any electronic communication device through means, including, but not limited to, email, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.



“District vehicle” means any school bus, school van, other school vehicle and private vehicle used to transport students or staff members to and from school or any school-sponsored activity or event.

The board expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff and volunteers.

The board believes the standards for appropriate student behavior must be established cooperatively with input from students, parents/guardians, staff and the community. These standards must encourage the development of student self-discipline in an atmosphere of respect for self and others and respect for district and community property.

The board believes that the best discipline is acceptance of personal responsibility and is self-imposed. It is the responsibility of staff to use disciplinary situations as opportunities for helping students learn to assume responsibility and to learn from the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent discipline problems and encourage students’ abilities to develop self-discipline.

The district prohibits both active and passive bystander support for acts of bullying. The staff should encourage students to support students who walk away from these acts when this would diffuse the situation, constructively attempt to stop them, or report them to the designated authority.

The board requires school administrators to develop and implement procedures ensuring that individualized attention be given to both perpetrators and victims of bullying, when incidents occur. It is important not to target either bully or victim for criticism, but rather to make sure that all the factors contributing to the bullying are recognized and understood.

10.5.1 *Complaint Procedures*

It is the responsibility of all students, staff members and volunteers to report acts of bullying. All reports of bullying will be taken seriously. Staff members receiving the reports will record the details as reported. The school staff or administrator will support students, coworkers and volunteers making such reports and protect against any potential retaliation. An investigation to determine the facts will take place immediately or as soon as practicable in order to verify the validity and seriousness of the report. The investigation will be conducted in accordance with board policy section 10.1.1 through 10.1.3.

Filing a report in good faith will not reflect upon the individual’s status, nor will it affect his or her grades, employment or volunteer status with the district. The district shall keep the complaint confidential for both the accused and the accuser, until such time as the misconduct is confirmed and sanctions are imposed.

The board specifically prohibits any person from falsely accusing another as a means of bullying. The consequences and appropriate remedial action for a student found to have falsely accused another as a means of bullying may range from positive behavioral interventions up to and including suspension or expulsion. A school employee found to have falsely accused



another as a means of bullying shall be disciplined in accordance with district policies, procedures, and agreements.

The board prohibits reprisal or retaliation against any person who reports an act of bullying. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

10.6 Complaints Regarding Child Nutrition Programs

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or retaliation for prior civil rights activity in any program or activity conducted or funded by the United States Department of Agriculture is prohibited. Title IX Coordinator, 905 W. Academy Ave, Maize, Ks 67101, telephone: 316-722-0614, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975, Personal Responsibility Work Opportunity Reconciliation Act of 1996, and the Food Stamp Act of 1977, as amended.

10.6.1 Complaints About Discrimination in Child Nutrition Programs

To file a complaint of discrimination regarding child nutrition programs offered by the district, complete the USDA Program Discrimination Complaint Form (AD-3027) at:

- http://www.ascr.usda.gov/complaint_filing_cust.html; or
- Write a letter and provide the information requested in the form.
- To request a complaint form, call (866) 632-9992. Submit the completed form to: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, FAX: (202) 690-7442, Email: program.intake@usda.gov



11 Article XI - Community

11.1 Purpose

The goal of educational public relations is to facilitate a process of communication between the district and its internal and external publics. The public relations program is intended to develop better public understanding of the district's goals, objectives, accomplishments, and needs.

The community shall be informed about school functions and activities, the accreditation status of each school, and the progress of school improvement efforts. Patron involvement is encouraged.

11.2 Public Information Programs

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

11.2.1 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 or designee 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 show information may be sent home with students.

11.3 District or School Websites

The board may establish a district website and may allow creation of web pages for individual schools. The district website shall be maintained and updated as directed by the superintendent or the superintendent's designee. The school web pages shall be maintained and updated as directed by the principal or the principal's designee in cooperation with the District Communications Department.

