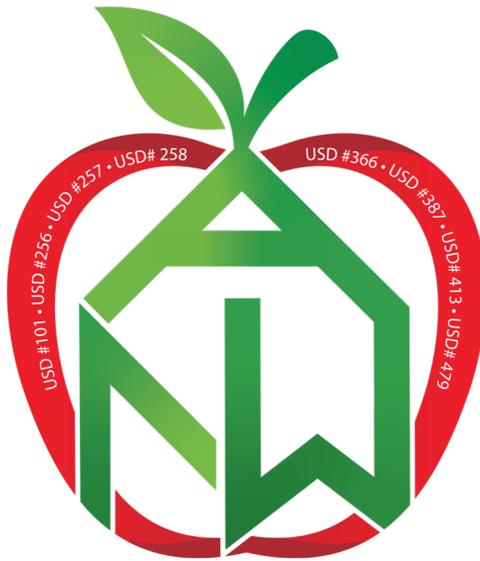


ANW Special Education Interlocal #603

Policy Book



BUILDING CAPACITY FOR INDIVIDUAL
SUCCESS THROUGH PARTNERSHIPS

Preface

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KASB POLICY SERVICE DISCLAIMER

KASB has attempted to provide recommended policies and recommended policy updates which reflect the current legislative charges and intent, court decisions and agency rules and regulations recognizing general operations procedures of schools in Kansas and the nation.

The recommended policies and recommended policy updates have been reviewed by KASB attorneys to ensure compliance with federal and state laws and regulations.

Use of KASB recommended policies does not guarantee the interlocal will not be involved in legal proceedings and challenges to decisions made by the interlocal based on these policies.

KASB assumes no financial or legal liability responsibility for interlocal losses incurred by the interlocal resulting from litigation filed against the interlocal as a result of the use of the KASB Policy Service recommendations. All recommended policies should be reviewed, discussed, and changed to meet the unique and individual needs of the interlocal and approved by the board.

PREFACE

The policies and administrative rules of ANW Special Education Cooperative Interlocal #603 are the results of the combined effort of the professional staff of the Kansas Association of School Boards, the ANW Education Cooperative board of directors and the interlocal staff.

The staff of KASB has written the policy and role model and integrated into that model the policies and procedures being used in the interlocal at the time of the first draft. Upon completion of the first draft, a KASB staff member and selected staff members of the interlocal edited all the proposed policies and rules resulting in the preparation of the second draft to be presented to the board. The board consulted with the KASB staff members and selected staff members to arrive at the final draft. This final draft was then adopted by the board. The board gratefully acknowledges the many hours spent on the part of the KASB staff and the interlocal's staff in the preparation of these policies and rules. A special acknowledgment should go to the board members who spent many hours studying the various drafts of these policies and rules. This effort is indeed a typical example of the unselfish attitude of the interlocal's board.

Understanding the Policy System

Policies are principles adopted by the board to chart a course of action. They tell WHAT is wanted and may include also WHY and HOW MUCH. They should be broad enough to indicate a line of action to be taken by the administration in meeting a number of problems day after day; they should be narrow enough to give the administration clear guidance.

Rules are the detailed directions that are developed by the administration and staff to put policy into practice. They tell HOW, WHEN, WHERE and BY WHOM things are to be done.

This philosophy was incorporated into thinking that produced the model and guided the board and the interlocal's staff in developing the final, adopted policies and rules.

There is one binder containing thirteen sections of policies and rules. These sections are as follows:

- A – INTERLOCAL ORGANIZATION
- B – INTERLOCAL BOARD OPERATIONS
- C—GENERAL INTERLOCAL ADMINISTRATION
- D – FISCAL MANAGEMENT
- E – BUSINESS MANAGEMENT
- F – FACILITY EXPANSION PROGRAM
- G – PERSONNEL (certified and noncertified)
- H – NEGOTIATIONS
- I – INSTRUCTIONAL PROGRAM
- J – STUDENTS
- K – GENERAL PUBLIC RELATIONS
- L – INTERORGANIZATIONAL RELATIONS
- M – RELATIONS WITH OTHER EDUCATION AGENCIES

This type of classification system is designed for computer use and conforms to sound principles of information storage and retrieval, to sound principles of school governance and to the mandates of practicality. The system's ultimate success or failure will depend on the extent of its day-to-day usefulness as a management tool to facilitate school and board operations.

Basic to the system is the vocabulary of policy development descriptors.

This vocabulary includes more than 1,000 discreet terms, e.g., "Underground Newspapers", "Psychological Testing", "Nepotism", etc. These terms set forth specific issues and concerns for possible school board action at the policy development level.

The coding or "tracking" of terms is by letter rather than by number. Letter (alpha) encoding offers two major advantages over number coding. A letter system offers more flexibility. The code has available 26 separate letters to use compared to only ten digits. A letter system requires no decimal points. This tends to reduce the likelihood of errors in reproduction and filing.

At first glance, letter codes may look strange compared to the more familiar decimal system. Yet it takes but a moment for a code-user to appreciate the logic and simplicity of letter coding.

The Index

The index is designed to help the user find the subject described in the appropriate policy. The index is also cross-referenced to state law as is each table of contents.

The index also includes many terms not used in the classification system. These "extras" appear in italic type and are cross-referenced to official descriptors. Some of these topics are synonyms, e.g., Administrative Regulations, see "Administrative Rules". Other classifications are included to show where topics might be placed into the system by local classifiers, e.g., Jury Duty, see "Leaves and Absences".

In addition, major descriptors appear in several places in the index. This again, is to facilitate the user's search for correct term placement in the system.

When Using This Manual

To use this manual properly, the reader should look up the subject matter in the index and turn to the policy section first. The reader should check the table of contents found in the front of each policy section to determine whether the desired subject is cross-references to any other policy and to determine if "Also" or "See" are present. The reader should turn to the alpha code in the appropriate section and read the policy and any applicable rule. After the reader has done this, he should read all cross-references and other similar referrals.

If by chance a policy statement is not found, one of three things has occurred: (1) the board does not have a policy or rule on the subject; these codes will be marked with an asterisk (*); (2) another classification (See) is overriding and should be read to determine the board's policy; or (3) the code is consolidated with another code. This latter statement makes it incumbent on the reader to check the index and/or the table of contents before looking for the subject matter.

There will be times when a policy does not have a rule. If this occurs, the reader must assume that the board felt the policy was self-executing and did not need an implementing rule.

The Computer System. The computer has enabled KASB to put its model policies and rules on the IBM system so it can "call" up material to be reprinted, corrected, modified, or changed in any way. The staff can delete words, sentences, paragraphs and rearrange words, sentences, and paragraphs without retyping the entire page. It makes updating easier and less expensive.

Computerization also has enabled the policies and rules to fit easily in one three-ring binder.

A few changes in format were initiated with the computerized system. You will note that the letter code with the policy title appears as always in the upper left-hand margin. Note that the letter code is also printed in the upper right margin, a change that will help you "thumb" through the pages and find a particular page much more easily. Note that multi-pages policies and rules are now numbered which will assist in keeping pages in order. Policy paging is illustrated, for example, as: AC, AC-2, while the rule paging is AC-R, AC-R-2.

There is no symbol for page one on any policy or rule.

Note that the rule, if any, now immediately follows the policy. This has helped eliminate many pages, but the reader will have to be alert to the letter code to remember if he is reading a policy (AC) or a rule (AC-R). In the event a policy has more than one page, e.g., AC-2; the rule to AC, the second page letter code will be AC-R-2 and will be found in the upper right margin. Reference to these pages will help board members and staff turn immediately to the correct page without any trouble or confusion.

State Law and Negotiated Contracts

These policies do not contain any statutory language or negotiated contract language. They exist in other, separate documents. If the reader is in doubt about the subject being pursued, he should ask the director or some other administrative staff member for guidance.

Any interlocal may request KASB policy writers to assist them in the drafting of locally generated new policies or amendments or in the alpha coding and placement of a new policy.

Updating Your Policy Book

KASB is responsible only for the contractual obligation of furnishing the interlocal with the one contract copy of board policy and rules. The KASB Update Service will furnish periodic additions, deletions and corrections as made necessary by the state legislature, court decision and other legal precedents or decisions. All member interlocals will receive this Update Service at no additional charge.

Symbols

The policy classification system employs these signs and symbols which are explained below.

SN Scope Note – A brief statement used when necessary in order to clarify and/or limit the intended use of a descriptor entry.

Administrative Personnel

SN For school management and supervisory personnel below the director level, e.g.,

(Also) A prefix to parenthetical code to indicate the identical term (and similar interlocal policy) appears elsewhere in the classification system, e.g.,

BCBI (Also KCA) Public Participation

KCA (Also BCBI) Public Participation

(See) A reminder used to indicate a cross-reference to another policy or rule of similar subject matter for example:

AFC (See JGFA) Emergency Closings

JGFA (See AFC) Emergency Drills

- R An affix to a policy code to indicate that the statement following is an administrative rule for a school board policy.

Definitions

1. The masculine pronoun is used throughout these policies and rules in the generic sense and refers to both feminine and masculine antecedents.
2. Wherever the word "director" occurs, the words "or designated representative" are assumed to follow.

Index

INDEX

To The INTERLOCAL BOARD POLICY CLASSIFICATION SYSTEM

The index includes many terms that do not appear in the policy classification system. These are underlined and cross-referenced to appropriate descriptors. In addition, major descriptors appear in several places. This again is to facilitate the user's search for correct term placement in the system.

The purpose for indexing many terms not appearing in policy is to be able to adapt both the index and the policy classification system to the wide diversity of school districts that are using this KASB contracted service.

A

GBRI, GBRG	Absence from Duty
JBD	Absences, Students – KSA 72-1111, 72-1113
BCBG	Abstaining Vote
JGEB	Academic Achievement
JF	Academic Achievement Reporting
IAA	Academic Freedom
JGFG	Accidents and Illness – KSA 72-8404
MK	Accreditation – KSA 72-1114 to 72-1116
JH	Activity Fund Management (See DK)
	<u>Activity Trips</u> (See "Field Trips and Excursions")
JH, JHC	Activities, Cocurricular
JH, JHC	Activities, Extra-curricular
JH	Activities, Fees – KSA 72-5389 to 72-5391
JH	Activities, Students – KSA 72-130 to 72-134 - See KSHSAA By-Laws
GBRE (See GBRD)	Additional Duty
*C	Administration, General School
CA	Administration Goals and Objectives
CMA	Administration in Policy Absence
*CC	Administration Organization Charts
JGFGB	Administration of Medication
CJ	Administrative Consultants
CG	Administrative Intern Program
DJFAB	Administrative Leeway
CG	Administrative Personnel
CG	Assignment
CG	Compensation Guides and Contracts – KSA 72-5412

*CGPFB	Conferences and Visitations
*CGPEA	Consulting
CGI	Evaluation – KSA 72-9001 <u>et seq.</u>
*CGPA	Health Examinations – KSA 72-5213
*CGD	Hiring
CD	Line and Staff Relations
*CGPE	Non-School Employment
CG	Orientation
CG	Part-Time Administrators
*CGPG	Personal Leaves and Absences
*CGB	Positions
*CGG	Probation
CK (See CG)	Professional Development Opportunities
*CGPF	Professional Leaves and Absences
*CGJ	Promotion
CG	Qualifications and Duties
CG	Recruitment
CEK	Resignation
*CGO	Retirement
*CGPFA	Sabbaticals
CEJ	Separation
CG, GBH	Supervision
CG	Time Schedules
*CGL	Transfer
CEF	Travel Expenses
*CGPH	Vacations
*CGP	Working Conditions
*CGPC	Workload
CN	Administrative Records
CN	Central Office Records
CN	Building Records

	<u>Administrative Regulations</u> (See "Administrative Rules")
CO	Administrative Reports
CMA, BDC	Administrative Rules
CMA	Adoption (See CM)
CMA	Community Involvement (See CM)
CMA	Dissemination (See CM)
CMA	Drafting (See CM)
CMA	Review (See CM)
CMA, BDC	Review (See CM)
CMA	Staff Involvement (See CM)
CMA	Student Involvement (See CM)
JBC	Admissions
*IDG, JQJ	Adult Education Program
KI	Advertising in the Schools
BBC, BCBD	Advisory Committees
	Agenda
HAI	Negotiations
BCBD	School Board Meetings
HAI	<u>Agreement, Procedural</u> (See "Procedural Agreement")
HAI	Agreement, Preliminary
HAL	Agreement Announcement
JCDAB (See JCDA)	Alcohol Use
ING	Animals and Plants in the School
DC	Annual Operating Budget
CO	Annual Reports (See EBI, DJB)
IKE	Assemblies
	Assignment and Transfer
CG	Administrative Personnel
GCE (See GCB)	Noncertified Personnel
GBE	Certified Personnel
JBE	Students (See "Student Assignment")
	<u>Assistant Principals</u> (See "Administrative Personnel Positions")

	<u>Assistant Directors</u> (See "Administrative Positions")
	<u>Associate Directors</u> (See "Administrative Personnel Positions")
*MG	Associations
IDAB	At-Risk Students
*IDFA	Athletics – KSA 72-130 to 72-134 – See KSHSAA By-Laws
	Attendance – KSA 72-1111; 72-1113; 72-7204
AD	Attendance Areas – KSA 72-8212
JB	Student Attendance – KSA 72-1111; 72-1113- 72-7204
	<u>Attendance Officer</u> (See "Administrative Personnel Positions")
	Attorney – KSA 72-8205
BDA	Policy Development, Attorney Involvement (See BDBA)
BBE	School Board Attorney – KSA 72-8205
	<u>Audiovisual Aids</u> (See "Instructional Materials Centers")
	<u>Audiovisual Personnel</u> (See "Certified Personnel Positions") *DID
	Audits – KSA 75-1122 <u>et seq.</u>
JGFF	Automobile, Use by Students – KSA 72-9101
JGHB	Automated Play Machines
JN	Awards and Scholarships – KSA 72-6810 to 72-6815

B

IDA	Basic Instructional Program – KSA 72-8205; 728212
JCDA	Behavior Code
*JD	Behavior Clinic
	<u>Benefits</u> (See "Compensation")
DFK	Bequests – KSA 12-1252 to 12-1253; 72-8210-8212
GBRI, GCRG	Bereavement
JGF	Bicycle Use – KSA 8-1587 to 8-1592
DJED	Bids and Quotations Requirements – KSA 72-6760; 72-8404; 75-3740a
GARA	Blood Borne Pathogen Exposure Control Plan
KC	Board – Community Relations (See BBH – Remembrances)
	<u>Board of Education</u> (See "School Board")

JGFC	Bomb Threat
DH	Bonded Employees – KSA 72-8202d <u>Bonded Election Campaigns</u> (See “Information Campaigns”) <u>Book Complaints</u> (See “Public Complaints”) <u>Bookkeepers</u> (See “Noncertified Personnel Positions”) Boycotts (See “Strikes”) Broadcasting and Taping
BCBJ, KBCD	School Board Meetings – KSA 72-8205; 75-4317 <u>et seq.</u> ; 75-4318
KBCD (See KB)	Sports and Special Events – See KSHSAA By-Laws Budget – KSA 72-8156, 72-8204
DC (See DB)	Annual Operating Budget – KSA 72-7053; 72-8204a
DC (See DB)	Deadlines and Schedules
DC (See DB)	Encumbrances
*DJ	Funds – KSA 79-2925; 79-2934
*DCE	Final Adoption Procedures
DC (See DB)	Goals and Objectives
DC (See DB)	Hearing and Reviews – KSA 79-2927; 79-2929; 79-2933
DC (See DB)	Preliminary Adoption Procedures – KSA 79-2927; 79-2929; 79-2933
DC (See DB)	Priorities
DC (See DB)	Publication of Recommendations – KSA 79-2927
*DCCB	Staff Involvement
*DCCE	Student Involvement
FB (See FA)	Building Committees
EB	Building and Grounds – KSA 58-1301 to 58-1305; 12-1769; 72- 8212
EBA	Casualty – KSA 72-8401 <u>et seq.</u>
EBE	Cleaning Program
EBA	Insurance Program – KSA 74-8401 <u>et seq.</u>
*EBH	Leasing and Renting – KSA 72-8225 & 55-211; 55-211a
EBA	Liability – KSA 72-8401 <u>et seq.</u>
EBI	Long-Range Maintenance Program
EB	Management

EBJ (See EBI)	Records
EBB	Repairs
EBB	Safety
EBC	Security – KSA 72-8222
KG	<u>Bus Drivers</u> (See “Noncertified Personnel Positions”) <u>Buses</u> (See “Student Transportation”)
EDAA	Buses, School Owned
EDDA	Buses, Special Use of
*E	Business management

C

	<u>Cabinets</u> (See “Councils, Cabinets and Committees”) <u>Cafeteria Workers</u> (See “Noncertified Personnel Positions”)
AEA	Calendar
*DJF	Capital Equipment
*DJFA	Purchasing Authority – KSA 10-1113; 72-8212; 75-3315 to 75-3322
	<u>Censorship</u> (See “Public Complaints”)
ADA	Census – KSA 72-5333d
IKD	Ceremonies and Observations – KSA 72-5308; 72-53081
GB	Certified Personnel
GBE	Assignment and Transfer
GBRH	Certified Leaves and Absences Sabbaticals Conference and Visitations Exchange Teaching
IEB	Charter Schools
BA	Compensation Guides and Contracts – KSA 72-5412, 72-5412a
GBRGA (See GBR)	Consulting
GAD (See GAD)	Development Opportunities
GBU	Ethics
GBI	Evaluation – KSA 72-9001 <u>et seq.</u>
GBRE (See GBRD)	Additional Duty – KSA 72-5412a
GBD	Hiring
*HA	Negotiations – KSA 72-5413 <u>et seq.</u>
GBRG	Non-school Employment
*GBS	Organizations

*GBF	Orientation
GBRI	Personal Leaves and Absences Illness Religious Bereavement
*GBJ	Promotion
*GBT	Publishing
GBBA	Qualifications and Duties
GBC (See GBBA)	Recruitment
GBP (See GBO)	Reemployment
GBO	Resignation
*GBQ	Retirement – KSA 74-4931 <u>et seq.</u>
GBGH	Sabbaticals
GBN	Separation – KSA 72-5435 <u>et seq.</u>
GBRD (See GBR)	Staff Meetings
GBH (See GBE)	Supervision
GBK	Suspension
GBR	Time Schedules
*GBRF	Travel Expenses – KSA 75-3201 <u>et seq.</u> , 75-3203, 75-3204
GBRGB (See GBRG)	Tutoring for Pay
*GBRL	Vacations
*ML	Visitors and Observers
GBR	Working Conditions
GBR	Workload
JGEB	Child Abuse – KSA 21-3609; 39-1523 <u>Citizens Committees</u> (see “Advisory Committees”) <u>Class Gifts</u> (See “Student Gifts to School”)
*IHC	Class Rankings
*IFAC	Classroom Library Materials Selection and Adoption – KSA 72-8205; 72- 8212
*IFA	Classroom Materials – KSA 72-8205; 72-8212
IE	Class Size
EBE	Cleaning Program – KSA 65-202; 72-8212; 72-1033 <u>Closed Board Meetings</u> (See “Executive Sessions”)
*AFC	Closings, Emergency (See JGFA) – KSA 72-8213; 31-144

	<u>Coaches</u> (See "Certified Personnel Positions")
IDA	Cocurricular Activities (See JH) – SEE KSHSAA By-Laws
	<u>Collecting Bargaining</u> (See "Negotiations")
	<u>College Bound Guidance</u> (See "Educational Guidance")
	<u>College Preparatory Program</u> (See "Basic Instructional Program")
MR (See MA)	Colleges and Universities – KSA 72-116
IDCE	College Classes
	Committees
CL	Councils, Cabinets and Committees
BBC	School Board Committees
JGCC	Communicable Diseases – KSA 65-133; 65-118, 72-5208, 72-5210, 72-5211
GAR	Employees
	Community
LB	School-Community Cooperation
LC	School Community Program
KC	Community-Involvement in Decision Making
	Community Activities
*KEA	Community Activities and Performances
*KEAA	Community Activities and Performances by Students (See
	Jl)
*KEAB	Community Activities and Performances for Students
GAH	Community Activities, Staff Participation
KBE	Community Information Campaigns, Use of Students Community Involvement
	Community Involvement
CMA	Administrative Rules, Community Involvement
*DCCC, KCBC	Budget Planning, Community Involvement
KC	Community Involvement in Decision Making

*BDBC, KCBB	Policy Development, Community Involvement (See BDA)
IFC	Community Resources Persons
KG	Community, Use of School Facilities – KSA 72-8212; 72-5389 – 5391
GAH	Community, Staff Relations and District Residency – KSA 72-1046; 72-8211
	Compensation
CG	Administrative Personnel Compensation Guides and Contracts – KSA 72-5412
GBA	Noncertified Personnel Compensation Guides and Contracts
*BBBE	School Board Member Compensation – KSA 72-8207; 75-3203;75-3223
BBBF	School Board Member Reimbursement for Expenses
CEE	School Director Compensation and Benefits – KSA 72-8202b; 72-5412
	Complaints
BCBI	Handling Complaints (See KN)
GAE	Personnel Complaints and Grievances
KN	Public Complaints (See BCBI)
JCE	Student Complaints and Grievances
JCD	Conduct, Student – KSA 72-8901 <u>et seq.</u>
IIBG	Computer Assisted Instruction and Computer Materials Conferences
JFAC (See JFAB)	Parent Conferences
JFAB	Student Conferences
KBC	New Conferences and Interviews
GBRH	Conferences and Visitations
*GBRHB, CK	Administrative Personnel Conferences and Visitations
*GCRJ	Conferences and Workshops
BCBG, GAG	Conflicts of Interest – KSA 75-4301 <u>et seq.</u>
BCBG	Abstaining Vote – KSA 72-8205a
	<u>Conservation Education</u> (See “Basic Instructional Program”)
	Consultations
CJ, GBRGA	Administrative Consultants
BBG (See CG)	
*FDAA, FEAA	Administrative Consultants, Long-Range and Project Planning
*GGPEA	Administrative Personnel Consulting
GBRGA	Certified Personnel Consulting

BBG	School Board Consulting
GBRGA, CEH	School Director Consulting
JM	Contests for Students – SEE KSHSAA By-Laws
*EDAC	Contracted Bus Service
	<u>Contracts</u> (See “Compensation”)
DJEG	Contracts and Purchasing
KGD	Control, Crowd Disturbances
*BI	Control of School Activities
IKB (See IKA)	Controversial Issues Teaching
	<u>Cooks</u> (See “Noncertified Personnel Positions”)
	<u>Coordinators</u> (See “Administrative Personnel Positions”)
ECH	Copyright
JDA	Corporal Punishment
CL	Councils, Cabinets and Committees
CL	Dissolution
CL	Financial
CL	Liaison
CL	Material
CL	Method of Appointment
CL	Organization
CL	Personnel
CL	Reporting
CL	Resources
CL	Types and Functions
	<u>Counseling</u> (See “Guidance”)
CEB	County Treasurer, Effecting Agreement with, on Interest from School Funds – KSA 12- 1678a

JGEAA	Crisis Planning
	<u>Crossing Guards</u> (See "Noncertified <u>Personnel</u> Positions")
KGD	Crowd Control
	<u>Culture-Free Tests</u> (See "Test Selection and Adoption")
	Curriculum
IC	Adoption – KSA 72-8205
*ID	Design
IC	Development
IC	Development Resources
IC	Finances
*ICFA	Guides and Course Outlines
IC	Materials
IC	Personnel
IC	Pilot Project Evaluation
IC	Pilot Projects
IC	Planning
IC	Research
IC	Resources
	<u>Curriculum Libraries</u> (See "Curriculum Development Resources")
	<u>Custodians</u> (See "Noncertified Personnel Positions")
	<u>Custody Record of Student</u> (See "Release of a Student During a School Day")

D

EF	Data Collection and Retrieval Methods – KSA 75-4707, 72-8227, 72-7527, 72-7528, 45-215 <u>et seq.</u>
EF	Data Dissemination

EF	Data Management
AF	Day, School – KSA 72-1106
JCEC	Demonstrations by Students <u>Demonstration Schools</u> (See “Pilot Projects”) <u>Department Chairmen</u> (See “Administrative Personnel Positions”)
*IEA	Departmentalization
*DG	Depository of Funds – KSA 9-1401; KSA 12-1675 <u>Desegregation</u> (See “Attendance Areas”)
JDB	Detention Development Opportunities
CK	Administrative Personnel
*BBBC	School Board Members
*CEG	School Director
GAD	Staff
*IEA	Differentiated Staffing
IHF	Diplomas – KAR 91-31-12(f) <u>Directors</u> (See “Administrative Personnel Positions”)
GBRIBA	Disability Leave
*JD	Discipline – KSA 72-8901 <u>et seq.</u> Discrimination (See Nondiscrimination)
JGFC	Dismissal Precautions
AD	District (School) Attendance Areas – KSA 72-72041; 72-8212
DIC	District (School) Inventory – KSA 72-126 to 72-129
AC	District (School) Organization Plan
*AAAA	District Motto
KGD	Disturbances, At Activities
AF	Double Sessions (See AEBA)
JCDB	Dress Code
JQH	Drop-Outs (See IDCF)
IDA	Drug Education – KSA 65-2892a, 21-4109; 72-8205;72-8212
GAB, DDA, LDD	Drug Free Schools and Communities
GAOA	Drug Free Workplace
GAOD	Drug and Alcohol Testing of Bus Drivers JCAA Due Process – KSA 72-8901 <u>et seq.</u>
JQ	Due Process for Special Education Students – KSA 72-977 <u>et seq.</u> ; 72-933 <u>et seq.</u>
IDCE	Dual Credit (College)
ECH	Duplicating Services
CEB	Duties
GBBA, GCBA	Duties and Qualifications

GBRE Duty, Extra – KSA 72-5412a

*HAD Duty and Rights of Board in Negotiations – KSA 72-5413 et seq.
Dyslexia (See “Physically Handicapped Programs”)

E

JFCA Early Graduation

*MK (See MA) Educational Agencies Relations

JE Educational Guidance

IDA Eligibility Activities

*AFC Emergency Closings – KSA 72-8213, 31-144

JGFA Emergency Drills – KSA 31-133

GBRI, GCRG Emergency and Legal Leave

*EBGB Emergency Repairs

DH Employee Bond – KSA 72-8202d

GAOC Employee Smoking – KSA 21-4009 et seq.

GACD Employment Eligibility Verification

JJ Employment of Students

JJ Employment, Outside

JHC Equal Access – Title VIII

JAA Equal Educational Opportunities (See GAAA) – KSA 44-1030;
44-1031

GAAA (See GAA) Equal Opportunity Employment – KSA 44-1030; 441301

EC Equipment and Supplies

EC Equipment Maintenance

*FEDC Equipment Plans and Specifications

*ECD Distribution

*ECA Insurance Program – KSA 72-8401 et seq.

*ECE Leasing and Renting – KSA 72-8225; 55-211 to 55-211a

EC Management

EC Receiving

*ECG Records

*DFM (See DFG) Sales – KSA 72-8212

*IFAC Selection and Adoption

HAHBB	Use by Negotiating Teams – KSA 72-5413 <u>et seq.</u>
*KGB	Use by Public – KSA 72-8205 Ethics
CB	Administration
GBU	Certified Personnel
BH	School Board Member Evaluation – KSA 72-9001; 72-1114 to 72-1116
CGI	Administrative Personnel – KSA 72-9001 <u>et seq.</u> ; 72-5451 <u>et seq.</u>
GBI	Certified Personnel – KSA 72-9001 <u>et seq.</u>
*ICD	Curriculum Pilot Project (See IJ, JR <u>et seq.</u>)
IJ	Instructional Program
GCI	Noncertified Personnel
CEI	School Director – KSA 72-9001 <u>et seq.</u>
AF	Evening Sessions (See AEBA)
IDAC	Exceptional Programs
JQ	Exceptional Students – KSA 72-933 <u>et seq.</u> ; 72-977
JQKA	Exchange Students
GBRH	Exchange Teaching
BCBK	Executive Sessions (See KB) – KSA 75-4317 <u>et seq.</u>
*DJ	Expenditures of Funds
JDD	Expulsion, Suspension – KSA 72-8901 <u>et seq.</u>
AEB	Extended School Year (See AEBA)
IDA, JH	Extra Duty (See “Additional Duty”)

F

HAHBA	Facilities, Use by Negotiating Teams – KSA 72-8212(d)
KG, KGA	Facilities, Use by Public – KSA 72-8212(d)
*F	Facility Expansion Program
FA	Goals and Objectives
FDB	Long-Range Needs Determination
FD (See FA)	Long-Range Planning

Family Life Education (See "Sex Education")

GARI	Family Medical Leave
*LED	Family Night
GAAB	Federal Program Administration
*DFG	Fees, Payments and Rentals – KSA 72-5389 to 72-5391
IFCB, KFB	Field Trips and Excursions
*IHAA (See IHA)	Final Examinations
EBB	Fire Prevention – KSA 31-150 and 31-133
JGFA	Fire Drills
JGFGA	First Aid
*D	<u>Fiscal Management</u>
*DCB	Fiscal Year – KSA 72-8204; 72-8204(a)
*DIA	Fixed Assets Accounting – KSA 75-1120a
EE	Food Service Management – KSA 72-5112 <u>et seq.</u> , 72-5213; 72-5113
EE	Records
EE	Sanitation Inspections
	<u>Foreign Countries, Trips to</u> (See "Field Trips and Excursions")
JQKA	Foreign Exchange Students
JGHA	Free or Reduces Price Lunches
KI	Free Materials Distribution in Schools
	<u>Fringe Benefits</u> (See "Compensation")
*DJ	Fund Expenditure – KSA 79-2925; 79-2934
DK	Fund Raising
CEB	Funds, Agreement About Internet on Funds with County Treasurer – KSA 23-1678a DFE Funds, Investment of – KSA 9-1402 <u>et seq.</u> ; 17-5002

G

Gate Receipts (See "Fees, Payments and Rentals")

GAJ, JL, KH	Gifts
DFK (See DGF)	Gifts and Bequests – KSA 12-1252; 72-8210; 72-8212
GAJ	Gifts by Staff Members
GAJ, KH, JL	Gifts to Students
KH	Public Gifts to School – KSA 12-1252; 72-8210; 72-8212
JL	Student Gifts to School – KSA 12-1252; 72-8210; 72-8212
JL	Student Gifts to Staff Members
	Goals and Objectives
CA	Administration
DC	Budget – KSA 72-8156; 72-8204; 72-8204a; 72-7053
EA	Business Management

HAB	Certified Personnel Negotiations – KSA 72-5413 <u>et seq.</u>
ABE	District
FA	Facility Expansion
DA	Fiscal Management
LA	Organizational Relations
GAA	Personnel Politics – KSA 72-8205
KA	Public Relations
MA	Relations with Other Education Agencies
BA	School Board
JA	Student Policy – KSA 72-8205
	Goods and Services
DJED	Bids and Quotations – KSA 72-6760; 72-8202; 75-3740a
*DJEC	Interlocal Purchasing
DJEB	Cost Control
*DJEBE	Guarantees
*DJEBD	Inspections
DJEE	Local Purchasing
DJEJ	Payment Procedure
DJEG	Purchase Orders and Contracts – KSA 10-1113; 60-1111; 72-6760; 75-3317; 75-3322; 72-8212
DJE	Purchasing – KSA 72-8212
*DJEBB	Purchasing Guides and Vendor Lists
DJEB	Quality Control
DJEB	Quality Purchasing – KSA 72-8212; 10-1113
DJEB	Requisitions
DJEB	Specifications
DJEB	Standardization
*DJEBC	Trial Test and Field Checks
*DJEI	Vendor Relations
JHC	Government, Student <u>Grade Level Organization</u> (See “Organization Charts”)
IDA	Grade Point Average
IHA	Grading System
JBD	Grades – Reduction
JFC	Graduation – KSA 72-116, <u>KAR 91-31-12(h)</u>
JFCA	Graduation, Early
IHF (See IHEA)	Graduation Requirements – KSA 72-8205, <u>KAR 91-31-12(f), (g) and (h)</u>
	Grievance Procedures
GAE	Personnel Complaints – KSA 72-5424
JCE	Student Grievance Procedures
	<u>Grounds Management</u> (See “Buildings and Grounds

Management")

*IEA Grouping for Instruction
 Self-Contained Classroom – KSA 72-1113; 79-3606
 Nongraded Schools
 Departmentalization
 Team Teaching
 Differentiated Staffing
Group Insurance (See "Compensation")
Growth Development Opportunities (See "Development Opportunities")

JE Guidance
 JE Educational Guidance
 JE Guidance Program
 JE Personal Guidance
 JE Vocational Guidance
Guidance Counselors (See "Certified Personnel Positions")

H

BDC Handbooks, All
 JQA Handicapped Students – KSA 72-933 et seq.; 72-977
 BCBI, KN Handling Complaints
 EBBA Hazardous Waste Inspection and Disposal
Hazing – KSA 21-3434 IDA Health
 Education

*JGCA Health Examinations, Students – KSA 72-5203; 72-626; 72-1204 to 72-1207; 65-122;
 72-5204 to 72-5206; 72-5208 to 72-5211
Health Insurance (See "Compensation")

JGC Health Services

*EBD Heating and Lighting
Hearings (See "Public Hearings")
 Hiring

*CGD Administrative Personnel

GBD Certified Personnel, Teacher Selection

*GCD Noncertified Personnel

Holidays – KSA 72-1106; 35-107

GCRI	Noncertified Personnel Paid Holidays
*AEAB	School Holidays – KSA 72-1106
IDA	Homebound Instruction – KSA 72-933 <u>et seq.</u>
JBC	Homeless Students
*JGEA	Home Visits
IHB (See IHA)	Homework
*IHD (See IHA)	Honor Roles
	<u>Hospitalization Insurance</u> (See “Compensation”)
	<u>Human Relations Education</u> (see “Basic Instructional Program”)
IKCA	Human Sexuality and AIDS Education

