KASB Board of Education Policy Changes
June, 2025

BBC - Board Committees

Current BOE Policy

Board Committees **BBC**

(See CF)

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.

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.

BOE Approved: July 7, 2003

BOE Reviewed and Approved: November 5, 2007

BOE Reviewed and Approved: July 15, 2013

BOE Approved KASB Recommendation: October 17, 2022

BBC - Board Committees

Recommended KASB Policy Changes

Board Committees **BBC**

(See CF)

The board shall ~~operate~~ act 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.~~

The board may establish subcommittees or subordinate groups as provided herein. Any subcommittee or other subordinate group created by the board shall be subject to the open meetings law whenever a majority of the subcommittee or subordinate group meets.

Sub-committees or subordinate groups 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.~~

~~Advisory Committees~~

~~After considering administrative recommendations, the board may establish advisory committees.~~ The ~~type and~~ function of each ~~advisory committee~~ subcommittee or subordinate group 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~~ subcommittee or subordinate group without prior board approval. ~~The superintendent shall monitor each committee's progress and relay information to the board. As~~ Upon request~~ed~~, each ~~committee~~ subcommittee or subordinate group shall provide a progress report in writing to the superintendent and/or the board.

The board may dissolve any ~~advisory committee~~ subcommittee or subordinate group at any time. No ~~committee~~ such subcommittee or subordinate group shall exist longer than one year unless reestablished or reappointed by board action.

BOE Approved: July 7, 2003

BOE Reviewed and Approved: November 5, 2007

BOE Reviewed and Approved: July 15, 2013

BOE Approved KASB Recommendation: October 17, 2022

BOE Approved KASB Recommendation: October 17, 2022

BOE Approved KASB Recommendation: August 18, 2025

CN - Public Records

Current BOE Policy

Public Records **CN**

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

The board designates the associate superintendent for business affairs as its Freedom of Information Officer. The Freedom of Information Officer shall have the authority to establish and maintain a system of records in accordance with the Kansas Open Records Act and other applicable laws. The board further assigns the director of communications 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 concerning record access in the form prescribed by the local Freedom of Information Officer.

Types of Records

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

Central Office Records

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

Building Records

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

Public Access

All records, except those subject to exception by the Kansas Open Records Act, shall be open to inspection by the general public during regular office hours of any school or the district office. The superintendent will establish procedures for making records available on normal business days when district offices are closed. The district may charge and require advance payment of a fee for providing access to or furnishing copies of public records.

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 of the Kansas Open Records Act that would allow the record to remain closed. The custodian may also refuse to provide access to a public record or to permit inspection if a request places an unreasonable burden in producing public records or if the custodian has reason to believe that repeated requests are intended to disrupt other essential functions of the district. The custodian shall either grant or deny each 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.

Copies of Records

Copies of open records shall be available upon written request, unless otherwise specified in Kansas or federal law. Requestors may only make abstracts or obtain copies of public records to which they have access under the Kansas Open Records Act. The district shall not be required to provide copies of radio or recording tapes or discs, video tapes, films, pictures, slides, graphics, illustrations, or similar audio or visual items or devices, unless such items or devices were shown or played during open session of a district board meeting. Similarly, the district shall not be required to provide such items or devices which are copyrighted by a person other than the board. Furthermore, nothing in the Kansas Open Records Act requires the district to electronically make copies available by allowing a requestor to obtain copies by inserting, connecting, or otherwise attaching an electronic device provided by the requestor to the computer or other electronic device of the district.

Advance payment of the expense of providing access to or furnishing copies of open records shall be borne by the requestor. Under no circumstances shall the documents be allowed out of their usual building location without approval of the official custodian.

The board may prescribe reasonable fees for providing access to or furnishing copies of public records, subject to the following:

- in the case of fees for copies of records, the fees shall not exceed the actual cost of furnishing copies, including the cost of staff time required to make the information available and printing fees of $.25 cents per page, as applicable;

- In the case of fees for providing access to records maintained on computer facilities, the fees shall include only the cost of any computer services, including staff time required.

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

Disposition

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

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

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

BOE Approved KASB Recommendation: August 20, 2007

BOE Reviewed and Approved: July 21, 2008

BOE Approved KASB Recommendation: November 15, 2022

CN - Public Records

Recommended KASB Policy Changes

Public Records **CN**

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

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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. The district may charge and require advance payment of a fee for providing access to or furnishing copies of public records.

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 of the Kansas Open Records Act that would allow the record to remain closed. The custodian may also refuse to provide access to a public record or to permit inspection if a request places an unreasonable burden in producing public records or if the custodian has reason to believe that repeated requests are intended to disrupt other essential functions of the district. The custodian shall either grant or deny each 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.

Copies of Records

Copies of open records shall be available upon written request, unless otherwise specified in Kansas or federal law. Requestors may only make abstracts or obtain copies of public records to which they have access under the Kansas Open Records Act. The district shall not be required to provide copies of radio or recording tapes or discs, video tapes, films, pictures, slides, graphics, illustrations, or similar audio or visual items or devices, unless such items or devices were shown or played during open session of a district board meeting. Similarly, the district shall not be required to provide such items or devices which are copyrighted by a person other than the board. Furthermore, nothing in the Kansas Open Records Act requires the district to electronically make copies available by allowing a requestor to obtain copies by inserting, connecting, or otherwise attaching an electronic device provided by the requestor to the computer or other electronic device of the district.

Advance payment of the expense of providing access to or furnishing copies of open records shall be borne by the requestor. Under no circumstances shall the documents be allowed out of their usual building location without approval of the official custodian.

