July 14, 2015

KASB RECOMMENDED POLICIES

KASB has provided our district with recommended policy updates. This includes new policies as well as updates to existing ones. There are 30 policy revision, 2 deletions of current policy, and 1 new policy.

Please review these policies. They will be a discussion item for the meeting and will be placed on the August meeting for approval.

Type	POLICY CODE
Revision	CEF Administrators Expense Reimbursement and Credit Cards
Revision	DC Annual operating Budget
*Revision	EDAA School Vehicles
Revision	GAAB Discrimination Complaints
Revision	GAAC Sexual Harassment
Revision	GAACA Racial and Disability Harassment
Revision	GAAF Emergency Safety Interventions
Revision	GAHB Political Activities
Revision	GANA Non-Administrative Staff Expense Reimbursement and Credit Cards
Revision	GAOE Workers Compensation
Delete	GBRK Political Activities
Delete	GCRK Political Activities
Expansion	IHF Graduation Requirements
*NEW	IKA Financial Literacy
Revision	JBC Enrollment
Revision	JBD Absences and Excuses
Revision	JCDBB Weapons
Revision	JCE Complaints (for students)
Revision	JGEC Sexual Harassment (for students)
Revision	JGECA Racial and Disability Harrassment (for students)
Revision	KBA District or School Websites
Revision	KGD Disruptive Acts at School or School Activities
Revision	KN Complaints

*Addition information and/or recommendation will be given by Mr. Conwell.

JUNE 2015 REVISED KASB POLICIES

POLICY CODE	RATIONALE FOR RECOMMENDED REVISION	RECOMMENDED ACTION
CEF (Expense Reimbursement and Credit Cards) → For Administrators • See Also GANA	This policy was revised to clarify that rewards points or cash back earned when using district credit cards are the property of the district (not the administrator) and shall be either applied to future district purchases or remitted to the treasurer for accounting and deposit.	Review and adopt if preferred. This policy is not legally required.

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

The superintendent's use of a district motor vehicle and a district credit card shall be confined to necessary school business. The board shall annually prescribe limits and restrictions on the use of credit cards and shall monitor monthly receipts and reimbursement expenses.

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

Expenses for district travel in personal vehicles or extended travel incurred in the performance of official duties shall be reimbursed in accordance with the provisions of GAN.

Approved:

KASB Recommendation – 6/01; 7/02; 4/07; 6/15

DC (Annual Operating Budget) ◦ See K.S.A. 72-8254 and Policy KBA.	We added language providing the district shall comply with the requirements of the Kansas Uniform Financial Accounting and Reporting Act and rules and regulations promulgated thereunder in maintaining, reporting, publishing on its website, and making available to the public specified budgetary records, forms, and information. Keep in mind that it is now required by law for the district to post specified budget summary information on its website.	Review and adopt the policy if helpful. This policy change is not legally required, although it does serve as a reminder of a legally required practice.

The district budget shall be prepared by the superintendent in cooperation with selected district employees and shall reflect the district's educational goals.

The superintendent shall follow the adopted budget.

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

Budget Forms

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

Priorities

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

Deadlines and Schedules

Deadlines and time schedules shall be established by the board.

Encumbrances

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

Recommendations

Recommendations of the superintendent and professional staff concerning the district's educational program and related budget figures will be presented to the board prior to submission of the tentative draft budget. All superintendent and staff recommendations will be presented to the board no later than the regular board meeting in August.

Preliminary Adoption Procedures

The superintendent will be responsible for developing the budget cover letter. It is recommended that the letter include a restatement of the goals and objectives of the district and a list of budget priorities. An explanation of line item expenditures will be included in the letter. Fund expenditures and line categories will also be explained in terms of how the budget meets the goals and objectives of the district and enhances completion of priority programs. A preliminary draft of the district's budget will be submitted by the superintendent to the board on or before August each year.

Hearings and Reviews

The board shall conduct budget hearings according to state law.

Budget Transparency

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

Management of District Assets/Accounts

The superintendent shall establish and maintain accurate, financial management systems to meet the district's fiscal obligations, produce useful information for financial reports, and safeguard district resources. The superintendent shall ensure the district's accounting system provides ongoing internal controls. The superintendent shall review the accounting system with the board.

Fraud Prevention and Investigation

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

Reporting Fraud

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

Whistleblowers

The district encourages complaints, reports, or inquiries about illegal practices or violations of district policies, including illegal or improper conduct by the district, its leadership or by others on its behalf. Reports could include, but not be limited to, financial improprieties, accounting, or audit

matters, ethical violations, or other similar illegal or improper practices or policies. The district prohibits retaliation by or on behalf of the district against staff members who make good faith complaints, reports, or inquiries under this policy or for participations in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The district reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.

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

Approved:

KASB Recommendation – 7/03; 4/07; 6/07; 6/09; 6/15

BOE Discussion & Decision Needed

EDAA (School Vehicles)	Last fall, the Kansas State High School Activities Association ("KSHSAA") Executive Board voted to modify its current policy and permit schools to determine whether or not to allow their school owned vehicles to be used to transport students to summer activities such as camps, 7-on-7, and summer league games. This change is effective as of this summer. Therefore, we changed the policy on school vehicles to give districts the option to either allow or disallow the practice. Please select one of the two options and delete the extraneous language. Note that if you do allow school vehicle use for summer athletic activities, KSHSAA Catastrophic/Liability Insurance policies will not cover students traveling to or participating in summer activities of this kind which are not under the jurisdiction of KSHSAA rules. So, you need to look into other insurance options before making this change.	Review and adopt the policy if preferred to previous language. Once an option is selected, the extra heading and optional language will need to be deleted from the policy.

Mr. Conwell will have a recommendation.