11.3.1 Website Rules

Detailed rules relating to websites/web pages are found in appropriate handbooks or in documents approved by the board and filed with the clerk and/or principals. Content on websites/web pages must be maintained in a manner that will make it accessible to the visually impaired and the hearing impaired. Website rules shall include the following areas:

- data privacy and Family Educational Rights Privacy Act 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 state assessment documentation;
 - 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.
- the boards and administration's right to determine website content and monitor use by employees and students.

District and school websites/web pages are maintained to support the public relations and educational programs of the district and/or the schools. Websites/web pages may be modified or terminated at any time by board action.

11.4 Media Relations

Upon presentation of proper credentials, media members on assignment will be admitted free of charge to all school extra-curricular activities. To the extent possible, space will be provided at sporting and special events for members of the working media to cover extra-curricular activities. Members of the media must contact the District Communications Department to arrange any on-campus coverage during the school day. Media members also must present themselves to a district staff member when they arrive on campus during the school day. An employee will escort media personnel when on campus.

11.4.1 *Broadcasting and Taping*

The superintendent is authorized to establish rules and regulations for broadcasting and taping district activities.

The appropriate building principal/athletic director shall be responsible for determining eligibility and issuing passes to press members on assignment to cover school sporting events.

Members of the broadcast media shall notify the principal/athletic director prior to the event they wish to cover so arrangements may be made for their equipment. Any other school day event coverage should be facilitated by the District Communications Department, with notice provided in advance.



11.4.2 News Releases

District news releases/media relations prepared for public distribution shall have prior approval from the superintendent or Director of Communication. The superintendent or designee shall, upon request, prepare official district news releases for the board.

11.4.3 Conferences and Interviews

News conferences and interviews shall be scheduled so they do not disrupt regular educational activities. Representatives of the news media seeking to interview a student during school hours must first have the principal's approval and permission from the student's parent or guardian.

11.5 Protection of Privacy Rights

The superintendent, the board of education, and district 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 provide parents notice of their rights under the Protection of Pupil Rights Amendment and the Student Data Privacy Act as required by law.

11.6 Custodial and Non-Custodial Parent Rights

The district recognizes that parents often share caregiving and custody of their children and that parents, if not otherwise prohibited by court order, should have equal access to information regarding their child's school records.

Any parent may obtain copies of school information such as report cards and progress reports upon request to a child's principal, unless otherwise prohibited by law or court order.

11.7 Solicitations

The board shall discourage all solicitations of and by staff members during regular school hours and at school-sponsored activities.

Agents, solicitors and salesmen shall not be permitted to take time of teachers or students from educational activities. The students and faculty of the district shall not promote commercial or private financial interests, either through direct sales or through promotion of competitive goods or services.

This rule applies to those activities, promotions and sales originating outside the school.

Exceptions to this rule may be made as outlined below.

Materials and projects submitted for consideration under this rule must be made in writing to the superintendent. Requests will be considered in light of the proposal's direct contribution to the educational values in the school. Consideration shall be on the basis of unreasonably added work for staff members.



Any individuals or organizations violating the policy on solicitations shall be reported to the board by the superintendent. Violators may be denied further access to school premises by board action.

11.8 School Volunteers

School volunteers work under the school staff's direction with the principal's approval. School volunteers are bound by the policies, rules and regulations of the district, serve without financial compensation and are not covered by workers' compensation.

11.9 Use of School Facilities by Community Groups

The board may allow use of school buildings and school grounds by community groups outside the school day. Use of any school facility or school grounds, however, shall not interfere with daily school use or any school-sponsored activity. Priority for facility use outside of the school day goes to use promoting student academic achievement. Notwithstanding the previous statement, the district shall provide equal access to the Boy Scouts and other designated youth groups which are neither school sponsored nor co-curricular in nature.

11.9.1 Use in Accordance with Board Policies

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.