The board may prescribe reasonable fees for providing access to or furnishing copies of public records, subject to the following:

- ~~in~~ In the case of fees for copies of records, the fees shall not exceed the actual cost of furnishing ~~copies~~ the requested records, including the cost of staff time required to make the information available. Actual costs may include the cost to review and redact the requested records but shall not include incidental costs

incurred by the district that are not attributable to furnishing the requested records ~~and printing fees of $.25 cents per page, as applicable~~.

- In the case of fees for providing access to records maintained on computer facilities, the fees shall include only the cost of any computer services, including staff time required.
- If the district incurs costs for staff time to provide access to or furnish copies of public records, the district shall use in good faith the lowest-cost category of staff reasonably necessary to provide access to or furnish copies of public records. Charges for staff time shall be based on the employee's salary or hourly wage but shall not include the costs of employee benefits.
- Upon request, the district shall provide to the person requesting access to or copies of public records an itemized statement of costs incurred by the district and charged to such requester. Such itemized statement shall include, but not be limited to, the hourly rates charged for each employee involved in making the requested records available and an itemized list of any other fees charged to provide access to or furnish copies of the requested records.
- When the staff time needed to respond to a records request will exceed five hours or the estimated actual cost for staff time needed to fill the request exceeds $200, the district shall make reasonable efforts to contact the requester and engage in interactive communication about mitigating costs to fill the request. The requester is not obligated to mitigate costs.

If the district has made reasonable efforts to contact the requester in such a case and the requester has failed to respond by the end of the third business day, the records request will be deemed to be withdrawn until a subsequent contact has been made by the requester to the district.

As used in this policy, "reasonable efforts to contact the requester" means contacting the requester through the means of communication that the requester provided to be used by the district to respond to the request.

Fees received by the district for fees charged in accordance with this policy shall be remitted to the treasurer for ~~Revenue from copying open records will be~~ deposit~~ed~~ in the district's general fund.

Disposition

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

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

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

BOE Approved KASB Recommendation: August 20, 2007

BOE Reviewed and Approved: July 21, 2008

BOE Approved KASB Recommendation: November 15, 2022

BOE Approved KASB Recommendation: August 18, 2025

DFE - Investment of Funds

Current BOE Policy

Investment of Funds **DFE**

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

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

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.

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.

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 superintendent shall report monthly to the board on the district's investments.

BOE Approved: July 7, 2003

BOE Approved KASB Recommendation: November 15, 2022

DFE - Investment of Funds

Recommended KASB Policy Changes

Investment of Funds **DFE**

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

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

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. The depository institution shall have two business days to respond to the request for proposals with respect to savings deposits, demand deposits, time deposit, open accounts, certificates of deposit or time certificates of deposit with maturities of not more than two years. All responses shall be directed to the superintendent and shall be specified on the basis of simple interest.

Distribution of monies for investment shall be as follows:

The district 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.

The district 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 superintendent shall report monthly to the board on the district's investments.

BOE Approved: July 7, 2003

BOE Approved KASB Recommendation: November 15, 2022

BOE Approved KASB Recommendation: August 18, 2025

DFH - Fundraising Activities

Current BOE Policy

Fundraising Activities **DFH**

Fundraising activities at school, on school property, or at school-sponsored events are prohibited except as provided in this policy.

Promotion of commercial or private financial interests either through direct sales or through promotion of competitive goods or services by students and employees is not fundraising and is prohibited at school, on school property, or at school-sponsored events.

Faculty and student participation in fundraising shall be strictly voluntary. At no time shall participation in fundraising impact a student's grade or membership, participation time or standing on a team, club, or group. Door-to-door sales are strongly discouraged. Faculty and sponsors shall not require or promote door-to-door sales.

The district will manage, restrict, or decline funds, gifts, or fundraising activities to assure that fundraising and expenditures comply with applicable district, state, and federal law and guidelines, including, but not limited to, Title IX and Kansas State High School Activities Association (KSHSAA) rules and regulations.

Fundraising activities must be pre-approved by the superintendent or designee, and adhere to the following guidelines:

- Fundraising activities shall not interfere with instructional time, infringe upon or detract from the classroom activities, or the educational process as determined by the superintendent or designee.
- Online fundraising, utilizing websites such as DonorsChoose or GoFundMe, must comply with this policy, district rules and regulations concerning fundraising, and the rules governing the fundraising site.
- Approval of fundraising requests shall depend on factors including, but not limited to:
    - Compatibility with the district's educational program, mission, vision, core values, and beliefs;
    - Compatibility with any terms, conditions, and requirements of grants or other specific funding sources;
    - Compatibility with existing district technology;
    - Congruence with the district and school goals that positively impact student performance;
    - The district's instructional priorities;
    - The manner in which donations are collected and distributed;

- Equity in funding; and
- Other factors deemed relevant or appropriate by the district.

- If approved, the requester shall be responsible for preparing all materials and information related to the fundraising campaign and keeping district administration apprised of the campaign's status. The requestor is responsible for compliance with all state and federal laws, the rules governing the fundraising site, and other relevant district policies and procedures, as well as the following:
  - Fundraising proceeds shall not be deposited into a staff member's personal bank account or peer to peer payment network.
  - Money raised or items secured by a fundraising campaign by a person or entity acting on behalf of the school or the district will be the property of the district.
  - All items and money generated on behalf of the district are subject to the same controls and regulations as other district property and shall be deposited or inventoried accordingly. No money raised or items purchased shall be distributed to individual employees without the express written consent of the superintendent.
  - Pictures of students in conjunction with fundraising activities shall not occur unless parents of students have consented in writing to the use of the picture for this specific purpose.
  - Fundraising activities must comply with all board policies, including, but not limited to, policies governing the privacy rights of students.