EDAA School Vehicles (District-Owned Buses) EDAA
(See ED, JBCA, and JGG)

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

Liability

All school vehicles will be adequately insured.

Safety

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

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

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

Speed Limits

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

Safety Inspection

The superintendent shall be responsible for bus and other transportation inspections.

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

Scheduling and Routing

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

Bus and transportation schedules and routing maps will be updated annually prior to the start of school. ~~{Insert local language here as appropriate.}~~

Records

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

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

Licensing of Drivers

It shall be the responsibility of all school transportation providers to register with the superintendent annually the validity of license certification by the Kansas Department of Revenue. If a school transportation provider's license is suspended or revoked at any time, the suspension or revocation shall be reported to the superintendent, and the employee shall immediately cease driving a school vehicle and transporting students.

School transportation providers shall receive a copy of this policy annually on registering their driving certification with the superintendent.

Housing of School Vehicles

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

If district cars or vans are assigned to designated employees, the employee shall be responsible for the proper care, maintenance, and housing of the vehicle either at a district-owned site or at the employee's residence.

Transportation to Summer Athletic Events

Option 1: ← Option 1

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

Option 2

Option 2:

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

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

The superintendent may grant or deny such requests after taking into consideration the following factors: 1) the expense of providing requested transport; 2) the availability of funds for such purpose; 3) the availability of adequate school staff to chaperone and/or provide transportation; 4) the availability of and/or the coverage of liability insurance for this purpose; 5) priority of assignment and availability of necessary vehicles; 6) Title IX and other fairness considerations in granting use or repeated use to a particular group of student athletes; and 7) other good cause as determined by the superintendent.

Approved:

KASB Recommendation – 7/03; 4/07; 6/10; 12/13; 6/15

GAAB (Complaints of Discrimination) → For Staff	KASB has revised all the nondiscrimination policies this year to incorporate some of the consistent requests the Office of Civil Rights legal staff has made in the course of dealing with complaints against KASB member districts. In this policy, we mentioned specifically that complaints of discrimination will be handled under the procedures outlined in KN, where previously this policy had not been referenced. Also, we added language prohibiting retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.	Review and adopt. Inform your compliance coordinators and administrators of the new language. Note that the Office of Civil Rights also likes to see district nondiscrimination and complaint policies posted on district websites, although it's not a requirement yet.

GAAB Complaints of Discrimination (See JDDC, JGECA and KN) GAAB

The district is committed to maintaining a working and learning environment free from discrimination, insult, intimidation or harassment due to race, color, religion, sex, age, national origin or disability. Any incident of discrimination in any form shall promptly be reported to an employee's immediate supervisor, the building principal or the district compliance coordinator for investigation and corrective action by the building or district compliance officer. Any employee who engages in discriminatory conduct shall be subject to disciplinary action, up to and including termination.

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. Superintendent of Schoole, 17 S. Wood Street, Council Grove, KS 66846 (620)767-5192 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990.

Complaints of discrimination should be addressed to an employee's supervisor or to the building principal or the compliance coordinator. Complaints against the superintendent should be addressed to the board of education.

Complaints of discrimination will be resolved using the district's discrimination complaint procedures in policy KN.

GAAB Complaints of Discrimination (See JDDC, JGECA and KN) **GAAB-2**

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

Approved:

KASB Recommendation - 2/98; 8/98; 4/07; 6/09; 6/15

GAAC (Sexual Harassment) → For Staff	In this update, complaints of discrimination will be handled under the procedures outlined in KN, where previously the policy had not been cited. Secondly, if discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence. Third, language was added prohibiting retaliation or discrimination against any person participating in any proceeding or hearing involving a sexual harassment complaint.	Review and adopt. Inform your compliance coordinators and administrators of the new language. The Office of Civil Rights also likes to see these policies posted on district websites.

GAAC Sexual Harassment (See GAF and JGEC) GAAC

The board of education is committed to providing a positive and productive working and learning environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

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

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical

conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

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

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

Employees who believe they have been subjected to sexual harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building principal or the district compliance coordinator. Employees who do not believe the matter is appropriately resolved through

this meeting may file a formal complaint under the district's discrimination complaint procedure in policy KN. ~~(See KN)~~

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

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

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

Initiation of a complaint of sexual harassment in good faith will not adversely affect the job security or status of an employee, nor will it affect his or her compensation. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted, or participated in any investigation, proceeding, or hearing involving ~~of~~ a sexual harassment

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

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

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

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

Approved:

KASB Recommendation - 2/98; 8/98; 7/03; 6/04; 4/07; 6/15

GAACA (Racial and Disability Harassment) → For Staff	As with the policy on sexual harassment, we first mentioned specifically that complaints of discrimination will be handled under the procedures outlined in KN. Second, we stated that, if discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence. Third, we added language prohibiting retaliation or discrimination against any person participating in any proceeding or hearing involving a racial or disability harassment complaint.	Review and adopt. Inform your compliance coordinators and administrators of the new language. The Office of Civil Rights also likes to see these policies posted on district websites.