I

JBC	Identity of Students
GBRI, GCRG	Illness (Sick Leave)
	<u>Inclement Weather Procedures</u> (See “Dismissal Precautions”)
	Incentive Pay System
*GABB	All Personnel
*GBAA	Certified Personnel
*GCAA	Noncertified Personnel
*IEH	Independent Study
KBE (See KB)	Information Campaigns, Use of Students
KB	Information Program
JGCB (See JGC)	Inoculations – KSA 72-5209
GADA	In-Service Education – KSA 72-1106(f)
	Inspections
*DJEED	Capital Equipment
*DJEED	Goods and Services
IE	Instructional Arrangements
	Class Size
	Scheduling for Instruction
	Pre-Enrollment
IB	Instructional Program Goals and Objectives
IA	Instructional Program Philosophy
IF	Instructional Resources
IF	Resource Teachers
IF	Services
IF	Textbook Selection and Adoption – KSA 72-8205; 72-4107

	<u>et seq.</u> 10-1113;79-3606; 72-5386
IF	Use of Textbooks Insurance – KSA 72-8401 <u>et seq.</u>
EBA	Buildings and Grounds Insurance Program – KSA 72-8401 <u>et seq.</u>
EBA	Employees – KSA 23-2616 2616 <u>et seq.</u>
*ECA	Equipment and Supplies Insurance Program – KSA 72-8401; 72-8401 <u>et seq.</u> <u>Life Hospitalization and Medical Insurance</u> (See “Compensation”)
JGA	Student Insurance Programs – KSA 72-8401 <u>et seq.</u>
*EDB	Transportation Insurance Programs – KSA 72-8401 <u>et seq.</u> <u>Insurance Appraisals</u> (See “Financial Reports and Statements”)
MD (See MA)	Inter-District Relations
*MDA	Interdistrict Shared Services – KSA 72-933 <u>et seq.</u> ; 72-4408 <u>et seq.</u> ; 12-2901 <u>et seq.</u> ; 72-698; 72-8230
*CEB	Interest, From School Funds with County Treasurer – KSA 12-1678a
CG	Intern Program
*L	<u>Interorganizational Relations</u> (Excludes Educational Agencies)
JCAC	Interrogation and Investigations in the School
JCAC	By Police
JCAC	By School Officials
IDA	Interdistrict Activities – See KSHSAA By-Laws
IDA	Interdistrict Athletics – See KSHSAA By-Laws <u>Interviews with Staff</u> (See “New Conferences and Interviews”)
*KBCE	Interviews with Students <u>Intramural Sports</u> (See “Cocurricular Activities”)
DIC	Inventories – KSA 72-126 to 72-129 Investigations (See “Interrogation and Investigations in the School”)
DFE	Investment of Funds – KSA 9-1402 <u>et seq.</u> ; 17-5002

J

GBRI	Jury Duty (See “Leaves and Absences, Legal”)
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K

EC	Keys, Equipment
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L

KG	Leasing and Renting (See DFG; ECE) – KSA 52-211 to 52-211a; 12-1765;72-8225 Leaves and Absences (See Specific Titles in this Index)
*CGPF, CGPG	Administrative Personnel
GBRH, GBRI	Certified Personnel
GCRG	Noncertified Personnel
GBRI, GCRG	Legal (Emergency) Leave Legal Counsel (See "Attorney")
IKI (See IKH)	Lesson Plans Librarians (See "Certified Personnel Positions") Library Materials Selection and Adoption (See "School Libraries") Life Insurance (See "Compensation") – KSA 72-8401 <u>et seq.</u>
CD	Line and Staff Relations
GBO	Local Government, Involvement in Budget Planning
*DCCD	Local Purchasing – KSA 75-3317 to 75-3322; 72-8212; 10-1113 Locker Searches (See "Searches of Lockers and Students") Lunch Service (See Food Service Management") Lunch Workers (See "Noncertified Personnel Positions")

M

JCHB	Machines, Automated Playing and Vending Maintenance
EBI	Building and Grounds Long-Range Maintenance
EC	Equipment Maintenance Maintenance Workers (See "Noncertified Personnel Positions")
*IHEA (See IHA)	Make-Up Opportunities
JQF	Married Students Media Specialists (See "Certified Personnel Staff") Medical Insurance (See "Compensation") Medical Leave (See Family Medical Leave)

JGFGB	Medication, Supervision of, to Students Meetings
GBRD	Professional Personnel Staff Meetings
*KCC	Public Hearings
*BC	School Board Meetings – KSA 72-8205; 754317 to 75-4320
BG (See BE)	Memberships – KSA 72-5326
GBRID, GCRG	Military Leave, U.S. Code, PL 94-286, Title 38, Part III, Sec. 2021 <u>et seq.</u> ; KSA 48-222; KSA 74-3747; KAR 1-5-1
BCBH	Minutes – KSA 72-8202
	<u>Modular Schedules</u> (See “Local Government”) <u>Municipal Government</u> (See “Local Government”)
JGFF	Motorized Vehicles, Use by Students

N

*H	Negotiations – KSA 72-5413 <u>et seq.</u>
HAL	Announcement of Agreement
HAE (See HAB)	Board Negotiating Agents
*HAD (See HAB)	Board Rights and Duties
*HAD (See HAN)	Boycotts and Strikes
*HA (See HAA)	Certified Personnel Negotiations
*HAH (See HAA)	Certified Personnel Negotiating Organization
HAA	Legal Status of Negotiations
HAI	Preliminary Agreement
HAK (See HAJ)	Ratification Procedures
*HAC (See HAB)	School Time Use in Negotiations
*HAF (See HAB)	Director’s Role
*HAHA (See HAB)	Team Selection Method
HAHBA (See HAB)	Use of School Facilities
HAHBB (See HAB)	Use of School Equipment
HAI	Negotiations Meeting Procedure – KSA 72-5413 <u>et seq.</u>
HAI	Agenda Notification
HAI	Distribution of Information
HAI	Minutes and Records
HAI	Notification

HAI	Quorum
HAI	Reporting to Press and Public
HAI	Reporting to Staff and Board
HAI	Research Assistance
HAI	Rules of Order
HAI	Time and Place
HAI	Time Limits
	<u>Neighborhood Schools</u> (See "Attendance Areas")
GAGA	Nepotism
*FDC	New Facilities Naming
JBC	New Resident Students – KSA 72-1046
BBBB	New Board Member Orientation
	News Coverage
BCBJ, KBCC	Board Meetings News Coverage – KSA 75-4317 <u>et seq.</u>
KBC	New Conferences and Interviews
KBC (see KB)	News Media Relations
KBC	News Releases
KBCD	Sports and Special Events News Coverage (See KSHSAA By-Laws)
	Noncertified Personnel
GCE	Assignment and Transfer
GCA	Compensation Guides and Contracts
GCI	Evaluation
*GCD	Hiring
GCRG	Leaves and Absences
GCRF	Non-school Employment
*GCF	Orientation
*GCRD	Overtime Pay
GCRI	Paid Holidays – KSA 72-1106; 35-107
*GCB	Positions
*GCG	Probation
*GCJ	Promotion
GCBA (See GCB)	Qualifications and Duties

GCC (See GCB)	Recruitment
*GCP	Reemployment
GCO (See GCH)	Resignation
*GCQ	Retirement
*GCN	Separation
GCH	Supervision
GCK (See GCH)	Suspension
GCR	Time Schedules
*GCRE	Travel Expenses
GCRH	Vacations
GCR	Working Conditions
GCR	Workload
GAAA	Nondiscrimination
*IEA	Nongraded Schools
JBC	Nonresident Students – KSA 72-6757; 72-7102 <u>et seq.</u> Non-School Employment
GBRG, GCPE	Administrative Personnel
GCRF	Noncertified Personnel
GBRG	Professional Personnel

O

Objectives (See "Goals and Objectives")

Order of Business (See "Agenda")

*L	Organizational Relations
LA	Organizational Relations Goals and Objectives Organizational Charts
*CC	Administration
*CCCC	School Building
*CCA	School District
*CCB	School District Departmental

Organization of Grade Levels (See "Organization Charts")

	Orientation
CG	Administrative Personnel

*GBF Certified Personnel
 BBBB New School Board Members
 *GCF Noncertified Personnel
 *GCRD Overtime Pay – KSA 44-1201 to 44-1213
 (See Fair Labor Standards Act)

P

JFAC (See JFAB) Parent Conferences

*KMA Patron/Parent Visitors to the Schools – KSA 21-3721
 JCDA Paraprofessionals and Teacher’s Aides
 *BBABF (See BCBF) Parliamentary Procedure – KSA 72-8205
 BCBG Abstaining Vote
Parochial Schools (See “Private School Relations”)
 IDE Partnership Program
 CG Part-Time Administrators
 DJEJ (See DJEE) Payment Procedures (See DFG)
 *DJC Payroll Procedures
Pensions (See “Retirement”)
 GAM Personal Appearance
 JE Personal Guidance
 Personal Leaves (See specific titles in this Index)
 CG Administrative Personnel
 *GB Certified Personnel
 *GC Noncertified Personnel
 *G Personnel
 GAE Personnel Complaints and Grievances
Personnel Director (See “Administrative Personnel Positions”)
 GAK Personnel Records
 DJB Petty Cash Accounts – KSA 72-8208
Physical Education (See “Basic Instructional Program”)
Physical Examinations (See “Health Examinations”)
 JQA Physically Handicapped Students – KSA 72-933 et seq. 72-977
 *ICD Pilot Projects
 IB Planning for Quality Education
 DB Planning Programming Budgeting System
 DB Program Structure
 ING Plants and Animals in the School
 Policy Development – KSA 72-8205
 CMA Administration in Policy Absence (See DJFAB)
 BDC Policy Adoption – KSA 72-8205, 72-8212
 *BDBA Policy Development, Attorney Involvement (See BDA)

*BDBC	Policy Development, Community Involvement (See BDA)
BDA, GAC	Policy Development, Staff Involvement (See CMA)
*BDBD	Policy Development, Student Involvement (See BDA, JCB)
BDA	Policy Development System Adoption
BDC	Policy Dissemination
*BDB	Policy Drafting
*BDAA	Policy Draft Writer
CM, BD	Policy Implementation
BDC	Policy Review
GAHB	Political Activities by Staff
KI	Political Campaign Materials Distribution
GACA	Positions Administrative Personnel Noncertified Personnel Professional Personnel
JQI	Post-Secondary Students
*MFB	Practice Teaching – KSA 72-1392
JQE	Pregnant Students Press Service
*BCBJA, KBCCA	School Board Meeting – KSA 72-8205, 75-4517 <u>et seq.</u>
KBCD (See KB)	Sport and Special Events – See KSHSAA By-Laws <u>Principals</u> (See “Administrative Personnel Positions”)
ECH	Printing and Duplicating Services Probation
*CGG	Administrative Personnel
GBG	Professional Personnel
JDC (See JDB)	Students
HAI	Procedural Agreement – KSA 72-5413 <u>et seq.</u>
HAI	Agenda Notification
HAI	Distribution of Information
HAI	Minutes and Records
HAI	Notification
HAI	Quorum
HAI	Reporting to Press and Public
HAI	Reporting to Staff and Board
HAI	Research Assistance
HAI	Rules of Order
HAI	Time and Place
HAI	Time Limits

*BBABF	Procedure (Parliamentary) – KSA 72-8205
HAK	Procedures in Ratification – KSA 72-5413 72-5413 <u>et seq.</u> <u>Program Development</u> (See “Curriculum Development”) <u>Program Development Officer</u> (See “Administrative Personnel Positions”) Promotion of Staff
*CGJ	Administrative Personnel
*GBJ	Certified Personnel
*GCJ	Noncertified Personnel JFB
	Promotion and Retention of Students
DJEJ	Prompt Payment – KSA 75-6401 <u>et seq.</u>
JBC	Proof of Identity
*DO	Properties Disposal Procedure – KSA 72-8212
JS	Property Damage Claims
*DFN	Property Sales – KSA 72-8212 JGD Psychological Services – KSA 72-961 <u>et seq.</u>
*JGDA	Psychological Testing – KSA 72-961 <u>et seq.</u>
*GAHC, KDB	Public Appearances by Staff
KN	Public Complaints
KN	About Curriculum
KN	About Instructional Materials
KN	About School Facilities and Services
KN	About School Personnel
KH	Public Gifts – KSA 12-1252; 72-8210, 72-8212
BCAE, DC	Public Hearings <u>Public Information Office</u> (See “Administrative Personnel Positions”)
KB	Public Information Program
BCBI, KCA	Public Participation at Board Meetings
*K	<u>Public Relations, General</u>
KK	Public Sale on School Property
JI	Public Service, Student
*KL	Public Use of School Records – KSA 45-216
KG, KGA	Public Use of School Facilities – KSA 72-8205d
KGC	Public Use of School Employee Services
KB	Public’s Right to Know – KSA 75-4317 <u>et seq.</u>
*GBT	Publishing
JDA	Punishment, Corporal
	Purchasing – KSA 75-3317 to 75-3322; 72-8212; 10-1113
DJE (See DJB)	Agent
DJE (See DJB)	Authority

DJEG (See DJEE) Purchase Orders and Contracts – KSA 10-1113; 60-1111;
72-6760; 75-3317 to 75-3322; 72-8212

Q

GACB	Qualifications and Duties
DJEB	Quality Control
DJEB	Cost Control
DJEB	Quantity Purchasing
DJEB	Requisitions
DJEB	Specifications
DJEB	Standardization
	Quality Purchasing
*DJFCB	Capital Equipment
*DJFCB	Goods and Services
*BCBFA	Quorum – KSA72-8205
DJED	Quotations and Bids Requirements – KSA 72-6760; 72- 8404; 75-3470a

R

Racial Balance (See "Attendance Areas")

*IHC	Ranking of Students
JBG	Readmission of Students – KSA 72-8901 <u>et seq.</u>
EC	Receiving Equipment and Supplies
	Records
CN	Administrative
*EBJ (See EBI)	Buildings and Grounds (See CN)
GAK	Central Office (See CN)
GAK	Disposition (See CN) – KSA 72-5369 to 72-5373
*ECG	Equipment and Supplies
*FGI	Facility Expansion Project Records and Reports
GAK	Personnel
GAK	Public Use (See CN) – KSA 45-215-216
BE	School Board – KSA 10-1117 to 10-1118
JR	Student – KSA 72-5386; 72-6214

EE	Student Lunch Service – KSA 72-5112 <u>et seq.</u> ; 72-5213
EDAA	Student Transportation – KSA 72-8301 <u>et seq.</u>
GAK	Types Recruitment
CG	Administrative Personnel
GACC (See GACB)	Certified Personnel
GACC (See GCB)	Noncertified Personnel
CEC	School Director
GBQA	Reduction of Teaching Staff Reemployment
GBP (See GBO)	Certified Personnel
*GCP	Noncertified Personnel <u>Regulations</u> (See “Administrative Rules”)
*M	Relations with Other Educational Agencies
GBO	Release from Contract
JBH	Release of a Student During the School Day
IKD	Religion in the Schools (See IKC) IKD Beliefs and Customs
IKD	Holidays – KSA 72-5308
IKD	Religion in the Curriculum
IKD	Dedications and Commencement
IKD (See IKA)	Silent Meditation – KSA 72-5308a
IKC	Religion, Teaching About
JB	Religious Exemption from Compulsory School Attendance
GBRI, GCRG	Religious Leave
*IDDB	Remedial Programs – KSA 72-933 <u>et seq.</u>
*BBH	Remembrances <u>Rentals</u> (See “Fees, Payments and Rentals”) <u>Renting</u> (See “Leasing and Renting”)
EBE	Repairs
*JF	Report Cards Reports

CO	Administrative Reports
CO	Dissemination
*BE	School Bord Annual Reports
CO	Types
DJEJ (See DJEE) Requisitions	
	<u>Research Director</u> (See "Administrative Personnel Positions")
GAH	Residency for Staff – KSA 72-8211
JBC	Resident Students – KSA 72-1046
	Resignations
GBO, CGN	Administrative Personnel
GBO	Certified Personnel
GCO	Noncertified Personnel
CEK	School Director (See GBO)
IFBH	Resource Speakers IF Resource
Teachers	
	<u>Retarded Students</u> (See "Mentally Handicapped Students")
JFB	Retention of Students
GAQ	Retirement – KSA 72-1701 <u>et seq.</u> ; 72-5501 <u>et seq.</u> ; 74-4931 <u>et seq.</u>
	Administrative Personnel
	Certified Personnel
	Noncertified Personnel
*CEL	School Director (See GBQ)
*DF	Revenues – KSA 72-8156, 72-8204a
*BDF	Review of Administrative Rules (See CMA)
EBCA	Rewards, For Information About Vandalism – KSA 12-1672a
	Rules
CMA	Administrative Rules (See CM)
CMA	Adoption
BCBF	Rules of Order – KSA 72-8205

S

Sabbaticals

*CGPFA	Administrative Personnel
GBRH	Certified Personnel
	Safety – KSA 31-133
EBB	Buildings and Grounds Safety Inspections

JGF	Student Safety
EDAA	Student Transportation Safety – KSA 72-8301 <u>et seq.</u>
EDAA	Student Transportation Safety Inspections – KSA 72-8301 <u>et seq.</u>
EBB	Warning Systems – KSA 31-133
GAL	Salary Deductions – KSA 72-8601; 72-8603
	Sales
DGM	Equipment and Supplies
KK	Public Sales on School Property
	<u>Salesmen</u> (See “Vendor Relations”)
HAN	Sanctions
EBE	Sanitation
	Schedules, Time
CG	Administrative Personnel
GBR	Certified Personnel
GCR	Noncertified Personnel
	Scheduling
IE	Scheduling for Instruction
EDAA	Student Transportation Scheduling and Routing – KSA 72-8301 <u>et seq.</u>
JBC	School Admissions – KSA 72-6757; 72-53. 106
*B	<u>School Board Operations</u>
*BBF, KCBA	Advisory Committees (See BBC)
BE	Annual Reports (See CO)
BBE	Attorney – KSA 72-8205
	Budget (See “Budget”)
BBC	Committees
KC	Community Relations
BBG	Consultants
BH	Ethics
BA	Goals and Objectives
*BB	Internal Organization
	Meetings (See “School Board Meetings”)

	Members (See "School Board Members")
BG	Memberships – KSA 72-5326
HAE (See HAB, BDN)	Negotiating Agents – KSA 72-5413 <u>et seq.</u>
*HAD (See HAB)	Negotiation Rights and Duties – KSA 72-5413 <u>et seq.</u>
*B	Operations
*BD	Policy Development (See CM)
*ABB	Powers and Duties – KSA 72-8205; 72-8212; 72-1623
BE	Records – KSA 10-1117 to 10-1118; 45-216 <u>et seq.</u> ; 72-5369 <u>et seq.</u>
*BBD, CF	School Director Relations (See BBC) School Board Meetings – KSA 72-8205
BCBG	Abstaining Vote – KSA 72-8205a
*BCAD	Adjourned Meetings – KSA 72-8205
*BCBD	Agenda – KSA 75-4317 <u>et seq.</u>
*BCAA	Annual Meetings – KSA 72-8205
BCBJ	Broadcasting and Taping – KSA 75-4317 <u>et seq.</u>
BCBK	Executive Sessions (See KB) – KSA 75-4317 <u>et seq.</u>
*BCB	Meeting Procedures – KSA 72-8205
BCBH	Minutes – KSA 72-8202
BCBJ	News Coverage – KSA 75-4317 <u>et seq.</u>
*BBABF	Parliamentary Procedure – KSA 72-8205
*BCBJA	Press Services
BCAE	Public Hearings
BCBI	Public Participation
*BCBFA	Quorum – KSA 72-8205
BCBJ, BCAB	Regular Meetings – KSA 72-8205
BCAF	Rules of Order – KSA 72-8205
BCAC	Special
BCBG	Voting Method – KSA 72-8205
	School Board Members
*BBBD	Bonded Members
*BBBE	Compensation – KSA 75-3223, 75-3203, 72-8207
BBBF	Reimbursement
*BBBC	Development Opportunities
*BBBA	Duties – KSA 72-8205; 72-8212
BH	Ethics
BBBB (See BA)	Orientation

BK	Self-evaluation
	School Boards Associations
BG	State School Boards Association and National School Boards Association – KSA 72-5326
*CCC	School Building Organization Charts
EDAA	School Bus Driver Licensing
	<u>School Bus Program</u> (See “Student Transportation”)
AEA	School Calendar
ADA	School Census – KSA 72-5333d
IKD	School Ceremonies and Observances
AG	School Closings – KSA 72-8213, 72-8213(a)
LB, KC (See LA)	<u>School-Community Coordinators</u> (See “Certified Personnel Positions”)
*LE	School Community Organizations Relations
LC (See LA)	School-Community Programs
AF	School-Day – KSA 72-1106
	<u>School Directories</u> (See “School-Sponsored Information Media”)
AD	School District Attendance Areas – KSA 72-8212; 72-7204
JJ	School District Employment
HAHBA	School District Facilities, Use of – KSA 72-8212d
DIC	School District Inventory – KSA 72-126 to 72-129
A	<u>School District Organization</u>
AC	School District Organization Plan
KG	School Facilities, Use of – KSA 72-8212d
LD (See LA)	School, General Government Relations
*JFBD	School Libraries
JGH	<u>School Lunch Service</u> (See “Food Service Management”)
JGHA	Free and Reduced Lunch Policy
	<u>School Newspapers</u> (See “Certified Personnel Positions”)
	<u>School Nurses</u> (See “Student Health Services” and “Certified Personnel Positions”)
EDDA	School Owned Vehicles
IB	School Site Councils
KB	School-Sponsored Information Media
	<u>School Social Workers</u> (See “Certified Personnel Positions”)
CEC (See CED)	Appointment – KSA 72-8202b; 725412
CEE (See CED)	Compensation and Benefits – KSA 72802b

*CEH	Consultation (See GBRGA)
CEB	Duties
CEI	Evaluation (See GBI, GBI-R) – KSA 72-9001 <u>et seq.</u>
CEG (See CEE)	Growth Development Opportunities
HAF	Negotiations Role
CEA (See CEC)	Qualifications
CEC	Recruitment
CEK	Resignation
*GBQ, CEL	Retirement – KSA 74-4931 <u>et seq.</u>
CF (See CEK)	School Board Relations
CEJ	Separation – KSA 72-5412
CEF (See CEE)	Travel Expenses
HAI	School Time Use in Negotiations
IFC	School Volunteers (See KFD)
AE	School Year
AEB	School Year Extended
HAC (See HAB)	Scope of Certified Negotiations
JCAB	Searches of Lockers and Students
EBC	Security of Building Grounds – LSA 72-8222
	Selection and Adoption of Instructional Resources – KSA 72-8205; 72-8212
*IFAC	Equipment and Supplies – KSA 72-8205; 72-8212
*IFAB	Supplemental Materials (See IFA) – KSA 72-8205; 72-8212
II	Tests
IF	Textbooks (See IFA) – KSA 72-8205; 72-8212; 72-4107 <u>et seq.</u>
*IEA	Self-Contained Classrooms – KSA 10-1113; 79-3606
	Semester Schedules (See "Scheduling for Instruction")
	Separation – KSA 72-5436 <u>et seq.</u>
GBN, CGM	Administrative Personnel – KSA 72-5412
GBN	Certified Personnel – KSA 72-5436 <u>et seq.</u>
*GCN	Noncertified Personnel
CEJ	School Director – KSA 72-5412
IDA	Sex Education
GAAC	Sexual Harassment-Employees
JGEC	Sexual Harassment-Students
	Shared Services
*MFA	Colleges and Universities
*MDA	Interdistrict
*MCA	Private Schools
GBRI, GCRG	Sick Leave, Illness
IB	Site Councils

*GBRAB, GAOC	Smoking – Staff
JCDA	Smoking – KSA 12-4009 <u>et seq.</u> ; 72-53, 107
KGA, GAOC	Smoking, Building and Grounds Snow Days (See “Dismissal Procedures”)
JHC	Social Events, Students
*JGE	Social Services Solicitations
GAI, KDC	By Staff
JK	By Students
GAI, KDC	Of Staff
JK	OF Students
*KBD	Speaker Services
IFBH	Speakers, Resource
KI	Special Interest Materials Distribution
JQ	Special Education Due Process – KSA 72-972 <u>et seq.</u> ; 72-977; 72-933 Specialists (See “Professional Personnel Positions”) Specifications
*DJFBA	Capital Equipment Specifications
DJEB	Goods and Services Specifications
KCBD (See KB)	Sport and Special Events Broadcasting and Taping – See KSHSAA By-Laws
KBCD	Sports and Special Events News Coverage – See KSHSAA By-Laws
KBCD	Sports and Special Events Press Service – See KSHSAA By-Laws
GAH	Staff-Community Relations Staff Involvement
CMA, GAC	Administrative Rules (See CM)
*DCCB	Budget Planning
*BDBB	Policy Development (See CM)
*IFBC	Staff Libraries
GBRD	Staff Meetings
GAH	Staff Participation in Community Activities
GAHB	Staff Political Activities
GAO	Staff Protection
GBQA	Staff Reduction
GAH	Staff Residency – KSA 72-8211

*GBRAB	Staff Smoking
GAF	Staff-Student Relations Standardization
*DJFCA	Capital Equipment
DJEB	Goods and Services
*MI (See MA)	State Education Agency Relations – KSA 72-7501 <u>et seq.</u> Statistical Research (See “Data Management”)
AFC, JGFA, JGFC	Storm Warnings Strikes
JCEC	Demonstrations, Strikes and Walkouts by Students
HAO	Strikes by Professional Personnel – KSA 72-5413; 72-5413j
DK	Student Activities Funds Management – (See JH)
*JGB	Student Aid Programs
JH, JS	Student Fees, Fines and Charges – KSA 72-5389 to 72-5391
JHC	Student Equal Access
JBD	Student Grades – Reduction
JFC, IHF	Student Graduation (See IHA)
JFCA	Student Graduation, Early
JHC	Student Government
JGC	Student Health Services – See KSA Chapter 65; 72-5201 <u>et seq.</u>
JGA	Student Insurance Program – KSA 72-8401 <u>et seq.</u> Student Involvement
CMA	Administrative Rules (See CM)
*DCCE	Budget Planning
JCB	Policy Development (See BDA, BDBD)
JGH	Student Lunch Services – KSA 72-5112 <u>et seq.</u>
*JGHA	Free or Reduced Lunch Policy (See EE) – KSA 72-5112 <u>et seq.</u>
EE	Management – KSA 72-5112 <u>et seq.</u> ; 72-5113
EE	Records – KSA 72-5112 <u>et seq.</u>
JA	Student Policy Goals and Objectives
JGD	Student Psychological Services – KSA 72-961 <u>et seq.</u>
JR	Student Records – KSA 72-6214; 72-5386; 45-216 <u>et seq.</u>
JRA	Types
JRB	Public Use – KSA 45-216 <u>et seq.</u>

JRC	Disposition – KSA 72-5369 to 72-5373
JGF	Student Safety
JCAB	Student Searches
*JGE	Student Social Services
*JP	Student-Staff Relations (See GAF)
	<u>Student Teachers</u> (See “Student Volunteers” or “Practice Teaching”)
*JGG	Student Transportation Services – KSA 72-8301 <u>et seq.</u>
*EDB	Insurance Program (See EDAA)
EDAA	Liability – KSA 72-8401 <u>et seq.</u>
*EDE	Maintenance (See EDAA)
EDAA	Records and Types – KSA 72-8301 <u>et seq.</u>
EDAA	Safety
EDAA	Scheduling and Routing
EDAA	School-Owned Vehicles – KSA 72-6761
EDAB	School – Leased Vehicles
JGG	Student Conduct – KSA 72-8305
JGF	Walkers and Riders
Jl	Student Volunteers
*J	<u>Students</u>
JBD	Absences and Excuses – KSA 72-1111; 72-1113
JGFG	Accidents
JH, IDA	Activities and Activity Eligibility Guidelines
*JQJ	Adult
JCDAB (See JCDA)	Alcohol Use – KSA 71-719; 41-715; 41-805; 41-710
JBC	Assignment: To Classes, To Schools
IDDA	At-Risk
JB	Attendance – KSA 71-1111; 72-1113
JGFF	Automobile Use
JN (See JM)	Awards – See KSHSAA By-Laws
JCDA	Behavior Code – KSA 72-8901 <u>et seq.</u>

JGF	Bicycle Use and Walkers and Riders – KSA 8-1587
*IHC	Class Rankings
JGC	Clubs – KSA 72-5311
JM	Contests
*JO, KE	Community Relations
JCD	Conduct – KSA 72-8901 <u>et seq.</u>
JFAB	Conferences
JFAB (See JFAC)	Parent Conferences
JDA	Corporal Punishment
IG	Counseling
JGEAA	Crisis Planning
JBH	Custody Record of a Student
JCEC	Demonstrations
*JD	Discipline – KSA 72-8901 <u>et seq.</u>
JCDB	Dress Code
IDAB	Dropout Prevention Program
JQH (See JQE)	Dropouts
*JCDAC, IDA	Drug Use – KSA 65-2892a
JCAA	Due Process – KSA 72-8901 <u>et seq.</u>
JJ	Employment
*JBB	Entrance Age – KSA 72-1107
JAA	Equal Educational Opportunity
IFCB, KFB	Excursions, Field Trips and
JDD	Expulsion – KSA 72-8901 <u>et seq.</u>
JH, JS	Fees, Fines and Charges – KSA 72-5389 to 72-5391; 72-130 to 72-134
IFCB, KFB	Field Trips and Excursions
*IHAA	Final Examinations
JGFGA	First Aid
JQKA	Foreign Exchange
DK	Fund Raising

JQL	Gifted
JL	Gifts to School – KSA 72-8212
JL	Gifts to Staff Members
JFC, IHF	Graduation
JFCA	Graduation, Early
JCE	Grievances by Students
IG	Guidance
	Hazing – KSA 21-3434
JRD	Hearing Request
IHB	Homework
IHD	Honor Roles
JBC	Identity
JGCB (See JGC)	Inoculations
JCAC	Interrogations
*KEC	Interviews
IHEA	Make-Up Opportunities
JQF (JQE)	Married Student
JGFF	Motorized Vehicles, Student Use – KSA 72-9101 JBC
	Nonresident – KSA 72-6757; 72-7201 <u>et seq.</u>
JHC	Organizations
JL	Performances
*JGGA	Physical Examinations
JQA	Physically Handicapped – KSA 72-933 <u>et seq.</u>
JQI (See JQE)	Post-Secondary Vocational Ed. – KSA 72-4408 <u>et seq.</u>
JQE	Pregnant Students
JDC (See JDB)	Probation
JFB	Promotion and Retention
JGD	Psychological Services – KSA 72-961 <u>et seq.</u>
*JGDA	Psychological Testing – KSA 72-961 <u>et seq.</u>
JHC	Publications
JL	Public Service
JDA	Punishment, Corporal
JBG	Readmissions
JBH	Release, During the School Day
*IHAB	Report Cards
*JC	Rights and Responsibilities – KSA 72-8901 <u>et seq.</u>
JGF	Safety – KSA 72-5207
*IED	Schedules
JCAB	Searches
IDA	Sex Education
JGEC	Sexual Harassment
JCDAA	Smoking – KSA 21-4009 <u>et seq.</u> ; 72-53, 107

JHC Social Events
 JCEC Strikes – KSA 72-8901 et seq.
 *IDCG Suicide Prevention and Awareness
 JDD Suspension – KSA 72-8901 et seq.
 JBC Transfers and Withdrawals
 ED, JGG Transportation – KSA 728301 et seq.
 IFCB, KFB Trips
 JBE Truancy – KSA 72-1113
 JBC Tuition (See JS) – KSA 72-7204
 KBE (See KB) Use of Student in Information Program
 JQG (See JQE) Video Cameras on Buses and in Buildings
 JGF Walkers, Riders and Bicycle Use
 JG Welfare
 JJ Work Permits

Substitutes

GBRJ Arrangements for Substitutes
 IKH Substitute Teaching
 *AEBA Summer Sessions
 *IDCG Suicide Awareness and Prevention (See JG)
 CE Director of Schools
Supervision
 CG, GBH Administrative Personnel – KSA 72-1111
 GBH (See GBE) Certified Personnel
 JGFGB Medication
 GCH (See GCB) Noncertified Personnel – KSA 72-1106
 JGFB Students – KSA 72-1111

Supervisors (See “Administrative Personnel Positions”)

*IFAB Supplementary Material Selection and Adoption
Supplies (See “Equipment and Supplies”)
Suspension
 GBK Certified Personnel
 GCK Noncertified Personnel
 JDD Students – KSA 72-8901 et seq.