Nothing in this policy is intended to prohibit an employee from using online fundraising campaigns for personal items or reasons. In such cases, the employees shall not be acting on behalf of the district or school, identify themselves as employees of the district, or suggest the fundraising campaign is for the benefit of students, classrooms or schools of the school district.

For purposes of this section, "acting on behalf of the district or the school" means an employee holding oneself out as an employee of the district and/or seeks donations for the benefit of the district, a particular school, classroom, or student.

BOE Approved KASB Recommendation: April 14, 2025

DFH - Fundraising Activities

Recommended KASB Policy Changes

Fundraising Activities **DFH**

Fundraising activities at school, on school property, or at school-sponsored events are prohibited except as provided in this policy.

~~Promotion of commercial or private financial interests either through direct sales or through promotion of competitive goods or services by students and employees is not fundraising and is prohibited at school, on school property, or at school-sponsored events.~~

Faculty and student participation in fundraising shall be strictly voluntary. At no time shall participation in fundraising impact a student's grade or membership, participation time or standing on a team, club, or group. Door-to-door sales are strongly discouraged. Faculty and sponsors shall not require or promote door-to-door sales.

The district will manage, restrict, or decline funds, gifts, or fundraising activities to assure that fundraising and expenditures comply with applicable district, state, and federal law and guidelines, including, but not limited to, Title IX and Kansas State High School Activities Association (KSHSAA) rules and regulations.

Fundraising activities must be pre-approved by the superintendent or designee, and adhere to the following guidelines:

- Fundraising activities shall not interfere with instructional time, infringe upon or detract from the classroom activities, or the educational process as determined by the superintendent or designee.
- Online fundraising, utilizing websites such as DonorsChoose or GoFundMe, must comply with this policy, district rules and regulations concerning fundraising, and the rules governing the fundraising site.
- Approval of fundraising requests shall depend on factors including, but not limited to:
    - Compatibility with the district's educational program, mission, vision, core values, and beliefs;
    - Compatibility with any terms, conditions, and requirements of grants or other specific funding sources;
    - Compatibility with existing district technology;
    - Congruence with the district and school goals that positively impact student performance;
    - The district's instructional priorities;
    - The manner in which donations are collected and distributed;

- Equity in funding; and
- Other factors deemed relevant or appropriate by the district.

- If approved, the requester shall be responsible for preparing all materials and information related to the fundraising campaign and keeping district administration apprised of the campaign's status. The requestor is responsible for compliance with all state and federal laws, the rules governing the fundraising site, and other relevant district policies and procedures, as well as the following:
  - Fundraising proceeds shall not be deposited into a staff member's personal bank account or peer to peer payment network.
  - Money raised or items secured by a fundraising campaign by a person or entity acting on behalf of the school or the district will be the property of the district.
  - All items and money generated on behalf of the district are subject to the same controls and regulations as other district property and shall be deposited or inventoried accordingly. No money raised or items purchased shall be distributed to individual employees without the express written consent of the superintendent.
  - Pictures of students in conjunction with fundraising activities shall not occur unless parents of students have consented in writing to the use of the picture for this specific purpose.
  - Fundraising activities must comply with all board policies, including, but not limited to, policies governing the privacy rights of students.

Nothing in this policy is intended to prohibit an employee from using online fundraising campaigns for personal items or reasons outside of the school or work time. In such cases, the employees shall not be acting on behalf of the district or school, identify themselves as employees of the district, or suggest the fundraising campaign is for the benefit of students, classrooms or schools of the school district.

For purposes of this section, "acting on behalf of the district or the school" means an employee holding oneself out as an employee of the district and/or seeks donations for the benefit of the district, a particular school, classroom, or student.

Personal Business Interest

Neither students nor employees are permitted to promote personal business, commercial, or private financial interests either through direct sales or through promotion of the sale of goods or services at school, on school property, or at school-sponsored events. Such activities are not fundraising and are prohibited.

BOE Approved KASB Recommendation: April 14, 2025

BOE Approved KASB Recommendation: August 18, 2025

GAACB - Employee Whistleblower

Do Not Have Current BOE Policy
(New KASB Policy)

GAACB - Employee Whistleblower

Recommended KASB Policy Changes
(New KASB Policy)

Employee Whistleblower **GAACB**

(See DE)

No disciplinary action shall be taken against a district employee because the employee:

- Discussed the operations of the district or other matters of public concern, including matters relating to public health, safety, and welfare either specifically or generally, with any member of the board or any auditing agency;
- reported a violation of state or federal law or any policies and regulations adopted pursuant to such laws to any person, agency, or organization;
- failed to give notice to the employee's supervisor or the board prior to making any report as described in the above paragraph; or
- disclosed malfeasance or other misappropriation of money held by the district to any person, agency, or organization.

The above shall not be construed to:

- Prohibit a supervisor or the board from requiring that an employee inform their supervisor or the district compliance coordinator regarding governing body or auditing agency requests for information submitted to the district or the substance of testimony made, or to be made, by the employee to members of the board or the auditing agency on behalf of the district;
- permit an employee to leave the employee's assigned work areas during normal work hours without following applicable rules and regulations and policies pertaining to employee leave unless the employee is requested by a member of the board to appear before the board or by an auditing agency to appear at a meeting with officials of the auditing agency;
- authorize an employee to represent the employee's personal opinions as the opinion of the district; or
- prohibit disciplinary action of an employee who discloses information that:
    - the employee knows to be false or that the employee discloses with reckless disregard for the truth or falsity of such information;
    - the employee knows to be exempt from required disclosure under the open records act;
    - is confidential or privileged under state or federal law or court rule; or
    - is disclosed due to a corrupt motive rather than a good faith concern for a wrongful activity.