GAACA Racial and Disability Harassment: Employees GAACA
(See GAF, JGECA and KN)

The board of education is committed to providing a positive and productive working and learning environment, free from discrimination, including harassment, on the basis of race, color, national origin, or disability. Racial and disability harassment will not be tolerated in the school district. Racial or disability harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. Disability harassment is unlawful discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. All forms of racial and disability harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial or disability harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Approved:

KASB Recommendation – 8/98; 7/03; 4/07; 9/12; 6/15

GAAF (Emergency Safety Interventions)	Revisions have been made to this policy based on Senate Substitute for HB 2170, which was passed this legislative session and was recently signed by the Governor. Note the previous policy was based on current Kansas State Department of Education ("KSDE") regulations, specifically K.A.R. 91-42-1 and K.A.R. 91-42-2, and these regulations will not match up with the new statute right away. Where the statute and regulations are in conflict, the regulations will be adjusted to take on the statutory positions. And, where there is no conflict, the regulatory language will remain in effect. The changes to the previous version of this policy are in the areas of definitions, explanations of when and how emergency safety interventions and exclusion may be used, notice, documentation, what happens when there are three or more instances of ESI use for a student in a given year, and local dispute resolution. Note: Language on a law enforcement exemption to the regulation which was working its way through the regulatory process has yet to be finalized, so it is not included in this update.	Review, adopt, and share changes in the policy with your staff. For specific questions about the legislation, the regulations, or the application of this policy, contact Sarah Loquist, Staff Attorney at KASB at (800) 432-2471.

GAAF Emergency Safety Interventions (See GAO, JRB, JQ, and KN)GAAF

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

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

Definitions (See K.A.R. 91-42-1)

"Emergency Safety Intervention" is the use of seclusion or physical restraint ~~when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an emergency safety intervention~~.

"Seclusion" ~~requires all three~~means placement of a student in a location where all of the following conditions ~~to be~~are met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that ~~the student~~he or she will be prevented from leaving~~,~~ the enclosed area.

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

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

"Parent" means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-1046(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.

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

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

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

Prohibited Types of Restraint

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

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student's airway;
- Using physical restraint that impacts a student's primary mode of communication;

- Using chemical restraint, except as prescribed by a licensed healthcare professional for treatment of a medical or psychiatric condition; and
- Use of mechanical restraint, *except*:
  - Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional;
  - Any device used by law enforcement officers to carry out law enforcement duties; or
  - Seatbelts and other safety equipment used to secure students during transportation.

Use of Emergency Safety Interventions

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

Seclusion Restrictions

A student shall not be subjected to seclusion if the student is known to have a medical condition that could put the student in mental or physical

danger as a result of seclusion. The existence of such medical condition must be indicated in a written statement from the student's licensed health care provider, a copy of which has been provided to the school and placed in the student's file.

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times.

All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather.

A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such room shall be free of any condition that could be a danger to the student and shall be well-ventilated and sufficiently lighted.

Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on the use of emergency safety interventions. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain documentation regarding the training that was provided and a list of participants.

Notification and Documentation

The principal or designee shall notify the parent, or if a parent cannot be notified then shall notify an emergency contact person for such student, the same day the ESI was used. Documentation of the ESI used shall be completed and provided ~~provide written notification~~ to the student's parents ~~any time that ESI is used with a student~~no later than the school day following the day on which the ESI was used. ~~Such notification must be provided within two (2) school days.~~ The parent shall be provided the following information after the first and each subsequent incident in which an ESI is used during each school year:'(1) a copy of this policy which indicates when ESI can be used; (2) a flyer on the parent's rights; (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and, once it has been developed, the complaint process of the state board of education; and (4) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident involving the use of emergency safety interventions, the foregoing information shall be provided in printed form and upon the occurrence of a second or subsequent incident shall be provided through a full website address containing such information.

In addition, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

- Date and time of the intervention,
- Type of intervention,
- Length of time the intervention was used, and
- School personnel who participated in or supervised the intervention.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

Reporting Data

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

Three (3) Incidents of ESI for Same Student

If a student with an IEP or a Section 504 plan has three incidents of ESI in a school year, then such student's IEP team or Section 504 team shall meet within ten (10) days following the third incident to discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan or amend the behavior intervention plan if already in existence, unless the IEP team or Section 504 team has agreed on a different process.

If a student without an IEP or Section 504 plan has three incidents of ESI in a school year, then the school staff and the parent shall meet within ten

(10) days following the third incident to discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

The student who is the subject of such meetings after a third ESI incident shall be invited to attend the meeting. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student who has not had three ESI incidents in a school year.

[redacted]

[redacted]

Local Dispute Resolution Process

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to

the board of education by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the ESI.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings and recommended action to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education. Once such a procedure has been developed, a parent may file a complaint under the state board of education complaint process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

Approved:

KASB Recommendation – 6/13; 12/13; 6/15

GAHB (Political Activities)	For some time now, KASB has maintained language on political activities in three locations in its recommended policies. The first policy, GAHB, addresses matters such as leave use for employees holding public office. The other two, GBRK and GCRK, address a prohibition on use of school time, property, or equipment for the purpose of furthering the interests of any political party, the campaign of any political candidate, or the advocacy of any political issue. These policies were historically maintained separately in the certified and classified staff sections to accommodate cases where negotiated language required teachers to have slightly different policy on this topic. However, few of our members negotiate these issues, and, if they do, the variance in requirements is often in the realm of leave for political activity not on the use of school property, time, and equipment. With this in mind, we suggest deletion of GBRK and GCRK and have incorporated the whole of our recommendation into GAHB for applicability to all employees. Certainly our members need to double check that the language offered does not conflict with negotiated language prior to adoption, but your district may prefer having all of the political activity language in one place.	Review and adopt if preferred to previous policy in GAHB, GBRK, and GCRK. Review with any language on political leave or use of district, time, property, and equipment in the negotiated agreement to ensure there is no conflict prior to adoption of this policy and deletion of GBRK and GCRK.

GAHB Political Activities GAHB

[redacted]

Holding Public Office

Staff members elected or appointed to a public office which restricts the employee's ability to complete contractual obligations may be required to take unpaid leave for a period of time determined by the board or may be terminated.

Staff members holding a public office, which in the judgment of the board is less than full-time, shall request unpaid leave from the superintendent at least one week in advance.

An employee who must be absent from school to carry out the duties of a public office must take a leave of absence without pay for the duration of the public office.