T

GCDA Teacher Aides and Paraprofessionals – KSA 72-1106
 IKI Teacher Lesson Plans
 Teacher Observations (See “Certified Personnel Supervision”)

Teachers (See "Certified Personnel Positions")

Teaching

- IKB Controversial Issues
- *GBRHC Exchange Teaching
- *MFB Practice Teaching – KSA 72-1392
- IKD Teaching About Religion
- *IEA Team Teaching

Tenure

- *CGK Administrative Personnel
- *GBL Certified Personnel – KSA 72-5436 et seq.; 72-5445

Testing

- II Test Administration
- II Test Selection and Adoption
- II Testing Program
- II Reporting Test Results to the Board – KSA 72-8231
- II Use and Dissemination of Test Results
- IF Textbook Selection and Adoption – KSA 72-8205; 72-4107 et seq.; 79-3606; 10-1113; 72-5389
- IF Textbook Rental – KSA 72-5390

GAOC

Tobacco, Use of

- Tornado Warnings (See "Warning System")
- Track System (See "Grouping for Instruction")
- Tornado Warnings (See "Warning Systems")
- Traffic Guards (See "Noncertified Personnel Positions")
- Transfer (See "Assignment and Transfer")

- *GBM, CGL Administrative Personnel
- GBD Certified Personnel
- *GCM Noncertified Personnel
- JBC Students

Transportation (See "Student Transportation")

GAN

- Travel Expenses
- Administrative Personnel
- Certified Personnel

Noncertified Personnel

*BBBE	School Board Members – KSA 72-8107; 75-3223; 75-3203
CEF	School Director
	Trimester Schedules (See “Scheduling for Instruction”)
	Trips (See “Field Trips and Excursions”)
JBE	Truancy – KSA 72-1113
*JBCBA	Tuition – KSA 72-7202 <u>et seq.</u>
GBRGB	Tutoring for Pay

U

*JQG	Unwed Mothers
JCDAA, GAOC	Use of Tobacco Products
JGFF	Use of Motorized Vehicles – KSA 72-9101
KG	Use of School Facilities
KGB (See KG)	Buildings and Grounds
*KGB (See KG)	Equipment
*KCC	Services
KBE	Use of Student in Information Campaigns

V

Vacations

*CGPH	Administrative Personnel
*GBRK	Certified Personnel
GCRH	Noncertified Personnel
EBCA	Vandalism Protection
ECBA	Vandalism: Restitution for Damages – KSA 72-5386
	Offering a Reward – KSA 12-1672a
JGHB	Vending Machines
*DJEI, DJFI	Vendor Relations
JGGA	Videotaping Students
	Visiting Teachers (See “Resource Teachers”)
	Visitors
*ML	Certified Visitors and Observers
KM	Visitors to the Schools – KSA 21-3721
JE	Vocational Guidance
	<u>Vocational Program</u> (See “Basic Instructional Program”)

Volunteers

IFC, KFD Adult Volunteers
JI Student Volunteers
BCBG Voting Method
BCBG Abstaining Vote

W

*JGGA Walkers, Riders and Bicycle Use
EBB Warning Systems – KSA 31-133
JCDBB Weapons in School
JS Withholding Student Records – KSA 72-
 5386
 Working Condition

GBR, CGP Administrative Personnel
GBR Certified Personnel
GCR Noncertified Personnel
EBAA Worker’s Compensation
 Workload

GBR, CGPC Administrative Personnel
GBR Certified Personnel
GCR Noncertified Personnel
IDA Work-Study Programs

X

Y

Yearbooks (See “Student Publications”)

Z

ANW Special Education Cooperative

Interlocal #603 Policy Book

A District Organization

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AA	Interlocal Legal Status – KSA 72-8230 <u>SN An information category</u>
AAA	Decentralization Legal Status
AB	Board of Director Legal Status – KSA 72-8230 <u>SN Largely an information category offering little, if any, leeway for board action.</u>

ABA	Authority
ABB	Powers and Duties – KSA 72-8205; 72-8230
ABC	Board Members
ABCA	Number
ABCB	Qualifications
ABCC	Terms of Office
ABCD	Method of Election
ABCD	Unexpired Term Fulfillment
ABCE	Resignation
ABCF	Removal from Office
ABD	Director’s Legal Status (CF, CE)
ABE	Interlocal Goals and Objectives
AC	Interlocal Organization Plan
AD	Interlocal Attendance Areas
ADA	Census – KSA 72-1110; 72-5333d
AE	School Year – KSA 72-1106
AEA	School Calendar
AEAA	Vacations
AEAB	Holidays – KSA 72-1106
AEB	Extended School Year
AEBA	Summer Sessions
AF	School Day – KSA 72-1106
AF	Double Sessions
AF	Evening Sessions
AFC	Emergency Closings (CF, JGFC & JGFC-R) – KSA 72-8213; 31-144; 72-7529
AG	School Closings

A

Interlocal Authority

A

The governance of the interlocal shall be vested in the board. The interlocal shall be administered by a board consisting of one member from the board of education of each school district. Each board of education may elect an alternate to serve in the place of the appointed member. The alternate shall serve at the request of the regular board member in his absence.

Each board member or alternate serves at the discretion of the appointing board of education. The terms of office of the members shall expire concurrently with their terms as board of education members. Vacancies in the membership of the board shall be filled in the same manner as originally filed within 30 days from the date of vacancy.

Approved:

AA

Interlocal Legal Status

AA

An agreement was made pursuant to the provisions of K.S.A. 122901 et seq. and K.S.A. 72-8230. IT was made with the sincere desire of all cooperating school districts to work together for the mutual benefit of the children served, and the undersigned did, thereby and in contract, formally join together in an atmosphere of trust and confidence to form an education Interlocal district, a separate legal entity to be known as the ANW Special Education Cooperative Interlocal No. 603, hereinafter referred to as the "Interlocal."

The following unified school districts, by and through their respective boards of education, each adopted a resolution authorizing the school district to enter into this agreement, a copy of each resolution

adopted by the boards of education may be found in the records of each district below: Unified School District No. 101, Neosho County, Kansas

Unified School District No. 256, Allen County, Kansas

Unified School District No. 257, Allen County, Kansas

Unified School District No. 258, Allen County, Kansas

Unified School District No. 366, Woodson County, Kansas

Unified School District No. 287, Wilson County, Kansas

Unified School District No. 413, Neosho County, Kansas

Unified School District No. 479, Anderson County, Kansas

Purpose

The purpose of this educational Interlocal District shall be to cooperatively provide educational services in the area of special education, vocational education, career education, media services, curriculum development

AA Interlocal Legal Status

AA

and in-service training for staff programs, and any other purpose authorized by law, which member districts hereof are presently unable to separately provide, and to meet the provisions for special education as required by the Kansas legislature.

Approved:

AAB

Interlocal Legal Status

AAB

The following districts, by and through their respective boards of education, have each adopted a resolution authorizing these boards to enter into an agreement for a special educational interlocal:

Unified School District No. 101, Neosho County, Kansas

Unified School District No. 256, Allen County, Kansas

Unified School District No. 257, Allen County, Kansas

Unified School District No. 258, Allen County, Kansas

Unified School District No. 366, Woodson County, Kansas

Unified School District No. 387, Wilson County, Kansas

Unified School District No. 413, Neosho County, Kansas

Unified School District No. 479, Anderson County, Kansas

Approved:

AB

Board of Interlocal Legal Status

AB

The legal status of Interlocal 603 is defined in K.S.A 12-8230. Any such agreement shall specify that the separate legal entity established shall be administered by the board of directors which shall be composed of at least one member from the board of each Interlocal which enters into any such agreement.

Approved:

ABA

Authority of the Board

ABA

The powers, privileges or authority exercised by the Special Education Interlocal which relate to educational service shall be limited to special education, media services and in-service training for staff programs.

The interlocal and its board shall be considered to have all powers and duties, except for the power to levy and collect taxes. The board of any such interlocal, shall be responsible for the performance of any obligation or responsibility to provide educational services in the area of special education, media services and in-service training as provided in the interlocal agreement.

Approved:

ABE

Interlocal Goals and Objectives

ABE

The board shall annually establish and review a set of long-range goals and objectives to guide the operations of the interlocal. All personnel in the interlocal shall direct their efforts toward achieving the goals and objectives of the board in order to ensure that students are able

to function effectively in their environment, employment and continuing educational efforts.

Approved:

ABE-R Interlocal Goals and Objectives ABE-R

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

The director shall develop necessary procedures, forms, or other measures to implement this policy.

The director shall provide opportunities for interested patrons to become knowledgeable about the interlocal long-range planning process, and to review and to make recommendations concerning specific interlocal longrange plans.

The director shall give the board periodic reports.

Approved:

ADA School Census ADA

An annual school census may be conducted.

Approved:

AEA

School Calendars

AEA

On or before July 1st of each year, the director shall receive a copy of each participating district's school calendars and will present that information to the ANW board. School calendars for the interlocal's alternative attendance centers and main office shall be considered by the board individually and approved by August 1st.

In making any recommendation, the director shall consider holidays mandated by law and by local board policies, athletic events schedules, the commencement and ending of school sessions of colleges and universities attended by employees of local school districts and such other matters as the director shall deem to be important or which may be referred to him by members of the board. The director shall also consider the recommendations of the professional staff in preparation of school calendars, but the adoption of school calendars shall not be subject of discussion in the meet and confer process

Approved:

AEA-R

School Calendars

AEA-R

All ANW employees, unless otherwise specified by the director, will adhere to the district calendar to which they are assigned. Consultant or itinerant staff serving more than once district will coordinate their calendars with the immediate supervisor in fulfilling their requisite days of employment.

In addition to national and state holidays prescribed by the Congress of the United States and the Legislature of the State of Kansas upon which days school will not be held, holidays as approved by the board shall be listed in the individual school or agency calendars.

Approved:

AEB

Extended School Year

AEB

Extended School Year

The board may extend the regularly scheduled academic year because of the following types of circumstances which are stated by way of illustration and not by way of limitation: adverse weather conditions,

building maintenance problems, personnel problems, public health reason or budgetary problems.

Extended Learning Opportunities for Students

The board may require extended learning opportunities for students not meeting minimum academic requirements as defined by the board of directors. Students may be assigned to extended academic sessions including, but limited to:

- Before or after school.
- Saturday school; or Summer sessions.

Regulations necessary to govern extended academic sessions shall be recommended by the director for board approval. Truancy laws, suspension and expulsion policies and law, and all appropriate portions of the student behavior code shall apply during extended academic sessions.

(See JBD, JBE, JDD and JCDA)

Approved: KASB Recommendation – 7/02

AF

School Day

AF

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

Approved:

AF-R

School Day

AF-R

The beginning and ending times for all classes in each alternate school attendance center will be published each August in the local district's newspapers in which they reside.

Approved:

ANW Special Education Cooperative
Interlocal #603
Policy Book

B
Board Operations

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BA	Goals and Objectives
BB	Internal Organizations
BBA	Officers – KSA 72-8202
BBAA	Method of Election
BBAB	Duties – KSA 72-8205; 72-8212
BBABA	President
BBABB	Vice-President
BBABC	Secretary
BBABD	Clerk
BBABE	Treasurer
BBABF	Parliamentary Procedure (Cf., BCBF, BCBG_ - KSA 72-8205
BBB	Members
BBBA	Duties
BBBB (See BA)	New Member Orientation
BBBC	Board Member Development Opportunities
BBBD	Bonded Members
BBBE	Compensation – KSA 72-8205; 72-8207; 75-3223; 75-3203 SN Includes expense allowances and benefits such as, liability insurance coverage.
BBBF	Reimbursement for Expenses
BBC	Board Committees
BBCA	Standing Committees (Cf. BBC)
BBCB	Temporary Committees (Cf. BBC)
BBCC	Committees of the Whole (Cf. BBC)
BBD	Board-Interlocal Relations (Cf. CF)
BBE	Attorney – KSA 72-8205
BBF	Advisory Committees (Cf. BBC)
BBFA	Types and Functions (Cf. BBC)
BBFB	Method of Appointment (Cf. BBC)
BBFC	Organization (Cf. BBC)
BBFD	Resources (Cf. BBC)
BBFDA	Personnel (Cf. BBC)

BBFDB	Material (Cf. BBC)
BBFDC	Financial (Cf. BBC)
BBFE	Liaison (Cf. BBC)
BBFF	Reporting (Cf. BBC)
BBFG	Dissolution (Cf. BBC)
BBG	Consultants (Cf. CJ)
BBH	Board Remembrances
BC	Meetings – KSA 72-8205
BCA	Types
BCAA	Annual SN The organizational meeting of the board usually once a year when the board elects its officers.
BCAB	Regular – KSA 72-8205
BCAC	Special – KSA 72-8205
BCAD	Adjourned – KSA 72-8205
BCAE	Public Hearings
BCB	Procedures – KSA 72-8205
BCBA	Time and Place
BCBB	Notification
BCBC	Preparation
BCBD	Agenda – KSA 75-4317 et seq.
BCBE	Distribution of Materials (Cf. BCBD)
BCBF	Rules of Order – KSA 72-8202
BCBFA	Quorum – KSA 72-8205
BCBFB	Suspension of the Rules
BCBG	Voting Method
BCBH	Minutes – KSA 72-8202
BCBI	Public Participation (Also KCA)
BCBJ	News Coverage – KSA 75-4317 et seq.
BCBJ	Press Services
BCBJ	Broadcasting and Taping – KSA 72-8205; 75-4318
BCBK	Executive Sessions (Cf. KB) – KSA 75-4317 et seq.

BD	Policy Development (Cf. CM) – KSA 72-8205
BDA	Policy Development System Adoption
BDAA	Policy Draft Writer (Cf. BDA) SN The person designated by the board, often an administrator, who is responsible for recasting group consensus about policy recommendations into acceptable prose for further deliberations and/or action.
BDB	Policy Drafting (Also BDAA) (Cf. BDA) SN The ongoing process of planning, gathering information and preparing recommendations relative to the need for new policies and/or the revision and repeal of existing policies.
BDBA	Attorney Involvement (Cf. BDA)
BDBB	Staff Involvement (Also GAC) (Cf. BDA)
BDBC	Community Involvement (Cf. BDA)
BDBD	Student Involvement (Also JCB) (Cf. BDA)
BDC	Policy Adoption – KSA 72-8205; 72-8212 SN The official action of the board that makes new and/or revised policy statements operable.
BDC	Policy Dissemination
BDC	Policy Review SN The periodic assessment by the board of its existing policies and policy development system.
BDF	Review of Administrative Rules (Cf. BDC)
BDG	Administration in Policy Absence (Also CMA)
BDH	Suspension of Policies
BE	Interlocal Board Records – KSA 72-7801 et. seq.; 10-1117; 10-1118
BE	Annual Reports (Cf. CO) – KSA 72-7801 et. seq.
BG (See BE)	Memberships – KSA 72-5326
BG	Area School Boards Association

BG State School Boards Association

BG National School Boards Association

BH Ethics

SN An information category since ethics are determined by a group and not impose upon it.

BK Board Self-Evaluation

BA Goals and Objectives

BA

The board shall provide the best educational system possible within the financial limitations of the interlocal. (See ABE)
(List goals here, if desired.)

Approved:

BBA Interlocal Organization

BBA

The board shall consist of one board member representing each member district. The board shall elect a president and vice-president at its annual organizational meeting.

Approved:

BBA-R Interlocal Organization

BBA-R

The duties and operational procedures of the board shall include:

Reviewing, considering, and formulating basic policy;

Adopting an annual budget;

Selecting an interlocal director, special education directors and other personnel employment; and

Considering and acting on application for membership in the interlocal from non-member interlocals and agencies.

Quorum

A quorum shall consist of majority of the participating districts.

Voting Rights

Each participating district shall be eligible for casting one vote in all matters acted upon by the board. The vote may be cast only by the appointed board member of each district or an appointed alternate.

Approved:

BBA Method of Election

BBA

Each member district shall appoint one representative to service on the interlocal board.

Approved:

BBB New Member Orientation

BBB

Present members of the board and the director shall conduct, and appropriate orientation program designed to acquaint new board members with the cooperative, board policy, duties, responsibilities, and other

activities. New board members shall receive copies of all agendas, reports and other communications normally received by regular board members except information or material of a confidential nature or which is not authorized by statute.

Approved:

BBBC Board Member Development Opportunities BBBC

All board members are encouraged to attend meetings of the Kansas Association of School Boards, the National School Board Association and other national, regional, and local meetings held for the benefit of board members in order to develop their capabilities.

Approved:

BBBC-R Board Member Development Opportunities

BBBC-R

Upon board approval, ANW will pay for some of all expenses of members to attend Kansas Association of School Board convention, National School Board Association Convention and other board training or special education meetings.

Approved:

BBBF Reimbursement for Expenses (See GAN)

BBBF

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

Approved: KASB Recommendation – 1/01; 7/03

BBC

Board Committees (See CF)

BBC

The board shall always operate as a committee of the whole.

There shall be no standing or temporary board committees except as provided for in this policy. Board members [shall not/may] serve on committees which advise the board.

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

Advisory Committee

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

No financial assistance shall be furnished to any committee prior to board approval. The superintendent shall monitor each committee's progress and relay information to the board. As requested, each committee shall report in writing to the superintendent and/or the board.

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

Approved: KASB Recommendation – 1/01; 4/07; 11/12; 6/13

BBC-R Board Committees (See CF)

BBC-R

In appointing members of advisory committees, the board shall consider the recommendation of the director and other members of the administrative staff, as well as the recommendations of individual board members.

The director shall call a meeting of the committee for the purpose of organizing. At the meeting, the director shall inform the committee of its charge. The director shall monitor the progress of the committee and relay information to the board.

The director shall assign school personnel, provide materials, and present request for financial assistance to the board for action to assist the committee in its study as the situation warrants. The director shall exercise discretion in providing personnel.

All minutes of the committee will be filed with the clerk of the board.

The board may dissolve the committee by appropriate board action. No committee shall exist longer than one year unless reappointed by the board.

Approved:

BBE Attorney

BBE

The board shall retain a qualified attorney to handle all legal matters referred to him by the board. The duties and compensation of the attorney shall be prescribed by regulation.

Approved:

BBE-R Attorney BBE-R

The interlocal attorney may attend all regular meetings of the board and other meetings of the board as required. The interlocal attorney shall provide legal advice and counsel to the board.

The interlocal attorney’s contract shall establish the amount of compensation and shall be reviewed annually by the board in July.

Approved:

BBG Consultants (See CJ) BBG

The board may use consultants to assist the board in the operation of the interlocal.

Approved:

BBG-R Consultants (See CJ)

BBG-R

To the extent possible, consultants will be obtained on a *gratis* basis. Neither the director nor any member of the staff is authorized to engage a consultant for pay without the prior consent of the board.

Approved:

BCAC Special Meetings See (BCBF)

BCAC

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

Also see Interlocal By-Laws

Approved: KASB Recommendation – 1/01

BCAC Special Meetings (See BCBF)

BCAC

I hereby waive the written notice required under the provisions of K.S.A. 72-8205 as to the time, place and purpose of a special meeting of the Board of Interlocal 603, State of Kansas, held on, _____, 20 .

—

Board Member

Board Member

Attest:

Clerk of the Board
Interlocal 603
Allen County
State of Kansas

Approved:

BCBD Agenda BCBD

The board shall adopt an agenda at the beginning of each meeting.

The director shall distribute appropriate background material concerning items on the agenda to each board member prior to each meeting, which then shall be referred to as the annotated agenda.

Approved: KASB Recommendation – 9/97

BCBD-R Agenda BCBD-R

The board agenda will be compiled by the director in the cooperation with the board president and may include a period of time when the public may speak to the board. Other board members may request items to be placed on the agenda except at special meetings of the board. The annotated agenda will be sent to all board members at least three calendar days prior to any regular board meeting. The agenda format may include item to be discussed and board procedure; monthly reports to the board; a consent agenda containing routine business and

information items; financial reports including monthly listing of bills ready for payment; important correspondence; bids; specifications; attendance center reports; requests for hearings and other such information. Other items and reports may be added to the agenda as the need arises.

Approved: KASB Recommendation – 9/97

BCBF Rules of Order

BCBF

The board shall be governed by rules of procedure as adopted by the board and the accordance with law. In no event shall Robert's Rule of Order be adopted by the board.

A quorum shall be four members and four votes shall be necessary to pass any motion before the board.

Approved:

BCBF-R Rules of Order

BCBF-R

The president (or vice-president in the absence of the president) will preside at all meetings. In the absence of both the president and the vicepresident, the members present shall elect a president *pro tempore* who will serve only for that meeting or for that part of the meeting in which the president and vice-president are absent.

Any member of the board who wishes to make a motion, second a motion or discuss pending business will first secure recognition of the board president.

The president will present each agenda item for discussion or designate the director or other staff member who will present the agenda item. The formal actions of the board will be taken by ordinary motions unless a formal resolution is required by law.

BCBF-R Rules of Order

BCBF-R-2

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

The following motions will be in order:

To recess;

To take action;

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

To defer action, either finally or to specific time, date and place;

To go into executive session; and

To adjourn, either finally or to a specific time, date, and place.

Approved:

BCBFA Quorum

BCBFA

A majority of the full membership of the board shall constitute a quorum for the purpose of conducting any business of interlocal.

Approved:

BCBG Voting Method

BCBG

The board shall take action by way of motions. No motion may be acted upon until it has been duly seconded by a member of the board. The vote on all motions shall be by "yes" and "no" and will be taken by a show of hands. Following each vote, the president shall announce that the motion carried or failed by vote of ____ affirmative votes to ____ negative

votes. The minutes shall indicate whether a motion passed or failed. Each board member shall have the privilege of explaining for the record any vote, be it affirmative, negative, or abstaining.

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

Any member may declare a conflict of interest in a particular issue and shall leave the meeting until the matter is concluded. The minutes shall reflect the fact that a particular member has declared a conflict of interest and left.

Approved:

BCBH Minutes BCBH

Accurate minutes of each board meeting shall be taken and transcribed. The board shall review the minutes of each meeting as soon thereafter as practicable, shall make any corrections or changes required to make the minutes accurately reflect the action taken by the board and then approve such minutes as presented or changed.

Approved:

BCBH-R Minutes BCBH-R

the presiding officer of the board shall welcome all visitors to the board meeting.

The board president may, at his discretion, ask those patrons attending the board meeting if any of them have something to bring to the attention of the board. The rules for the public forum are available through the clerk prior to the board meeting and at the meeting itself. The board president may impose a limit on the amount of time a visitor may have to address the board. The board president may ask groups with the same special interest to appoint a spokesperson.

If it appears that the matter which the visitor wished the board to consider will consume an amount of time the board feels cannot be spared at

BCBI- R Public Participation

BCBI-R-2

said meeting, the board shall invite such visitor to return at a regular or special meeting.

Handling of Complaints (See KN)

Only in those cases where satisfactory adjustment cannot be made by a principal or the director, shall the director refer complaints to the board.

Approved:

BCBI-R Public Participation

BCBI-R-3

This form must be completed and returned to the clerk of the director as least 7 days before the meeting at which you wish to speak. Your request will be reviewed, and one of three recommendations will be made:

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

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

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

Name _____

Address _____ Telephone _____

Individual or Organization (if any) you represent _____

Organization's Address _____

Signature _____ Date _____

Cooperative Official's Signature _____

Date Received _____ Time Received _____

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

BCBJ News Coverage BCBJ

The news media may attend all board meetings, except executive sessions.

Broadcasting and Taping

All meetings for the conduct of the affairs of, and the transaction of business by, the interlocal board shall be open to the public.

Broadcasting and taping of the public meeting shall be subject to rules adopted by the board.

Approved:

BCBJ-R News Coverage

BCBJ-R

At each meeting of the board, the board may provide accommodations for all members of the news media present. The director may provide copies of the board agenda to all news media prior to each meeting of the board upon request of as required by law. At an appropriate time, the board shall give full cooperation in explaining any action or consideration taken by the board.

Broadcasting and Taping

The use of cameras, photographic lights and recording devices at any meeting of said board shall be subject to the following rules, which are designed to ensure the orderly conduct of the proceedings.

BCBJ-R News Coverage

BCBJ-R-2

Cameras

The use of cameras at any said board meeting shall be permitted only when, in the judgment of the board, the use or proposed use of any camera will not be a disruptive influence upon the proceedings, genuinely annoying or harassing to the board or any member thereof or operated to attract attention to the camera or the proposed use thereof.

Recording Devices

Use of recording devices at any said board meeting shall be permitted when, in the judgment of the board, the use or proposed use of any recording device will not be a disruptive influence upon the proceedings, genuinely annoying or harassing to the board or any member thereof or operated to attract undue attention to the recording device or the proposed use thereof.

All recording devices, including microphones, shall be kept in the area designated for the media and may be placed in the immediate vicinity of the board conference table only with board permission.

No cameras or recording devices shall be allowed at executive sessions of the board.

Approved:

BCBK

Executive Session

BCBK

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

Simple Motion

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

- 1.) Personnel matters for nonelected personnel.
*Justification: To protect the privacy interest of an identifiable individual.
- 2.) Consultation with an attorney which would be deemed privileged in attorney-client relationship.
*Justification: To protect attorney-client privilege and the public interest.
- 3.) Matters relating to employer0employee negotiations whether or not in consultation with the representative or representatives of the body or agency.
*Justification: To protect the district’s right to the confidentiality of its negotiating position and the public interest.
- 4.) Confidential data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships.
*Justification: To protect the privacy right of the corporation, partnership, trust, etc. regarding their financial affairs.
- 5.) Matters relating to actions adversely or favorably affecting a person as a student, except that any such person shall have the right to a public hearing if requested by that person.
*Justification: To protect the privacy rights of a student who is identifiable.
- 6.) Preliminary discussion relating to the acquisition of real property.
*Justification: To protect the district’s financial interest and bargaining position.
- 7.) Matters relating to the security of the board, the school, school buildings or facilities, or the information system of the school.
*Justification: To ensure the security of the school, school buildings or facilities and/or the information system of the school are not jeopardized.

*Explanation of reason for executive session

BCBK Executive Session

BCBK-2

NO BINDING ACTION SHALL BE TAKEN DURING CLOSED OR EXECUTIVE SESSIONS

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

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

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

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

Approved: KASB Recommendation – 6/99; 6/00; 1/01

BDA Developing and Adopting Policy BDA

The board shall adopt all new policies and delete or modify existing policies. Board policies, rules and regulations may be amended at any board meeting by a majority vote of the board. All interlocal handbooks shall be approved by the board and adopted, by reference, as a part of these policies and rules. (See GAA and JA)

Drafting Policy

The director shall draft all recommended policy changes, including new policy recommendations. The director may involve appropriate staff members, patrons or students when revising or drafting new policy.

Attorney Involvement

Board policies and rules may be submitted to the legal counsel to determine their legality before they are submitted to the board.

Policy Dissemination

Changes in board policy shall be disseminated to all holders of policy books and others as appropriate. The director shall develop a procedure to ensure appropriate dissemination and the destruction of obsolete policies.

Each attendance center shall have a current policy book in the principal's office. A policy book shall also be kept in the central business office. Each board member shall maintain a policy book, and the director may also designate additional staff members who shall be furnished a policy book.

BDA Developing and Adopting Policy

BDA -2

Historical Policy Files

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

Public Input on Policy

Individuals or groups may submit proposed changes in board policy.

Approved: KASB Recommendation - 1/01

BE Interlocal Board Records (See CN)

BE

The board shall keep records necessary to document board actions. (CN)

Annual Reports (See CO)

Academic Reports (See II)

Approved:

BG

Memberships

BG

The board may maintain membership in the Kansas Association of School Boards and may participate in the activities of the National School Boards Association and other educational organizations or associations.

Approved:

BK

Board Self-Evaluation

BK

The board may conduct an annual self-evaluation. Each board member may use a self-evaluation instrument to appraise individual performance of the board as a whole. Results of these evaluations shall be discussed at least annually, and revised standards and priorities shall be developed to guide the board's development in the coming year. The board considers the following conditions crucial to selfevaluation:

1.) Board members should be involved in developing the standards and process to be used.

The standards may include, but not the limited to:

- Educational leadership.
- Policy development.
- Board member development and performance.
- Relationships with the director, USD superintendents and other staff members.
- Communications with the public.
- Fiscal management.
- Board meeting organization and committee performance.
- Relations with cooperating agencies and other government organizations.

2.) Evaluation shall be at a scheduled time and place with all board members present.

3.) The evaluation shall be a composite of the individual board members opinion.

4.) The evaluation shall discuss strengths as well as areas needing improvement.

The evaluation results shall be discussed in detail, and the board shall formulate a series of objectives for the coming year. These objectives shall be stated in the form of behavioral change or productivity gains.

Approved: KASB Recommendation – 1/01

ANW Special Education Cooperative
Interlocal #603
Policy Book

C
General Administration

TABLE OF CONTENTS (TC)
C – GENERAL INTERLOCAL ADMINISTRATION

- CA Goals and Objectives
- CB Ethics
 SN An information category since ethics are determined by a profession and not imposed upon it.
- CC Organization Charts
- CCA Interlocal
- CCB Interlocal Departments
- CCC School Buildings
- CD Line and Staff Relations
- CE Interlocal Director
- CEA (See CE) Qualifications
- CEB Duties
- CEC Recruitment
- CED (See CEC) Appointment – KSA 72-8202b
- CEE (See CEC) Compensation and Benefits – KSA 72-512; 72-8202b
- CEF (See CEE) Travel Expenses
- CEG (See CEE) Professional Development Opportunities
- CEH Consulting (Cf. GBRGA)
- CEI Evaluation – KSA 72-9001 et seq.; 72-1114-1116; 71-5451 et seq.
- CEJ Separation – KSA 72-5412
- CEK Resignation
- CEL Retirement (Cf. GBQ) – 72-17, 110 et seq.; 72-5501 et seq.; 72-4931 et seq.
- CF (See CEK) Board Director Relations
- CG Administrative Personnel
 SN For center management and supervisory personnel below center director level.

CG	Qualifications and Duties
CG	Recruitment
CG	Assignment
CG	Orientation
CG	Supervision (Cf. GBH) – KSA 72-1111
CG	Time Schedules
CG	Part-Time Administrators
CG	Compensation Guides and Contracts – KSA 72-5412
CG	Administrative Intern Program
CG	Personnel
CG	Travel Expense
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	SN Job descriptions listed and coded (CGBAA, CGBAB, etc.) job-by-job
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CGM	Separation (Cf. GBN)
CGN	Resignation (Cf. GCQ)
GGP	Working Conditions (Cf. GBR)
CGPA	Health Examinations – KSA 72-5213
CGPC	Workload
CGPD	Travel Expenses (Cf. GBRF)
CGPE	Non-school Employment (Cf. GBRG)
CGPEA	Consulting (Cf. GBRGA)
CGPF	Professional Leaves and Absences (Cf. GBRH)
CGPFA	Sabbaticals (Cf. GBRHA)
CGPFB	Conferences and Visitations (Cf. GBRHB)
CGPG	Personal Leaves and Absences (Cf. GBRI)

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CGPGB	Illness (Cf. GBRIB)
CGPGC	Disability (Cf. GBRIBA)
CGPGD	Military
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CMA	Rules Review (Also BDF)

CB

Administrator Ethics

CB

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

Therefore, the administrator subscribes to the following standards:

The Administrator:

- Makes the well-being of students the basis for decision making and action.
- Fulfills professional responsibilities with honesty and integrity.
- Supports the principle of due process as required by law.
- Obeys local, state, and national laws.
- Implements all board policies, rules, and regulations.
- Pursues appropriate measures to correct those laws, policies and regulations that are not consistent with sound educational goals.
- Avoids using an administrative position for personal gain.
- Accepts academic degrees or professional certificates only from duly accredited institutions.
- Seeks to improve the profession through research and continuing professional development; and

- Honors employment contracts until fulfillment or release.

Approved: KASB Recommendation – 1/02

CD Administrative Line and Staff Relations (See CC and GACB)

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

Approved: KASB Recommendation – 1/02

CE

Interlocal Director

CE

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

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

Approved: KASB Recommendation – 1/02

CEA

Direct Qualifications

CEA

The director shall possess, or be eligible for an appropriate Kansas license.

Approved: KASB Recommendation – 1/02

CEB	<u>Director's Duties</u>	CEB
	The director shall be responsible to:	serve as the
interlocal's chief administrator;	carry out all board policies and	
rules;	ensure student achievement for all student groups;	
build positive school/community relations;	lead the board in	
developing constructive board/director relations;	oversee	
effective and efficient staff performance;	practice responsible	
fiscal, facility, and resource management; and	model positive	
professional attributes.		

Approved: KASN Recommendation – 1/02

CEC

Director Recruitment

CEC

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

The board may select a professional committee who shall screen all applications and recommend finalists to the board for interviews. The board shall interview selected candidates. Board members should visit each finalist's district or current place of employment.

Approved: KASB Recommendation – 1/02

CED Appointment

CED

The director will be offered a one, two- or three-year contract of employment.

Approved:

CED-R Appointment

CED-R

The director's contract will be considered for renewal on or before the statutory date for nonrenewal.

Approved:

CEE Compensation and Benefits (See KB)

CEE

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

Approved: KASB Recommendation – 1/02; 7/03

CEF Expense Reimbursement and Credit Cards

CEF

The director's use of an interlocal motor vehicle and an interlocal credit card shall be confined to necessary interlocal business. The board shall annually prescribe limits and restrictions on the use of the credit cards and shall monitor monthly receipts and reimbursement expenses. Expenses for district travel in personal vehicles or extended travel

incurred in the performance of official duties shall be reimbursed in accordance with the provisions of GAN.

Approved: KASB Recommendation – 6/01; 7/02

CEG Staff Development Opportunities CEG

The director will keep informed of modern educational thoughts and practices by study; by visiting other service centers, community colleges and cooperatives; by attendance at educational conferences; and by other such means as may appear to be appropriate.

Approved:

CEG-R Staff Development Opportunities CEG-R

The director will be permitted to attend the annual conventions of the National School Board Association and the American Association of School Administrators and their state level subsidiaries. (See BBBC)

Approved:

CEI

Evaluating the Director

CEI

The board shall adopt an evaluation system that provides a basis for formal evaluation of the director's performance. The system shall include the evaluation form used and the process necessary to complete the form. The board shall evaluate the director using the evaluation for in accordance with current legal requirements for the first four years of employment and annually for the term of the director's employment.

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

Approved: KASB Recommendation – 6/00; 1/02; 6/04

CEJ

Separation

CEJ

The board may elect not to renew the director's contract.

Approved:

CEK

Resignation

CEK

The director may submit a resignation to the board president at a regular or special meeting. The board will consider the acceptance of the resignation in light of the needs of the interlocal.

Approved:

CF

Board-Director Relation

CF

The board delegates to the director all administrative duties. While the board reserves to itself the ultimate decision in all matters concerning policy or expenditures of funds, it will normally proceed in those areas only after receiving recommendations from the director.

Approved:

CG

Administrative Personnel

CG

The board will employ administrative personnel as needed.

Compensation Guides and Contracts

All administrative personnel shall be compensated for their services with a salary determined by the board.