Copies of this policy shall be prominently posted in each school and district building in a location where it can reasonably be expected to come to the attention of all employees of the district.

As used in this policy, auditing agency means:

- The legislative post auditor;
- any employee of the division of post audit;
- any firm performing audit services pursuant to a contract with the post auditor;
- any state agency or federal agency or authority performing auditing or other oversight activities under authority of any provision of law authorizing such activities; or
- the inspector general established in state law.

BOE Approved KASB Recommendation: August 18, 2025

IB - School Site Councils

Current BOE Policy

School Site Councils **IB**

(See KA)

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.

The principal shall recommend site council members for board approval.

Each site council shall establish meeting schedules. Each council shall report to the board at least one time a year.

BOE Approved: July 7, 2003

BOE Reviewed and Approved: February 28, 2011

BOE Approved KASB Recommendation: October 20, 2014

BOE Approved KASB Recommendation: March 6, 2023

IB - School Site Councils

Recommended KASB Policy Changes

School Site Councils **IB**

(See KA)

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.

The principal shall recommend site council members for ~~board~~ superintendent approval.

Each site council shall establish meeting schedules. Each council ~~shall~~ may make recommendations and proposals to the board ~~report to the board at least one time a year~~.

BOE Approved: July 7, 2003

BOE Reviewed and Approved: February 28, 2011

BOE Approved KASB Recommendation: October 20, 2014

BOE Approved KASB Recommendation: March 6, 2023

BOE Approved KASB Recommendation: August 18, 2025

JBC - Enrollment

Current BOE Policy

(See IIBGB, JBCA, JBCB, and JQKA)

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.

Non-resident Students

Non-resident students are those who do not meet the definition of a resident student. Although the district is not required to admit non-resident students, non-resident students may be admitted to the extent that staff, facilities, equipment, and supplies are available. Other criteria regarding students seeking non-resident student admittance may be considered prior to acting on any annual non-resident student application as specified in this policy, and students residing outside of the state of Kansas may be denied enrollment or continued enrollment based on out-of-state residency.

Non-resident Student Continued Enrollment

Non-resident students admitted to the district shall be evaluated each spring by district administration on the following criteria: whether the student made academic progress; residence in the state of Kansas; regularity and punctuality of attendance; and disciplinary record, specifically whether the student complied with the student conduct code and avoided 1) major disciplinary problems and/or 2) a large number of referrals for minor disciplinary problem.

Students may be readmitted or denied admission 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. Parents shall be informed of any administrative decision on non-resident student applications no later than June 30.

Enrollment Restriction

Unless approved in advance by the board, no student, regardless of residency, who has been suspended or expelled from another school district will be admitted to the district until the period of such suspension or expulsion has expired.

Enrollment Procedures

The superintendent shall establish orderly procedures for enrolling all students, including pre-enrollment, changes in enrollment, normal enrollment times, and communication to parents and to the public.

Part-Time Students

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

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

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

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 1. Such part-time students may be admitted only to the extent that staff, facilities, equipment, and supplies are available, and the students follow the district's student conduct policies and rules.

Identification of Students

All students enrolling in the district for the first time shall provide required proof of identity. Students enrolling in kindergarten or first grade shall provide a certified copy of their birth certificate, a certified copy of the court order placing the child in the custody of the Secretary of the Department for Children and Families, or other documentation which the board determines to be satisfactory. Students enrolling in grades 2-12 shall provide a certified transcript, similar pupil records or data, or other documentary evidence the board deems satisfactory.

The above requirements are not to serve as barriers to immediate enrollment of students designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by ESSA. The district shall work with the Department for Children and Families, the school last attended, or other relevant agencies to obtain necessary enrollment documentation.

If proper proof of identity is not provided within 30 days of enrolling, the superintendent shall notify local law enforcement officials as required by law and shall not notify any person claiming custody of the child.

Enrollment Information

The enrollment documentation shall include a student's permanent record card with a student's legal name as it appears on the birth certificate or as changed by a court order and the name, address, and telephone number of the lawful custodian. The records shall also provide proper proof of identity.

Assignment to a School Building, Grade Level, or Classes

Unless otherwise provided herein, the superintendent shall assign students to the appropriate building. Any student desiring to attend a school outside the attendance area in which the student resides may do so only with the prior written permission of the superintendent.

If required by law, students placed in foster care or students who are homeless may be educated in their "school of origin" instead of the building corresponding to the assigned attendance area. (For definition of "school of origin", see regulations for JBCA and JBCB.)

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

Transferring Credit

In middle school and high school, full faith and credit shall be given to units earned in other accredited schools at the time the student enrolls in the district, unless the principal determines there is valid reason for not doing so. For online credit approval procedures after enrollment, see board policy IIBGB.

Transfers from Non-Accredited Schools

Students transferring from non-accredited schools will be placed by the principal. Initial placement will be made by the principal after consultation with parents or guardians and guidance personnel. Final placement shall be made by the principal based on the student's documented past educational experiences and performance on tests administered to determine grade level placement.

BOE Approved: July 7, 2003

BOE Revised and Approved: December 17, 2012

BOE Revised and Approved: August 19, 2013

BOE Revised and Approved: March 24, 2014

BOE Revised and Approved: November 16, 2015

BOE Approved KASB Recommendation: May 22, 2023

JBC - Enrollment

Recommended KASB Policy Changes

(See IIBGB, JBCA, JBCB, and JQKA)

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.