11.9.2 Fees and Rental Charges

The board shall establish reasonable fees and/or rental charges for the use of any school facility or school grounds; fees and/or rental charges will cover costs of wages of school personnel involved and utilities. The fee and/or rental charges shall be approved by the board and shall be reviewed annually. Refer to the Facility Fee Schedule (DO-1006).

Use of specific equipment (kitchen, sound, etc.) will require the attendance and compensation of a district employee with operating knowledge. The building will be clean and should be left clean. A fee will be charged for assigned custodial or staff to be payable to Maize USD #266. Facility specific details and requirements will be found in the District Facility Usage Policy (DO-1005).

11.9.3 Lease Arrangements

The board shall approve any lease arrangements.



11.9.4 Supervision of Non-School Groups

Whenever any school facility is used by non-school groups or individuals, a school employee shall be on duty to see that the building and equipment are properly used. A school employee may not be required to be on duty when, in the principal's opinion, it is not necessary.

11.9.5 Insurance and/or Bonds

The board, through its duly authorized agent, reserves the right to require bonds (cash or otherwise), insurance, or other damage deposits, acceptable to the board before allowing use of the schools' facilities. Use is subject to limited access and availability. Any damages occurring during use will be billed to the individual and/or organization renting the facility.

11.10 Complimentary Passes for Senior Citizens

Senior citizens at age 62 or over, upon request, will be granted complimentary passes to attend activities of USD 266.

11.11 Adult Season Activity Tickets

Adult season tickets will be allowed at a rate approved on an annual basis by the Board of Education.

11.12 Concealed Observations

Unless otherwise provided in this policy or the board policy regarding the use of surveillance cameras, 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; the recording of meetings subject to the Kansas Open Meetings Act; the recording of due process hearings or student disciplinary hearings for evidentiary purposes; recording of students for use during the student's evaluation or provision of special education services with the principal's prior permission; and the recording of a school sponsored activity, program, or event which is open to the general public.

Individuals wishing to record students, employees, or board members at school, on or in district property, or at meetings and conferences as previously described shall first notify the superintendent or building principal in advance. If such recording is not prohibited by law or policy, the administrator may allow the recording and may make arrangements to record on behalf of the district.



11.13 Bullying by Parents

The board of education, in its commitment to provide a positive and productive learning and working environment for its students and staff in accordance with state law, prohibits bullying in any form, including cyberbullying, by any student, staff member, or parent towards a student or 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 as prohibited herein.

Parents participating in prohibited bullying conduct aimed at district students and/or staff members may jeopardize their access to district facilities; district property; school sponsored activities, programs, and events; and/or district students and/or staff members through the district’s communication systems. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors.

This policy and the district bullying plan may be posted on the district’s website, and copies of such documents shall be made available to parents of current students upon request.

11.14 Disruptive Acts at School or School Activities

Disruptive acts at school or school sponsored activities will not be tolerated. Persons threatening the safety of students, school personnel, or other persons; to damage school property; or to interfere with school or school activities or the educational process will be asked to leave the premises.

The school administration and staff are responsible for handling any disturbance caused by adults or students. The final decision for determining if assistance is needed is the responsibility of the superintendent or school principal. In the absence of these individuals, the determination shall be made by the assistant principal or person designated to be in charge of the building or activity. The superintendent shall be notified of any serious problem at the school.

11.14.1 *Possession of a Firearm*

Unless otherwise required by law or authorized by board policy, no person other than a law enforcement officer shall possess a firearm on any district owned or operated property; within any district owned or operated building or facility; in a school vehicle; in an employee’s personal vehicle being used to transport students or school staff in the performance of job duties for the district; or at any school sponsored activity, program, or event. This prohibition includes possession of concealed and/or openly carried weapons; however, such prohibition shall not apply to the secured storage of a handgun in a district employee’s own locked vehicle on school property so long as such weapon is maintained out of plain sight.