Qualifications and Duties

The director shall assure that appropriate job descriptions exist for each administrative position. When adopted by the board, such documents shall be filed in the interlocal office and published in the appropriate handbook.

Recruitment

The board delegates to the director the authority to identify and recommend the appointment of individuals to full vacant administrative positions.

Assignment

The board will solicit the recommendations of the director in appointment, assignment, transfer, demotion, termination, or non-renewal of any administrative personnel.

Recruitment

All applicants shall be screened by the director, who may use other staff members to assist, before recommendations are made to the board.

Expenses incurred by candidates interviewed for an administrative position may be paid by the interlocal.

CG-R Administrative Personnel

CG-R-2

Compensation Guides and Contracts

Interlocal staff administrative contracts shall be reviewed annually. The term of each administrative contract shall be determined by the board. Contract forms for administrators shall be drawn by the board's attorney.

Qualifications and Duties

Referenced to the appropriate job description and handbook.

Approved:

CGI Evaluation (See CEI, GBI)

CGI

Administrative personnel shall be evaluated in writing by the director in accordance with the minimum statutory requirements for the first four years of employment and at least actually thereafter. Administrative personnel files and evaluations shall be available only to the board, the appropriate administrator, the director, and others authorized by law. The boards procedures concerning evaluation of interlocal administrators shall be on file in the central office with the clerk and may be published in the appropriate handbook.

Approved:

CJ Consultants (See BBG)

CJ

The administration may use professional consultants. Consultants shall be approved by the board in advance.

Approved:

CK Professional Development Opportunities CK

The board may require administrators to attend summer sessions, conferences, workshops, or other activities which will directly benefit the interlocal. Expenses may be paid by the interlocal to attend meetings approved by the director.

Approved:

CL

Councils, Cabinets and Committees

CL

The board advocates the administrative team concept of school administration and hereby establishes and administrative council.

Method of Appointment

All administrators are automatically members of the administrative council.

Organization

The director shall serve as the chair of the administrative council and with the recommendations of the council, will determine the council's organization.

Resources

The administrative council shall have at its disposal all of the personnel resources of the interlocal normally used by the professional staff. With board approval, the council may utilize outside consultants and resources to implement the council's activities.

Material

The administrative council may utilize material purchased by the interlocal to implement the council's activities.

Financial

The director may recommend a budget to the board for the administrative council.

Approved:

CL Councils, Cabinet and Committees

CL-2

Reporting

The board may call for reports from the administrative council. Reports should pertain to the activities of the council and may take the form of recommendation to the board.

Approved:

CL-R Council, Cabinets and Committees

CL-R

Administrative council meetings shall be hold at times deemed appropriate by the chair. All members of the council shall attend regular board meetings of the board unless excused by the board.

Financial

Funds for the administrative council's budget shall be included in the interlocal's general fund.

Approved:

CM Policy Implementation

CM

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

Approved: KASB Recommendation – 6/00; 1/02

CMA Administrative Rules

CMA

The board delegates to the director, the responsibility for developing recommendations and for designing any necessary arrangements to carry out board policy and to operate the interlocal. These rules and arrangements shall constitute the administrative regulations governing the schools and shall be considered for approval, modifications or disapproval by the board.

Staff Involvement

In developing rules, regulations, and arrangements for the interlocal's operation, the director shall include at the planning stage representatives of those employees who will be affected.

The director shall develop procedures utilizing certified and noncertified employees for the exchange of ideas and feelings regarding the interlocal's operation. The advice given by employees, especially that given by group designated to represent large segments of the staff, shall be considered. The board shall be informed of such counsel when reports and recommendations are made to the board. (See also GAC)

Community Involvement

The director may involve interlocal patrons on committees or study groups whenever necessary.

Student Involvement

The director is encouraging to consider students' opinions concerning the rules which affect them. (See also JCB)

CMA Administrative Rules

CMA-2

Rules Adoption

The director shall review all the proposed rules before they are submitted to the board. All administrative rules recommended by the director shall be reviewed by the administrative staff before being submitted to the board for their consideration.

Rules Dissemination

Copies of administrative rules shall be given to all employees who play a role in enforcing the rules or who will be affected by any rule changes.

Rules Review

Administrative rules adopted by the board shall be subject to frequent review by the board and the administrative staff.

Administration in Policy Absence

Approved:

CMA

Administrative Rules

CMA-R

No administrative rule shall be in conflict with board policy.

Rules Drafting

All proposed rules shall be submitted to the board attorney or a KASB attorney before being submitted to the board for final approval.

Staff Involvement

The director and members of the interlocal's administrative staff may appoint committees for functions not being performed by existing groups or persons.

Each staff or community shall act in an advisory capacity to the administrative officer responsible for the committee's area. All committees

shall terminate no later than one year after their establishment unless reestablished by the board. (See GAC)

Student Involvement

The use of student input in the formation of policies and rules shall normally be restricted to areas pertaining to attendance center administration.

Administration in Policy Absence

Approved:

CN Public Records (See JR, JRA, JRB, JRC and JRD) CN

The board shall designate a Freedom of Information Officer, the director, with the authority to establish and maintain a system of records in the accordance with the Kansas Open Records Act and other applicable laws and may assign another interlocal employee Clerk or MIS Clerks to handle requests for records and to serve as the custodian of the records. The custodian shall prominently display and distribute or otherwise make available to the public a brochure in the form prescribed by the local Freedom of Information Officer.

Types of Records

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

Central Office Records

the building level. In addition to those records required by law, the clerk or her designee shall be responsible for preparing and keeping other records necessary for the interlocal's efficient operation.

Interlocal employees shall follow the guidelines found in the student records policies. (See JR and JRB)

Approved: KASB Recommendation – 6/00; 1/02

Recommended Only: Adapt for local use. Be prepared to accept other written records requests not on this form. You can require: name, address and a description of the record request in writing.
You cannot require this information in any particular form.

UNIFIED SCHOOL INTERLOCAL NO. 603
INDEPENDENCE, KANSAS
PUBLIC REQUEST FOR
SCHOOL RECORDS

Person Requesting Records _____

Address of person requesting records _____

Specific records being requested:

_____ Approval to release records

_____ Denial to release records

_____ Delayed release of records

Reason for denial or reason for delay:

Custodian/Freedom of Information Officer

Date

For Office Use Only:

Date and time the request was made _____

Estimated cost of copies and applicable employee time: \$ _____

(To be paid in advance)

CO

Reports

CO

The board may require reports from the staff.

Types

The director shall submit to the board an annual report summarizing the interlocal's operations for the preceding school year. The director shall present a monthly budget report to the board. The board delegates to the director the authority to request reports from any staff member.

Dissemination (See JR et seq.)

The board, upon request, shall receive copies of all reports submitted to the director. Copies of staff reports may be sent to staff members for their confidential use if the director approves. Staff reports shall be made public only with board approval.

Approved:

CO-R

Reports

CO-R

Types

The director's annual report shall be submitted to the board 30 days after the end of the school year. If the director resigns or leaves the interlocal, the annual report shall be submitted to the board prior to final payment of compensation under the employment contract.

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

Approved:

CP

Administrative Chain-of-Command Pertaining to Local
Member Interlocal Problems in Relation to the Interlocal

CP

In order to keep problems pertaining to the interlocal and the member interlocals to a minimum, the board encourages administrators of member districts and the interlocal administration to cooperate in every way in order to solve their administrative problems in the most efficient and expeditious manner possible.

Approved:

CP-R Administrative Chain-of-Command Pertaining to Local CP-R
Member Interlocal Problems in Relation to the Interlocal

Every Local building administrator is encouraged to cooperate with the administrative staff on the interlocal. If conflicts arise, the local administrator, member directors and/or other member directors as appropriate and the interlocal director shall attempt to solve the problem.

If the conflict is not resolved and said conflict persists, the interlocal director shall attempt to solve the problem. If the problems cannot be resolved, the problem shall be taken to the interlocal board for resolution.

Approved:

ANW Special Education Cooperative
Interlocal #603
Policy Book

D
Fiscal Management

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DJFB	Quality Control
DJFBA	Specification
DJFBB	Purchasing Guides and Vendor Lists
DJFBC	Trial Tests and Field Checks
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DJFCC	Interlocal Purchasing
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	The board shall adhere to strict fiscal accounting procedures as outlined in board policies and rules. The board shall make an effort to secure goods and services from responsible merchants and vendors at a price and quality that will enable the staff to fulfill the interlocal's educational goals.	

Approved:

DB

Budget Planning

DB

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

Approved:

DC Annual Operating Budget

DC

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

The director shall follow the adopted budget:

The interlocal 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 interlocal on a short-term, intermediate, and long-range basis.

Deadlines and Schedules

Deadlines and time schedules shall be established by the board.

Method of Financing

The transfer of any and all funds to the Interlocal 603 account that are earmarked for special education, whether from state, federal or other sources, shall occur within five (5) business days of receipt. The district transferring the funds may select any method of transfer, including mailing a printed check. A transfer is considered to have occurred at the time of postmark or any posting of electronic transfer. Transfer made at a later time will incur a late charge. The interlocal board shall set the charge annually and may waive the fee by board action. A copy of the printed payment information from KSDE will be provided to interlocal administration at the same time of the transfer of funds.

Encumbrances

An encumbrance shall be made when a purchase is made of when an approved purchase order is processed. All encumbrances shall be charged to a specific fund. All encumbrances will be approved by the director.

DC Annual Operating Budget Recommendations

DC-2

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

Preliminary Adoption Procedures

The director 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 interlocal 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 interlocal and enhances completion of priority programs. A preliminary draft of interlocal's budget will be submitted by the director to the board on or before the regular August board meeting or at a special meeting if required by the interlocal board each year.

Hearings and Reviews

The board shall conduct budget hearings according to state law.

Approved:

DFAA Grants and Other Outside Financial Resources DFAA

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

The board shall approve all grant applications in excess of \$10,000 before their submission.

Approved:

DFG Fees, Payments and Rentals

DFG

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

Approved:

DFE Investment of Funds

DFE

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

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

Posting Securities

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

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

Investment of funds shall be in the main or branch office of an eligible bank, saving and loan association or saving bank located in the county or counties in which all of part of the school interlocal is located. If such main or branch office of an eligible bank, saving and loan association or savings bank cannot or will not provide an acceptable bid, the funds can be invested in a main or branch office of an eligible bank, savings and loan association or savings bank located in an adjoining county to the county in which all of a part of the school interlocal is located.

Any bank, savings and loan association or savings bank that qualifies as a depository of school funds shall be given an opportunity to bid on all monies offered for investment. All bids shall be specified on the basis of simple interest.

Distribution of monies for investment shall be as follows:

The treasurer or other person designated by the board shall inform each eligible bank, savings, and loan association of the total amount of money to the invested on a specified date and the maturity date of the investment. Each bank, savings and loan association bidding shall submit a

the bank, savings and loan association agrees to pay the same or high rate as that offered by the highest bidder at the time of re-offer.

In the event of identical high bids, the allocation of monies to be invested between the high bidders shall be at the discretion of the director.

DFE

Investment of Funds

DFE-3

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

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

Approved: KASB Recommendation – 6/06; 10/06

DFK

Gifts and Bequests

DFK

Income derived from gifts and bequests will be credited, if possible, to the fund or program requested by the donor. If the request of the donor cannot be fulfilled, the gift or bequest will be deposited in the general fund of the interlocal or any other fund specified by the board.

Approved:

DFM Equipment and Supplies Sales DFM
Excess or unusable interlocal-owned equipment and supplies
will be disposed of at the discretion of the board.

Approved:

DG

Bank Depository

DG

Each year, at the regular July meeting, the board shall name the official depositories for the school year. The services will be reviewed annually. At the direction of the board, proposals for their services may be selected from local banking institutions. Due to the need to centrally locate its business operation, the interlocal will confine proposals to cities of the interlocal.

Approved:

DH Bonded Employees

DH

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

A position bond in the amount of \$100,000 is required for the treasurer, clerk, and superintendent. A position bond may be purchased by the board for other interlocal employees as follows:

- Special Needs Vocational Bookkeeper
- _____
- Other employees as the board may direct.

Approved: KASB Recommendation – 9/04

DIC

Inventories

DIC

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

Approved:

DIC-R

Inventories

DIC-R

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

Each employee shall complete an annual inventory of interlocalowned property under the direction of the assistant director. Inventory forms shall be developed by the assistant director. One copy of each inventory taken in an attendance center shall be filed in that building, and one copy shall be filed in the central office with the clerk.

Approved:

DJB Petty Cash Accounts

DJB

The board may establish petty cash accounts by resolution. An annual report of all petty cash funds shall be included in the board's regular July agenda. The board shall also receive monthly reports.

Approved:

[RESOLUTION TO ESTABLISH PETTY CASH FUND]

RESOLUTION

WHEREAS the Board of ANW Interlocal 603, Allen County, Kansas, has determined that the creation of petty cash fund is an efficient method to pay expenses for cooperative purposes in emergencies.

WHEREAS Kansas law authorizes the establishment of petty cash funds;

NOW THEREFORE, BE IT RESOLVED, by the ANW Interlocal 603, Allen County, Kansas, that the petty cash fund designated as the _____ Building Petty Cash Fund is created for the purpose of receiving and expending funds for needed cooperative expenditures in an emergency. The fund shall be in the amount of \$_____.

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

Upon proper report to the board, the petty cash fund shall be replenished by payment from the appropriate fund of the cooperative. The petty cash fund shall not be loaned or advanced against the salary of an employee.

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

ADOPTED by the Board of ANW Interlocal 603, Allen County, Kansas, the _____ day of _____, 20_____.

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

*Not to exceed \$1500.00

DJE

Purchasing

DJE

The purchasing, receiving, storing and distribution of supplies, equipment, and services for use in the interlocal shall be managed efficiently and economically.

Purchasing Authority

The board shall appoint the interlocal treasurer or their designee for the interlocal.

Approved:

DJEB

Quality Control

DJEB

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

Specifications

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

Standardization

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

Quantity Purchasing

Quantity purchasing is encouraged.

Cost Control

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

Approved:

DJED

Bids and Quotations Requirements

DJED

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

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

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

A copy of this policy shall be given to all bidders upon request. All bids and supporting documentation shall be retained in the interlocal office with the clerk for a period of three years after bids have been opened.

Bid Specifications

All bid specifications shall be written by the interlocal's purchasing agent. Specifications shall include, when necessary: required performance, surety, bid and statutory bond information; compliance with preferential bid law; financial statements; the board's right to reject any or all bids; compliance with all federal, state and local laws, ordinances and regulations; the date, time and place for the opening of bids; and other items as the board directs. The board shall avoid negotiation of bid specifications after bids have been accepted and shall correct specifications if they are inadequately written and request new bids. If an error is discovered in the bid specifications, all bids shall be returned unopened and the project shall be rebid using corrected and/or amended specifications.

All bids must be submitted to the clerk in sealed envelopes with the name of the bidder and the date of the bid opening plainly marked in

the lower left-hand corner of the envelope. All bids shall be opened publicly on the stated day and time. All bidders and other interested persons may be present when the bids are opened.

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

Responsible Bidder

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

The board may investigate the "responsibility" of any bidder by using information at hand to form an intelligent judgement, such as the interlocal's architect, previous clients of the bidder, their own investigation, or an outside investigation agency.

Withdrawal of Bids

Any bid may be withdrawn and/or corrected prior to the scheduled time for opening of bids and no later than two days after the bids have been opened if a non-judgmental error has been made.

Any bid received after the publicized date and time shall not be considered by the board.

Rejection of Bids

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

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

Multiple-State Purchasing Pools

The board may participate in multi-state purchasing pools.

Approved: KASB Recommendation – 7/03

DJEE

Local Purchasing

DJEE

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

Approved:

DJEF

Requisitions

DJEF

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

Approved:

DJEF-R Requisitions

DJEF-R

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

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

Approved:

DJEG Purchase Orders and Contracts

DJEG

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

Approved:

DJEG-R Purchase Order and Contracts

DJEG-R

Each purchase order shall include:

A specification of the item which adequately describes the characteristics and the quality standards; a quoted, firm, net, delivered price, whenever possible, and prices shown both per unit and as extended;

clear delivery instructions which include time and place; a signature of purchasing agent and budget account code number; and the appropriate address and telephone number.

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

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

Approved:

DJEJ

Payment Procedures

DJEJ

The director shall recommend payment to vendors and suppliers for goods and services upon satisfactory receipt of all goods or completion of all services and for which there is an interlocal purchase order number issued as provided for in board policy. (See DJEG)

The board shall consider payment of bills recommended for payment at regular board meeting except as provided for in policy. (See DJFAB)

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

Approved:

DJFA

Purchasing Authority

DJFA

The director is authorized to execute contracts on behalf of the interlocal for the purchase of goods and services if the amount is less than \$10,000. The board shall receive reports on these contracts.

Approved: KASB Recommendation – 6/01

DJFAB

Administrative Leeway (See CMB)

DJFAB

In the event of an emergency situation such as a power failure, severe cold weather or other such natural disasters, the director shall have the authority to purchase capital equipment needed to keep the schools of the interlocal open or to reopen the schools. Any such purchase shall be ratified by the board at a special or regular meeting as soon after the purchase is made as possible.

Approved:

DK

Student Activity Fund Management (See JH)

DK

Activity Fund Management

All payments from student activity funds shall be approved by the special-needs vocational coordinator or a representative from the ANW Special Education Cooperative Interlocal 603 administration.

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

Approved:

[RESOLUTION TO ESTABLISH ACTIVITY FUND]

RESOLUTION

WHEREAS Board of ANW Interlocal 603, Allen County, Kansas, has determined that the creation of an activity fund is an efficient method to pay expenses for student activities; and

WHEREAS Kansas law authorizes the establishment of school activity funds;

NOW THEREFORE, BE IT RESOLVED, by Board of ANW Interlocal 603, Allen County, Kansas, that an activity fund designated as the _____ Fund is created for the purpose of receiving and expending funds for student activities, including athletics, music, forensics, dramatics, and other board approved student extra-curricular activities.

The fund shall be administered by _____. The _____ shall keep a record of all receipts and expenditures of the fund and shall prepare and file with the board, a statement showing all receipts, expenditures and balance at the end of each _____ and at the end of each school year. Any person authorized to administer, and activity fund shall be bonded by the school district.

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

ADOPTED by Board of ANW Interlocal 603, Allen County, Kansas, the _____ day of _____, 20____.

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

DO Property Acquisition and Disposition DO

All real property acquired by the interlocal shall be taken in the name of the interlocal. If any real property is sold while this agreement is in effect, the proceeds of any property sales shall be paid into the appropriate interlocal account and may be expended in any lawful manner as directed by the interlocal board of directors.

The interlocal shall not purchase or otherwise acquire and real property without the interlocal board's approval. Prior to the purchase or acquisition of any real property, a thirty-day notice shall be provided to the boards of education of all interlocal members.

Approved:

ANW Board Policies

VI-B Assurances

Board Adopted (ANNUALLY)

ANW D-1.1

ANW D-1.1

ASSURANCES

LOCAL EDUCATION AGENCY (LEA) ASSURANCES REGARDING ELIBIGILITY AND IMPLEMENTATION ADOPTED ANNUALLY

ANW D11.2

ANW INTERLOCAL #603 VI-B POLICIES, PROCEDURES, PRACTICES

PARTICIPATING SCHOOL DISTRICTS

USD 101 Erie

USD 366 Yates Center

USD 256 Marmaton Valley

USD 387 Altoona-Midway

USD 413 Chanute

USD 258 Humboldt

USD 479 Crest

USD 257 Iola

- 1.) Monies received from State and Federal governments will be utilized in a manner compliant with all pertinent state and/or federal guidelines. The interlocal will utilize those policies procedures outlined in the Kansas Integrated Accountability System to assist with fiscal management requirements.
- 2.) VI-B IDEA FUNDS
 - 2.1) ANW Special Education Cooperative 603 (ANW) practice for all VI-B IDEA is for the Director (or the Director's designee) to submit for those funds through the Kansas Integrated Accountability System (KIAS) during the submission window as determined by the State (usually in the fall). All withdrawals of funds are evenly apportioned throughout the balance of the school term. ANW will draw-down funds based on a reimbursement of expenses incurred year-to-date. Determination of specific assignments of grant finds is done by the Director (or the Director's designee) with approval of the ANW Board of Education.
 - 2.2) The Director (or the Director's designee) identifies those individuals Contract Services that are recipients of VI-B funds. A detailed breakdown of these expenses will be created prior to submission and expenditures will be tracked through payroll distributions on an ongoing basis. In the case of paraeducator staff that might be replaced throughout the year the cost of their respective replacement is utilized. At the end of the grant period, a final report of actual expenditures is prepared and submitted by Director (or Director's designee) through the KIAS as a part of the subsequent year's application.
 - 2.3) ANW follows the allowable cost criteria listed in the federal application process as well as those stated in the KIAS document.
 - 2.4) ANW complies with the procurement and disposition guidelines stipulated in the VI-B IDEA Grant applications and the KIAS document.
 - 2.5) All records of previous applications are kept in the ANW Board Clerk's office and federal fund request documentation is maintained by the ANW Finance Clerk.
 - 2.6) The required semi-annual certificates are maintained for all employees whose activity is solely dedicated to special education and salaries are supported by title VI-B funds and/or stated categorically. These certificates are signed by the direct supervisor and kept on file in the ANW Board Clerk's office.
 - 2.7) All assurances for the title VI-B Grant are adopted by the ANW board on an annual basis to coincide with the VI-B Grant application window.
- 3.) Private School Proportionate Share

- 3.1) ANW determines for each USD participating in the ANW interlocal which parochial school students generated private school proportion share funding for the past fiscal year. Using the December 1 count. Specific services by private school population are determined from each respective child's IEP that was current on that December 1 date.
- 3.2) ANW only utilizes the proportionate share of VI-B idea funding to underwrite the staff services provided to private school proportion share eligible student. These federal funds augment, not replace, those expenditures associated with special education services to these students.
- 3.3) No equipment or property is purchased with these funds. The supplies to utilize are perishable supplies for use with this population.

ANW Board Adopted 10/12/2016

ANW Special Education Cooperative

Interlocal #603

Policy Book

E

Business Management

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EF	Data Management – KSA 75-4707; 72-8227; 72-7527; 72-7528 SN For policies of a general nature on the generation and control of statistical and other information as desired by the interlocal and/or required by state and federal regulations. See also "Records" and "Report" in index.

EB

Building and Grounds Management

EB

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

Approved:

EB-R

Buildings and Grounds Management

EB-R

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

Approved:

EBA Insurance Program

EBA

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

Liability Other than for Vehicles

To the extent permitted by law, the board may insure all employees against legal action arising out of the performance of any authorized duties. The board may authorize the interlocal to join a group-funded pool to provide insurance coverage for the interlocal.

Approved:

EBA-R Insurance Program

EBA-R

The interlocal may designate one or more insurance agents of record. The director may work with the insurance agent of record or groupfunded pool to develop adequate insurance programs and/or proposals covering the interlocal's employees and property.

Approved:

EBAA

Workers Compensation

EBAA

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

Approved:

All employees of the interlocal 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 interlocal.

EBAA

Workers Compensation

EBAA-2

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 leave benefits shall not exceed a regular daily rate or pay. An employee using sick leave, or other available leave, in combination with workers compensation will be charged for one full or partial day of sick

leave, as provided for the sick leave policy or the negotiated agreement, for each day of absence until the employee's sick leave is exhausted.

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

Choice of Physician

The board shall have the right to choose a designated health care provider to provide medical assistance to any employee who suffers and injury while performing their job. ANW employees assigned to a designated district will utilize the district's designated physician.

Approved:

EBB

Safety

EBB

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

Safety Rules

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

Heating and Lighting

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

Approved: KASB Recommendation – 7/96

EBBA Hazardous Waste Inspection and Disposal
Inspection

EBBA

Regular inspection of interlocal facilities for hazardous waste shall be conducted by the head custodian or by a designee of the interlocal who has received training in the inspection/reporting of hazardous waste. Written records of these inspections shall be maintained.

Disposal

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

Approved:

EBBA-R Hazardous Waste Inspection and Disposal
Inspection and Disposal

EBBA-R

The director shall develop written rules and procedures for notifying interlocal administrators that hazardous waste has been

discovered and/or produces and rules for reporting the proper disposal of waste. These rules and regulations shall be distributed to all staff members in classified and certified handbooks.

Approved:

EBBD Evacuations and Emergencies EBBB

If an emergency interferes with the normal conduct of interlocal affairs, students may be dismissed from school only by the director or an administrative representative of either the interlocal or district building administrator. A plan for emergency dismissal of students during the school day shall be developed by the director and approved by the board. A copy shall be filed with the clerk and procedures for dismissal shall be given to parents and students at the beginning of each school year.

Approved:

EBBD-R Evacuations and Emergencies EBBB-R

School will not be dismissed early because of an emergency when the safety of students and teachers is better served by remaining at school. During an emergency period when there is insufficient warning time, the interlocal will keep all students under school jurisdiction and supervision. The staff shall remain on duty to supervise students during this time. Parents may come to school and pick up their children. Students shall be released according to board policy for release of students during the school day. (See JBH)

School-Closing Announcements

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

EBB-R Evacuation and Emergencies

EBB-R-2

Bomb Threats

ANW's interlocal districts have established local policies dealing with potential bomb threats. These policies/procedures apply to all ANW employees and special education students residing in the facilities. For those students housed in one of ANW's alternative programs, they will follow the plan utilized in the district they reside.

Planning for Emergencies

Each building principal's emergency procedures will be made available to their respective interlocal employees. As appropriate, portions of the crisis plan developed shall be held in strict confidence by staff members having direct responsibility for implementing the plan.

Approved:

EBBA Emergency Drills for Alternative Programs EBBE

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

Approved:

EBBE-R Emergency Drills for Alternative Schools EBBE-R

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

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

Each teacher shall explain the plan to students under their jurisdiction prior to a date established by the principal. Within one week thereafter, the building principal shall conduct a surprise drill. Other drills shall be held at times determined by the building principal. However, at least one of the three tornado drills required by law shall be held prior to the tornado season beginning each April.

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

Approved:

EBBF Crisis Planning (See EBBD) EBBF

The director, and/or superintendent of each district shall make certain that each building or attendance center has a crisis plan. Each plan shall be approved by the respective board before it is implemented.

Approved:

EBBF-R Crisis Planning EBBF-R

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

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

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

Approved: KASB Recommendation – 7/96

EBC

Security and Safety

EBC

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

Reporting Crimes at Interlocals to Law Enforcement

Any interlocal employee who knows or has reason to believe any of the following has occurred at the interlocal, on interlocal property or at a interlocal-sponsored activity shall immediately report this information to local law enforcement: an act which constitutes the commission of a felony or a misdemeanor; or an act which involves the possession, use of disposal of explosives, firearms or other weapons as defined in current law.

It is recommended the building administrator also be notified.

Reporting Certain Students to Administrators and Staff

Administrative, professional or Para education employees of the interlocal who have information that a pupil has engaged in the following shall report the information and the identity of the pupil to the director. The director shall investigate the matter and if it is determined the student has been involved in the following, the director shall provide information,

and the identity of the student to all employees who are involved or likely to be directly involved in teaching or providing related services to pupil:

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

EBC Security and Safety

EBC-2

Annual Reports

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

Staff Immunity

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

Approved: KASB Recommendation – 7/96; 6/98; 6/99; 7/03

- Sample Form -

Retype to suit local needs, remove from policy book and file with the clerk and principals. Form could also be included in staff or student handbooks.

Report to Local Law Enforcement Interlocal 603
--

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

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

Date	Interlocal/Location	Student(s) or Person(s) Involved	Brief Description
1.			
2.			
3.			

4.			
----	--	--	--

5.			
----	--	--	--

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

Signed: _____
Administrator or other interlocal employee.

Cc: Director of Interlocal 603, Student(s) file
- Sample Form -

Retype to suit local needs, remove from policy book and file with the clerk and principals. Form could also be included in staff or student handbooks.

<p><i>Report to Staff Member Interlocal 603</i></p>

Interlocal staff are required by both Federal Law and K.S.A 72-6214 to protect the right of privacy of any student under the age of 18 and the

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student's family

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

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

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

regarding personally identifiable records, files, data and information directly related to the student and his/her family. I acknowledge this responsibility and agree that I will disclose the above information only to other Interlocal 603 employees and officials. Violation of these privacy rights could include sanctions up to and including termination.

Signed: _____
Interlocal employee who receives the report

Signed: _____
Administrator or interlocal employee making report

Vandalism Protection

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

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

Restitution for Damages

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

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

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

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

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

Return of Interlocal Property

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

Offering a Reward

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

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

The board as authorized by K.S.A. 12-1672a, hereby offers up to \$500,000 reward to any person who first provides information leading to the discovery, arrest and conviction of the person or persons responsible for act of vandalism on property, real or personal, owned by the interlocal or rightfully located on interlocal premises by its employees or students.

Persons having any knowledge are urged to contact the interlocal director at Allen County, 710 Bridge Street, PO BOX 207, Humboldt, Kansas 66748, telephone 620.473.2257. The board reserves the right to determine the deserving recipients of the reward in the event of corroborating and supplementary information.

Approved: KASB Recommendation – 12/00

EBE Cleaning and Maintenance Programs EBE

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

Sanitation

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

Approved:

EBE-R Cleaning and Maintenance Programs EBE-R

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

Approved:

EBI Long-Range Maintenance Program EBI

The director shall develop annually priority lists outlining longrange maintenance of school property, building and grounds.

Approved:

EBI-R Long-Range Maintenance Program EBI-R

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

Approved:

EBJ Records EBJ

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

Approved:

EC Equipment and Supplies Management EC

The director shall keep up-to-date inventory records on all equipment and supplies.

Receiving

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

Approved:

EC-R Equipment and Supplies Management EC-R

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

Receiving

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

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

Approved:

ECA HIPAA Policy (Also see JRB)

ECA

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

Staff Training Required

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

Compliance Required

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

Approved: KASB Recommendation – 7/03

Adapt regulation for local use, remove from policy book and distribute, as necessary.

NOTICE OF PRIVACY PRACTICES

____ Interlocal _____, HEALTH INSURANCE PLAN (referred to as the "Group Health Plan", "We" "Our" or "Us" in this document.)

This notice describes how Protected Health Information (PHI) about You may be used and how You can get access to the information. PLEASE READ IT CAREFULLY.

PHI is individually identifiable information about You. All of the following are examples of PHI:

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- demographic information: Your name, address, social security number and date of birth; or
- medical information: relating to Your past, present or future physical or mental health that is collected/created/received from You, a health care provider, a health plan, employer, or health care clearing house; or
- the providing of health care; or
- the past, present or future payment for providing health care to You.

OUR LEGAL DUTY

We are required by applicable federal and state laws to maintain the privacy of Your PHI. We are also required to give You this notice about Our privacy practices, Our legal duties, and Your rights concerning Your PHI. We must follow the privacy practices that are described in this notice while it is in effect. This notice takes effect on April 14, 2004 or the date coverage became effective for You, whichever is later, and will remain in effect until We replace it.

We reserve the right to change Our privacy practices and the terms of this notice at any time, provided such changes are permitted by applicable law. We reserve the right to make changes in Our privacy practices and the new terms of Our notice effective for all PHI that We maintain, including PHI We created or received before We made the changes. Before We make a significant change in Our privacy practices, We will change this notice and send the notice to Our health plan subscribers at the time of the change.

You may request a copy of Our notice at any time. For more information about Our privacy practices, or for additional copies of this notice, please contact Us using the information listed at the end of this notice.

USES AND DISCLOSURES OF YOUR PHI

We use and disclose PHI about You for treatment, payment, and health care operations. For example:

- **Treatment:** We may disclose Your PHI to a doctor, hospital or other health care provider on requires when necessary to assist in Your treatment. For example, We might disclose Your PHI to assist in case managements or precertification activities.
- **Payment:** We may use and disclose Your PHI to pay claims from doctors, hospitals and other providers for services delivered to You that are covered by Your health plan. For example, We might disclose Your PHI to determine Your eligibility for benefits, to coordinate benefits, to examine medical necessity and to issue explanations of benefits to the person who subscribes to the health plan in which You participate. We may disclose Your PHI to a health care provider or entity subject to the federal Privacy Rules so they can obtain payment or engage in these payment activities.
- **Health Care Operations:** We may use and disclose Your PHI in connection with Our health care operations.

Health care operations include:

- Rating Our risk and determining contributions for Your health plan; ○ Quality assessment and improvement activities; ○ Reviewing the competence or qualifications of health care professionals, evaluating practitioner and provider performance, conducting training programs, accreditation, certification, licensing or credentialing activities.
- Medical review, legal services, and auditing, including fraud and abuse detection and compliance; ○ Business planning and development; and ○ Business management and general administrative activities, including management activities relating to privacy customer service, resolution of internal grievances, and creating de-identified PHI or a limited data set.

We may disclose Your PHI to another entity which has a relationship with You and is subject to the federal Privacy Rules, for their health care operations relating to quality assessment and improvement activities, reviewing the competence or qualifications of health care professionals, or detecting or preventing health care fraud and abuse.

ON YOUR AUTHORIZATION: You may give a written authorization to use Your PHI to disclose it to anyone for any purpose. If You give Us an authorization, You may revoke it in writing at any time. Your revocation will not affect any use or disclosure permitted by Your authorization while it was in effect. Unless You give Us a written authorization, We cannot use or disclose Your PHI for any reason except those described in this notice.

TO YOUR FAMILY AND FRIENDS: We may disclose Your PHI to a family member, friend or other person to the extent necessary to help with Your health care or with payment for Your health care. We may use or disclose Your name, location and general condition or death to notify or assist in the notification of (including identifying or locating) a person involved in Your care. Before We disclose Your PHI to a person involved in Your health care or payment for Your health care, We will provide You with an opportunity to object to such uses or disclosures. If You are not present, or in the even of Your incapacity or an emergency, We will disclose Your PHI based on Our professional judgement of whether the disclosure would be in Your best interest.