Non-resident Students

Non-resident students are those who do not meet the definition of a resident student. Although the district is not required to admit non-resident students, non-resident students may be admitted to the extent that staff, facilities, equipment, and supplies are available. Other criteria regarding students seeking non-resident student admittance may be considered prior to acting on any annual non-resident student application as specified in this policy, and students residing outside of the state of Kansas may be denied enrollment or continued enrollment based on out-of-state residency.

Military Students

Details concerning the enrollment and attendance of military students, as defined in state law, may be found in board policy JBCD.

Non-resident Student Continued Enrollment

Non-resident students admitted to the district shall be evaluated each spring by district administration on the following criteria: whether the student made academic progress; residence in the state of Kansas; regularity and punctuality of attendance; and disciplinary record, specifically whether the student complied with the student conduct code and avoided 1) major disciplinary problems and/or 2) a large number of referrals for minor disciplinary problem.

~~Students may be readmitted or denied admission 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.~~

Parents shall be informed of any administrative decision on non-resident student applications no later than June 30.

Enrollment Restriction

Unless approved in advance by the board, no student, regardless of residency, who has been suspended or expelled from another school district will be admitted to the district until the period of such suspension or expulsion has expired.

Enrollment Procedures

The superintendent shall establish orderly procedures for enrolling all students, including pre-enrollment, changes in enrollment, normal enrollment times, and communication to parents and to the public.

Part-Time Students

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

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

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

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 1. Such part-time students may be admitted only to the extent that staff, facilities, equipment, and supplies are available, and the students follow the district's student conduct policies and rules.

Identification of Students

All students enrolling in the district for the first time shall provide required proof of identity. Students enrolling in kindergarten or first grade shall provide a certified copy of their birth certificate, a certified copy of the court order placing the child in the custody of the Secretary of the Department for Children and Families, or other documentation which the board determines to be satisfactory. Students enrolling in grades 2-12 shall provide a certified

transcript, similar pupil records or data, or other documentary evidence the board deems satisfactory.

The above requirements are not to serve as barriers to immediate enrollment of students designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by ESSA. The district shall work with the Department for Children and Families, the school last attended, or other relevant agencies to obtain necessary enrollment documentation.

If proper proof of identity is not provided within 30 days of enrolling, the superintendent shall notify local law enforcement officials as required by law and shall not notify any person claiming custody of the child.

Enrollment Information

The enrollment documentation shall include a student's permanent record card with a student's legal name as it appears on the birth certificate or as changed by a court order and the name, address, and telephone number of the lawful custodian. The records shall also provide proper proof of identity.

Assignment to a School Building, Grade Level, or Classes

Unless otherwise provided herein, the superintendent shall assign students to the appropriate building. Any student desiring to attend a school outside the attendance area in which the student resides may do so only with the prior written permission of the superintendent.

If required by law, students placed in foster care or students who are homeless may be educated in their "school of origin" instead of the building corresponding to the assigned attendance area. (For definition of "school of origin", see regulations for JBCA and JBCB.)

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

Transferring Credit

In middle school and high school, full faith and credit shall be given to units earned in other accredited schools at the time the student enrolls in the district, unless the principal determines there is valid reason for not doing so. For online credit approval procedures after enrollment, see board policy IIBGB.

Transfers from Non-Accredited Schools

Students transferring from non-accredited schools will be placed by the principal. Initial placement will be made by the principal after consultation with parents or guardians and guidance personnel. Final placement shall be made by the principal based on the student's documented past educational experiences and performance on tests administered to determine grade level placement.

BOE Approved: July 7, 2003

BOE Revised and Approved: December 17, 2012

BOE Revised and Approved: August 19, 2013

BOE Revised and Approved: March 24, 2014

BOE Revised and Approved: November 16, 2015

BOE Approved KASB Recommendation: May 22, 2023

BOE Approved KASB Recommendation: August 18, 2025

JBCD - Enrollment of Military Students

Do Not Have Current BOE Policy
(New KASB Policy)

JBCD - Enrollment of Military Students

Recommended KASB Policy Changes
(New KASB Policy)

Enrollment of Military Students **JBCD**

(See IIBGB, JBC, JBCA, JBCB, JBCC, and JQKA)

For the purposes of this policy, the following terms will be defined as follows:

"Military student" is a person who is a dependent of a full-time active duty member of the military service or a dependent of a member of any of the United States military reserve forces who has been ordered to active duty under 10 U.S.C. §§ 12301, 12302, or 12304, or ordered to full-time active duty for a period of more than 30 consecutive days under 32 U.S.C. §§ 502(f) or 512 for the purposes of mobilizing for war, international peacekeeping missions, national emergency, or homeland defense activities.

"Parent" means the natural parents, adoptive parents, step-parents, and foster parents.

"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.

Enrollment of Military Students in Grades K-12

If evidence is provided that a military student's parent or person acting as a parent will be stationed at a military installation in Kansas during the current or immediately succeeding school year, the district shall enroll any military student in kindergarten or any of the grades one through 12 prior to the military student physically residing in this state, and no proof of address shall be required at the time of enrollment. Residency within the district may be required for attendance if the district does not have open seats at the time of enrollment as determined by board policy JBCC and Kansas law.

Enrollment of Military Students in District Pre-K Programs

If the district offers a pre-kindergarten program, it shall enroll any military student in a pre-kindergarten program if the military student is eligible to participate in the program and the military student or the military student's parent or person acting as a parent provides evidence that the military's parent or person acting as parent will be stationed at a military installation in Kansas during the current or immediately succeeding school year. If the district has no open seats for the program, then the military student shall be placed on a waiting list for enrollment. Proof of address shall not be required at the time of enrollment, but proof may be required for attendance.