Political Activity in the Schools

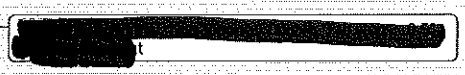
Staff members shall not use school time, school property, or school equipment for the purpose of furthering the interests of any political party, the campaign of any political candidate, or the advocacy of any political issue.

Approved:

KASB Recommendation - 2/98; 4/07; 6/15

GANA (Expense Reimbursement And Credit Cards) → Non-Administrative Staff • See Also CEF	This policy was revised to clarify that rewards points or cash back earned when using district credit cards are the property of the district (not the employee) and shall be either applied to future district purchases or remitted to the treasurer for accounting and deposit.	Review and adopt if preferred. This policy is not legally required.

GANA **Expense Reimbursement and Credit Cards** (See CEF and GAN) GANA



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

The superintendent may designate administrative and other staff members to whom a district credit card will be issued. The board shall annually prescribe limits and restrictions on the use of district credit cards and shall monitor monthly receipts and reimbursement expenses. In no case will credit card expenditures in excess of $500 in one month be authorized for any non-administrative staff member without the prior approval of the superintendent.

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

Accountings of district credit card use shall be provided to the board for review on a monthly basis, and a record of district credit card usage shall be maintained. Expenses for district travel in personal vehicles or extended travel incurred in the performance of official duties shall be reimbursed in accordance with the provisions of GAN.

Approved:

KASB Recommendation - 6/13; 6/15

GAOE (Workers Compensation)	We have discovered there are more recent changes to the workers compensation law which need be incorporated into this policy language. The main changes are as follows. First, in order to be eligible for benefits, employees must notify the workers compensation coordinator within 20 days of repetitive trauma instead of 30 days as in the previous policy. Second, the employer may cease to allow paid leave to be used for a work-related injury after the employee has been released by the medical provider and has been offered a position by the employer but declined to return to work. Third, if the board elects to choose a designated health care provider to provide medical assistance to employees injured on the job, and any employee refuses to use the designated provider, the policy clarifies that the employee's recovery for such medical expenses, not the workers compensation payout, will be limited to a total of $500.	Review and adopt this policy; discuss it with building administration and staff; and select a district workers compensation coordinator to help implement the new language. **This policy is legally required, and changes thereto were necessitated by changes in existing law.**

GAOE Workers Compensation (See KFD) GAOE

The district will participate in workers compensation as required by current statute. The combined workers compensation benefits and salary received under allowed ~~sick~~ paid leave~~, or other available leave,~~ shall not exceed one full day's pay.

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

An injured employee must notify the designated employer's workers compensation coordinator or, if the coordinator is unavailable, his or her supervisor within 20 days of the injury or within ~~30~~ 20 days of repetitive trauma in order to be eligible for benefits.

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

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

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

In no event shall the employee be entitled to a combination of workers compensation benefits, district paid disability insurance, and salary in excess of his/her full salary. Available paid ~~sick~~ leave may be used for this purpose until 1) available paid ~~sick~~ leave benefits are exhausted; 2) the employee returns to work; ~~or~~ 3) the employee is released by the medical provider and a position is offered by the employer, but the employee declines to return to work; or 4) employment is terminated. ~~Sick~~ Paid leave shall be calculated on a prorata amount equal to the percentage of salary paid by the district.

Testing

The board, through its designated workers compensation coordinator, shall require a post-injury chemical test as authorized by K.S.A. 44-501 *et seq.*,

and, if such test is refused, all workers compensation benefits shall be forfeited by the employee.

Choice of Physician

The board shall have the right to choose a designated health care provider to provide medical assistance to any employee who suffers an injury while performing their job. However, if the injured employee ~~refuses to use the designated provider, benefits will be limited to $500.00~~ chooses to go to a medical provider other than the designated provider, the recovery for such expenses shall be limited to $500.00.

Approved:

KASB Recommendation – 7/96; 2/98; 7/02; 4/07; 6/09; 12/14; 6/15

GBRK (Political Activities) → for Certified Staff • DELETED	This language on use of school time, property, and equipment for political activities has been consolidated into GAHB.	Delete if adopting the new GAHB and if there is no conflict in the negotiated agreement.

~~GBRK Political Activities (See GAHB) GBRK~~

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

~~Approved: KASB Recommendation 2/98; 4/07~~

GCRK (Political Activities) → for Classified Staff • DELETED	This language on use of school time, property, and equipment for political activities has been consolidated into GAHB.	Delete if adopting the new GAHB.

~~GCRK Political Activities (See GAHB) GCRK~~

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

~~Approved: KASB Recommendation — 2/98; 4/07~~

IHF (Graduation Requirements)	We've expanded our policy on graduation requirements to provide exceptions for when local credits required in excess of the state minimum requirements for graduation must and may be waived. First, state law, specifically K.S.A. 38-2285 and K.S.A. 38-2388, provides that diplomas must be awarded to students meeting state minimum requirements if the student is at least 17 years old; is enrolled or resides in the district; and was in custody of a federally recognized Indian tribe in this state, the Juvenile Services Division of the Kansas Department of Corrections ("KDOC-JS"), or the Department for Children and Families ("DCF") at any time on or after his or her 14th birthday. Note that the KDOC-JS is the successor to the Juvenile Justice Authority. Governor Brownback issued an executive reorganizational order to merge the two agencies which became effective July 1, 2013, and both the adult and juvenile justice systems are under the umbrella of the Kansas Department of Corrections now. To contact the Secretary of Corrections to make a report, call (785) 296-3317. Second, KSDE has recommended other instances when waiver of excess requirements may be in order. They include if a student is an adult learner whose four-year cohorts have graduated; or if a student is attending an alternative school or program and has experienced high mobility, teen pregnancy, long-term illness, or other hardship conditions. These recommendations have been included as optional waiver opportunities. See KSDE's *Kansas Graduation Requirements 2014-2015 Fact Sheet* on its website for more information.	Review and adopt if the district is presently requiring more than the state minimum graduation credits for graduation and if preferred to present language. Note that whether this policy is adopted or not, diplomas will still need to be issued to wards of DCF or KDOC as required by law.