UNDERWRITING: We may receive Your PHI for underwriting, premium rating or other activities relating to the creation, renewal or replacement of a contract of health insurance or health benefits. We will not use or further disclose this PHI for any other purpose, except as required by law, unless the contract of health insurance or health benefits is placed with Us. In that case, Our use and disclosure of Your PHI will only be as described in the notice.

DISASTER RELIEF: We may use or disclose Your PHI to a public or private entity authorized by law or by its charter to assist in disaster relief efforts.

PUBLIC BENEFIT: We may use or disclose Your PHI as authorized by law for the following purposes deemed to be in the public interest or benefit:

- As required by law;
- For public health activities, including disease and vital statistics reporting, child abuse reporting, FDA oversight, and the employers regarding work-related illness or injury;
- To report adult abuse, neglect or domestic violence;
- To health oversight agencies;
- In response to court and administrative orders and other lawful processes;
- To law enforcement officials pursuant to subpoenas and other lawful processes, concerning crime victims, suspicious death, crimes on Out premises, reporting crimes in emergencies and for purposes of identifying or locating a suspect or other person;
- To coroners, medical examiners and funeral directors;
- To organ procurement organizations;
- To avert a serious threat to health safety;
- In connection with certain research activities;
- To the military and to federal officials for lawful intelligence, counterintelligence, and national security activities;
- To correctional institutions regarding inmates; and As authorized by state workers compensation laws.

HEALTH RELATED SERVICES: We may use Your PHI to contact You with information about health-related benefits and services or about treatment alternatives that may be of interest to You. We may disclose You PHI to a business associate to assist Us in these activities. We may use or disclose You PHI to encourage You to purchase or use a product or service by face-to-face communication or to provide You with promotional gifts.

INDIVIDUAL RIGHTS

- **Access:** You have the right to look at or get copies of Your PHI, with limited exceptions. You may request that We provide copies in a format other than photocopies. We will use the format You request unless We cannot practicably do so. You must make a request in writing to obtain access to Your PHI when You make the request as an exercise of Your HIPAA Privacy rights. Many records are available without making the request as an exercise of HIPAA Privacy rights. You may obtain a form to request access by using the contact information listed at the end of this notice. If You request copies, We will charge You a fee for the costs of copying, other supplies and postage if You want the copies mailed to You and staff time associated with Your request. For information maintained off-site in archival warehouses or that is not reasonably identifiable and accessible, We will charge the actual cost of the time and other resources required to make the information available. If You request an alternative format, We will charge a cost-based fee for providing Your PHI in that format. If You prefer, We will prepare a summary or an explanation of Your PHI for a fee. Contact Us using the information listed at the end of this notice for a full explanation of Our fee structure.
- **Disclosure Accounting:** You have the right to receive a list of instances in which We or Our business associates disclosed Your PHI for purposes other than for treatment, payment, health care operations, as authorized by You, and for certain other activities since April 14, 2004 or the date coverage became effective for You, whichever is later. For example, We would account for Your PHI or demographic information We disclose during an audit by a government oversight agency or pursuant to court order. You must make Your request in writing. We will provide You with the date on which We made a disclosure, the name of the person or entity to whom We disclosed Your PHI, a description of the PHI We disclosed, the reason for the disclosure and certain other information. If You request this accounting more than once in a 12-month period, We may charge You a reasonable, cost-based fee for responding to these additional requests. Contact Us using the information listed at the end of this notice for a full explanation of Our fee structure and how to make Your request.
- **Restriction:** You have the right to request that We place additional restrictions on Our use or disclosure of Your PHI. You must make a request in writing if You wish to request additional restrictions. You may obtain a form to request additional restriction by using the contact information listed at the end of this notice. We are not required to agree to these additional restrictions, but if We do, We will abide by Our agreement (except in an emergency). Both Your request and any agreement to additional restrictions must be in writing signed by the person making the request and (for Our agreement) by a person authorized to make such an agreement on Our behalf. We will not be bound unless Our agreement is so stated in writing.
- **Confidential Communication:** You have the right to request that We communicate with You about Your PHI by alternative means or to an alternative location. You must make Your request in writing, and You must state that the information could endanger You if it is not communicated in confidence as You request. We must accommodate Your request if it is reasonable, specifies that alternative means or location and continues to permit Us to collect premiums and pay claims under Your health plan, including issuance of explanations of benefits to the subscriber of the health plan in which You participate. An explanation of benefits issued to the subscriber for health care that You received for which You did not request confidential communications or about the subscriber or others covered by the health plan in which you participate may contain sufficient information to reveal that You obtained health care, even though You request that We communicate with You

about that health care in confidence. Other transactions under the membership may also detract from the level of confidentiality You might obtain from an alternate communication or address.

- Amendment: You have the right to request that We amend Your PHI. Your request must be in writing, and it must explain why the information should be amended. If You need information about making a request or amendment, contact Us using the contact information listed at the end of this notice. We may deny Your request if We did not create the information You want amended and the originator remains available or for certain other reasons. If We deny Your request, We will provide You a written explanation. You may respond with a statement of disagreement to be appended to the information You wanted amended. If we accept Your request to amend the information, We will make reasonable efforts to inform others, including giving people Your name, of the amendment and to include the changes in any future disclosures of that information.
- Electronic Notice: If You receive this notice on Our website or by electronic mail (e-mail), You are entitled to receive this notice in written form. Please contact Us using the information listed at the end of this notice to obtain this notice in written form.

QUESTIONS AND COMPLAINTS

If You want more information about Our privacy practices or have questions or concerns, please contact Us using the information listed below. If You are concerned that We may have violated Your privacy rights, or You disagree with a decision We made about access to Your PHI or in response to a request You made to amend or restrict the use of disclosure of Your PHI or to have Us communicate with You by alternative means or at an alternative location, You may complain to Us using the contact information listed below. You also may submit a written complaint to the U.S. Department of Health and Human Services. We will provide You with the address to file Your complaint with the U.S. Department of Health and Human Services upon request. We support Your right to the privacy of Your PHI. We will not retaliate in any way if You choose to file a complaint with Us or with the U.S. Department of Health and Human Services.

HEALTH RECORDS
(Request for Amendment Form)

To: _____, the (_____, Interlocal) privacy official.

From: _____

Date: _____

I request that the interlocal make the following amendment to protected health information:

I would like the amendment made for the following reason(s):

* * * * *

Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.

Implemented: (adopt, date)

(Revise Date)

(_____ Interlocal)

Adapt regulation for local use, remove from policy book

and distribute, as necessary.

ECH Printing and Duplicating Services

ECH

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

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

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

Approved: KASB Recommendation – 7/02; 7/03

Copyright Regulations and "fair use" rules for educators. *Suggested Handbook Language*

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

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

The Purpose and Character of the Use:

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

The Nature of the Copyrighted Work

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

The Amount and Substantiality of the Portion Used

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

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

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

Prohibited Practice

No one may make multiple copies of work for classroom use if it has already been copied for another class in the same institution; make multiple copies of a short poem, article, story or essay from the same author more than once in a class term or make multiple copies from the same collective work or periodical issue more than three times a term; make multiple copies of works more than nine times in the same class term; make a copy of works to take the place of an anthology; and may not make a copy of "consumable" materials, such as workbooks.

Permitted Practice

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

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

Guidelines for Off-Air Recording of Broadcast Programming for Education Purposes

A broadcast program may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable retransmission) and retained for a period not to exceed the first 45 consecutive calendar days after date of recording. Upon conclusion of such retention [period, all off-air recording must be erased or destroyed immediately.

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

Off-air recordings may be made only at the request of and used by individual teachers and may be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers under these guidelines. Each such additional copy shall be subject to all provisions governing the original recordings.

After the first 10 consecutive school days, off-air may be used up to the end of the 45 calendar day retention period only for evaluation purposes by the teacher, i.d., to determine whether or not to include the broadcast program in the teaching curriculum. They may be used for student exhibition or any other nonevaluation purpose without authorization.

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

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

Computer Software

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

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

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

Approved by Board of ANW Special Education Cooperative Interlocal 603

_____ Date

ED Student Transportation Management (See JGG) ED

Use of buses/vans by the Interlocal shall conform to current state law. At times it may expedient to pay mileage to parents who transport their child to a specified point to meet the bus, or to provide transportation in lieu of providing bus service. Mileage payments to parents may be made only with board approval.

Except as may be permitted elsewhere in policy, Interlocal buses/vans shall not be available for use by outside groups. (See EDDA)

Approved: KASB Recommendation – 7/96

EDAA School Vehicles (Interlocal-Owned Buses/Vans) EDAA

School bus/van and other school vehicles will not be loaned, leased or subcontracted to any person, groups of persons organizations except as allowed by law subject to board approval. (See EDDA)

Liability

All school vehicles will be adequately insured.

Safety

Every school vehicle driver shall have authority and responsibility for the passengers riding in school vehicles.

Students or other persons riding school bus/vans who violate interlocal bus/van passenger rules will be reported to the proper administrative official. Violations of these rules may result in disciplinary action by school officials.

Speed Limits

The board may set speed limits for interlocal bus/vans, which may be lower than state-allowed maximum speed limits.

Safety Inspection

The assistant director shall be responsible for bus/van 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.

EDAA School Vehicles

EDAA-2

Scheduling and Routing

Scheduling and routing shall be the responsibility of the assistant director.

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

Records

Every bus/van or other driver of school vehicles will keep accurate records pertaining to each assigned vehicle. The types of records shall be developed by the assistant director.

Any record developed by the Interlocal for the purpose of monitoring vehicle use will include but will 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 Interlocal's budget. A copy of the annual report may be given to the board of directors on or before the regular board of directors meeting in July or request.

Licensing of Drivers

It shall be the responsibility of all school bus/van drivers to register with the director annually the validity of license certification by the Kansas Department of Revenue. If a school bus/van driver's license is suspended or

EDAA School Vehicles EDAA-3

revoked at any time, the suspension or revocation shall be reported to the director and the employee shall immediately cease driving a school bus/van. School bus/van drivers shall receive a copy of this policy annually on registering their driving certification with the director.

Housing of School Vehicles

All school vehicles shall be house in areas designated by the director. Bus/vans may be house in the interlocal's central storage area or assigned to a designated driver who may then house the bus/van as directed. If interlocal 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 an interlocal-owned site or at the employee's residence.

Approved: KASB Recommendation – 7/03

EDDA Special Use of School Buses/Vans

EDDA

The board may allow for special uses of interlocal buses/vans using guidelines established in this policy. Transportation fees may be charged to offset totally or in part the cost of approved special trips. Revenues received by the board under the provisions of this policy shall not be considered a reduction of operating expenses of the interlocal. Groups allowed use of buses/vans under this policy are responsible for the care and cleaning of the buses, and for the supervision of passengers. The types of groups allowed, and the restrictions placed on the activities these groups may sponsor while using interlocal transportation, shall be approved by the board and filed with the clerk. Groups allowed use of interlocal buses/vans may not travel outside Kansas without special permission from the director.

Special uses will not be approved without insurance coverage.

Approved: KASB Recommendation – 7/96; 9/97

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EDDA-R Special Use of School Buses

EDDA-R

The board may allow the following special uses for interlocal owned buses/vans:

- Parents and/or other adults when traveling to or from school-related functions or activities.
- Students traveling to or from functions or activities sponsored by organizations, the membership of which is principally composed of children of school age.
- Persons engaged in field trips related to an adult education program maintained by the interlocal.
- Governing bodies of townships, city or county who transport individuals, groups, or organizations.
- Nonpublic school students when traveling to or from interschool or intraschool functions or activities.
- Community college students enrolled in the community college to or from attendance at class at the community college or to and from functions or activities of the community college.
- A four-year college or university, area vocational school, or area vocational-technical school for transportation of students to or from attendance at class at the four-year college or university, area vocational school or area vocational-technical school, or for

transportation of students, alumni and other members of the public to or from functions or activities of these organizations;

- Public recreation commissions, if travel is to or from an activity related to the operation of the commission.
- Another interlocal if there is an interlocal and shared-cost arrangement with that interlocal.

Approved: KASB Recommendation – 7/96; 9/97

EE Food Services

EE

ANW will contract with each district's food service provider for those off-campus interlocal programs/facilities located within their communities.

EF

Data Management

EF

Data Dissemination

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

To Education Agencies

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

Approved:

ANW Special Education Cooperative

Interlocal #603

Policy Book

F

Facility Program

TABLE OF CONTENTS (TC)

F – FACILITY EXPANSION PROGRAM

SN Includes new construction as well as related activities such as acquiring sites, plant remodeling or modernizing and leasing or renting property to meet expansion needs.

FA Goals and Objectives

FB (See FA) Building Committees

SN Applicable where such committees function by law.

FBA	Legal Status
FBB	Types and Functions
FBC	Method of Appointment
FBD	Organization
FBE	Resources
FBEA	Personnel
FBEB	Material
FBEC	Financial
FBF	Liaison
FBG	Reporting
FBH	Dissolution
FC	Public Information Program (Cf. KB)
FD (See FA)	Capital Outlay Long-Range Planning (Cf. FA)
FDA	Long-Range Planning Involvement
FDAA	Consultants (Cf. BBG, CJ)
FDAB	Architects
FDAC	Attorney
FDAD	Staff
FDAE	Community
FDAF	Local Government
FDAG	State Government
FDAH	Federal Government
FDB	Long-Range Needs Determination
FDBA	Existing Facilities Inventory
FDBAA	Existing Facilities Use
FDBAB	Existing Facilities Use Evaluation

FDBB	Obsolescence Determination
FDBC	Instructional Need Projections
FDBD	Enrollment Projections
FDBE	Community Use Needs Projections
FDBF	Site Availability Projections
FDBFA	Investment in Sites
FDBG	Cost Projections
FDC	Naming New Facilities
FE	Project Planning
FEA	Project Planning Involvement
FEAA	Consultants (Cf. BBG, CJ)
FEAB	Architects
FEAC	Attorney
FEAD	Staff
FEAE	Community
FEAF	Local Government
FEAG	State Government
FEAH	Federal Government
FEB	Educational Specifications
	SN Detailed, precise, expert presentation of a plan or proposal for educational facilities including equipment, classrooms, laboratories, curriculum, etc.
FEC	Architectural Programming
	SN The process of identification and systematic organization of the functional, architectural, structural, mechanical, and esthetic criteria which influence decision making for the design of a functional space, building or facility.
FED	Plans and Specifications
FEDA	Site

FEDB	Construction
FEDC	Equipment
FEE	Cost Estimates
FEEA	Preliminary
FEEB	Final
FEF	Capitalization Planning
FF	Project Financing
FFA	Bond Sales
FFAA	Bond Referenda
FFAB	Bond Issues
FFAC	Bond Anticipation Notes
FFAD	Bond Sales Reserves
FFAE	Bond Sales Investment
FFB	Short Term Notes
FFC	Reserve Funds Use
FFD	Annual Budget Use
FFE	Supplementary Appropriations
FFF	State Loans and Grants
FFG	Federal Loans and Grants
FG	Project Administration
FGA	General Supervision
FGAA	Board Responsibilities
FGAB	Building Committee Responsibilities
FGAC	School Administration Responsibilities
FGAD	Architect Responsibilities
FGAE	Contractor Responsibilities
FGB	Site Acquisition Procedures
FGC	Bids and Quotations (Cf. DJED)

FGCA	Job Specifications
FGCB	Bid Advertisements and Solicitations
FGCC	Bid Opening Procedures (Cf. DJED)
FGCD (Cf. DJED)	Determination of Low Bidder Responsibility
FGD	Contracts
FGDA	Contract Drafting
FGDAA	Fair Employment Clause
FGDAB	Affidavits and Guarantees
FGDB	Contract Awards Procedure
FGE	Project Insurance Program
FGEA	Casualty
FGEB	Liability
FGEC	Surety Bonds
FGF	Quality Control
FGFA	Inspections
FGFB	Field Checks
FGG	Change Orders
FGH	Payment Procedures
FGHA	Installment
FGHB	Final
FGI	Records and Reports
FH	Completed Project
FHA	Board Inspection and Acceptance
FHB	Staff Training for Occupancy
FHC	Public Dedication

FHCA	Names on Building Plaques
FI	Leasing and Renting to Meet Expansion Needs
FIA	Semi-Permanent Arrangements
FIB	Temporary Arrangements
FIBA	Emergency School Housing

FA Goals and Objectives

FA

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

Approved:

FB

Building Committees

FB

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

Approved:

FC

Memorials and Naming of District Facilities

FC

Memorials

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

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

Naming of Facilities

The board will consider requests from school and community groups to name an athletic or other school activity facility, building, or a portion thereof for a person provided the proposed name has special significance and/or the person has made an outstanding contribution to the school or the school system and has been deceased for at least ____ {10 years}. The board shall consider naming requests after they are recommended by the superintendent.

Approved: KASB Recommendation – 6/13

FD

Facility Long-Range Planning

FD

The board directs the administration to develop long-range plans and reliable methods to project facility needs. The long-range planning process may include recommendations from patrons, consultants,

architects, the board attorney, the interlocal staff and representatives from local, state and federal governmental agencies.

Approved: KASB Recommendation – 7/96

FD-R Facility Long-Range Planning FD-R

The director shall report recommendations concerning the interlocal's facilities needs to the board on or before the regular board meeting each March.

Approved: KASB Recommendation – 7/96

FDB Long-Range Needs Determination FDB

The board and administration may periodically conduct

cooperative-wide assessments to evaluate facility use, to project future building needs, or to recommend that facilities be closed. A task force may be appointed to assist with the study.

Approved:

ANW Special Education Cooperative

Interlocal #603

Policy Book

G

Personnel

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G – PERSONNEL

GA	General Section SN Policies applicable to all school employees.
GAA	Goals and Objectives – KSA 72-8205
GAAA	Non-discrimination and Equal Opportunity
GAAB	Federal Program Administration
GAB	Budget Planning Involvement
GABB	Incentive Pay System
GAC	Policies and Rules Development Involvement (Also BDA, CMA)
GACA	Positions
GACB	Qualifications and Duties
GACC	Recruitment
GAD (See GAC)	Certified Development Opportunities

GADA	In-service Education – KSA 72-1106
GAE	Grievances – KSA 72-5424
GAF	Staff-Student Relations
GAG	Conflicts of Interest (Cf. GBU) – KSA 75-4301 et seq.
GAGA	Nepotism
GAH	Staff-Community Relations and Interlocal Residency – KSA 72-1046; 72-8211
GAH	Participation in Community Activities
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GAJ	Gifts by Staff Members
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GAK	Types (Cf. JR et seq.)
GAK	Public Use (Cf. JR et seq.)
GAK	Disposition (Cf. JR et seq.)
GAL	Salary Deductions – KSA 72-8601; 72-8603
GAM	Personal Appearance
GAN	Travel Expenses – KSA 72-3201 et seq.; 72-3202 to 72304

GAO	Staff Protection
GAOA	Drug Free Workplace
GAOB	Drug Free Schools
GAQ	Retirement
GAR	Communicable Diseases
GBA	Compensation Guides and Contracts – KSA 72-5412; 725412a SN Scope of category determined by actual agreements in force. See Handbook.
GBAA	Incentive Pay System
GBBA	Qualifications Sn Job descriptions listed and coded (GBBBAA, GBBAB, etc.) job-by-job.
GBC (See GBBA)	Recruitment
GBD	Hiring, Teacher Selection
GBE	Assignment and Transfer
GBF	Orientation
GBG	Probation – KSA 72-5445
GBH (See GBE)	Supervision – KSA 72-1111
GBI	Evaluation – KSA 72-9001 et seq.
GBJ	Promotion
GBK	Suspension
GBL	Tenure – KSA 72-5436 et seq.

GBN	Separation – KSA 72-5435 et seq.
GBO	Resignation Liquidated Damages Release from Contract
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GBRI	Illness (Sick Leave)
GBRI	Religious
GBRI	Bereavement
GBRIBA	Disability
GBRIBA	Maternity
GBRID	Military
GBRJ	Arrangement for Substitutes

GBRK	Vacations
GBS	Certified Organizations
GBT	Certified Publishing
GBU	Ethics (Cf. GAG) SN An information category since ethics are usually determined by a profession and not imposed upon it.
GC	Noncertified Personnel Section SN Excludes school management and supervisory personnel classified under CG policies.
GCA	Compensation Guides and Contracts
GCAA	Incentive Pay System
GCBA (See GCB)	Qualifications and Duties SN Job descriptions listed and coded (GCBAA, GCBAB, etc.) job-by-job.
GCC (See GCB)	Recruitment
GCD	Hiring
GCE (See GCB)	Assignment and Transfer
GCF	Orientation
GCG	Probation
GCH	Supervision – KSA 72- 1106
GCI	Evaluation
GCJ	Promotion

GCK (See GCH) Suspension

GCL Tenure

GCN Separation

GCO (See GCH) Resignation

GCQ Retirement – KSA 74-4931 et seq.

GCR Working Conditions

GCR Time Schedules

GCR Workload

GCRA Health Examinations

GCRD Overtime Pay

GCRE Travel Expenses – KSA 75-3201 et.
seq.

GCRF (See GCRE) Non-School Employment

GCRG Leaves and
Absences

GCRG Emergency
and Legal

GCRG Illness (Sick
Leave)

GCRG Disability (Cf.
GBRIBA)

GCRG Military

GCRG Religious

GCRGF Bereavement

GCRH Vacation Days – KSA
72-1106; 72-5308

GCRI Paid Holidays – KSA 72-
1106; 72-5308; 35-107 to
35-108

GCS Employee Organizations

GA Personnel Policy GA
Organization

These policies are
arranged in the
following manner:

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

Approved: KASB Recommendation – 2/98; 1/05

GAA

Goals and Objectives

GAA

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

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

Approved: KASB Recommendation – 2/98

GAAA Equal Employment Opportunity and Nondiscrimination GAAA The board shall hire all employees on the basis of ability and the district's needs.

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

Inquiries regarding compliance may be directed to (position, address, phone number of the district compliance coordinator) or to:

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

Or

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

Or

United States Department of Education
Office for Civil Rights

8930 Ward Parkway, Suite 2037
Kansas City, Missouri 64114-3302

Approved: KASB Recommendation – 2/98; 8/98; 6/06

GAAB Complaints of Discrimination GAAB

The interlocal 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 interlocal compliance coordinator for investigation and corrective action by the building or interlocal compliance officer. Any employee who engages in discriminatory conduct shall be subject to disciplinary action, up to and including termination.

Discrimination against any individual based on race, color, national origin, sex, disability, age or religion in the admission or access to, or treatment or employment in the interlocal's programs and activities is prohibited. ANW Director, PO Box 207, Humboldt, KS 66748-0207, (620)473-2257, 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 American 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 director should be addressed to the board of education. Complaints of discrimination will be resolved using the interlocal's discrimination complaint procedures. (See KN)

Approved: KASB Recommendation – 2/98; 8/98

GAAC Sexual Harassment (See GAF)

GAAC

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

Sexual harassment is in lawful discrimination based on 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 schoolsponsored activities, programs, or events. Sexual harassment against individuals associated with the school is prohibited, whether the harassment occurs on school grounds or otherwise.

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.

GAAC Sexual Harassment

GAAC-2

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 interlocal 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 inter local compliance coordinator.

GAAC Sexual Harassment

GAAC-3

Employees who do not believe the matter is appropriately resolved through this meeting may file a formal complaint under the interlocal's discrimination complaint procedure. (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, persuasiveness, and persistence. Behaviors which are unacceptable but do not constitute harassment may also result in employee discipline.

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 against any person who has filed a complaint or testified, assisted, participated in an investigation of a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including termination of employment.

GAAC Sexual Harassment

GAAC-4

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the interlocal'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 interlocal facility. The policy shall also be published in student, parent and employee handbooks as directed by the interlocal compliance

coordinator. Notification of the policy shall be in the school newsletter or published in the local newspaper annually.

Approved: KASB Recommendation – 2/98; 8/98; 7/03

GAACA Racial Harassment: Employees (See GAF)

GAACA

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

Racial harassment is unlawful discrimination based on race, color, or national origin under the Titles VI and VII Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs, or event. Racial harassment against individuals associated with the school is prohibited, whether the harassment occurs on the school grounds or otherwise. It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to racially

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

GAACA Racial Harassment: Employees

GAACA-2

Racial Harassment is racially motivated conduct which:

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

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

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

Employees who believe they have been subjected to racial 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 interlocal compliance coordinator. Employees who do not believe the matter is

appropriately resolved through this meeting may file a formal complaint under the interlocal's discrimination complaint procedure. (See KN)

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial harassment under the definition outlined above. Unacceptable conduct may or GAACA Racial Harassment: Employees

GAACA-3

may not constitute racial 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.

Any employee who witnesses an act of racial harassment or receives a complaint of harassment or receives a complaint of harassment from another employee or student shall report the complaint to the building principal. Employees who fail to report complaints or incidents of racial 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 harassment may also face disciplinary action. Initiation of a complaint of racial 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 against any person who has filed a complaint or testified, assisted, or participated in an investigation of a racial harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to 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 interlocal'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 harassment may result in corrective or disciplinary action against the complainant.

GAACA Racial Harassment: Employees

GAACA-4

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

Approved:

GAAD Child Abuse (See JCAC)

GAAD

Any interlocal employee who has reason to know or suspect a child has been injured as a result of physical, mental or emotional abuse or neglect or sexual abuse, shall promptly report the matter to the local Social Rehabilitation Services (SRS) office or to the local law enforcement agency if the SRS office is not open.

The employee making the report will not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. Unless otherwise specified, ANW employees will follow those policies adopted at each local district level.

Approved:

GAAE Bullying by Staff (See EBC, GAAB, JDD, JDDC, and KGC) GAAE

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

The administration shall propose, and the board shall review and approve a plan to address bullying as prohibited herein. The plan shall include provisions for the training and education of staff members.

Staff members who bully other in violation of this policy may be subject to disciplinary action, up to and including suspension and/or termination. If appropriate, staff members who violate the bullying prohibition shall be reported to local law enforcement.

Approved: KASB Recommendation – 6/08; 6/13

USD__Bullying Plan (Also see Policies GA AE and JDDC)

Bullying means: Any intentional gesture or any intentional written, verbal, electronic, or physical act or threat either by any student, staff member, or parent towards a student or by any student, staff member or parent towards a staff member that is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment that a reasonable person, under the circumstances, knows or should know will have the effect of:

- Harming a student or staff member, whether physically or mentally.
- Damaging a student's or staff member's property.
- Placing a student or staff member in reasonable fear of harm; or
- Placing a student or staff member in reasonable fear or damage to the student's or staff members property.

Bullying also includes cyberbullying. "Cyberbullying" means bullying by use of any electronic communication device through means including, but not limited to, email, instant messaging, text messages, blogs, mobile phones, pagers, online games, and websites.

Additionally, bullying means any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to K.S.A. 72-8256 or subsection (e) of K.S.A. 72-8205, and amendments thereto. USD _____ will not tolerate these actions by students, staff, or parents.

For the purposes of this plan and its authorizing policies, "parent" includes a biological, adoptive, or stepparent; guardian; custodian; or other person with authority to act on behalf of a student.

Similarly, a "staff member" means any person employed by the district.

Any act of bullying by either an individual student or group of students towards a student or staff member of the district is prohibited on or while utilizing school property, in a school vehicle, or at school-sponsored activities, programs, and events. This policy applies to students who directly engage in an act of bullying, to students who, by their behavior, support another student's act of bullying, and to all staff members and parents who engage in similar behaviors.

Training concerning identifying, reporting, investigating, and preventing bullying behaviors as outlined in district policies and this plan shall be provided to student and staff members using district resources available for such purpose and shall be provided through school assemblies, staff development, or other appropriate forums at least {annually/biannually}.

The board or the district administration on behalf of the board may seek student, staff, parent, and/or community input on the adoption, revision, and/or implementation of the board's bullying policies or plan as directed or approved *by the board.

No teacher, administrator, or school district employee shall engage in, permit, or tolerate bullying.

Retaliation against a victim, good faith reporter, or a witness to bullying is prohibited. A student or staff member who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying, shall be subject to discipline in accordance with school district policy and procedures. The school administration and/or board may take into account the following factors when determining an appropriate disciplinary action for such prohibited conduct: the ages of the parties involved; the developmental and maturity levels, special education needs of the parties involved, and the severity of the behavior.

Discipline guidelines for student bullying may be found in student and employee handbooks. Offenses over time or single offenses which are severe in nature may result in discipline up to and including suspension and/or expulsion or termination from employment. Parent participating in prohibited bullying conduct aimed at district students and/or staff members may jeopardize their access to district facilities; district property; school-sponsored activities, programs, and events; and/or district students and/or staff members through the district's communication systems. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors. (See Policies EBS, GAAC, GAACA, JGEC, JGECA and KN)

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.

“Seclusion” means placement of a student in a location where all of the following conditions 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

reasonable believes that 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 (6) a student who has reached the age of majority or is an emancipated minor.

GAAF Emergency Safety Interventions

GAAF-2

“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.

“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 impact 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*:

GAAF

Emergency Safety Interventions

GAAF-3

- 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 affect such physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student’s behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive or 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 healthcare provider, a copy of which has been provided to the school and placed in the student's file.

GAAF Emergency Safety Interventions

GAAF-4

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

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 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. Administrator, 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.

GAAF Emergency Safety Interventions
Notification and Documentation

GAAF-5

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 to the student's parents no later than the school day following the day on which the ESI was used. 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 and 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.

GAAF Emergency Safety Interventions

GAAF-7

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. 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.

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 parent 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.

GAAF Emergency Safety Interventions

GAAF-8

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board. 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 finding and recommended action to the board in executive session. Any such investigation must be completed within thirty (30) days of the 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 finding 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. Ince 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 of final decision is issued pursuant to the local dispute resolution process.

Approved: KASB Recommendation – 6/19; 12/13; 6/15

Adopted ANW Board of Directors: 10/14/2015

ESI Acknowledgement Form

Kansas regulations now required that we provide all parent with notice of our written policies regarding Emergency Safety Interventions (“ESI”). Our district policy is available on our website at [insert website address] and in our [insert whichever one of the following is applicable: our school safety plan, our school code of conduct, or the student handbook]. In addition, we will provide a copy of the policy at any time upon request.

Please select one of the following options:

- I have been informed of the district's policy, and I do not want a copy of the policy.
- I have been informed of the district's policy, and I do want a copy of the policy. By my signature below, I acknowledge that I have received a copy of the policy.

DATE

PARENT SIGNATURE

EMERGENCY SAFETY INTERVENTION DOCUMENTATION

Date: _____

Dear: _____

The purpose of this letter is to inform you, that on _____, at _____ (a.m./p.m.)
(date) (time)

the need for the use of an Emergency Safety Intervention was required for _____.

K.A.R. 91-42-1© defines Emergency Safety Interventions (ESI) as "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 ESI." Whenever and ESI is used, the parent(s)/guardian(s) must be informed within (2) school days.

The type of Emergency Safety Intervention Used: Seclusion _____ Restraint _____

GACB Job Descriptions

GACB

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

Approved: KASB Recommendation – 2/98

REMOVE FROM POLICY AND FILE WITH THE CLERK

APPLICANT JOB APPLICATION ACKNOWLEDGEMENTS

The following statements should be included on all job applications:

1. I certify that all the information provided by me in the application is true and complete. I understand that any misstatement, falsification, or omission of information is grounds for refusal to hire or, if I am hired and same is discovered thereafter, termination.
2. I authorize any of the persons or organizations referenced in this application to give you and all information concerning my previous employment, education, or any other information, personal or otherwise,

with regard to any of the subjects covered by this application and I release all such parties from all liability for any damages that may result from furnishing such information to you. I authorize any background checks by and third party.

3. I authorize you to request, receive, and verify all information given on this application and I release you from all damages that may result from your doing so.
4. I authorize you to conduct a criminal background investigation using any and all methods necessary to successfully complete such investigation, and I release you from all liability for any damages that may result from your doing so.

Signature of Applicant

Date

Source: KASB Employment Law Handbook

GACC Recruitment and Hiring

GACC

Recruitment

The board delegates recruiting authority to the Director of Special Education. In carrying out this responsibility, the director may involve administrators and other employees.

Hiring

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

Hiring Sequence

- Conditional offer of employment is extended to the candidate subject to revocation or, if provisional employment has already begun, termination of employment based upon unsatisfactory results of any reference and/or background checks performed.
- Acceptance by the candidate is received.
- Contract or another appropriate document sent to the candidate and the candidate's acceptance signified by a signed document returned to the director; and
- Approval of the contract or other documents by the board.

Approved: KASB Recommendation – 2/98; 6/00; 6/01; 4/07; 6/14

Adopted ANW Board of Directors – 10/8/2014

GACCA Nepotism

GACCA

The board will avoid employing anyone who is the father, mother, brother, sister, spouse, son, daughter, son-in-law, or daughter-in-law of any board member, unless extenuating circumstances are present (e.g. staff shortages, availability of qualified employees, etc.)

This provision shall not apply to any person who has been regularly employed by the board prior to the adoption of this policy or to any person who has been regularly employed by the board prior to the election or appointment of a new board member whom the person is related.

Approved:

GACD Employment Eligibility Verification (Form 1-9) GACD

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

Approved: KASB Recommendation – 2/98

GACD-R Employment Eligibility Verification (Form 1-9) GACD-R

The director shall maintain a file on all the interlocal's employees hired after November 6, 1986, proving that each employee has verified their identity, employment status, U.S. citizenship, or legal alien status. Evidence to be used to verify identity, employment status, U.S. citizenship, or legal alien status should include at least two of the following documents, one of which contains a current photo of the employee: birth certificate, social security card, or a current driver's license; or one of the following: U.S. passport, certificate of U.S.

citizenship, certificate of naturalization, unexpired foreign passport, or resident alien card.

Approved: KASB Recommendation – 2/98

GACE Assignment and Transfer GACE
The board reserves the right to assign, reassign or transfer all employees.