Special Education and Section 504 Services

If the military student has an individualized education program (IEP) or a 504 plan, the district shall take appropriate measures to ensure the military student will receive the required education and related service upon attending school in the district.

BOE Approved KASB Recommendation: August 18, 2025

JGFGB - Supervision of Medications

Current BOE Policy

Supervision of Medications **JGFGB**

(See JGFGBA)

The supervision of medications shall be in strict compliance with the rules and regulations of the board as carried out by district personnel. Diagnosis and treatment of illness and the prescribing of drugs and medicines are not the responsibility of the public schools and are not to be practiced by any school personnel, including school nurses, unless authorized.

In certain circumstances when medication is necessary in order that the student remain in school, the school may cooperate with parents in the supervision of medication that the student will use. However, the medical person authorized to prescribe medication or the parent if it is a non-prescription medication must send a written order to the building administrator who may supervise the administration of the medication or treatment. The parents must submit a written request to the building administrator requesting the school's cooperation in such supervision and releasing the school district and personnel from liability.

School personnel shall not be required to be custodians of any medication except as required by a written order of a licensed medical person or in the case of nonprescription medication when requested in writing by the parents.

The medication shall be examined by the school employee administering it to determine that it appears to be in the original container, to be properly labeled, and to be properly authorized by the written order of licensed medical person. Two containers, one for home and one for school, should be requested from the pharmacist.

Any changes in type of drugs, dosage, and/or time of administration should be accompanied by updated physician and parent permission signatures and a newly labeled pharmacy container.

All medication maintained in the school setting should be kept in a locked container. This includes medication requiring refrigeration.

Medications should be inventoried every semester. Out-of-date stock should be returned to parent or destroyed.

Over-the-counter medications should not be maintained on any school premises, including athletic areas, unless written parent permission to administer is obtained.

The building administrator may choose to discontinue the administration of medication provided that the parents or medical person are notified in advance of the date and the reasons for the discontinuance.

After medication is administered, students should be observed for possible reactions to the medication. This observation may occur at the site of administration or in the classroom as a part of the normal routine.

This policy shall be shared with all local physicians and dentists where practicable. Forms should also be made available to the health care providers in the community.

An individual record should be kept of each medication administered. The record should include student identification, date prescribed, name of medication, time and date(s) administered, signature of person administering and section for comments.

In the administration of medication, the school employee shall not be deemed to have assumed any legal responsibility other than acting as a duly authorized employee of the school district.

BOE Approved: July 7, 2003
BOE Revised and Approved: June 19, 2006
BOE Approved KASB Recommendation: May 22, 2023

JGFGB - Supervision of Medications

Recommended KASB Policy Changes

Supervision of Medications **JGFGB**

(See JGFGBA)

The supervision of medications shall be in strict compliance with the rules and regulations of the board as carried out by district personnel. Diagnosis and treatment of illness and the prescribing of drugs and medicines are not the responsibility of the public schools and are not to be practiced by any school personnel, including school nurses, unless authorized. No medications shall be dispensed or admiistered if prohibited by state law.

In certain circumstances when medication is necessary ~~in order that~~ for the student to remain in school, the school may cooperate with parents in the supervision of medication that the student will use. However, the medical person authorized to prescribe medication or the parent if it is a non-prescription medication must send a written order to the building administrator who may supervise the administration of the medication or treatment. The parents must submit a written request to the building administrator requesting the school's cooperation in such supervision and releasing the school district and personnel from liability.

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In the administration of medication, the school employee shall not be deemed to have assumed any legal responsibility other than acting as a duly authorized employee of the school district.

BOE Approved: July 7, 2003
BOE Revised and Approved: June 19, 2006
BOE Approved KASB Recommendation: May 22, 2023
BOE Approved KASB Recommendation: August 18, 2025

JH - Student Activities

Current BOE Policy

Student Activities **JH**

(See DK, JGFB, JM and KG)

The principal shall be responsible for organizing and approving all student activities. All school-sponsored activities shall be supervised by an adult approved by the administration.

Eligibility for Activities

Students who participate in any school activity shall meet the following requirements:

- all applicable KSHSAA regulations;
- academic eligibility requirements noted in handbooks; and
- other requirements requested by the administration and approved by the board.

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 requirements 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.

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.

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.

BOE Approved: July 7, 2003
BOE Approved KASB Recommendation: May 22, 2023
BOE Approved KASB Recommendation: November 18, 2024

JH - Student Activities

Recommended KASB Policy Changes

Student Activities **JH**

(See DK, JGFB, JM and KG)

The principal shall be responsible for organizing and approving all student activities. All school-sponsored activities shall be supervised by an adult approved by the administration.

Eligibility for Activities

Students who participate in any school activity shall meet the following requirements:

- all applicable KSHSAA regulations;
- academic eligibility requirements noted in handbooks; and
- other requirements requested by the administration and approved by the board.

Participation in Kansas State High School Activity Association Activities

Any student who meets the requirements outlined below shall be permitted to participate in any activities, including any district-sponsored events, ceremonies, programs, or other functions directly related to such district activity, offered by the district that are regulated, supervised, promoted and developed by the Kansas State High School Activities Association ("KSHSAA").

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, 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 activity.

Virtual School or Nonpublic Elementary or Secondary School Students

Any student meeting the following requirements shall be permitted to participate in any district sponsored KSHSAA activities ~~that are regulated, supervised, promoted, and developed by the Kansas State High School Activities Association ("KSHSAA")~~. The requirements include:

- Being a resident of the school district;
- being enrolled and attending a virtual school as defined in state law ~~K.S.A. 72-3712~~ or a nonpublic elementary or secondary school;

- complying with the statutory 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.