IHF Graduation Requirements (See JFCA) IHF

The board may adopt graduation requirements exceeding the minimums set forth by state regulation. Unless otherwise provided herein, in order to qualify for graduation, the board requires each candidate to earn 24 academic credits of a type meeting state and district requirements beginning with the class of 2016.

Exceptions may be granted by the board to waive local graduation requirements that are in excess of the state minimum requirements for students on a case by case basis.

The board shall award a student a diploma if the student is at least 17 years old; is enrolled or resides in the district; was in custody of the Secretary of the Kansas Department of Corrections (KDOC), the Secretary for DCF, or a federally recognized Indian tribe in this state at any time on or after the student's 14th birthday; and has achieved at least the minimum high school graduation requirements adopted by the state board of education.

Other situations which may warrant waiver of graduation requirements in excess of the minimum requirements adopted by the state board include, but may not be limited to, the following circumstances:

- If such student is an adult learner whose four-year cohorts have graduated; or
- if such student is attending an alternative school or program and has experienced high mobility, teen pregnancy, long-term illness, or other hardship conditions.

Approved:

KASB Recommendation 9/97; 6/04; 4/07; 6/15

IKA (Financial Literacy • NEW	House Bill 2232, which was introduced this legislative session, would have required all students in grades 11 and 12 to take and pass a financial literacy course as a requirement for graduation. The bill specified subject areas and topics which would be required to be covered in these courses. Instead of moving forward with the legislation, the House Education Committee and the Kansas State Board of Education developed a letter to send to each school district urging them to implement a policy on the instruction and desired outcomes of personal financial literacy education, while leaving the decision as to what that instruction will look like to the local boards of education. Many districts have already incorporated this type of instruction into their curriculum. If your district is already doing so, simply adopt this or other policy language more reflective of your methods to document this practice. If you have not already incorporated financial literacy education into your curriculum, consider adopting this policy and working toward incorporating this topic into your instruction or community/student discourse. The letter discussed above gave several examples of methods for meeting this goal. They included creating a financial literacy class, embedding financial literacy education in various current classes, or holding a financial literacy night for students and their families. This is not an exhaustive list, and your board may elect to take a different approach.	Consider reviewing and adoption. Although this is not a current legal requirement, it is a good practice to avoid state legislation. Inaction in this area by our districts could cost districts money in requiring more staff, time, and educational resources for legal compliance if legislation is passed in this area.

Financial Literacy

additional information will be presented

	We anticipate KSDE will be asking districts for information as to how the districts are addressing this call to action prior to the next legislative session. If districts are proactive in this area, districts may avoid legislation which requires a one-size-fits-all financial literacy program.

IKA Financial Literacy (See ID) IKA

The board supports the goal of providing district students with sufficient knowledge of economic systems to make informed, financial choices. In furtherance of this goal, the board directs the superintendent to develop and implement a plan to incorporate outcome-based personal financial literacy education into the district's instructional program.

The superintendent shall document district efforts to provide financial literacy education opportunities for district students and shall provide, upon request, feedback or information to the Kansas State Department of Education on such efforts.

Approved: KASB Recommendation – 6/15

JBC (Enrollment)	This policy makes changes to clarify the language on enrolling students who have been suspended and/or expelled to make it clear the prohibition on enrollment without prior board approval applies during the term of the suspension or expulsion. This change is in line with K.S.A. 72-8907. The second change is in the area talking about proof of identity and enrollment documents. The proof of identity language needed to address court orders placing children in the care of DCF as proper proof of identity for Kindergarten through first grade students and broader categories of student data and documentary evidence deemed satisfactory by the board as set forth in K.S.A. 72-53,106. Redundant language was deleted about proof of identity documentation in the enrollment records portion, too. Note that Senate Substitute for House Bill 2353 would put some restrictions in place for enforcement of out-of-district student policies. It provides that if nonresident students were allowed to attend the district in the 2014-2015 school year, those same students and their siblings would be allowed to attend for the next two years. The language provides that districts with policies outlining standards for consideration in accepting or denying out-of-district applications will be allowed to continue to enforce those policies. If the bill becomes law. Any enrolled language will be reviewed to see if additional revisions to this policy are necessary, and any revisions will be distributed.	Consider review and adoption. These updates align the policy more with current state law.

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 non-resident application. Such criteria may include student grades, attendance and disciplinary records, and other factors as determined by the board.

Enrollment Restriction

Unless approved in advance by the board~~In accordance with state law~~, ~~any~~ no student, regardless of residency, who has been suspended or expelled

from another school district will ~~not~~ be admitted to the district until the period of such suspension or expulsion has expired. ~~unless approved by the board.~~

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

Part-time students may enroll with the administration's permission if they complete all paperwork in a timely fashion. 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, ~~or~~ similar pupil records or data, or other documentary evidence the board deems satisfactory.

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 ~~the identity of the student as evidenced by~~proper proof of identity ~~a certified birth certificate, copy of a court order placing the student in the custody of the Kansas Department for Children and Families, a certified transcript of the student, a baptismal certificate, or other documentation the board considers satisfactory~~.

~~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.~~

Assignment to a School Building, Grade Level, or Classes

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. 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 ~~the (~~junior high~~) school~~ and ~~in the senior~~ 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.