Approved: KASB Recommendation – 2/98

GAD

Employee Development Opportunities

GAD

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

Approved: KASB Recommendation – 2/98

GADA

In-Service Education

GADA

The director, in consultation with member cooperatives, shall develop a program of in-service education for employees and submit the program to the board for its consideration.

Approved:

GADA-R In-Service Education

GADA-R

All employees are expected to attend in-service education sessions unless excused by the director. Workshops, seminars, and similar programs may utilize all or a portion of the workday. On occasion these programs may be combined with regular staff meetings. Personnel for in-service programs will be selected by the director.

Approved:

GAE Complaints

GAE

Any employee may file a complaint with their supervisor concerning a school rule, regulation, policy, or decision that affects the employee. The complaint shall be in writing, filed within ten (10) days following the event complained of and shall specify the basis of the complaint. The supervisor shall meet with the employee and provide a written response within ten (10) days. If the employee disagrees with the decision, employee may appeal to the director. The director's decision shall be final. Employees covered by the negotiated agreement shall follow procedures outlined in that document.

Approved: KASB Recommendation – 2/98

GAF Staff-Student Relations (See JGEC, JEGECA, GAAC and GAACA) GAF
Staff members shall maintain professional relationships with students,
which are conducive to an effective educational environment. Staff
members shall not submit students to sexual harassment or racial
harassment. Staff members shall not have any interaction of sexual nature
with any student at any time regardless of student's age or status.

Approved: KASB Recommendation – 2/98; 7/03

GAG

Conflict of Interest

GAG

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

Approved: KASB Recommendation – 2/98

GAH

Participation in Community Activities

GAH

Prior permission must be obtained from the director for participation in any non-school community activity which takes place during duty hours.

Approved: KASB Recommendation – 2/98

GAHB Political Activities (See GBRK and GCRK) GAHB

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 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 director 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.

Approved: KASB Recommendation – 2/98

GAI Solicitations (See KDC)

GAI

All solicitations of and by staff members during duty hours are prohibited without prior approval of the appropriate supervisor.

Approved: KASB Recommendation – 2/98

GAJ Gifts (See JL, KH)

GAJ

The giving of gifts between students and staff members is discouraged. Unless approved by the principal, staff members shall not give gifts to any student or class of students when the gifts arise out of a school situation, class, or school-sponsored activity.

Gifts to Staff Members

Staff members are prohibited from receiving gifts from vendors, salesmen or other such representatives. Premiums resulting from sales projects sponsored by the school shall become the property of the school.

Approved: KASB Recommendation – 2/98

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

Personnel files required by the interlocal shall be confidential and in the custody of the records custodian and/or the director. Employees have the right to inspect their files upon proper notice under the supervision of an

appropriate supervisor. All records and files maintained by the interlocal should be screened periodically by the custodian of records.

All personnel files and evaluation documents, including those stored by electronic means, shall be adequately secured.

Requests for References

Unless otherwise allowed by law, a request by a third party for release of any personnel record shall require the written consent of the employee and shall be submitted to the records custodian who shall respond to the request as the law allows.

Upon receipt of a written request interlocal officials may provide information regarding past and present employees to prospective employers in compliance with current law. Information that may be provided will include:

- Employment date(s).
- Job description and duties while in the interlocal's employ.
- Last salary or wage.
- Wage history.
- Whether the employee was voluntarily or involuntarily released from service and the reasons for the separation.
- Written employee evaluations which were conducted prior to the employee's separation from the employer and to which and employee shall be given a copy upon request.

Unless otherwise provided by law, an employer who responds in writing to a written request concerning a current or former employee from a prospective employer of that employee shall be absolutely immune from civil liability for disclosure of the information noted above to which an employee may have access.

Approved: KASB Recommendation – 7/02

Request to Release Personnel Records

(re: Interlocal #603 Policy GAK)

To: _____: (Director/records custodian: Interlocal #603)

From: _____: (Employee of former employee)

I hereby request that my personnel records be copied and release to:

(Name of Organization/Official to whom records are to be sent)

Signed: _____

Date: _____

By requesting this release of my personnel records, I understand the administration may release the following information:

- My employment date(s);
- My job description and duties while in the interlocal's employ;
- My last salary or wage;
- My wage history;
- Whether I was voluntarily or involuntarily released from service and the reasons for the separation;
- Written employee evaluations, which were conducted prior to my separation from the Interlocal #603.

c/Interlocal files

GAM Personal Appearance

GAM

Appropriate dress and personal appearance is essential for all interlocal employees.

Approved: KASB Recommendation – 2/98

GAN Travel Expenses (See BBBF and GBRC) GAN

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

Requests for reimbursement shall have the following attached: receipts for transportation, parking, hotels or motels, meals and other expenses for which receipts are ordinarily available. For the authorized use

of a personal car, including approved travel between building, staff members shall be reimbursed at a mileage rate established by the board.

Approved: KASB Recommendation – 2/98; 7/03

GANNA Expense Reimbursement and Credit Cards (See GAN) GANNA

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 more than \$_____ in one {month/year} be authorized for any non-administrative staff member without the prior approval of the superintendent.

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 provision of GAN.

Approved: KASB Recommendation – 6/13

GAO

Maintaining Proper Control

GAO

Each employee is responsible for maintaining proper control in the school. An employee may use reasonable force necessary to ward off an attack, to protect a student or another person, or to quell a disturbance which threatens physical injury to others. Also see the negotiated agreement.

Approved:

GAOA Drug Free Workplace

GAOA

Maintaining a drug free workplace is important in establishing an appropriate learning environment for the students of the interlocal. The unlawful manufacture, distribution, sale, dispensing, possession or use of a controlled substance is prohibited in the interlocal.

Approved: KASB Recommendation – 9/97

GAOA-R Drug Free Workplace

GAOA-R

As a condition of employment in the interlocal, employees shall abide by the terms of this policy.

Employees shall not unlawfully manufacture, distribute, dispense, possess, or use controlled substances in the workplace.

Any employee who is convicted under a criminal drug statute for a violation occurring at the workplace must notify the director of the conviction within five days after the conviction.

Within 30 days after the notice of conviction is received, the interlocal will take appropriate action with the employee. Such action may include, suspension, placement on the probationary status, or other disciplinary action including termination. Alternatively, or in addition to any action short of termination, the employee may be required to participate satisfactorily in an approved drug abuse assistance or rehabilitation program as a condition of continued employment. The employee shall bear the cost of participation in such program. Each employee in the interlocal shall be given a copy of this policy.

GAOA-R Drug Free Workplace

GAOA-R-2

The policy is intended in implement the requirements of the federal regulations promulgated under the Drug Free Workplace Act of 1988, 34 CFR Part 85, Subpart F. It is not intended to supplant or otherwise diminish disciplinary actions which may be taken under board policies or the negotiated agreement.

Maintaining drug free workplace is important in establishing an appropriate learning environment for the students of the interlocal. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the interlocal.

Approved: KASB Recommendation – 5/97; 2/98

GAOB Drug Free Schools (See JDDA)

GAOB

The unlawful possession, use, sale or distribution of illicit drugs and alcohol by interlocal employees on interlocal premises or as a part of any interlocal activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

Approved: KASB Recommendation – 2/98

GAOB-R Drug Free Schools

GAOB-R

Employee Conduct

As a condition of continued employment in the interlocal, all employees shall abide by the terms of this policy. Employees shall not unlawfully manufacture, distribute, dispense, possess, or use illicit drugs, controlled substances, or alcoholic beverages on interlocal property or at any interlocal activity. Compliance with the terms of this policy is mandatory. Employees who are found violating the terms of this policy will be reported to the appropriate law enforcement officers. Additionally, an employee who violates the terms of this policy will be subject to any of the following sanctions:

1. Short term suspension with pay.
2. Short term suspension without pay.
3. Long term suspension without pay.
4. Required participation in the drug and alcohol education, treatment, counseling, or rehabilitation program.
5. Termination or dismissal from employment.

GAOB-R Drug Free Schools

GAOB-R-2

Prior to apply sanctions under this policy, employees will be afforded due process rights to which they are entitled under their contracts or the provisions of the Kansas law. Nothing in this policy is intended to diminish the right of the interlocal to take any other disciplinary action which is provided for in interlocal policies or the negotiated agreement. This policy is not intended to change any right, duty, or responsibilities in the current negotiated agreement.

If it is agreed that an employee shall enter and complete a drug education or rehabilitation program, the cost of such program will be borne

by the employee. Drug and alcohol counseling and rehabilitation programs are available for employees of the interlocal. A list of available programs along with names and addresses of contact persons for the program is on file with the board clerk.

Employees are responsible for contacting the directors of the programs to determine the cost and length of the program, and for enrolling in the programs.

A copy of this policy shall be provided to all employees.

Approved: KASB Recommendation – 9/97; 2/98

GAOC Use of Tobacco Products and Electronic Cigarettes GAOC
(See JCDA)

The use of tobacco products in any form and/or electronic cigarettes is prohibited in any school building owned or operated by the district and in school vehicles. {Any use of tobacco products or electronic cigarettes on district property shall be only in areas designated for such purpose.}

Approved: KASB Recommendations – 2/98; 4/07; 6/13

GAOD Drug and Alcohol Testing

GAOD

All interlocal employees performing job functions which required the employee to maintain a commercial driver's license shall be tested for alcohol and drugs as required by current federal law. Board approved rules and regulations necessary to implement the testing program shall be on file with the clerk.

Each new employee who is required to undergo alcohol and drug testing shall be given a copy of the appropriate interlocal regulations.

Each new employee shall be informed that compliance with the required elements of the testing program is a condition of employment as a driver in the interlocal. All employees shall be informed of this policy on an annual basis.

Approved: KASB Recommendation – 7/96; 2/98

GAOE Workers Compensation and Disability Benefits

GAOE 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 more than 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) employment is terminated. Sick leave shall be deducted on a prorate amount equal to the percentage of salary paid by the district.

Approved: KASB Recommendation – 7/96; 2/98; 7/02

GAOF Salary Deduction (See GAL)

GAOF

Salary deductions shall be made if permitted by board policy, the negotiated agreement, or as required or authorized by law. The district shall comply with the salary basis requirements of the Fair Labor Standards Act (FLSA).

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

Approved: KASB Recommendation – 2/98; 11/01; 4/07; 6/13

GAR Communicable Diseases

GAR

Whenever an employee has been diagnosed by a physician as having a communicable disease as defined in current regulation, the employee shall report the diagnosis and nature of the disease to the director so that a proper reporting may be made to the county or joint board of health as required by current law.

An employee afflicted with a communicable disease dangerous to the public health shall be suspended from duty for the duration of the contagiousness to give maximum health protection to other interlocal employees and to students.

The employee shall be allowed to return to duty upon recovery from the illness, or when the employee is no longer contagious as authorized by the employee's physician.

The board reserves the right to require a written statement from the employee's physician indicating that the employee is free from all symptoms of the communicable disease.

If an interlocal employee has been diagnosed as having a communicable disease and the director has been notified by the employee, as provided in policy, the director shall determine whether a release shall be obtained from the employee's physician before the employee returns to duty.

Decisions regarding the type of employment setting for an employee with a communicable disease shall be made by the director based upon consideration of the physical condition of the employee and the following factors:

- The nature of the risk.
- The duration of the risk.
- The severity of the risk; and
- The probability that the disease will be transmitted or cause harm to the employee or to others who will share the same setting.

GAR Communicable Diseases

GAR-2

No information regarding employees with communicable diseases shall be released by interlocal personnel without the employee's consent except to comply with state or federal statutes.

Approved: KASB Recommendation – 2/98; 6/01

GARA Bloodborne Pathogen Exposure Control Plan GARA

The board shall adopt an exposure control plan for its alternative program(s) which conforms with current regulations of the Kansas Department of Human Resources (KDHR).

The plan shall be accessible to all alternative school employees and shall be reviewed and updated at least annually. All alternative school staff shall receive the training and equipment necessary to implement the plan. All other interlocal employees will comply with the local exposure control plan adopted in their respective district assignment(s).

Approved:

GARI Family and Medical Leave

GARI

Interlocal employees shall be provided family and medical leave as provided by a plan approved by the board. The plan for providing leave under this policy shall be filed with the clerk of the board and made available to all staff at the beginning of each school year.

Approved: KASB Recommendation – 9/97; 2/98

(Remove this page from the policy book)

SAMPLE: FAMILY AND MEDICAL LEAVE PLAN

Family and medical leave as required by federal law shall be granted for a period of not more than 12 weeks during a 12-month period. For purposes of this policy, a 12-month period shall be defined as a fiscal year beginning on July 1 and ending the following June 30. Spouses employed by the interlocal may only take an aggregate of 12 weeks of leave for a birth or adoption of a child or to care for a child with a serious health condition.

Leave is available because of (1) the birth of a son or daughter of the employee and the care for the son or daughter; (2) the placement of a son or daughter with the employee for adoption for foster care; (3) the need to care for a spouse, son, daughter or parent of the employee because of a serious health condition; or (4) a serious health condition of the employee that prevents the employee from performing the job functions. (Leave for reason 1 or 2 must be taken within 12 months of birth or placement.)

The leave shall normally be unpaid leave. However, if the employee has any paid vacation, personal, sick or disability leave that is available for use because of the reason for the leave, the paid leave shall be used first and counted toward the annual family and medical leave. The director will notify the employee of the beginning date of family and medical leave and the amount of the employee's accrued paid leave designated as family and medical leave.

The employee is eligible for family and medical leave upon completion of 12 months of service in the interlocal and employed at least 1250 hours during the preceding year.

During the period of any unpaid family and medical leave the board shall continue to pay the employer's share of the cost of group health benefits in the same manner as paid immediately prior to the leave. Any employee portion of the cost shall be paid by the employee to the clerk of the board on the payroll date or other time as the employee and director may agree. The board may terminate group health coverage if the employee payment is not received within 30 days of the due date.

When leave is foreseeable, the employee shall give written notice 30 days in advance. If leave is not foreseeable, notice will be given as soon as practicable.

Upon the employee providing notice of need for leave, the employer will notify the employee of:

- a) The reason that leave will count as family and medical leave,
 - b) Any requirements for medical certification,
 - c) Employer requirement of substituting paid leave,
 - d) Requirements for premium payments for health benefits and employee responsibility for repayment if employer pays employee share,
 - e) Right to be restored to same or equivalent job,
 - f) Any employer required fitness-for-duty certifications.
- Family leave (reasons 1 or 2) may not be used intermittently or on a part-time basis without the prior approval of the director.

The director may require an instructional employee to continue leave until the end of a semester if the leave begins more than five (5) weeks before the end of a semester, lasts more than three (3) weeks and the return would occur during the last three (3) weeks of the semester.

If the leave is for a reason other than the employee's serious health conditions, the director may require an instructional employee to continue leave until the end of a semester, if:

- 1) The leave begins in the last five (5) weeks of a semester, will last more than two (2) weeks and the return to work would occur in the last two (2) weeks of a semester, or
- 2) The leave begins in the last three (3) weeks of a semester and lasts more than (5) days.

GARID Military Leave

GARID

Employees are entitled to military leave under the Uniformed Services Employment and Reemployment Act of 1994. The Act supplies to military service that began on or after December 12, 1994 or military service that began before December 12, 1994 if the employee was a reservist or National Guard member who provided notice to the employer before leaving work. Reemployment rights extend to persons who have been absent from work because of "service in the uniformed services." The uniformed services consist of the following military branches:

Army, Navy, Marine Corps, Air Force or Coast Guard Army Reserve, Navy Reserve, Marine Corps Reserve, Air Force Reserve, or Coast Guard Reserve.

Army National Guard or Air National Guard.

Commissioned Corps of the Public Health Service.

Any other category of persons designated by the President in time of war or emergency.

"Service" in the uniformed services means duty on a voluntary or involuntary basis in a uniformed service, including:

Active duty.

Active duty for training.

Initial active duty for training.

Inactive duty training.

Full-time National Guard duty.

Absence from work for an examination to determine a person's fitness for any of the above types of duty.

The employee may be absent for up to five (5) years for military duty and retain reemployment rights. There are, however, exceptions which can exceed the five (5) year limit. Reemployment protection does not depend on the timing, frequency, duration, or nature of an individual's service.

GARID Military Leave

GARID-2

The law enhances protections for disabled veterans including a requirement to provide reasonable accommodations and up to two (2) years to return to work if convalescing from injuries received during service or training.

The returning employee is entitled to be reemployed in the job that they would have attained had they not been absent for military service, with the same seniority, status and pay, as well as other rights and benefits determined by seniority. If necessary, the employer must provide training or retraining that enables the employee to refresh or upgrade their skills so they can qualify for reemployment. While the individual is performing military service, he or she is deemed to be on a furlough or leave of absence and is entitled to the nonseniority rights accorded other individuals on non-military leaves of absence. Individuals performing military duty of more than 30 days may elect to continue employer sponsored health care for up to 18 months at the cost of up to 102 percent of the full premium. For military service of less than 31 days, health care coverage is provided as if the individual had never left. All pensions which are a reward for length of service are protected.

Individuals must provide advance written or verbal notice to the employers for all military duty. Notice may be provided by the employee or by the branch of the military in which the individual will be serving.

Notice is not required if military necessity prevents the giving of notice; or, the giving of notice is otherwise impossible or unreasonable.

GARID Military Leave

GARID-3

Accrued vacation or annual leave may be used (but is not required) while performing military duty. The individual's timeframe for returning to work is based upon the time spent on military duty.

TIME SPENT ON
MILITARY DUTY

RETURN TO WORK OR APPLICATION FOR
REEMPLOYMENT

Less than 31 days:

Must return at the beginning of the next regularly scheduled work period on the first full day after release from service, considering safe travel home plus an eight (8) hour rest period.

More than 30 but less than 181 days:

Must submit an application for reemployment within 14 days of release from service.

More than 180 days:

Must submit an application for reemployment within 90 days of release from service.

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

GARID Military Leave

GARID -4

The applicant for reemployment is timely;

The five-year service limitation has not been exceeded; and, Separation from service was under honorable conditions. If documentation is not readily available or it does not exist, the individual must be reemployed. However, if after reemploying the individual, documentation becomes available that shows one or more reemployment requirements were not met, the employer may terminate the individual, effective immediately. The termination does not operate retroactively. Questions should be directed to the Veterans' Employment and Training Service, U.S. Department of Labor.

Kansas law also requires reemployment if an individual is called to active duty by the state.

Approved: KASB Recommendation – 9/97

GBH

Supervision

GBH

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

Approved: KASB Recommendation – 2/98

GBI

Evaluation

GBI

The board shall adopt an approved evaluation instrument. The instrument shall govern evaluation of teachers, shall be filed with the clerk, and may be published in teacher handbooks.

Availability of Evaluation Documents

Completed evaluation documents shall be available to the employee, the director, other administrators under whose supervision the teacher works and other authorized by law. (See GAK)

Evaluation Criteria

Evaluation criteria shall be established by the board.

Evaluations Procedure (See negotiated agreement.)

Approved:

GBK

Suspension

GBK

The director shall have the authority to suspend certified employees with pay until the suspension is resolved by board action.

Approved: KASB Recommendation – 2/98

GBK-R Suspension

GBK-R

The director may suspend certified employees with pay for any reason, including one or more of the following: alleged violation of board policy, rule or regulation; refusal or failure to follow a reasonable directive of an administrator; the filing of a complaint against the employee with any civil or criminal authority; the alleged commission of an offense involving moral turpitude; or other good cause.

If a suspension is imposed on an employee pending dismissal, the employee is entitled to pay until the employee has a hearing before the board.

The hearing shall determine whether further suspension shall be with or without pay.

Approved: KASB Recommendation – 2/98

GBN

Nonrenewal and Termination

GBN

Nonrenewal or termination shall be in accordance with Kansas law.

Approved: KASB Recommendation – 2/98

GBO

Resignation

GBO

The board shall consider any licensed employee's resignation which is submitted to the board in writing. The board may accept resignations from employees under contract when the resignation will be in the best interests of the interlocal.

Approved: KASB Recommendation – 2/98

GBO-R Resignation

GBO-R

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

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

Approved: KASB Recommendation – 2/98

GBQA Reduction of Teaching Staff

GBQA

If the board decides that the size of the teaching staff must be reduced, guidelines in the following rule shall be followed. Insofar as possible reduction of staff shall be accomplished by attrition due to resignations and retirement.

Approved: KASB Recommendation – 2/98

GBQA-R Reduction of Teaching Staff

GBQA-R

The following steps will be utilized by the interlocal's administrative staff to reduce the teaching staff.

The number of teaching positions to be reduced shall be in accordance with the educational goals established by the board. The number of teachers needed to implement the interlocal's educational program will then be determined by the administrative staff based on those educational goals in determining with teachers will be non-renewed due to reduction in force.

The educational goals and needs of the interlocal, individual certifications, qualifications, training, skills, evaluations, and interests shall be considered.

If two or more teachers have similar certifications, qualifications, training, skills, evaluations and interests in a teaching area, those teachers who have tenure will be retained over those who are non-tenured. If all of the teachers have similar certifications, qualifications, training, skills, evaluations, and interests and all are tenured, the teacher(s) who best meets the needs of the interlocal, considering the factors outlined above and any other relevant factors, will be retained.

GBQA-R Reduction of Teaching Staff

GBQA-R-2

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

Approved: KASB Recommendation – 2/98

GBR Work Schedule (See JGFB)

GBR

License personnel must be at their assigned area during each duty day. Any teacher who finds it necessary to leave while supervising students shall first secure approval from the principal. Building and playground assignments shall be made by the principal.

Work Schedules

The minimum length of the school day for licensed and professional staff shall be defined in the negotiated agreement. Work schedules for other employees shall be defined by the director consistent with the Fair Labor Standards Act (FLSA) and the provisions of this policy.

Attendance Required

Regular attendance is required of all employees subject to leave provisions in district policy or the negotiated agreement, as appropriate. Excessive absences or tardiness, unauthorized leave or unexcused absences may result in disciplinary action including termination of employment.

Approved: KASB Recommendation – 2/98; 9/00; 11/04

GBRC Professional Development (See GBRH and GAN) GBRC

There shall be a program of professional development for employees,

which meets minimum statutory and State Board of Directors of Education requirements. The program shall promote:

- Continuous professional development.
- Improving academic achievement for all students.
- Diversification in academic foundations or subject knowledge; and □ Improved job effectiveness and enhanced skills.

When appropriate, the director shall consult with the staff about professional development activities.

All appropriate employees shall attend professional development sessions unless excused by the director or their respective building administrator. Professional development programs may use all or a portion of the workday.

Approved: KASB Recommendation – 2/98; 7/03

GBRD

Staff Meetings

GBRD

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

Approved: KASB Recommendation – 2/98

GBRE Additional Duty

GBRE

The board may establish other educational assignments that may extend beyond the school day or time class is in session. For these additional duties, the employee shall be compensated at the rate consistent with the USD rate which they are assigned or a rate established specifically by the interlocal (e.g., home-bound, jail-bound, hospital-bound, etc.).

Approved:

GBRG

Non-School Employment

GBRG

The board reserves the right of exclusive access to the professional services of certified employees in accordance with the terms of the contract.

Certified employees shall not engage in outside employment which interferes with their duties.

Approved: KASB Recommendation – 2/98

GBRGA Consulting

GBRGA

Licensed employees may request to be excused from regular duty by the board to serve as paid or unpaid consultants to other interlocals, government agencies or private industry. If the employee takes paid leave to perform consulting services, any fee and/or honorarium paid to the employee shall be returned to the interlocal.

Approved: KASB Recommendation – 2/98

GBRGB Tutoring for Pay

GBRGB

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

Approved: KASB Recommendation – 2/98

GBRH

Leaves and Absences

GBRH

Paid Leave: See the negotiated agreement.

Personal Leave: See the negotiated agreement.

Jury Leave: See the negotiated agreement.

Unpaid Leave:

Temporary Leave:

The board may grant a period of unpaid leave as determined by the board. The period of leave and reason for unpaid leave shall be determined by the board. The board shall not be required to pay any salary

or benefits during periods of unpaid leave except as may be required by law.

Approved:

GBRIBA Disability Leave GBRIBA

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

Approved: KASB Recommendation – 2/98

GBRJ Substitute Teaching

GBRJ

Qualified substitute teachers shall be secured for the interlocal. When necessary, the interlocal in which the special education teacher is working will be responsible for finding a substitute teacher. Each school administrator shall notify the interlocal of teacher absences and substitute teachers used. The director may meet with potential substitutes before the start of each school year.

Each district shall compile a list of available substitute teachers, and each principal shall have a current copy. Substitute teachers shall be subject to the ANW Special Education Cooperative Interlocal #603 board approval. Principals (or other designated employees) shall be responsible for obtaining substitute teachers from the list and employing them as needed. The assistant director shall be responsible for developing a substitute's handbook.

The interlocal shall pay for the substitute teacher at the Interlocal #603 board approved rate. The Interlocal #603 board shall establish the rate of pay for substitute teachers each August.

Approved: KASB Recommendation – 5/97; 2/98

Candidates will receive a substitute's handbook for the respective district they are substituting in, and explanation of the substitute program, application forms, and necessary tax forms and other records to be completed. The handbook shall include information on when and how

candidates should apply to be substitutes, the rates of pay, the time of the morning or day that substitutes can expect to be called for duty, instructions on where to report for all district/interlocal attendance centers, maps of the district/interlocal and of each attendance center, a current copy of the school calendar, a copy of the board's educational philosophy (see IA), suggestions for working with students, a statement of expectations the district/interlocal has for substitutes, a list of tasks the substitute must complete before leaving for the day and a sample report form for reporting incidents that may take place during the day.

Substitutes are encouraged to prepare, in advance, for the subjects in which they are most likely to substitute in case lesson plans are not available. Each principal shall file a report with the director listing the substitutes used in the building during each pay period.

A performance review report on substitutes will be made available to the director for those individuals substituting for interlocal employees.

Approved:

GBRK

Political Activities

GBRK

Licensed staff members shall not use interlocal time, interlocal property or interlocal 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

GBU

Ethics

GBU

An educator in the performance of assigned duties shall:

- Actively support and pursue the interlocal's educational mission (See IA).
- Recognize the basic dignity of all individuals.
- Maintain professional integrity (GAG).
- Avoid accepting anything of substantial value offered by another which is known to be, or which may appear to influence judgement or the performance of duties (GAJ).
- Accurately represent professional qualifications (GBC); and
- Be responsible to present any subject matter in a fair and accurate manner (IAA and IKB).

Approved: KASB Recommendation – 2/98

GCA

Compensation and Work Assignments

GCA

Classified employees shall be paid according to pay rates established by the board. Payment shall be made at the established pay date following the end of each pay period.

Work Assignments

Subject to board approval, the classified employee's immediate supervisor shall develop time schedules for their classified employees. Work assignments for classified employees will be forwarded to the director for final approval.

Attendance Required

Regular attendance is required of all employees subject to leave provisions in interlocal policy, employee handbooks or other documents approved by the board. Excessive absences or tardiness, unauthorized leave or unexcused absences may result in disciplinary action including termination of employment.

Workweek

For purposes of Fair Labor Standards Act (FLSA) compliance, the workweek will be 12:00 a.m. Sunday until 11:59 p.m. Saturday.

Classification of Employees

For purposes of compliance with the Fair Labor Standards Act (FLSA), the director shall ensure that all job positions are classified as exempt or nonexempt and that employees are made aware of such classifications.

Overtime

No nonexempt employee shall work more than 40 hours per week without the prior written permission of the appropriate supervisor.

Principals and

GCA Compensation and Work Assignments GCA-2

supervisors shall monitor employees' work to ensure that the overtime provisions of this policy and the Fair Labor Standards Act are followed. All employees shall be compensated for overtime worked, at a rate of one and a half times their normal rate of pay for any hours worked over 40 in a workweek. Nonexempt employees whose workweek is less than 40 hours will be paid at the regular rate of pay for time worked up to 40 hours. Overtime pay will be provided only if an employee works more than 40 hours in a workweek.

Compensation for Out-of-Town/Overnight Trips (See GAN)

When classified personnel are required to be out of town on interlocal business, they shall be compensated in the following manner:

Regular or overtime pay (or compensatory time) as appropriate for time away from (name of town) MINUS:

- 1) Eight hours for sleep when overnight.
- 2) Reasonable time for meals (normally one hour per meal); and 3) Time used exclusively for pleasure or personal business.

Approved: KASB Recommendation – 2/98; 9/00; 11/04

GCI Classified Employee Evaluation GCI

All classified employees shall be evaluated twice during their first year of employment and at least once a year during subsequent years. Evaluation documents will be on file with the clerk of the board.

Approved: KASB Recommendation – 2/98

GCI-R Classified Employee Evaluation GCI-R

Classified employees shall be evaluated by the supervisor to whom they are assigned. Classified employees shall be evaluated on their personal qualities, their commitment to duty and work skills related to their job description. A copy of the completed evaluation will be given to the employee after it is signed by the employee and the evaluator and will be placed in the employee's personnel file.

Approved: KASB Recommendation – 2/98

GCK

Suspension

GCK

Noncertified employees may be suspended with pay by the director for cause. The board shall review each case of suspension and take action in accordance with the evidence.

Approved:

GCR

Working Conditions

GCR

The board shall make reasonable effort to establish and maintain adequate working conditions.

Time Schedules

The director shall be responsible for the development of time schedules for all noncertified employees, subject to approval by the board.

Workload

Workload assignments for noncertified personnel shall be made by the director.

Approved:

GCR-R

Working Conditions

GCR-R

Center personnel whose permanent location is in another attendance center will follow the duty day as required by that school or the Center's personnel handbook.

Timecards

All central hourly employees shall complete and sign a time sheet to be filed with the board clerk on the 15th of each month.

Approved:

GCRF Non-School Employment

GCRF

Classified employees shall not be excused during their regularly assigned time schedule to perform outside employment. Classified employees shall no engage in outside employment which interferes with their duties.

Approved: KASB Recommendation – 2/98

Paid Leave

Fulltime employees will be credited with 10 days of paid leave on the first day of the fiscal year. Unused leave will be accumulated to a maximum of 60 days. The annual credit of 10 days will be first applied to employee absences. The maximum number of days available in any fiscal year is 60 days. The paid leave may be used as sick leave, bereavement leave or personal leave.

Sick leave is available for the personal illness of the employee or the illness of the employee's spouse. The director shall have the right to receive verification of any illness or disability.

Bereavement leave is paid leave in the event of the death of a member of the family covered by sick leave. Bereavement leave is limited to three days per occurrence. Bereavement leave will be deducted from available paid leave.

Personal leave is for the purpose of conducting personal activities that may not be completed outside of the workday. Personal leave is limited to two days per fiscal year and will be deducted from paid leave allowed. Requests for personal leave must be given to the employer's supervisor at least one week in advance of the period of leave.

If the employee leaves the employment of the interlocal for any reason, no payment will be made for unused sick leave.

GCRG Leaves and Absences

GCRG-2

Unpaid Leave

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

Jury Leave

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

Approved:

GCRH Vacations

GCRH

Fulltime classified employees may be granted a paid vacation each year.

Approved: KASB Recommendations – 2/98

GCRI

Paid Holidays

GCRI

Paid holiday leave may be granted to fulltime classified employees.

Approved:

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

ANW Special Education Cooperative

Interlocal #603

Policy Book

H

Negotiations

TABLE OF CONTENTS (TC)

H – NEGOTIATIONS

(This section on negotiations is confined to professional employees negotiating under the professional employee's negotiations law, KSA 72-5413 et seq.)

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HAI)

HAD (See HAB) Board Rights and Duties

HAE (See HAB) Board Negotiating Agents

HAF (See HAB) Director's Role

HAG Staff Rights

HAH Staff Negotiating Organization

HAHA Method of Determination

HAHB Privileges

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HAHBC (See HAB) Use of School Time

HAI Bargaining Meeting Procedures

HAI Time and Place

HAI Time Limits

HAI Notification

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HAI Distribution of Information

HAI Research Assistance

HAI Quorum

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HAI Minutes and Records

HAI Progress Reporting

HAI To Staff and Board

HAI To Press and Public

HAJ Preliminary Agreement
Disposition

HAK (See HAJ) Ratification Procedures

HAL Announcement of
 Agreement

HAM Impasse Procedures

HAMA Mediation

HAMB Fact-Finding

HAMC Arbitration

HAN Sanctions and Strikes

HAO (See HAN) Boycotts and Strikes – KSA 72-5413

HAA Legal Status HAA

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

Approved:

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

Approved:

HAC Scope of Negotiations (See HAI) HAC

Negotiations shall cover only topics that are mandatorily negotiable under current law. The board reserves the right to negotiate any topic the board deems in the best interest of the interlocal.

Approved: KASB Recommendation – 6/04

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

Approved:

HAHBA Use of Interlocal Facilities

HAHBA

The board will make interlocal facilities available for negotiating sessions.

Approved:

HAHBA-R Use of Interlocal Facilities

HAHBA-R

Interlocal facilities for negotiating sessions shall be made available without cost to the teacher's organization. If the teacher's organization wishes to negotiate in facilities not furnished by the board, none of the costs of any such other facilities shall be paid for by the board.

Approved:

HAHBB Use of School Equipment

HAHBB

The board may make interlocal equipment available for negotiating sessions.

Approved:

Approved:

HAI-R Negotiations Procedures
 Minutes and Records

HAI-R

One member of the board's team shall be designated to keep reasonably detailed minutes and records of all negotiating sessions. Following each session, a person shall transcribe the minutes and notes and distribute the minutes to the board.

Reporting to the Staff and Board

The board shall, through the director, be fully advised as to the status of the negotiating sessions. The board shall furnish copies of the minutes and records of each session. The board shall, through the director, report to the staff information as the board deems advisable.

Reporting to the Media and Public

Before any school board news release or statement on negotiations to the press and public is made, the release shall be prepared by the chief negotiator and the director and approved by the president of the board. If the president of the board is unavailable, the vice-president of the board shall make the determination, and if he is also unavailable, the director shall make the determination. No other person is authorized to release to the public or press, on behalf of the board, any information in regard to negotiations.