Appropriate signs shall be conspicuously posted as directed by the board and required by law. Anyone in violation of this policy shall be directed to leave the premises immediately and not return without prior approval from the building administrator or superintendent. Failure to comply with such order will result in a report to law enforcement.

11.15 Public Conduct on School Property

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.

11.16 Gifts to School

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.

11.17 Distributing Materials in Schools

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.



11.17.1 *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.

11.17.2 *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.

11.17.3 *Advertising in the Schools*

No advertising for commercial purposes shall be permitted in the school buildings or on the grounds of the district without prior board approval. Advertising in student publications shall be regulated by rules and regulations developed by the superintendent. Advertising in the student publications may promote products by brand name. Ads promoting the sale of any controlled substance, drug paraphernalia or any other illegal material or activity are prohibited.

11.17.4 *Mailing Lists*

No mailing lists of students shall be given to individuals, organizations or vendors for the purpose of distributing materials.

11.18 For-Profit Advertising and Signage

The district will permit commercial signage or advertising at certain specified locations on District-owned or leased property in accordance with the provisions of this policy. Signage locations will be determined by the Superintendent or the Superintendent's designee.

All signage or advertising must be consistent with the educational nature of the district. It must be appropriate for people of all ages and may not contain anything of a nature or intent that is obscene, profane, vulgar, prurient, defamatory, abusive, sexual, discriminatory, or that promotes services not suitable for persons under the age of 18. No signage or advertising containing or promoting political, personal, controversial or religious beliefs will be allowed. Only commercial signage or advertising for products and services that meets the above criteria and has been approved by the Superintendent, or the Superintendent's designee, will be permitted. The Board of Education delegates to the Superintendent, or the Superintendent's designee, the sole discretion to approve or disapprove signage or advertising under this policy.

Before any signage or advertising is authorized pursuant to this policy, the district will enter into a contract with the advertiser which will specify the terms and conditions of the proposed signage or advertising, including the fee to be paid to the district for the signage or advertising



and the term of the contract. Production, installation and maintenance of the signage or advertising will be the sole responsibility of the district and will be included in the contracted price.

11.19 Disposal of District Property

Except when disposing of a building as defined herein, the board may dispose of district 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.

When disposing of any school district property, neither the board nor its agent shall refuse to sell, lease, or convey any interest in a building or property to a prospective buyer or lessee solely because the prospective buyer or lessee may use or intends to use the building or property as a nonpublic school building.

11.19.1 *Disposal of a School District Building*

For the purpose of this policy, terms have the following meanings.

- "Building" means any building that was used in any prior school year as an attendance center for students enrolled in kindergarten or any of the grades one through 12.
- "State agency" means any state agency, department, authority, institution, division, bureau, or other state governmental entity.

Within 30 days after the board of education adopts a resolution to dispose of a 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 building in the following manner. Such concurrent resolution shall include:

- The name of the school district that owns such building;
- the information contained in the written notice as outlined herein; and
- the state agency that intends to acquire such building and the intended use of such building upon acquisition.

If the notice is received by the legislature during a regular legislative session, the legislature shall have 45 days to adopt such a concurrent resolution.



If the notice is received when the legislature is not in regular session, then, not more than 45 days after the notice is received by the legislature, the legislative coordinating council may deny the legislative option for the state to acquire the building. If the legislative coordinating council denies this option, the district may proceed with disposing of the building in accordance with Kansas law. If the legislative coordinating council does not deny the option for the state to acquire the building within the 45-day period, then the legislature shall have 45 days from the commencement of the next regular session to adopt a concurrent resolution as outlined herein. Upon adoption of a concurrent resolution, the state agency named in such resolution shall have 180 days to complete the acquisition of such building and take title to the real property. Upon request of the state agency acquiring the 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 the 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 legislature does not adopt a concurrent resolution as described herein within the 45-day period or if the state agency does not take title to the property within the 180-day period or any extension thereof, the school district may proceed with disposition of such property in such manner and upon such terms and conditions the board deems to be in the best interest of the district. Conveyances of buildings and real property described on any legislative notice described herein shall be executed by the president of the board and attested to by the clerk.