Any student who withdraws from the district and subsequently enrolls in an accredited private school, a nonpublic elementary or secondary school or a virtual school shall not be eligible for full participation in any activities offered by the district immediately following the student's withdrawal in accordance with KSHSAA's academic eligibility policies, unless the student was eligible for full participation in any such activities pursuant to the eligibility policies of the district and KSHSAA on the date of withdrawal and the student participates in such activities at the school from which such student withdrew. The student may be permitted limited participation in any such activities in accordance with the eligibility policies of the district and KSHSAA.

~~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.~~

Kansas Academy of Mathematics and Science Students

Any student who meets the following requirements shall be permitted to participate in any district-sponsored KSHSAA activities. The requirements include:

- Being enrolled in and attending the Kansas academy of mathematics and science;
- complying with the statutory health certification and inoculation requirements 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 postsecondary educational institution designated by the state board of regents for the Kansas academy of mathematics and science program.

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.

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.

BOE Approved: July 7, 2003

BOE Approved KASB Recommendation: May 22, 2023

BOE Approved KASB Recommendation: November 18, 2024

BOE Approved KASB Recommendation: August 18, 2025

KBC - Media Relations and Usage

Current BOE Policy

Media Relations **KBC**

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.

Broadcasting and Taping

The superintendent is authorized to establish rules and regulations for broadcasting and taping district activities.

The appropriate building principal shall be responsible for determining eligibility and issuing passes to press members on assignment to cover school events. Members of the broadcast media shall notify the superintendent prior to the event they wish to cover so arrangements may be made for their equipment.

News Releases

News and information concerning building events and programs may be released to the media with the approval of the principal. District news releases prepared for public distribution by district employees or students shall have the superintendent's approval prior to release. The superintendent shall, upon request, prepare official district news releases for the board.

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.

BOE Approved: July 7, 2003

BOE Approved KASB Recommendation: June 12, 2023

KBC - Media Relations and Usage

Recommended KASB Policy Changes

Media Relations and Usage **KBC**

(See KGB)

Upon presentation of proper credentials, ~~medi~~a members of the press 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.

Broadcasting, Livestreaming, and ~~Taping~~ Recording

The superintendent is authorized to establish rules and regulations for broadcasting, livestreaming, and ~~taping~~ recording district activities in accordance with any relevant law and KSHSAA rules governing any particular event.

The appropriate building principal shall be responsible for determining eligibility, ensuring proper security protocols, and issuing passes to press members on assignment to cover school events. Members of the broadcast media are encouraged to ~~shall~~ notify the superintendent or building principal prior to the event they wish to cover so arrangements may be made ~~for~~ to accommodate their equipment.

The board is not obligated to broadcast, livestream, or record its board meetings. However, if the board elects to livestream any board meeting on television, the internet, or any other medium, all aspects of any such open meeting will be available through the selected medium for the public to observe, absent any unintentional technological failure or action taken by the provider of the medium disrupting or preventing the livestream.

News Releases

News and information concerning building events and programs may be released to the media with the approval of the principal. District news releases prepared for public distribution by district employees or students shall have the superintendent's approval prior to release. The superintendent shall, upon request, prepare official district news releases for the board.

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.

BOE Approved: July 7, 2003

BOE Approved KASB Recommendation: June 12, 2023

BOE Approved KASB Recommendation: August 18, 2025

KGB - Concealed Observations

Current BOE Policy

Concealed Observations **KGB**

(See JGGA)

Unless otherwise provided in this policy or policy JGGA, individuals are prohibited from recording students, employees, and/or board members surreptitiously or through the use of concealed audio and/or visual recording devices. This prohibition is in effect at school, on or in district property, and at meetings and conferences held for educational or disciplinary purposes.

Exceptions to this prohibition include the use of video surveillance throughout district facilities and in district vehicles, provided in accordance with JGGA; the recording of meetings subject to the Kansas Open Meetings Act; the recording of due process hearings or student disciplinary hearings for evidentiary purposes; recording of students for use during the student's evaluation or provision of special education services with the principal's prior permission; and the recording of a school sponsored activity, program, or event which is open to the general public.

Individuals wishing to record students, employees, or board members at school, on or in district property, or at meetings and conferences as previously described shall first notify the superintendent or building principal in advance. If such recording is not prohibited by law or policy, the administrator may allow the recording and may make arrangements to record on behalf of the district.

BOE Approved KASB Recommendation: June 12, 2023

KGB - Concealed Observations

Recommended KASB Policy Changes

Concealed Observations **KGB**

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BOE Approved KASB Recommendation: June 12, 2023

BOE Approved KASB Recommendation: August 18, 2025

KM - Visitors to the School

Current BOE Policy

Visitors to the School **KM**

The board encourages patrons and parents to visit district facilities. Patron visits shall be scheduled with the teacher and the building principal.

Notices shall be posted in school buildings to require visitors to check in at the office before proceeding to contact any other person in the building or on the grounds.

Any person who visits a building and/or grounds of the district will be under the jurisdiction of the building principal who shall be responsible for developing rules and regulations governing the presence of visitors in the buildings.

The principal has authority to request assistance from law enforcement if any visitor to the district's buildings or grounds refuses to leave or creates a disturbance. Violation of this rule may lead to removal from the building or grounds and denial of further access to the building or grounds. Violators of this board policy may be subject to the state trespass law.

BOE Approved: July 7, 2003

BOE Approved KASB Recommendation: June 12, 2023

KM - Visitors to the School

Recommended KASB Policy Changes

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In accordance with Kansas law, off-duty law enforcement officers identifying themselves as such upon entry into a district building cannot be requested or required to provide or record personal information such as their email address, home phone number, or home address. Nor shall such officers be required to wear any item identifying them as a law enforcement officer or as being armed.