Research Assistance

Information not currently available in the form requested by the association, at the discretion of the board, may be supplied if the association reimburses the board for any additional expenses. (See CN)

Approved:

HAI Preliminary Agreement Disposition

HAI

All tentative agreements shall be reported to the board.

Approved:

HAK

Ratification Procedures

HAK

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

Approved:

HAK-R Ratification Procedures

HAK-R

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

Approved:

HAL Announcement of Agreement

HAL

The board may announce its ratification of the agreement.

Approved:

HAN

Slowdowns

HAN

The board apposes work slowdowns by its teachers.

Approved:

HAN-R

Slowdowns

HAN-R

If any interlocal teacher engages in a practice commonly known as a "slowdown," the board shall immediately direct the director and other administrators to investigate the situation and report back to the board instances in which a teacher is no performing in accordance with the terms of the contract. The board shall take whatever action may be deemed appropriate, including termination of the teacher.

Approved:

ANW Special Education Cooperative

Interlocal #603

Policy Book

I

Instructional Program

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ID	Curriculum Design
IDA	<p>Basic Program – KSA 72-8205; KSA 72-8212</p> <p>Drug Education – KSA 65-2892a; 21-4109</p> <p>Work-Study Programs</p> <p>Homebound Instruction</p> <p>Co-Curricular Activities (Cf. JH) – KSA 72-1111(c)</p> <p>Grade Point Average</p> <p>Interscholastic Activities – KSA 10-134</p> <p>Interscholastic Activities/Athletic Director</p> <p>Interscholastic Athletics (PE Requirement)</p> <p>Health Education</p> <p>SN Includes the full range of programs designed to meet the individual needs of the great majority of students and beginning with pre-primary areas of instruction and extending beyond education, conservation education, occupational education, home economics, and the standard academic areas of instruction are regarded here as component elements of the Basic Program.</p>
IDA	<p>Educational Services Division</p> <p>Instructional Materials Interlocal</p> <p>Title I In-service</p> <p>Administrative Insurance</p> <p>Interlocal Purchasing</p> <p>Special Education Insurance</p> <p>Transportation Personnel</p> <p>Training</p>
IDA	<p>Special Education Services Division</p> <p>Hearing Impaired</p> <p>Audiology</p> <p>Personal Social Adjustment</p>

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	Vision Impaired
	Gifted
	Special Purpose Schools
IDA	Special Education Support Programs
	Student Data Records
	Mainstreaming
	In-Service
	Early Childhood Education
IDC	Extended Program (Cf. AEB)
IDCA	Summer Program
IDCB	Evening Program
IDCC	School Camp Program
IDCD	Travel Study Program
IDCE	Advanced College Placement
IDCF	Drop-Out Prevention Program
IDCG	Suicide Awareness and Prevention
IDDA	Disadvantaged and At-Risk
IDDB	Remedial and Therapeutic
IDDD	Gifted Students
IDDE	Driver Training
IDDF	Physically Handicapped (Cf. JQA)
IDDG	Mentally Handicapped
IDDH	Perceptually Handicapped
IDDI	Emotionally Disturbed
IDE	Partnership Programs
IDFA	Athletics
IDG	Adult Education Program
IDGA	Manpower Training Program

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IFBEA	Closed-Circuit Television
IFBEB	Educational Television

IFBF	Instructional Radio
IFBG	Computer Assisted Instruction
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IFC	Use of Community Resource Persons
IFC	School Volunteers (Cf. KFD)
IFCA	Community Resource Guides (Cf. IFC)
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IHD (See IHA)	Honor Rolls (Cf. JR et seq.)
IHE	Promotion and Retention (Also JFB)
IHEA	Make-Up Opportunities (Cf. JBD, JDD)
IHEAA	Tutoring
IHEB	Acceleration
IHF (See IHEA)	Graduation Requirements (Cf. JFC) – KSA 72-8205 Weighted Grade Point Average
II	Testing Programs
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IKCA	Human Sexuality and AIDS Education
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ING	Animals and Plants in the School – KSA 21-4310

IA Philosophy

IA ANW

Special Education Cooperative Interlocal #603 mission statement: To provide education opportunities to our exceptional student population that will enable them to be successful in life.

All identified students shall have an equal opportunity to pursue and acquire knowledge and to master the curriculum's objectives. The program shall provide for student mastery of basic skills, higher order thinking skills, the ability to work in groups and individually, individual physical and mental wellbeing and other varied needs and interests of students. The curriculum shall be outcomes-oriented and the instructional program research-based. The educational process shall be a comprehensive program undertaken in cooperation with parents, institutions, and community programs.

Approved:

IC

Curriculum Development

IC

The certified and licensed professional staff of the interlocal will implement local curriculum as appropriate and will utilize state standards to develop individual student programming. When appropriate and as approved by the IEP team, the staff will develop adaptations and modifications to the existing curriculum in order to meet individual student needs. The staff will make every effort to ensure that classroom instructional strategies and interventions are based on valid education research.

Personnel

Outside resource and interlocal personnel may be used in the development of appropriate adaptations, modifications, and instructional strategies.

Financial Resources

The board encourages the director to secure federal, state, and private grants, or other alternative funding sources for use in the development of appropriate adaptations, modifications, and instructional strategies. The certified staff is encouraged to utilize available material and community resources to assist in developing the instructional curriculum and extending beyond the traditional classroom setting.

Evaluation (See IJ)

Approved:

ICA Pilot Projects

ICA

The board encourages the use of pilot projects before any new instructional technique is implemented on an interlocal-wide basis.

For the purpose of this policy, pilot project means any research or experimentation program, or project designed to explore or develop new, unproven teaching methods or techniques. All instructional materials, including teacher's manuals, films, tapes or any other supplementary instructional material which will be used in connection with a pilot project shall be available for inspection by parents or guardians of the students engaged in the program or project.

Student Surveys

Any instrument designed to survey students, either by the interlocal staff or by an outside agency or individual, shall be made available for inspection by parent or guardians before the survey is administered.

(See IDEA)

Pilot Project Evaluation

Before any pilot project proposal is submitted to the board for approval, an evaluation format shall be developed and included with the pilot project. (See IJ; JR et seq.)

Approved: KASB Recommendation – 7/03

ICAA Teaching Methods (See ICA)

ICAA

The teaching staff is required to keep abreast of current and innovative teaching methods. Use of current research findings to improve instruction is encouraged as a part of the interlocal's school improvement efforts. With prior administrative approval, experimentation with teaching methods is permitted.

Approved:

ICF Program Development ICF No program shall be eliminated, added, or substantially altered without approval of the board.

Approved:

ICF-R Program Development ICF-R
Additions, deletions, or significant modifications to programs may be required when it has been determined by local interlocal staff, interlocal staff and the interlocal board that such a change is in the best interest of the students affected.

Approved:

IDA Educational Program (See IC) IDA

The academic program shall assist students to grow
intellectually,

socially, and vocationally, to master the curriculum objectives and to
prepare for further education, training, and independent living. The basic
education program of the interlocal shall be that of each respective LEA.

Approved:

IDAA

Special Programs

IDAA

In addition to the basic educational program, the interlocal shall provide programs to meet special needs. These programs shall be outlined in the state procedure manual, appropriate handbooks, or other documents following review and approval by the board of directors.

Partnerships

The board may approve partnership programs with business and/or educational institutions for the purpose of improving and/or expanding the quality of curricular offerings and may approve opportunities for partnership organizations to assist with specified programs.

Work-Study Programs

The certified staff and administration shall cooperate to develop objectives for a work-study program when requested by a student and a member of the business community.

Approved:

IDAA-R Special Programs
Partnerships

IDAA-R

When a partnership is created, a committee shall be formed with the minimum membership composed of one administrator of the interlocal and a representative of the business and/or the educational institution. The committee shall be responsible for developing the partnership's goals and objectives, scheduling meeting times, deciding appropriate

IDAA-R Special Programs IDAA-R-2 activities, and identifying available resources to help meet the partnership's goals and objectives subject to board approval.

An annual review of the partnership's goals and objectives shall be conducted by the committee and submitted in writing to the board.

Partnerships shall not exceed one year. However, continuation on a year-to-year basis may be granted by the board if requested by the committee in their annual report.

Work-Study Programs

Student participation in a work-study program shall be on an individual basis and shall be the responsibility of the secondary coordinator/transition facilitator. The secondary coordinator shall develop

guidelines for use when considering work-study applications from students or the business community for participation in a work-study program.

Approved:

IDAB Support Programs _____ IDAB Procedures/guidelines under this section will be subject to local district policy. Students attending alternative programs will be subject to the adopted policies of the alternative program.

Approved:

IDAC Exceptional Programs IDAC The interlocal shall provide programs to meet exceptional needs of identified students. Program information approved by the board shall be filed with the clerk and made available to staff as needed.

List Other Appropriate Information Here

Approved:

IDAD

Title I Programs

IDAD

The board shall ensure the district's Title I programs operate in accordance with federal laws and conditions. The superintendent is responsible for administering the district's Title I programs; assessing the educational needs of all student, particularly the needs of the educationally disadvantaged children; developing appropriate communication channels between all parties; developing in-service training for parent and staff; and developing appropriate evaluation procedures.

Annual Parent Meeting

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

Approved: KASB Recommendation – 6/00; 7/03; 6/04

IDAD-Regulation-Title I Programs

NOTE: This document MUST be approved by board action to become policy. File with clerk, distribute to principals and duplicate as necessary in district newsletters and other documents.

Regulation – Title I

Parent Involvement Encouraged

Parents shall receive information about the Title I program, the curriculum, academic assessments, and required proficiency levels, and their right to request additional meetings. All parents of Title I students shall be invited to the meetings.

The board shall strongly encourage parental involvement in the district's Title I program. Included in these efforts shall be: activities that will educate parents regarding the intellectual and developmental needs of their children at all age levels including:

- Assistance in understanding
 - State academic content and achievement standards.
 - How to monitor their child's progress; and
 - Title I regulations.
- Activities that include promoting cooperation between the district and other agencies or school/community groups (such as parent-teacher groups, Head Start, Parent as Teachers, etc.) to furnish learning opportunities and disseminate information regarding parenting skills and child/adolescent development.
- Implementing strategies to involve parent in the educational process, including: Joint development of a school-parent compact that outlines the shared responsibilities of the school and the parent for high student achievement by:
 - Keeping families informed of opportunities for involvement and encouraging participation in various programs.
 - Providing access to educational resources for parent/families to use together with their children.
 - Keeping families informed of the objectives of district educational programs as well as of their child's participation and progress within these programs.
 - Allowing parent reasonable access to staff who work with their children.

- Providing professional development opportunities for teachers and staff to enhance their understanding of effective parent involvement strategies.
- Promoting activities, which emphasize the importance of parent-school communication.

Activities to Enable Parental Participation

The district shall enable families to participate in the education of their children through a variety of roles. For example, family members shall be given opportunities to:

- Provide input into district policies that affect Title I programs and their children.
- Understand and participate in school improvement efforts.
- Volunteer time within classrooms and school programs.
- Perform regular evaluations of parent involvement at each school and at the district level.
- Provide access, upon request, to any instructional material used as part of the educational curriculum.
- Provide information in a language understandable to parents, if practical.

Scheduling for Parent' Convenience

The district shall, to the extent possible, schedule activities for parent involvement at times and places accessible to parent of Title I students and provide information in a format and language the parent understand.

Annual Evaluation

The district shall conduct, with involvement of parents, an annual evaluation of the contents and effectiveness of the parental involvement policy IDAD. The district shall use the findings of the evaluation to design strategies for more effective parental involvement and to revise, if necessary, the policy IDAD.

Adopted/Approved by the Board of Education – Date: _____

Title I Parent Involvement: Policy Development
Meetings USD # _____, _____ County, KS

Date of Meeting/s (fill out sheet for each meeting):

_____ Parents Present (list names, address, phone,
child's name):

IDAE Student Privacy Policy (See ICA)

IDEA

The director, the board and staff shall protect the right of privacy of students and their families in connection with any surveys or physical examinations conducted, assisted, or authorized by the board or administration. The local district shall provide parents notice of their rights under the Protection of Pupil Right Amendment annually, at the beginning of each school year, and at any other time the school district policies in the area are substantially changed. The interlocal will provide parents notice of their rights under IDEA annually, and at any other time the parents may request.

Note: The reader is encouraged to review policies and regulations for related information.

Approved:

IDCE College Classes (See JBE)

IDCE

With parental permission, juniors and seniors who can complete graduation requirements as prescribed by the board are eligible to be released from the local district program during the regular school day to attend classes at a Regent's university, community college, technical college, vocational educational school or other state approved post-secondary institutions. The LEA may enter into an agreement with the college for the purpose of allowing these students to receive dual credit.

Approved:

IE

Instructional Arrangements

IE

The administration of the interlocal shall organize the instructional program in a manner compatible with these policies.

Class Size

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

Scheduling for Instruction

Class schedules shall be developed to meet interlocal instructional goals, learning objectives and IEP requirements and will be coordinated with respective individual(s) establishing the master schedule within the attendance center/district.

Approved:

IEB

Charter Schools

IEB

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

Approved: KASB Recommendation – 6/04

IF Textbooks, Instructional Materials and Media Centers IF

All textbooks, instructional materials and the selection criteria for media center materials purchased by the interlocal shall be subject to board approval.

Textbooks and instructional materials purchased by the interlocal shall support the interlocal's and the local district's instructional

goals and learning objectives. Media center materials shall support and supplement the curriculum, promote wise use of leisure time, develop literacy discrimination and appreciation, and encourage students to become productive citizens. Textbook selection criteria shall be established by the administration.

Challenges to textbooks, instructional materials or media center materials shall be considered in a manner prescribed by board policy.

Approved:

IF-R Textbooks, Instructional Materials and Media Centers IF-R

Selection Criteria: Textbooks and Instructional Materials

Textbooks and instructional materials shall provide:

An effective education for all students.

Factual knowledge, literary appreciations, aesthetic values, and ethical standards.

Practice for students to develop abilities in critical thinking, communication, mathematics, and science skills.

IF Textbooks, Instructional Materials and Media Centers IF-R-2

Selection Criteria: Media Center Materials

Materials shall be chosen for accuracy, artistic quality, format, and authoritativeness. Materials shall be chosen on various functional levels.

Books and other media materials shall be evaluated before purchase, either through direct examination or by using reputable, unbiased, professionally prepared selection tools.

The media center(s) shall obtain, process, and circulate materials and equipment and provide reference and other services to students and faculty. Media services shall work toward providing resources so that students have an opportunity to achieve levels of performance.

Collective Development

The media collection shall be developed systematically, be well balanced in coverage of subjects, include various types of materials and a variety of content in various formats.

The collection shall reflect, Enright and complement the broad interests represented in the curriculum. The collection should be large enough to allow materials to be placed in classrooms for extended periods of time.

(Retype and file with clerk)

REQUEST FOR REVIEW OF TEXTBOOK,
INSTRUCTIONAL MATERIAL,
OR
MEDIA CENTER MATERIAL

Request Initiated By: _____

Telephone #: _____ Address: _____

Complaint Represents: _____ self; or if a group:

Name of Group: _____

The material I object to, is a:

- Film Recording Magazine
 Pamphlet Textbook Other _____

Book or Other material:

Author (if known):

Publisher (if known):

1. Are you familiar with the cooperative policy, procedure, and philosophy regarding selection of textbooks, instructional materials, and media center materials?

- Yes No

2. To what in the material do you object? (Please be specific; cite pages or items.)

3. What do you feel might be the result of using this material?

4. Did you read or view all of this material? _____ If not, how were the parts selected for reading or viewing?

5. What do you believe is the theme of this material?

6. What would you recommend the school do with this material?

7. In its place, what material of equal educational quality would you recommend that would convey as valuable a picture and perspective?

8. Additional comments:

Administrator

Signature of Complainant

Date Received: _____

IFBH Outside Speakers (See IKB)

IFBH

With local administrative approval, outside speakers may be invited to meet with groups of students as part of the educational process. The local board shall establish rules governing the selection and behavior of outside speakers.

Alternative programs supported by the interlocal shall be subject to the adopted policy of the alternative program.

Approved:

IFC

Community Resources

IFC

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

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

School Volunteers (See KFD)

Approved: KASB Recommendation – 6/04

IFCB

Field Trips

IFCB

USD Approved Field Trips

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

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

Non-Sanctioned Field Trips

Non-sanctioned field trips organized by employees acting as independent contractors/agents involving students on a volunteer, selfsupporting basis are not approved by the board and are not considered a part of the curriculum. Total responsibility for privately planned field trips or tours rests with the individual(s) and agency sponsoring them. The district assumes no legal or financial responsibilities for non-sanctioned field trips.

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

Non-Sanctioned Field Trips (continued)

If recruitment of students is sought through the schools(s), the request for recruitment shall be made in accordance with those of private citizens. Recruitment efforts {may/may not} occur during class time or the employee's workday.

Approved: KASB Recommendation – 6/05

NOTE: This form must be signed and returned to the school by _____
(date) if the student named below is to participate in the field trip or activity.

Consent to Participate in Field Trip or Other Activity and Consent for Treatment

I, _____, the parent and legal guardian of _____, give my consent for my child to participate in the field trip/other activity described here:

On _____ (date). I further give my legal consent and authorize any representative of _____ School to authorize emergency medical treatment, including any necessary surgery or hospitalization, for my above-named child, for any injury or illness of an emergency nature he/she incurred while participating in the field trip or other activity noted above by any physician or dentist licensed in accordance with the provisions of the Kansas Healing Arts Act, K.S.A. 65-2801, and any hospital.

I agree to pay and assume all responsibility for medical and hospital expenses and any emergency services incurred on behalf of my child.

I acknowledge and agree that _____ School is not responsible for any medical, hospital expenses and/or other charges that are incurred in the medical treatment or hospitalization of my child. A photocopy of this document shall have the same force and effect as the original. If my child requires emergency medical treatment, I understand that school personnel will make a reasonable attempt to contact me to seek my permission to authorize that treatment. To facilitate contacting me, I agree to continue to provide current work and home numbers to the school.

Parent or Legal Guardian

Date

Parent or Legal Guardian

Date

IHA

Grading System

IHA

Procedures/guidelines under this section will be subject to local district policy, unless otherwise driven by a student's IEP. Students attending alternative programs will be subject to the adopted policies of the alternative program, unless otherwise driven by a student's IEP.

Approved:

IHB Homework

IHB

Procedures/guidelines under this section will be subject to local district policy. Students attending alternative programs will be subject to the adopted policies of the alternative program.

Approved:

IHEA Make-Up Opportunities (See JBD, JDD)

IHEA

Procedures/guidelines under this section will be subject to local district policy. Students attending alternative programs will be subject to the adopted policies of the alternative program.

Approved:

IHF

Graduation Requirements

IHF

Procedures/guidelines under this section will be subject to local district policy unless otherwise driven by student's IEP.

Approved:

II Educational Testing Program (See JR et seq.) II

The district educational testing program shall consist of multiple assessments. These assessments shall include, as a minimum, individual teacher subject matter tests, district group achievement tests, and state required tests.

Test Integrity

The board requires all licensed staff members to protect the integrity of the student assessment process. Honest administration of the test and accurate reporting of student achievement to the board, the community and the state of Kansas is necessary to maintain accountability measures. All students and staff are required to maintain a high level of integrity in the administration and completion of student assessments.

Reporting Test Results

The superintendent shall report annually in writing to the board the results of the district's academic achievement testing program. State required test results shall be disaggregated as required by current regulation and shall be reported annually to the board, district patrons and the State Board of Education.

Approved: KASB Recommendation – 6/04; 10/04; 6/06



Edit to fit to local needs and remove from policy book.

Testing Integrity: Staff Handbook Language

In the administration of standardized tests, licensed staff (teachers, administrators, and others) shall not:

1. Provide inappropriate test preparation.
2. Modify test administration procedures.
3. Provide inappropriate assistance to students during test administration.
4. Change or fill in answers on student answer sheets.
5. Provide inaccurate data on student information sheets.
6. Discourage or exclude certain students from taking the test.
7. Engage in any other practice to artificially raise student scores without actually improving underlying student achievement.

Failure by staff to follow district guidelines and/or state testing directions is grounds for termination.

Approved by Board of Education: _ / _ / 20 _ _

IIA Performance-Based Credits

IIA

A student may earn credits towards high school graduation by demonstrating mastery of the course outcomes through a performance instrument. The standards for designing and passing the performance instrument shall be set sufficiently high to ensure credits earned by such

means shall be equivalent to those offered in the framework of the Carnegie unit. A written request to “test out” of a class must be submitted prior to the beginning of each semester/year. A student may not request to “test out” of a class in which he or she is currently enrolled or has been enrolled.

The request is to be evaluated within 30 school days by a review committee composed of: a building administrator, a school counselor, a faculty member appointed by the principal and the students’ parent(s) or guardian(s). If the request is approved, the course instructor will have 30 school days to design a performance instrument that reflects mastery of all course outcomes. Commercially available instruments may be used if they cover all course objectives.

The student has {10} school days in which those designated tasks developed by the teacher and approved by the administration must be performed. The principal, in consultation with the instructor, will determine the setting and timelines for the administration of the instrument, as well as the criteria for successful completion of those tasks.

IIA Performance-Based Credits

IIA-2

Credit for such classes shall be awarded only on a pass/fail basis. Students will be allowed only one opportunity to “test out” of any particular class. It will not be the responsibility of the school or the instructor to provide instructional and/or review time for the student. However, the

outcomes, as noted in the district curriculum guide, and class syllabus will be made available.

Approved: KASB Recommendation – 7/02; 6/04

IIBG

Computer Use (See GAA and JCDA)

IIBG

Use of Interlocal Computers/Privacy Rights

Computer systems are for educational and professional use only. All information created by staff shall be considered interlocal property and shall be subject to unannounced monitoring by interlocal administrators. The interlocal retains the right to discipline any student, up

to and including expulsion and any employee, up to and including termination, for violations of this policy.

Copyright (See ECH)

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

Installation

No software, including freeware or shareware, may be installed on any interlocal computer until cleared by the network administrator. The administrator will verify the compatibility of the software with existing software and hardware and prescribe installation and de-installation procedures. Freeware and shareware may be downloaded only onto workstation floppy disks, not hard drives. Program files must have the Director's approval to be installed on any interlocal server or computer. Students shall not install software on interlocal computers or computer systems.

Hardware

Staff shall not install unapproved hardware on interlocal computers or make changes to software settings that support interlocal hardware.

IIBG

Computer Use (See GAA and JCDA)

IIBG

Audits

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

Privacy Rights

Employees and/or students shall have no expectation of privacy when using interlocal email or other official communication systems. Any email or computer application or information in interlocal computers or computer systems is subject to monitoring by the administration.

Ownership of Employee Computer Materials

Computer materials or devices created as a part of any assigned interlocal responsibility or classroom activity undertaken on school time shall be the property of the board of directors.

Approved: KASB Recommendation – 9/97; 9/00; 7/02; 7/03

Staff Handbook

Employees shall have no expectation of privacy when using interlocal email or other official communication systems. Email messages shall be used only to conduct approved and official interlocal business. All employees must use appropriate language in all messages. Employees are expected to conduct themselves in a professional manner and to use the system

according to these guidelines or other guidelines published by the administration.

Any email or computer application or information in interlocal computers or computer systems is subject to monitoring by the administration. The interlocal retains the right to duplicate any information in the system or on any hard drive. Employees who violate interlocal computer policies are subject to disciplinary action up to and including termination.

IIBGA Children's Internet Protection Act

IIBGA

The district shall implement and enforce an internet safety plan meeting the requirements of both the federal and the Kansas Children's Internet Protection Acts (CIPA). The superintendent shall develop a plan to implement the Children's Internet Protection Acts.

Such plan shall include technology protection measure and such other measures as deemed appropriate to address the following issues:

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

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

If the district is providing public access to any computer, the CIPA plan shall also implement and enforce technology protection measures to ensure no minor has access to visual depictions that are child pornography, harmful to minors, or obscene. This plan shall be on file with the board clerk and in each school office with Internet access, and copies shall be made available upon request. The superintendent shall ensure compliance with CIPA by completing Federal Communication Commission forms as required.

Approved: KASB Recommendation – 7/01; 6/04; 4/07; 6/09; 6/12; 6/13
IIBGA Children's Internet Protection Plan (CIPA) Plan IIBGA

Children's Internet Protection Act (CIPA) Safety Plan
[Revise and as necessary to fit USD goals and include Handbook]

Goals:

It is policy of USD _____ to take the following technology protection or other specified measures in order to better protect our district students from harmful online and electronically transmitted content:

- install blocks or internet filters to the district network in order to limit access by both minors and adults to child pornography and visual depictions or material that are obscene, inappropriate, or harmful to minors and/or the transmission thereof.
- monitor the online activities of students while at school, at school sponsored activities, or while utilizing the district's network, computer system, computers, email system, or electronic devices having access to the Internet.
- address issues related to the safety of students when using email, chat rooms, and other electronic communication.
- educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms as well as on cyberbullying awareness and response.
- hinder unauthorized access (hacking) and other unlawful online activities by students; and
- prevent unauthorized disclosure, use or dissemination of personal information regarding minors, which shall include, but may not be limited to, personally identifiable information contained in student records; and
- comply with the Children's Internet Protection Act.

Access to Inappropriate Material

To the extent practicable, technology protection measures or Internet filters shall be used to block or filter the Internet or other forms of electronic devices from accessing child pornography as well as obscene, inappropriate, or harmful material given the age and maturity levels of district students. It is the district's goal to implement and enforce technology protection measures under this plan in such a way as to ensure no minor has access to visual depictions that are child pornography, harmful to minors, or obscene.

Subject to administrative approval, technology protection measures may be minimized only for bona fide research or other lawful purposes that are closely monitored by district staff.

Inappropriate Network Usage

To the extent practicable, steps shall be taken to promote the safety and security of users of the districts online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, in accordance with CIPA, measures to prevent inappropriate network usage shall include frequent monitoring of the district's network, computer systems, and equipment to detect any unauthorized access to prohibited materials as described earlier in this plan, hacking, and other unlawful activities by students or staff members. Such monitoring shall also strive to detect unauthorized disclosure, use, and dissemination of personally identifiable information regarding students.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the district's staff to educate, supervise, and monitor appropriate usage of online computer network access to the internet in accordance with this policy and CIPA. If, during the course of such monitoring, a student or staff member discovers violation of this policy, the student or staff member shall make a report as follows:

- 1) Students shall report suspected violation of this policy to any classroom teacher.
- 2) Staff members shall report suspected violations of this policy to their immediate supervisor when possible.

Disciplinary Measures

The district retains the right to discipline any student, up to and including expulsion, and any employee, up to and including termination, for violation of this policy.

Adoption

This Children's Internet Protection Act Safety Plan was adopted by the Board of USD _____ at a public meeting, following normal public notice and a hearing on (Month, Day, Year).

Approved: KASB Recommendation – 6/12; 6/13

If requesting discounts for internal connections and basic maintenance for internal connections, the following items need addressed as part of a technology plan. This plan should be approved by the board and filed in the district office. There would be no need to publish it is handbooks.

{THE CHILDREN'S INTERNET PROTECTION ACT TECHNOLOGY PLAN}

The district's technology plan must be designed with input from district staff who have an understanding of the district's technology level and available resources. The elements of such plan shall include the following:

- 1) Clear statement of Goals and a Realistic Strategy for Using Telecommunications and Information Technology to Improve Educational or Library Services.*
- 2) Professional Development Strategy to Ensure Staff Understands How to Use These New Technologies to Improve Education or Library Services.*
- 3) Assessment of the Telecommunication Services, Hardware, Software, and other Services that will be Needed to Improve Education or Library Services; and*
- 4) Evaluation Process that Enables the School or Library to Monitor Progress Toward the Specified Goals and Make Mid-Course Corrections in Response to New Developments and Opportunities as They Arise.*

****This Children's Internet Protection Act Technology Plan must be adopted by the Board of USD _____ at a public meeting, following normal public notice and a hearing. Documentation of such adoption including the date thereof (Month, Day, Year) must be included in the plan language.*

Approved: KASB Recommendation – 6/12

IIBGB Online Learning Opportunities
Application

IIBGB

Students may apply for permission to enroll in an online course for credit. Applications for the next academic year shall be submitted to the principal no later than {April 20}. The student and the student's parents shall be informed of the administrator's decision in writing no later than {June 1}.

Students may not enroll in an online course as an alternative to any course offered by the high school, except as an attempt to earn credit for a class already attempted but failed by the student.

Guidelines

The following guidelines shall be used by the administration:

1. Only approved courses shall be posted on student transcripts.
2. Approval of any course shall be based upon the course content and rigor, its length and scope, its method of assessing knowledge acquired by the student, the qualifications of the instructor and other appropriate factors.
3. Enrollment in an online course will be allowed only if an appropriately certified staff member is available and willing to supervise the student's participation in the course.
4. Suspended or expelled students may also apply for permission to enroll in online course work.

Other Regulations and Guidelines

Approval by the administration shall be based on Kansas State Department of Education regulations and/or guidelines in effect at the time the student request is made.

Approved: KASB Recommendation – 7/02; 6/04

IIBGC Staff Online Activities

(See GAF, GBU, IIBG, IIBGA, KGA)

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

District employees, including, but not limited to, classroom teachers and extracurricular activity coaches and sponsors, may set up blogs and other social networking accounts using district technological resources and following district policy and guidelines to promote communications with students, parent, and community concerning school-related activities and for the purpose of supplementing classroom instruction. Social networking sites and other online communication options offering instructional benefits may be used for the purpose of supplementing classroom instruction and to promote communications with students and parent concerning school-related activities. In order for district employees and activity sponsors to utilize a social networking site for instructional, administrative, or other work-related communication purposes, they shall comply with the following:

1. They shall request prior permission from the superintendent or the superintendent's designee.
2. If permission is granted, staff members will set up the site following any district guidelines developed by the superintendent and approved by the board. If the expenditure of district funds is required to complete the set-up or maintenance of the site, the requesting staff member shall present an itemized summary of such costs to the superintendent {Board/Superintendent} approval shall be required prior to the expenditure of district funds for such purpose.
3. Guidelines shall specify whether access to the site must be given to school/district administrators and technology staff.
4. If written parental consent is not otherwise granted through acceptable use policy forms provided by the district, staff shall notify parents of the site and obtain written permission for students to become "friends" of the site prior to the students being granted access. This permission shall be kept on file at the school as determined by the principal.
5. Once the site has been created, the sponsoring staff member is responsible for the following:
 - a. Monitoring and managing the site to promote safe and acceptable use and compliance with district policies; and
 - b. Observing confidentiality restrictions concerning release of personal identifiable student information under state and federal law.

IIBGC Staff Online Activities

Staff members are discouraged from creating personal social networking accounts to which they invite current or future students to be friends.

IIBGC-3

Employees taking such action do so at their own risk. All employees shall be subject to disciplinary action if their conduct relating to the use of technology or online resources violates this policy or other applicable board policy, statutory, or regulatory provisions governing employee conduct or the protection of student record information; or if it impairs the staff member's job performance or effectiveness in the work setting. District staff shall endeavor to protect the health, safety, and emotional well-being of students and confidentiality of student record information both in the school setting and in their online actions. Conduct in violation of this policy, including, but not limited to, conduct relating to the use of technology, social networking, or online resources, may form the basis for disciplinary action up to and including termination from employment.

Approved: KASB Recommendation – 6/13

IIBGC

Staff Online Activities

IJ Evaluation of Instructional Program (See IC, ICA, II & MK) IJ

The director shall develop guidelines to evaluate a portion of the instructional program each year. This evaluation shall be part of the district's school improvement efforts as required by current regulation.

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

Approved: KASB Recommendation – 6/04

IKB Controversial Issues

IKB

When a controversial subject arises in the context of a classroom lesson, teachers may use the opportunity to teach about the controversy, when it would result in an educational benefit to the student.

Teachers shall ensure that various positions concerning any controversial subject are presented and that students have the opportunity to freely discuss the topic. Teachers shall utilize discretion when dealing with controversial issues.

Approved:

IKCA Human Sexuality and AIDS Education
Opt-Out Procedure and Form

IKCA

Parent or guardians (or a student over eighteen years of age) who do not want the student involved in all or some portion of the district's Human Sexuality and AIDS education classes shall be provided a written copy of the goals and objectives for the student's appropriate Human Sexuality and AIDS class. Following review of the curriculum goals on file at the board of education office, the parent or guardian must complete the district opt-out form and state the portions(s) of the curriculum in which the student is not to be involved.

Opt-Out Form

Parents or guardians (or students eighteen years of age or older) may obtain the opt-out request form from the {clerk of the board/principal}, completing and signing the form and returning the form to the {superintendent/principal}. The signed form will be kept on file in the {clerk of the board/principal's} office.

The building principal shall receive a copy of the signed form so the named student shall be excused from all or a portion of the Human Sexuality and AIDS classes. Arrangements shall also be made for class reassignment of the student during the opt-out period.

Annual Request Required

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

Notice of Availability

Public notice of the availability of the Human Sexuality and AIDS curriculum goals and objectives shall be made by means of _____ . (Examples: newsletters, distribution at enrollment, etc.)

Approved: KASB Recommendation – 6/04; 6/06

NOTE: Remove from book and file with clerk/principals.

HUMAN SEXUALITY AND AIDS EDUCATION

I, _____, parent/guardian of _____, request that my child be removed from those portions of the Human Sexuality/AIDS instruction noted below:

I have had the opportunity to review the curriculum goals and objectives or have had the opportunity to have them explained to me by school official.

Date

Signature of Parent/Guardian

IKDA Religious Objections to Activities

IKDA

A parent or guardian (or a student eighteen years of age or older) may request that the student be excused from participating in activities for religious reasons. The parent, guardian, or adult student must complete the cooperative opt-out form for religious objections, stating the specific activity, the portion of the curriculum in which the activity exists, and the reasons for the request. The request may be granted, or denied, or partially granted and partially denied.