Approved:

KASB Recommendation – 6/01; 4/07; 6/13; 12/14; 6/15

JBD (Absences and Excuses)	Some versions of this policy circulated by KASB may have a redundant paragraph prior to the definition of a significant part of a school day. Please delete any extraneous paragraphs or adopt the revised version.	Review and adopt if your policy includes a redundant paragraph.

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

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

Procedures for notifying parents on the day of a student's absence shall be published in the student handbook.

Excused/Unexcused Absences

The definition of "excused absence" includes the following:

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

All absences which do not fit into one of the above categories would be considered an unexcused absence. A student serving a period of suspension or expulsion from the district shall not be considered inexcusably absent.

~~All absences which do not fit into one of the above categories would be considered an unexcused absence. A student serving a period of suspension or expulsion from the district shall not be considered inexcusably absent.~~

Significant Part of a School Day

An absence of two or more hours in any school day shall be considered an absence for a significant part of the school day.

Make-Up Work

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

Approved:

KASB Recommendation – 7/96; 9/97; 4/07; 12/14; 6/15

JCDBB (Weapons)	We made several changes to the weapons policy. First, the first two bullets under the section on weapons and destructive devices have been deleted, as items being used as a weapon or destructive device and facsimiles of weapons are not listed under K.S.A. 72-89a01(h) as weapons requiring a one calendar year expulsion. Second, under the section on penalties for weapon violations, language was added to the second paragraph more closely mirroring the first paragraph of the policy. It now provides for disciplinary action not just for possession of prohibited items designated therein but for transmitting and handling them as well. It also adds items being used as a weapon or destructive device to the list of prohibited items requiring regular disciplinary procedures. Note that the portion of the policy addressing penalties for weapons requiring a one calendar year expulsion was not expanded to cover anything but "possession", as the statutes on this matter only address possession and no other variation of weapon offense at this time. Finally, in the last paragraph of the policy, the contact references for "Juvenile Justice" (now "KDOC") and DCF have been changed, and the language provides that reports be made to law enforcement and these entities only "as appropriate". In the case of a student bringing a fake gun to school, it would be a violation of the policy but not an unlawful act that needs to be reported to these entities. As previously stated under IHF above, KDOC is the successor agency to the Juvenile Justice Authority	Review and adopt.

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

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

Weapons and Destructive Devices

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

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

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

- any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

Penalties for ~~Possession~~ Weapon Violations

Possession of a firearm or other weapon listed under the "Weapons and Destructive Devices" heading above shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis.

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

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

Approved:

KASB Recommendation–9/97; 6/99; 6/00; 6/01; 6/04; 4/07; 10/12; 1/13; 6/15

JCE (Complaints) → For Students	In this policy, complaints of discrimination will be handled under the procedures outlined in KN, where previously the policy was not named. Also, language was added prohibiting retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.	Review and adopt. Inform your compliance coordinators and administrators of the new language. The Office of Civil Rights also likes to see these policies posted on district websites.

[redacted]

Complaints About Discrimination

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

Any incident of discrimination including acts of harassment shall promptly be reported for investigation and corrective action by the building principal or district compliance coordinator. Any student or employee who engages in discriminatory conduct shall be subject to disciplinary action, up to and including termination from employment or expulsion from school.

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the district's programs and activities is prohibited. Superintendent of Schools, 17 S Wood Street, Council Grove, KS 66846 (20)767-5192 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990.

Any student who believes that he or she has been discriminated against may file a complaint with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint and

any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the report shall be made to the district compliance coordinator. Any student complaint of discrimination shall be resolved under the district's discrimination complaint procedures in policy KN.

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

Complaints About School Rules

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

Approved:

KASB Recommendation – 7/96; 8/98; 4/07; 6/15

JGEC (Sexual Harassment) → For Students	Complaints of discrimination will be handled under the procedures outlined in KN, where previously the policy was not referenced. Second, if discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence. Third, language was added prohibiting retaliation or discrimination against any person participating in any manner in any proceeding or hearing involving a sexual harassment complaint.	Review and adopt. Inform your compliance coordinators and administrators of the new language. The Office of Civil Rights also likes to see these policies posted on district websites.

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

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee, or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when: (1) submission to such conduct is

made, explicitly or implicitly, a term or condition of the individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of sexual harassment and take prompt corrective action to end the harassment.

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall

be reported to the district compliance coordinator. The building principal or district compliance coordinator shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure in policy KN.

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

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

An employee who witnesses an act of sexual harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the building coordinator or district coordinator shall report such conduct to the appropriate law enforcement or DCF authorities.

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

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted, or participated in any investigation, proceeding, or hearing involving ~~of~~ a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

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

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

Approved:

KASB Recommendation – 7/96; 8/98; 7/03; 4/07; 6/13; 6/15

JGECA (Racial and Disability Harassment) → For Students	As with the policy on sexual harassment, complaints of discrimination will be handled under the procedures outlined in KN. Second, if discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence. Third, language was added prohibiting retaliation or discrimination against any person participating in any proceeding or hearing involving a racial or disability harassment complaint.	Review and adopt. Inform your compliance coordinators and administrators of the new language. The Office of Civil Rights also likes to see these policies posted on district websites.

JGECA Racial and Disability Harassment JGECA
(See GAACA, GAAB, GAF, JDDC and KN)

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color, national origin, or disability. Discrimination or harassment on the basis of race, color, or national origin ("racial harassment") or on the basis of disability ("disability harassment") shall not be tolerated in the school district. Racial or disability harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. Disability harassment is unlawful discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. All forms of racial or disability harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial or disability harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee, or third party (visitor, vendor, etc.) to so harass any student, employee or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Prohibited conduct under this policy includes racially or disability-motivated conduct which:

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

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

The district encourages all victims of racial or disability harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of racial or disability harassment and take prompt corrective action to end the harassment.