11.20 Visitors/Observers in the Schools

Visitors are appreciated and welcome in USD 266. However, for the safety and welfare of the students, all visitors must report to the office and complete the steps required of the visitor management system before going to the classrooms. All visitors will be required to wear a badge identifying them as a visitor at all times while in the building. Visitors' presence should in no way interfere or impede normal school business. Administration may ask visitors to leave if their presence causes a distraction/disturbance in the learning environment. If a classroom visit occurs during instructional time, the visitor must comply with the observation requirements listed below.

Volunteers who work in a classroom on a regular basis, supervise students during a field trip when a staff member is not present, or work with students away from the supervision of a classroom teacher are required to have a background check. The building principal is responsible for reviewing background checks and determines if an individual is clear to volunteer. In the event someone is excluded from volunteering because of the results from the background check, the individual may contact the company performing the checks and provide additional information. Volunteers often work with individual students/staff and are expected to respect the privacy and confidentiality outlined in the Family Education Rights and Privacy Act. (FERPA). Parents who would like to observe their child in the educational setting during the school day must comply with the following requirements:



- All observations must be approved by the building administrator or his or her designee.
- The observing parent must sign in in the office and wear visitor identification during the entire time.
- Observation periods must not exceed 90 minutes per day.
- The observer should not interact with students including the parent's child or staff members during the observation. The parent may request a time to meet with staff members at another time that is mutually convenient for the parent and the staff member and does not negatively impact the instructional day.
- The observer will have an assigned area to sit and should remain in that area throughout the observation period.
- The observer will respect the rights of confidentiality for all of the students in the learning area and will not discuss anything that is observed about other students with any outside party.

11.21 District and School Logos

Maize USD 266 of Maize, Kansas 67101 ("USD 266") owns all intellectual property rights, including, but not limited to, trademark and copyright rights, in and to all District and School Logos as listed below:

- the District Logo design (the "Star");
- the Maize High School, Maize Middle School, and Maize Intermediate School logo design (the "Eagle");
- the Maize South High School, Maize South Middle School, and Maize South Intermediate School logo design (the "Maverick");
- the Maize Vermilion logo design (the "Chameleons");
- the Maize Central Elementary logo design (the "Mustangs");
- the Maize South Elementary logo design (the "Wolves");
- the Maize Elementary logo design (the "Panthers");
- the Pray-Woodman logo design (the "Pride"); and
- the Early Childhood Center logo design (the "Explorers").

USD 266, in its sole discretion, may choose to allow third parties to use or display the above-mentioned designs in certain instances or for a certain purpose. The purpose of this Trademark and Copyright Usage Policy (the "Policy") is to protect the interests of USD 266 when it is contemplating granting a license to third parties to use the District or School Logos.



Trademarks and copyrights are valuable assets and, if properly used and protected, will continue to gain strength and value. However, if intellectual property owners fail to exercise reasonable control over the use of trademarks and copyrights by third parties, such uncontrolled and unmonitored use by third parties may result in a loss or dilution of the owners' rights. Therefore, it is important that USD 266 carefully consider any use of the District or School Logos by anyone other than USD 266 and ensure that any such permitted use is non-exclusive and is properly memorialized in writing in accordance with the License Agreement that has been drafted for this purpose. Third parties interested in obtaining a License Agreement may contact the Maize USD 266 Communications Department at the Educational Support Center. USD 266 reserves the absolute discretion to deny any request for permission to use the District or School Logos. USD 266's decision as to whether or not to grant a license to use the District or School Logos is final and may be withdrawn at any time in accordance with the License Agreement. USD 266 will deny use of the District or School Logos in the following instances:

- **Unlawful or undesirable purposes:** The District or School Logos may not be used in connection with any activities, content, images, or situations that involve illegal activities, obscenity, vulgarity, and defamatory language, invasion of privacy, threatening behavior, racially, ethnically, or otherwise discriminatory language or activities, or infringement of intellectual property.
- **Solicitations:** The District or School Logos may not be used in connection with any unsolicited activities or materials, including but not limited to, commercial solicitations, petitions for signatures, political campaigning, chain letters, mass mailings or "spam."
- **Inappropriate content:** The District or School Logos may not be used in connection with any of the following subject matter or activities: alcoholic beverages, tobacco, guns or other weapons, illegal drugs, sexual themes, pornography, violence or mayhem, gambling, political campaigns, or controversial social issues.

USD 266 further reserves the right, in its sole discretion, to limit the geographic scope of use of the District or School Logos. USD 266 also has the sole authority to determine an appropriate royalty rate for the license and may list the royalty in the License Agreement.

11.22 Branding Policy

Maize USD 266 ("USD 266") has formally adopted District and School Logos as listed above. Consistency in the use of the District and School Logos is important to promoting USD 266's mission and preserving the integrity of its image. To maintain such consistency, no changes in logo usage, colors, sizes, texts or visual elements are permitted. No alternative logos representing Maize USD 266 and/or its schools, teams, and programs, may be developed or used without the written permission of USD 266. Violators of this policy will be subject to legal action and penalties as allowed by law.



Requests and any questions regarding the appropriate use of the District and School Logos and branding should be directed to the Executive Director of Communications.

11.23 School-Community Cooperation

The board shall seek to foster cooperation between the schools and community groups and organizations.

11.24 School-Community Programs

The board shall consider establishing programs sponsored jointly by the district and community groups or organizations whenever, in the board's judgment, these programs cannot or should not be wholly under the board's control.

11.25 Federal Government – Drug-Free Schools

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.

11.26 Fiscal Management of Federal Grants

The district shall meet the requirements of the Education Department General Administrative Regulations (EDGAR). The outline used to meet this requirement 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.

11.27 Interdistrict Relations

The board shall work cooperatively with other districts to provide services to students when it is in the best interest of students and the district.

11.28 Colleges and Universities

The board may consider use of student teachers in district classes.

11.28.1 Contract Required

A written student teaching contract with appropriate colleges and universities shall be prepared and presented to the board for their consideration and approval.



11.28.2 Other Relationships

Other relationships between the district and institutions of higher education may be considered upon recommendation of the administration.

11.29 Kansas Education Systems Accreditation

Kansas Education Systems Accreditation (hereafter “KESA”) is a district-wide accreditation process. Accreditation within this process is ultimately granted by the Kansas State Board of Education. The district school board (hereafter “board”) shall maintain the goal of full accreditation for the district. Good faith efforts shall be made by all staff to implement district school improvement plans. The board shall monitor compliance.

The board is committed to implementing and sustaining the foundational structures defined within the KESA process as well as defining and implementing district-wide goals in alignment with the KESA rubrics.

In order for accreditation to be achieved, the board shall commit to school improvement for all district schools, academic achievement for all district students, and results-based professional development for all district staff members. The superintendent shall regularly report to the board on the district’s progress toward full accreditation within the 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.

11.30 Booster Clubs

As a partner with the district, school-related booster clubs shall organize and function in a way that is consistent with the district’s philosophy and objectives.

- School related booster clubs have no authority to direct any school employee in any of his or her duties. Further, they have no authority to guide, direct, or establish guidelines for any school or student activity. Similarly, booster club officers may not assume duties that are the responsibility of staff members. Nor may coaches or sponsors become booster club officers.
- Any club operating under this policy that, in the opinion of the school administration, does not adhere to this policy and any regulation established by the school administration, will cease to be recognized by the Board as a legitimate school-related booster club and will not be eligible to use school facilities or services.
- Booster clubs and other parent support organizations cannot make purchases in the name of the district or utilize the district’s tax-exempt status. Items must be purchased in the support organization’s name