The principal has authority to request assistance from law enforcement if any visitor to the district's buildings or grounds refuses to leave or creates a disturbance. Violation of this rule may lead to removal from the building or grounds and denial of further access to the building or grounds. Violators of this board policy may be subject to the state trespass law.

BOE Approved: July 7, 2003

BOE Approved KASB Recommendation: June 12, 2023

BOE Approved KASB Recommendation: August 18, 2025

KN - Complaints

Current BOE Policy

Complaints **KN**

(See BCBI, GAAC, GAACA, GAAB, GAAF, IF, IKD, JCE, JGEC, JGECA, and KNA)

General Complaints

The board encourages all complaints regarding the district to be resolved at the lowest possible administrative level. If the investigation and determination procedures of a complaint are not regulated in another board policy or the negotiated agreement, as applicable, it will be designated a general complaint subject to processing under this policy. Whenever a general complaint is made directly to the board as a whole or to a board member as an individual, it will be referred to the administration for study and possible resolution pursuant to the procedures outlined in this policy.

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. Upon becoming aware of a complaint, the building principal shall, within a reasonable time, but without delay, 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 and forward this record to the district compliance coordinator.

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

Formal Complaint Procedures

- A formal complaint shall be filed within 10 school days of the conclusion of the informal procedures. The formal complaint shall be 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, the building principal may initiate the complaint. Forms for filing written complaints are available in each school building office and the central office.

- 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 the 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 forwarded to the complainant and the respondent. If the investigator anticipates a determination will not be issued within 45 days after the filing of the complaint, the investigator shall provide written notification to the parties including an anticipated deadline for completion.
    - 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.

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 as 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 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 reoccurrence. The district prohibits retaliation or discrimination against any person for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.

Complaints Against the Superintendent

A complaint against the superintendent shall be filed in writing with the clerk of the board of education as soon as possible after the conduct occurs that led to filing a complaint but not later than 20 days after the complainant becomes aware of the alleged violation, unless the conduct forming the complaint is ongoing. The board, or the board's designee, shall investigate the complaint. If the board appoints a designee to conduct the investigation, the designee shall submit a report of the designee's findings upon which the board will decide the complaint. The board shall review the report and decide the matter as soon as reasonably possible but not later than sixty (60) days after the complaint is filed. After the board has reviewed the report, it may,

in its sole discretion, request a meeting with the investigator or any party. The board may extend the timeframe for issuing a decision by providing the complainant with written notice of the proposed decision date. There is no appeal from the board's decision.

Complaints About Discrimination on the Basis of Sex

Complaints regarding alleged discrimination on the basis of sex, as prohibited by Title IX of the Education Amendments of 1972 and other federal and state laws regulating such discrimination and discriminatory harassment, shall be handled in accordance with the procedures outlined in board policies GAAC, for staff, and JGEC, for students, and shall be directed to the Title IX Coordinator at (Position or name, address, email address, and phone number of Title IX Coordinator).

Complaints About Discrimination or Discriminatory Harassment Not on the Basis of Sex

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, genetic information, or religion in the admission to, access to, treatment, or employment in the district's programs and activities is prohibited. (Position, address, email address, and phone number of the district compliance coordinator) has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI and Title VII of the Civil Rights Act of 1964 (with the exception of discrimination on the basis of sex), Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, the Personal Responsibility Work Opportunity Reconciliation Act of 1996, and the Food Stamp Act of 1977, as amended.

For more information regarding what qualifies as discrimination or harassment on the basis of race or disability, see board policies GAACA applying to staff members and JGECA applying to students.

For information regarding the investigation or resolution process for complaints of discrimination or discriminatory harassment not involving sex-based conduct or district child nutrition programs, see board policies GAAB for staff members and JCE for students.

Complaints Concerning Child Nutrition Programs

Complaints alleging discrimination in child nutrition programs offered by the district shall be handled in accordance with the procedures outlined in board policy KNA.

Complaints About Policy

The superintendent shall report any unresolved complaint about policies to the board at the next regularly scheduled board meeting.

Complaints About Curriculum

The superintendent shall report a failure to resolve any complaint about curriculum to the board at the next regularly scheduled board meeting. See board policy IF for complaints dealing with textbooks and instructional materials.

Complaints About Instructional Materials

The building principal shall report any unresolved complaint about instructional materials to the superintendent promptly after receiving the complaint. See board policy IF.

Complaints About Facilities and Services

The superintendent shall report any unresolved complaint about facilities and services to the board at the next regularly scheduled board meeting.

Complaints About Personnel

The superintendent or the building principal involved shall report any unresolved complaint about personnel to the board at the next regularly scheduled board meeting.

Complaints About Emergency Safety Intervention Use

Complaints concerning the use of emergency safety interventions by district staff shall be addressed in accordance with the local dispute resolution process outlined in board policy GAAF.

Complaints About School Rules

Any student may file a complaint with the principal concerning a school rule or regulation that applies to the student. The complaint shall be in writing, filed within 20 days following the application of the rule or regulation, and must specify the basis for the complaint. The principal shall investigate the complaint and inform the student of the resolution within 10 days after the complaint is filed.

BOE Approved: July 7, 2003

BOE Reviewed and Revised: August 19, 2013

BOE Approved KASB Recommendation: June 12, 2023

BOE Approved KASB Recommendation: April 14, 2025

KN - Complaints

Recommended KASB Policy Changes

(See BCBI, GAAC, GAACA, GAAB, GAAF, IF, IKD, JCE, JGEC, JGECA, and KNA)

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