Any student who believes he or she has been subject to racial or disability harassment or has witnessed an act of alleged racial or disability harassment, should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of racial or disability harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building

principal shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure in policy KN.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial or disability harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial or disability harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially or disability motivated.

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

An employee who witnesses an act of racial or disability harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of racial or disability harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of racial or disability harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the compliance coordinator shall report such conduct to the appropriate law enforcement or DCF authorities.

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

The filing of a complaint or otherwise reporting racial or disability harassment shall not reflect upon the student's status or grades. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted, or participated in any investigation, proceeding, or hearing involving ~~of~~ a racial or disability harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

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

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

Approved: KASB Recommendation–8/98; 7/03; 4/07; 6/09; 9/12; 6/15

KBA (District or School Websites) ◦ See K.S.A. 72-8254 and Policy DC.	This language was changed to modernize the references to websites. The majority of the changes involve referencing the district's responsibility to post certain budgetary information pursuant to the Kansas Uniform Financial Accounting and Reporting Act on its website. Kansas law now requires districts to post a copy of Kansas State Department of Education's Form 150 on their websites estimating the legal maximum general fund budget as well as the budget summary for the current school year and actual expenditures for the immediately preceding two school years showing total net dollars of transfers and dollars per pupil as specified in Kansas law, using the full-time equivalent enrollment of the school district for such required calculations.	Review and adopt the policy if helpful. This policy change is not legally required, although it does serve as a reminder of a legally required practice.

KBA **District or School Websites** KBA

(See DC, ECH, II, IIBG, JR et seq., and KB)

The board may establish a district web-site and may allow creation of web-sites for individual schools. A district web-site shall be under the control of the superintendent, and school web-sites shall be supervised by the principal.

Webs-Site Rules

Detailed rules relating to web-sites are found in appropriate handbooks or in documents approved by the board and filed with the clerk and/or principals.

WS~~chool~~ ebsite rules shall include the following areas:

- data privacy and FERPA regulations;
- copyright rules, relating to access and use of materials and the property rights of the district, students, ~~or~~ and employees who create material;
- instruction on what information and materials will be prominently posted on district and/or school homepages, which shall include, but may not be limited to, a copy of Kansas State Department of Education's Form 150 estimating the legal maximum general fund budget as well as the budget summary for the current school year and actual expenditures for the immediately preceding two school years showing total net dollars of transfers and dollars per pupil as specified in Kansas law, using the full-time equivalent enrollment of the school district for such required calculations;

- the board's and administration's right to ~~shall~~ determine web-site content and monitor use by employees and students.

District and school web-sites are maintained to support the public relations and educational programs of the district and/or the schools. Web-sites may be modified or terminated at any time by board action.

Approved:

KASB Recommendation – 6/00; 7/03; 4/07; 6/15

KGD (Disruptive Acts at School or School Activities)	This legislative session, Senate Bill 45 removed the requirement that individuals must be licensed to carry concealed weapons. Therefore, we removed references to licensure from our disruptive acts at school or school activities policy. You can still prohibit the carrying of weapons on school property and in the course of an employee's duties, but you cannot keep an employee from maintaining a handgun in the employee's own locked vehicle so long as it is maintained out of sight. It is also prohibited for employees to transport students or staff in their private vehicles in the course of the employees' job duties if there is a firearm therein. The "performance of job duties" language was added, as an employee cannot be kept from carrying a weapon in the off hours while transporting his or her own child, who also happens to be a student.	Review and adopt.

KGD Disruptive Acts at School or School Activities KGD
(See EBC, GAAE, JCDBB, JDDC, and KGC)

[redacted]

Disruptive acts at school or school sponsored activities will not be tolerated. Persons threatening the safety of students, school personnel, or other persons; to damage school property; or to interfere with school or school activities or the educational process will be asked to leave the premises.

The school administration and staff are responsible for handling any disturbance caused by adults or students. The final decision for determining if assistance is needed is the responsibility of the superintendent or school principal. In the absence of these individuals, the determination shall be made by the assistant principal or person designated to be in charge of the building or activity. The superintendent shall be notified of any serious problem at the school.

Possession of a Firearm

Unless otherwise required by law or authorized by board policy, no person other than a law enforcement officer shall possess a firearm on any district owned or operated property~~,~~; within any district owned or operated building or facility; in a school vehicle; in ~~or~~ an employee's personal vehicle being used to transport students or school staff in the performance of job duties for the district~~,~~; or at any school sponsored activity, program, or event. This prohibition includes possession of concealed and/or openly carried weapons ~~even if the person has a valid concealed carry license in this state~~; however such prohibition shall not apply to the secured storage of a handgun in a district employee's own locked vehicle on school property so long as such ~~employee holds a valid Kansas concealed carry license and such~~ weapon is maintained out of plain sight.

Appropriate signs shall be conspicuously posted as directed by the board and required by law.

Anyone in violation of this policy shall be directed to leave the premises immediately and not return without prior approval from the building administrator or superintendent. Failure to comply with such order will result in a report to law enforcement.

Approved:

KASB Recommendation – 6/99; 7/03; 6/06; 4/07; 7/12; 6/13; 6/15

KN (Complaints)	Language was added to the main complaint procedure that the district will take prompt, remedial action to correct any discrimination or harassment that has been discovered. Language was added prohibiting retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.	Review and adopt. Inform your compliance coordinators and administrators of the new language. The Office of Civil Rights also likes to see these policies posted on district websites.

KN Complaints (See BCBI, GAACA, GAAB, GAAF, IF, IKD, and JCE) KN

The board encourages all complaints regarding the district to be resolved at the lowest possible administrative level. Whenever a complaint is made directly to the board as a whole or to a board member as an individual, it will be referred to the administration for study and possible resolution.

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. Harassment of an individual on any of these grounds is also prohibited. Superintendent of Schools, 17 S. Wood Street, Council Grove, KS 66846 (620)767-5192 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the compliance coordinator.

Complaints About Discrimination or Discriminatory Harassment

Complaints of discrimination or discriminatory harassment by an employee should be addressed to the employee's supervisor, the building principal, or the district compliance coordinator. Complaints by a student should be addressed to the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint and

any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. Complaints by any other person alleging discrimination should be addressed to the building principal or the district compliance coordinator. Complaints about discrimination, including complaints of harassment, will be resolved through the following complaint procedures:

Informal Procedures

The building principal shall attempt to resolve complaints of discrimination or harassment in an informal manner at the building level. Any school employee who receives a complaint of discrimination harassment from a student, another employee or any other individual shall inform the individual of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. The building principal shall discuss the complaint with the individual to determine if it can be resolved. If the matter is resolved to the satisfaction of the individual, the building principal shall document the nature of the complaint and the proposed resolution of the complaint, and forward this record to the district compliance coordinator. Within 20 days after the complaint is resolved in this manner, the principal shall contact the complainant to determine if the resolution of the matter remains acceptable. If the matter is not resolved to the satisfaction of the individual in the meeting with the principal, or if the individual does not believe the resolution remains acceptable, the individual may initiate a formal complaint.

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

Formal Complaint Procedures

- A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. If an individual does not wish to file a written complaint and the matter has not been adequately resolved, the building principal may initiate the complaint. Forms for filing written complaints are available in each building office and the central office.

- A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.

- If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board shall appoint an investigating officer. In other instances, the investigation shall be conducted by the building principal, the compliance coordinator or another individual appointed by the board. The investigation shall be informal but thorough. All interested persons, including the complainant and the person against whom the complaint is lodged, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.

- A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and a copy forwarded to the complainant and the accused no later than 30 days after the filing of the complaint.

    - ◊ If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.

◊ If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy, the negotiated agreement or state law will be followed.

- Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the district compliance coordinator.

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

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

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

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 (See IF)

The superintendent shall report a failure to resolve any complaint about curriculum to the board at the next regularly scheduled board meeting.

Complaints About Instructional Materials

The building principal shall report any unresolved complaint about instructional materials to the superintendent immediately after receiving the complaint.

Complaints About Facilities and Services

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

Complaints About Personnel

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

Complaints About Emergency Safety Intervention Use

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

Approved:

KASB Recommendation–9/97; 8/98; 3/00; 4/07; 6/13; 6/15

July 13, 2015

Executive Session

Executive Session

Motion:

*"Ms. President, I move that we go into a …**minute** executive session for matters relating to employer-employee negotiations whether or not in consultation with the representative or representatives of the body in order to protect the district's right to the confidentiality of its negotiating position and the public interest with Mr. Conwell and …."*

Motion_____ Second _____ Action _____

The Board went into Executive Session at

The Board returned to Open Session at

Mr. Conwell,

I want to thank you for giving me the opportunity of going to HOBY. In my four short days of attendance I have made lifelong friends, gained experience in leadership, and discovered that who I am is who I need to be. I am definitely walking away a better person. HOBY has changed me for the better and I hope it does the same for students in the future.

Sincerely,

Makayla Stone

2015-16 Supplementals

Football
- Nathan Teichgraeber, HS Head
- Daniel Vaughn
- Zach Dreher
- Andrew Gaylor
- Steve Casey, JH Head
- Ty Lowe
- Colin Amick

Volleyball
- Amy Finch, HS Head
- Sue Crosby
- Sarah Gaylor
- Emily Lemke , JH Head
- Bret Hauser

Cross Country
- Joshua Gant
- *Cassie Owen

Basketball (boys)
- Bruce Hula, HS Head
- Joshua Gant
- Andrew Gaylor
- Tyler Sisson, JH Head
- Jim Crosby

Basketball (girls)
- Jason Shelangouski, HS Head
- Dennis Throne
- Zach Dreher
- Jennifer Casey

Wrestling
- Jay Doornbos, HS Head
- Joe Buchanan
- Ty Lowe
- Ty Lowe, JH Head
- Zac Dreher

CGHS Baseball
- Joe Buchanan, Head
- Joshua Gant/Dennis Throne

CGHS Softball
- Daniel Vaughn, Head
- Jim Crosby

CGHS Golf
- Bruce Hula, Boys
- Dennis Throne, Girls

Track
- Zach Dreher, HS Head
- Andrew Gaylor
- Nathan Teichgraeber
- Cassie Owen, JH Head
- Bonnie Birzer
- Open

Cheerleader
- Bonnie Birzer, HS
- Amy Lif, JH

CGHS Bravettes
- Kristen Gant/Dana Reddick

CGHS Summer Weights (2016)
- Nathan Teichgraeber

Instrumental Music
- Jana Havens, HS
- Kathy Lamberson, ES
- Jana Havens, HS
- Lisa Bolieu, ES

Vocal Music
- Jana Havens , HS
- Lisa Bolieu, ES
- Kathy Lamberson, ES
- Jana Havens, HS

Speech/Drama
- Sarah Jones/Kathy Haun

VoAg/FFA
- Taylor Green

Student Senate
- Daryl Finch

Yearbook
- Sarah Jones

Newspaper
- Martha House, HS

CGHS Scholars' Bowl
- Martha House/Tracie Schroeder

FCCLA
- Janet Holden

Career & Tech Ed Coordinator
- Marita Bachura

Robotics
- Tracie Schroeder

JH Scholar's Bowl
- Jean Dingler JH

Student Council
- Teresa Disberger, JH

Title 1 Coordinator
- Stacy Furman

Elementary/Middle School Yearbook
- Open