This policy shall not be interpreted to allow parents to prevent the dissemination of information which parents find religiously objectionable. Rather, this policy only extends to actual participation by their child in an activity, the performance of which is contrary to the child's religious teachings.

Approved:

IKDA-R Religious Objectives to Activities

IKDA-R

A parent or guardian seeking to opt-out their child from activities contrary to the child's religious teachings must complete the cooperative's Activity Participation Opt-Out Form regarding religious

objections which is available in the interlocal office. Parents desiring to opt-out their children from activities due to religious reasons must return the completed and signed form to the principal and/or director. The form must be submitted within a reasonable amount of time prior to the scheduled activity in order to allow time for the principal and/or director to consider the request. The completed form shall be kept on file with the clerk and director shall receive a copy.

IKDA-R Religious Objections to Activities

IKDA-R-2

The principal and/or director shall review the request and determine whether the request should be granted or denied. The principal and/or director shall notify the parents of the decision within a reasonable amount of time after the request is submitted. If the parents are dissatisfied with the principal's decision, they may appeal, in writing to the director.

If the opt-out request is granted, students who opt-out of activities for religious reasons may still be required to view the activity, to learn the subject matter of the activity, or to discuss the activity. The student may be reassigned during the activity or given alternative class assignments.

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

Approved:

Sample Only: Retype, remove from policy book and file with the clerk.

ACTIVITY PARTICIPATION OPT-OUT FORM

I, _____ (parent/guardian) request that my child, _____, be excused from participating in certain activities for religious reasons.

From what activity do you wish your child to be excused?

Identify where in the curriculum the activity exists. (Please identify the grade level, class, and building.)

For what reason do you wish your child to be excused. (Please state the

particular religious objection to activity, including the religious teaching you believe this activity violates.)

I understand that I am requesting the school to excuse my child from certain activities and that my request is subject to review and determination by the school. I further understand that if my request is granted, my child may still be required to view the activity, discuss the activity, or may otherwise be exposed to the subject matter of the activity.

Parent/Guardian Signature

Administrator Signature

Date Received: _____

IKE

Assemblies

IKE

Each building principal may schedule assemblies as needed.

Approved: KASB Recommendation – 6/04

IKI

Lesson Plans

IKI

Procedures/guidelines under this section will be subject to local district and/or local building policy. Interlocal staff assigned to alternative programs will be subject to the policy of the alternative program.

Approved:

ING

Animals and Plants in the School

ING

Procedures/guidelines under this section will be subject to local district and/or local building policy. Interlocal staff assigned to alternative programs will be subject to the policy of the alternative program.

Approved:

ANW Special Education Cooperative

Interlocal #603

Policy Book

J

Students

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JL	Gifts (Cf. GAJ, KH) – KSA 72-8212
JL	Student Gifts to Staff Members
JL	Student Gifts to School – KSA 12-1252; 72-8210; 72-8212
JL	Faculty Gifts to Students (Cf. GAJ, KH)
JM	Contests for Students – KSA 72-6760; 72-8404
JN (See JM)	Awards and Scholarships – KSA 72-6810 to 6815
JO	Student-Community Relations (Also GAF)
JQ	Exceptional Students – KSA 72-933 et seq.; 72-977 SN Includes those students for whom special policy dispensations may or may not have to be made.
JQA	Physically Handicapped
JQB	Mentally Handicapped
JQC	Perceptually Handicapped
JQD	Emotionally Disturbed
JQE	Pregnant Students

JQF (See JQE) Married Students
JQG (See JQE) Unwed Mothers
JQH (See JQE) Dropouts
JQI (See JQE) Post-Secondary Students – KSA 72-4506a et seq.
JQJ Adult Students
JQK Exchange Students
JQKA (See JQE) Foreign Exchange Students

JR Student Records – KSA 72-5386; 45-201; 72-6214
JRA Types
JRB Public Use – KSA 45201 to 203
JRC Disposition – KSA 75-5369 to 5373

JS Student Fees, Fines and Charges (Cf. JBCBA) – KSA 72-5389 to 5391

JA

Goals and Objectives

JA

The goal set forth in this policy and rule section is to create the best possible educational climate. These student policies are designed to prevent misunderstanding by students about their responsibilities and privileges. The ideas and recommendations of student shall be considered when adopting policies, rules and regulations governing the conduct of students and their rights and responsibilities.

All student handbooks shall be approved by the board and adopted, by reference, as a part these policies and rules. (See BDC)

Approved: KASB Recommendation – 7/96

JB

Attendance Records

JB

Daily attendance records shall be maintained for each student in each school. The primary responsibility for recording attendance shall be assigned to teachers using forms prescribed by the local school district. A cumulative attendance record for each student shall be kept in the principal's office.

Approved:

JBC

Enrollment (See JBCA and JQKA)

JBC

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

la 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, stepparents, 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. Non-resident students may be admitted only to the extent that staff, facilities, equipment, and supplies are available.

A non-resident student who has been suspended or expelled from another district will not be admitted to the district 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.

JBC

Enrollment

JBC-2

{Part-Time Students

Part-time students may enroll with the (board's/administration's) permission if they complete all paperwork in a timely fashion and are in attendance no later than _____ (insert date). 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 the kindergarten, or first grade shall provide a certified copy of their birth certificate 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.

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, telephone number of the lawful custodian. The records shall also provide the identity of the student as evidenced by 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 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.

JBC

Enrollment

JBC-3

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 parent disagrees, the principal's decision may be appealed to the superintendent. If the parents are still dissatisfied with the assignment, they may appeal writing to the board.

Transferring Credit

In the middle (junior high) school and in the senior high school, full faith and credit shall be given to units earned in other accredited school at the

time the student enrolls in the district, unless the principal determines there is a 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 school will be placed by the principal. Initial placement will be made by the principal after consultation with parent 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

JBCA

Homeless Students

JBCA

The interlocal, in accordance with state and federal law and the Kansas state plan will ensure that homeless children in the interlocal area have access to a free and appropriate public education. Homeless students are individuals who lack a fixed, regular, and adequate nighttime residence.

Coordinator

Each school district's board shall designate a homeless coordinator.

Approved: KASB Recommendation – 7/03

Note: The reader is encouraged to review regulations and forms for related information.

Procedures/guidelines under this section will be subject to the local district policy.

Homeless Student Regulations Required by Federal and State Law

NOTE: This document MUST be approved by board action to become policy. File with clerk, distribute to principals and duplicate as necessary in district newsletters and other documents.

Homeless Students shall, by definition, include the following:

1. Children and youth who are sharing the housing of other persons due to the loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
2. Children and youth who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
3. Children and youth who are living in cars, parks, public spaces, abandoned building, substandard housing, bus or train station or similar settings.
4. Migratory children who meet one of the above-described circumstances.

Enrollment/Placement (See JBC)

The local administration shall consider the best interest of the child, with parental involvement, in determining whether the child should be enrolled in the school of origin or the school that non-homeless student who live in the attendance area in which the homeless child or youth is actually living are eligible to attend. To the extent feasible, and in accordance with the child or youth's best interest, the child or youth should continue his or her education in the school of origin, except when contrary to the wishes of the parent or guardian. If the youth is unaccompanied by a parent or guardian, the homeless coordinator will consider the views of the youth in deciding where the youth will be educated. The choice regarding placement shall be made regardless of whether the child or youth lives with the homeless parents or has been temporarily placed elsewhere.

The school selected shall immediately enroll the homeless child or youth, even if the child or youth is unable to produce records normally required for enrollment, such as previous academic records, immunization records, proof of residency or other documentation. However, the district may require a parent or guardian of a homeless child or youth to submit contact information. The district must provide written explanation, including a statement regarding the right to appeal, to the homeless child or youth's parent or guardian, or to the homeless youth if unaccompanied, if the district sends the child or youth to a school other than the school of origin or other than a school requested by the parent or guardian.

If a dispute arises over school selection or enrollment in a school, the child or youth shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute. The child, youth, parent or guardian shall be referred to the district homeless coordinator, who will carry out the dispute resolution process as expeditiously as possible.

For the purpose of this policy, "school of origin" is defined as the school that the student attended when permanently housed or the school in which the student was last enrolled.

A complaint regarding the placement or education of a homeless child or youth shall first be presented orally and informally to the district's homeless coordinator. If the complaint is not promptly resolved, the complainant may present a formal written complaint (grievance) to the homeless coordinator. The written complaint must include the following information: date of filing, description of concerns, the name of the person or persons involved, and a recapitulation of the action taken during the informal charge stage. Within five (5) working days after receiving the complaint, the coordinator shall state a decision in writing to the complainant, with supporting evidence and reasons. In addition, the coordinator will inform the superintendent of the formal complaint and the disposition.

Services

Each homeless child or youth shall be provided services comparable to services offered to other student in the district including, but not limited to, transportation services; educational services for which the child meets the eligibility criteria, such as educational programs for disadvantaged students, students with disabilities and gifted and talented students; vocational programs and technical education; school meals programs; preschool programs; before and after school care programs; and programs for students with limited English proficiency. Homeless students will not be segregated in a separate school or in a separate program within a school based on the students' status as homeless.

Transportation (See EDAA, JBC and JGG)

If it is in the best interest of the homeless child or youth to attend the school or origin, transportation to and from that school will be provided at the request of the parent or guardian or, in the case of an unaccompanied youth, the homeless coordinator. If the student's temporary housing is outside the attendance area of the school of origin, then the district will work with the school of origin to agree on a method to

apportion the responsibility and costs for transporting the child. If an agreement cannot be reached, the costs will be shared equally.

Records (See JR and JGCB)

Any records ordinarily kept by the school, including immunization records, academic records, birth certificates, guardianship records and evaluations for special services or programs of each homeless child or youth shall be maintained so that appropriate services may be given to the student, so that necessary referrals can be made and so that records may be transferred in a timely fashion when a homeless child or youth enters a new school district.

Copies of records shall be made available upon request to students or parents in accordance with the Family Educational Rights and Privacy Act.

Coordinator

Each district's board has designated an individual to act as the district's homeless coordinator: (Name of Office) (Business Address) (Phone/Fax) The district shall inform school personnel, service providers and advocates working with homeless families of the duties of their homeless coordinator. The homeless coordinator will ensure that:

1. Homeless children and youths are identified by school personnel and through coordination activities with other entities and agencies.
2. Homeless children and youths enroll in and have a full and equal opportunity to succeed in the district.
3. Homeless children and youths receive educational services for which such families, children and youths are eligible, including Head Start, Even Start and preschool programs administered by the district and referrals to health care services, dental services, mental health services and other appropriate services.
4. The parent or guardians of homeless children and youths are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.

5. Public notice of the educational right of homeless children and youth is disseminated where such children and youths receive services, such as school, family shelters and soup kitchens.
6. Enrollment disputes are mediated in accordance with law.
7. The parent or guardian of a homeless child or youth, and any unaccompanied youth, is fully informed of all transportation services, including transportation to the school or origin, and is assisted in accessing transportation to the school selected.
8. Unaccompanied youths will be assisted in placement or enrollment decisions, their views will be considered, and they will be provided notice of the right to appeal.
9. Children or youth who need to obtain immunizations, or immunization or medical records, will receive assistance.

Approved: KASB Recommended Regulation – 7/03

Complaint Form

PROGRAMS FOR HOMELESS STUDENTS

(Assignment to a School Other than School of Origin/School Requested by the Parent)

After reviewing the situation, it would be in the best interest of your child or youth to be educated at:

_____.

Explanation of decision:

If you so choose, you may appeal this decision in the following manner:

You may verbally and informally state your complaint to the district's homeless coordinator. If the complaint is not promptly resolved, you may complain in writing to the homeless coordinator. You must include the following information: date of filing, description of the complaint, the name of the person or persons involved, and an explanation of the action taken during the informal charge stage. Within five (5) working days after receiving the complaint, the coordinator will provide you written decision, with supporting evidence and reasons. In addition, the coordinator will inform the superintendent of the formal complaint and the result.

Approved: KASB Recommendation Regulation – 7/03

JBCC

Assignment

JBCC

The placement of students shall be the responsibility of the local district director in accordance with interlocal policy and state/federal regulations.

Approved:

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

 Procedures/guidelines under this section will be subject to local district policy. Students attending alternative programs will be subject to the adopted policy of the alternative program.

Approved:

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

The building principal (or _____) shall report students who are inexcusably absent from school to the appropriate authority.

Truancy is defined as any three consecutive unexcused absences, any fixe unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first. School year means the period from July 1 to June 30. Student who are absent without a valid excuse for a significant part of any school day shall be considered truant.

Prior to reporting to either S.R.S. (if the student is under 13) or the county or district attorney (if the student is 13 or more years of age by less than 18 years of age), a letter shall be sent to the student's parent(s) or guardian notifying them that the student's failure to attend school without a valid excuse shall result in the student being reported truant.

Waiver of Compulsory Attendance Requirements

Students 16 or 17 years of age may be exempt from compulsory attendance regulations if the parent(s) or person acting as parent attend(s) the counseling session required by law and signs the appropriate consent and waiver form; if the students earns a GED; or if the student is exempt from compulsory attendance requirements pursuant to a court order.

Involvement of Law Enforcement

Law enforcement officers may return truant children to the school where the child is enrolled, to the child's parent or guardian or to another location designated by the board to address truancy issues.

JBE Truancy (See JBD) JBE-2

Reporting to Parents

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

Dual Enrollment Students (See IDCE and JQ)

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

Approved: KASB Recommendation – 7/96; 9/97; 8/98; 7/02; 6/04; 6/06

(From KASB Forms Book)

PARENT CONSENT AND WAIVER FOR CHILD 16 OR OLDER TO BE
EXEMPT

FROM COMPULSORY ATTENDANCE REQUIREMENTS

I, (Name of Parent(s) or Person Acting as Parent), understand that pursuant to Kansas law, (Name of Student), is required to attend school until he/she

receives a high school diploma or general educational development (GED) credential or reaches the age of 18, whichever occurs first.

The academic skills listed below have not been achieved by ____ (Name of Student) ____;

Based on ____ (Source of Information) ____, the difference in future earning power between a high school graduate and high school dropout is _____.

____ (Name of Student) ____, is encouraged to attend one of the following alternative education programs:

I (we) the undersigned hereby, written consent to all ____ (Name of Student) ____, who is [16] [17] years of age, to exempt from the Kansas compulsory attendance requirement and state we have attended the final counseling session conducted by USD No. ____ in which the above information was presented to us.

Signature of Student

Signature of Parent(s) or Person Acting as a Parent

Date

Date

JBH Release of a Student during the School Day JBH

Procedure/guidelines under this section will be subject to local district policy. Students attending alternative programs will be subject to the adopted policy of the alternative program.

Approved:

JCAB

Searches of Property

JCAB

Procedure/guidelines under this section will be subject to local district policy. Students attending alternative programs will be subject to the adopted policies of the alternative program.

Approved:

JCABB Searches of Students

JCABB

Procedures/guidelines under this section will be subject to local district. Students attending alternative programs will be subject to the adopted policies of the alternative program.

Approved: KASB Recommendation – 7/96; 8/98

Retype, customize for local use, remove from policy book and file with the clerk/principals.

Search Report Form

Name of the Student:

Parents Contacted? Yes No

Time of Search: _____

Date: _____

Place of Search:

Reason or reasons for the search:

Law enforcement officials were called by:

_____ Name of the person who conducted

the actual: _____ Names of the persons present

while the student was being searched:

Result of the search:

Object(s) confiscated:

1. _____
2. _____
3. _____

Notifications:

Parent/Guardian: _____

Name	Time	Results
------	------	---------

Law Enforcement: _____

Name	Time	Results
------	------	---------

Other: _____

Name	Time	Results
------	------	---------

cc: Student's file

cc: Director

JCAC Interrogation and Investigations (see EBC and GAAD) JCAC

Procedure/guidelines under this section will be subject to local district policy. Students attending alternative programs will be subject to the adopted policies of the alternative program.

Approved:

JCDA Student Conduct

JCDA

Procedure/guidelines under this section will be subject to local district policy, unless otherwise stipulated in IDEA. Students attending alternative programs will be subject to the adopted policies of the alternative program, unless otherwise stipulated in IDEA.

Approved:

JCDAA Tobacco and Electronic Cigarettes (See GAOC) JCDAA

Smoking by students and/or the possession or use of any other tobacco product or electronic cigarette is prohibited in any district facility; in school vehicles; at school-sponsored, activities, programs, or events, and on school owned or operated property.

Administrators may report students who are in violation of this policy to the appropriate law enforcement agency.

Approved: KASB Recommendation – 7/96; 9/97; 4/07; 6/13

JCDA Dress Code JCDB

Procedures/guidelines under this section will be subject to local district policy. Students attending alternative programs will be subject to the adopted policies of the alternative.

Approved:

JCDBB Weapons (See JDD, EBC and KGD)

JCDBB

Procedures/guidelines under this section will be subject to local district policy. Students attending alternative programs will be subject to the adopted policies of the alternative program. The provisions of IDEA addressing continuation of services for disabled student expelled for weapons violations will be followed.

Approved:

JCE

Complaints

JCE

Complaints about Discrimination

The interlocal 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 interlocal compliance coordinator. Any student or employee who engages in discriminatory conduct shall be subject to disciplinary action according to local district or interlocal policy, up to and including termination from employment or expulsion from school, unless otherwise provided for under IDEA.

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 interlocal's programs and activities is prohibited. Assistant Director, Box 668, Independence, Kansas 67301, 620.331.6303 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 or director, 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 interlocal's discrimination complaint procedures. (See KN)

JCE

Complaints

JCE

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 regulations, and must specify the basis for the complaint. The principal shall investigate the complaint and inform the student of the resolution within 10 days of the complaint is filed.

Approved:

JCEC

Demonstrations

JCEC

Procedures/guidelines under this section will be subject to local district policy. Students attending alternative programs will be subject to the adopted policies of the alternative program.

Approved:

JDA

Corporal Punishment

JDA

Procedures/guidelines under this section will be subject to local district policy. Students attending alternative programs will be subject to the adopted policies of the alternative program.

Approved:

JDB

Detention

JDB

Procedures/guidelines under this section will be subject to local district policy. Students attending alternative programs will be subject to the adopted policies of the alternative program.

Approved:

JDC Probation (See JCDDDB and JDD)

JDC

Procedures/guidelines under this section will be subject to local district policy. Students attending alternative programs will be subject to the adopted policies of the alternative program.

Approved:

JDD Suspension and Expulsion Procedures (See IHEA, JBD, JCDDDB) JDD
Except as limited by Section 504 or IDEA, a student may be suspended or expelled, for reasons set for the Kansas law. Any student who is suspended for a period of more than 10 days or expelled shall receive a copy of the current suspension and expulsion law and his policy. Suspension/expulsion hearings shall be conducted by the superintendent/designee or other certificated employee, or committee of certificated employees of the school in which the pupil is enrolled, or by any other hearing officer appointed by the board.

Approved: KASB Recommendation – 7/96; 8/98; 6/99; 6/00

JDD-R Suspension and Expulsion Procedures JDD-R
Reasons for Suspension or Expulsion

Students may be suspended or expelled for one or more of the following reasons:

- Willful violation of any published, adopted student conduct regulation.
- Conduct which substantially disrupts, impedes, or interferes with school operation.
- Conduct which endangers the safety or substantially impinges on or invades the rights of others.

- Conduct which constitutes the commission of a felony.
- Conduct which constitutes the commission of a misdemeanor.
- Disobedience of an order of a school authority if the disobedience results in disorder, disruption, or interference with school operation; and
- Possession of a weapon at school, on the school property or at a school-sponsored event.

Short-term Suspension

Except in an emergency, a short-term suspension (not exceeding ten school days) must be preceded by oral or written notice of the charges to the student and an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than 72 hours after imposition of a short-term suspension.

JDD-R Suspension and Expulsion Procedures JDD-R-2

Written notice of any short-term suspension shall be delivered to the student's parent or guardian within 24 hours after the suspension has been imposed. Short-term suspension hearing may be conducted by any person designated in policy as having the authority to suspend.

At the informal suspension hearing, the student shall have the right to be present and notified of: the charges; and the basis for the accusation. The student shall have the right to make statements in his/her defense after receiving notice of the charges.

Long-Term Suspension or Expulsion

Before a student is subject to long-term suspension (not to exceed 90 school days) or expulsion (not to exceed 186 school days), a hearing shall be conducted by a hearing officer who has authority to suspend or expel. The superintendent/principal shall designate a hearing officer authorized by the board. Formal hearing shall be conducted according to procedures outlined in current Kansas law and:

- The student and parent or guardians shall be given written notice of the time, date, and place of the hearing.
- The notice shall include copies of the suspension/expulsion law, and appropriate board policies, regulations, and handbooks.

- The hearing may be conducted by either a certified employee or committee of certified employees authorized by the board, the chief administrative officer, or other certified employee of the district in which the student is enrolled, or by an officer appointed by board.
- Expulsion hearing for weapons violations shall be conducted in compliance with Kansas law by persons appointed by the board.
- Findings required by law shall be prepared by the person or committee conducting the hearing.
- A record of the hearing shall be available to students and parents or guardians according to Kansas law.
- Written notice of the result of the hearing shall be given to the pupil and to the parents and guardians within 24 hours after determination of such result.

JDD-R Suspension and Expulsion Procedures
Rules Which Apply in all Cases When a
Student May be Suspended or Expelled

JDD-R-3

- Refusal or failure of the student and/or the student's parents to attend the hearing shall result in a waiver of the student's opportunity for the hearing.
- A student suspended for more than 10 school days or expelled from school shall be provided with information concerning services or programs offered by public and private agencies which provide services to improve the student's attitude and behavior.
- A student who has been suspended or expelled shall be notified of the day the student can return to school.
- If the suspension or expulsion is not related to a weapons violation, the principal may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation. (See JDC)
- If the expulsion is related to a weapons violation the superintendent may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation if the student is allowed to return. (See EBC, JCDBB and JDC)
- The days a student is suspended or expelled are not subject to the compulsory attendance law.

- During the time a student is suspended or expelled from school, the student may not:
- Be on school property or in any school building without the permission of the principal.
- Attend any school activity as a spectator, participant, or observer.

A Student over the age of 18 or the parents or guardian of a student who is suspended for more than 10 days or expelled from school may appeal to the board within 10 calendar days of receiving written notice of the hearing results.

When a suspension is imposed during the school day, the student shall not be removed from school until a parent has been notified. If a parent cannot be notified during regular school hours, the student shall remain at school until the regular dismissal time.

Student Rights during a Long-Term Suspension/Expulsion

Hearing The student shall have the right:

- To counsel of his/her own choice.

JDD-R Suspension and Expulsion Procedures

JDD-R-4

- To have a parent or guardian present.
- To hear or read a full report of testimony of witnesses.
- To confront and cross-examine witnesses who appear in person at the hearing; to present his or her own witnesses.
- To testify in his or her own behalf and to give reasons for his or her conduct.
- To an orderly hearing.
- And to a fair and impartial decision based on substantial evidence.

Appeal to the Board

The following conditions shall apply if a student who is age 18 or older or the student's parent or guardian files a written appeal of a suspension or expulsion:

- Written notice of the appeal shall be filed with the clerk within 10 calendar days of receiving the results of the hearing.

- The board shall schedule and appeal with the board or a hearing officer appointed by the board within 20 calendar days.
- The student and the student’s parent shall be notified in writing of the time and place of the appeal at least 5 calendar days before the hearing.
- The hearing shall be conducted as a formal hearing using rules similar to those noted earlier for expulsion hearings.
- The board shall record the hearing.
- The board shall render a final decision no later than the next regularly scheduled board meeting after the conclusion of the appeal hearing.

Approved: KASB Recommendation – 7/96; 8/98; 6/99; 6/00; 4/04; 6/06

JDDA Drug-Free Schools JDDA

Maintaining drug-free schools is important in establishing an appropriate learning environment for the interlocal’s students. The unlawful possession, use, sale or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug-Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

Student Conduct

Procedures/guidelines under this section will be subject to local district policy. Students attending alternative programs will be subject to the adopted policies of the alternative programs.

Approved:

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

Whenever a student engages in conduct which constitutes the commission of any misdemeanor or felony, at school, on school property, or at a school supervised activity and/or has been found:

- In possession of a weapon,
- In possession of a controlled substance or illegal drug; or
- To have engaged in behavior at school which has resulted in, or was substantially likely to have resulted in, serious bodily injury to the others, the principal and/or program director shall report such act to the appropriate law enforcement agency if any of the behaviors noted above occur in adherence with local district policy.

Approved:

JDDC Bullying (See EBC, GAAE, JCE, JGEC, JGECA, and KGC) JDDC

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

The administration shall propose, and the board shall review and approve a plan to address bullying as prohibited herein. The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the board. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

Approved: KASB Recommendation – 6/07; 6/08; 6/09; 6/13

-Sample Form-

Retype to suite local needs, remove from policy book, and file with the clerk and principals.

Form could also be included in staff or student handbooks.

<p>Report to Local Law Enforcement USD # _____</p>
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Pursuant to K.S.A. 72-89b03, the administrator or other school employee whose signature appears below is reporting the following crimes:
{Briefly describe each incident and the person/s involved in felonies, misdemeanors, and weapons.}

Date	<u>School/Location</u>	<u>Student/s or Person/s Involved</u>	<u>Brief Description</u>
1.			
2.			
3.			

4.			
5.			

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

Signed: _____
 Administrator or Other School Employee

Cc: Superintendent of Schools, USD _____

cc: Student/s file

JE Guidance Program

JE

The guidance and counseling services of the local school district shall be made available to any student.

Approved:

JF

Academic Achievement

JF

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

Reporting (See JR et seq.)

Periodic reports on each student's mastery of the approved learning objectives shall be issued to the parent as required by IDEA 2004.

Report Cards (See JR et seq.)

Report cards shall be issued to each student at the end of each specific grading period for each subject taken. Reasons for deficiencies and/or failures shall be given. Procedures/guidelines under this section will be subject to local district policy. Students attending alternative programs will be subject to the adopted policies of the alternative program.

Approved:

JFA

Peer Grading of Assignments

JFA

Procedures/guidelines under this section will be subject to local district policy and or alternative program policy. Care and caution will be

taken to protect the confidentiality of exceptional students and their families.

Approved:

JFAB Student Conferences

JFAB

Teachers shall be available for student conferences at mutually convenient times.

Approved: KASB Recommendation – 7/96

JFAC

Parent Conferences

JFAC

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

Approved: KASB Recommendation – 7/96

JFB Promotion and Retention

JFB

Procedures/guidelines under this section will be subject to local district policy.

Approved:

JFC Graduation Exercises

JFC

Procedures/guidelines under this section will be subject to local district policy.

Approved:

JFCA Early Graduation (See IHF)

JFCA

Procedures/guidelines under this section will be subject to local district policy.

Approved:

JGA Student Insurance Program

JGA

Procedures/guidelines under this section will be subject to local district policy.

Approved: KASB Recommendation – 7/96

JGC Health Assessments and Physicals (See JGCB) JGC

Procedures/guidelines under this section will be subject to local district policy.

Approved:

The board shall promote and monitor a local wellness program. The program shall:

- Include goals for nutrition education, physical activity and other schoolbased activities designed to promote student wellness in a manner that the board determines appropriate.
- Include nutrition guidelines for all foods available in each school during the school day; the objectives of the guidelines shall be to promote student health and to reduce childhood obesity.
- Assure that guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture, as those regulations and guidance apply to schools.
- Establish a plan for measuring implementation of the local wellness policy, including designation of one or more district employees who shall be charged with operational responsibility for ensuring the wellness policy is effectively enforced; and
- Involve parents, students, representatives of the school food authority, the school board, administrators, and the public in the development of the school wellness policy.

Approved: KASB Recommendation – 6/05

All students enrolling in any interlocal school shall provide the building principal with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. Booster shots required by the Secretary of the Department of Health and Environment are also required.

A copy of this policy and the applicable state law shall be distributed to student, prospective students, or their parents on or before May 15th of each school year. The local school district shall issue a news release each August explaining the required inoculations and booster shots. Parents may delegate in writing, their authority to consent to immunizations. If the parent is not reasonable available, and the authority to consent has not been denied as provided in law, individuals other than the parent may consent to the immunizations as provided for in current law.

Students who fail to provide the documentation required by law may be excluded from school by the local school district until statutory requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law. Students who are not immunized against a particular disease(s) may be excluded from school during any outbreak.

Each principal shall forward evidence of compliance with the inoculation law to other schools or interlocals when requested by the school or by the student's parents/guardians.

Approved: KASB Recommendation – 7/96; 9/97

Procedures/guidelines under this section will be subject to local policy.

Approved:

JGCC Communicable Diseases

JGCC

Procedures/guidelines under this section will be subject to local district policy.

Approved:

JGCC

Communicable Diseases

JGCC-2

USD #256 – Marmaton Valley

Any student noted by a physician or the school nurse as having a communicable disease may be required to withdraw from school for the

duration of the illness. The student will be readmitted to regular classes upon termination of the illness, as authorized by the student's physician or as authorized by a health assessment team.

The board reserves the right to require a written statement from the student's physician indicating that they student is free from all symptoms of the disease.

If a student is absent from regular classes for more than three consecutive days, or the principal has be notified that a student has a communicable disease, the principal shall determine whether a release shall be obtained from the student's physician before the student reenters school.

Decisions regarding the type of education and the setting for provision of educational services for a student with a severe communicable disease of long duration shall be based on the child's medical condition, the child's behavior and neurological development, and the expected type of interaction with others in the educational setting final decisions will be made by school administration after receiving input from the student's physician, public health personnel, the student's parent or guardian, and personnel associated with the proposed care or educational setting.

Approved: KASB Recommendation – February 8, 2016

JGCC

Communicable Diseases

JGCC-3

USD #258 – Humboldt

Any student noted by a physician or the school nurse as having a communicable disease may be required to withdraw from school for the

duration of the illness. The student will be readmitted to regular classes upon termination of the illness, as authorized by the student's physician or as authorized by a health assessment team.

The board reserves the right to require a written statement from the student's physician indicating that they student is free from all symptoms of the disease.

If a student is absent from regular classes for more than three consecutive days, or the principal has be notified that a student has a communicable disease, the principal shall determine whether a release shall be obtained from the student's physician before the student reenters school.

Decisions regarding the type of education and the setting for provision of educational services for a student with a severe communicable disease of long duration shall be based on the child's medical condition, the child's behavior and neurological development, and the expected type of interaction with others in the educational setting final decisions will be made by school administration after receiving input from the student's physician, public health personnel, the student's parent or guardian, and personnel associated with the proposed care or educational setting.

Approved: KASB Recommendation – 7/96; 6/01; 4/07; 12/15

JGCC

Communicable Diseases

JGCC-4

USD #257 – Iola

Any Student noted or diagnosed by medical personnel as having a communicable disease shall be required to withdraw from school

for the duration of the illness. The student and/or his/her parents shall report the diagnosis and the nature of the disease to the principal so that the proper reporting may be made to the Southeast Kansas Multi-County Health Department or any other agency as required by statute.

In the case of a severe communicable disease the student shall withdraw from school until the superintendent makes the determination of the status of attendance and/or participation in order to give maximum health protection to that student and other students.

The recommendation whether an infected student shall be permitted to attend classes or participate in school activities with other students shall be made on a case-by-case basis by a health assessment team composed of the student's parents or guardians, student when appropriate, physician of the parent's choice and appropriate school and medical personnel appointed by the superintendent and approved by the board. In making this recommendation to the superintendent, the health assessment team shall consider:

- 1) The behavior, neurological development, and physical condition of the student.
- 2) The expected type of interaction with others in the school setting.
- 3) The effect on both the infected student and others in that setting.

After the recommendation by the health assessment team, the superintendent shall make the determination whether a student shall be permitted to attend regular classes and/or participate in school activities.

Review of the student's condition will be made by the health assessment team at appropriate intervals as determined by the health assessment team.

Communicable disease as defined in this policy shall refer to any infectious or contagious disease as determined by the State Department of Health and Environment or the United States Centers of

Disease Control. Severe Communicable disease as defined in this policy shall refer to any infectious or contagious disease such as Hepatitis B and AIDS and AIDS Related Complex, as determined by the State Department of Health and Environment or the United States Centers for Disease Control.

JGCC Communicable Diseases
USD #413 – Chanute

JGCC-5

Any student noted by a physician or the school nurse as having a communicable disease may be required to withdraw from school for the duration of the illness in order to give maximum health protection to other students. The student will be readmitted to regular classes upon

termination of the illness, as authorized by the student's physician or as authorized by a health assessment team. The board reserves the right to require a written statement from the student's physician indicating that the student is free from all symptoms of the disease.

Approved: April 4, 2011

JGCC Communicable Diseases

JGCC-6

USD #479 – Crest

Any student noted by a physician or the county health nurse as having a communicable disease may be required to withdraw from school for the duration of the illness in order to give maximum health protection to other students. The student will be readmitted to regular classes upon termination of the illness, as authorized by the student's physician or as authorized by a health assessment team. The board reserves the right to require a written statement from the student's physician indicating that the student is free from all symptoms of the disease.

Adopted: 2/3/86

JGD

Student Psychological Services

JGD

Various psychological services are available to students through the interlocal, interlocal special education programs, the county, and the state. Results of any such psychological service, assessment activities or consultation services will be kept in strict confidence by school authorities and shall be governed by JR through JRD.

Approved: KASB Recommendation – 7/96

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 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 and 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.

JGEC Sexual Harassment

JGEC-2

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.

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 sexual harassment from a student shall inform the student of their 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.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outline 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 unacceptable but do not harassment may provide grounds for discipline under the code of student conduct.

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 complaint contains evidence criminal activity or child abuse, the building coordinator or district 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 complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of 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.

JGEC Sexual Harassment

JGEC-4

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 include in the school newsletter or published in the local newspaper annually.

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

JGECA Racial Harassment: Students (See GAF)

JGECA

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

Racial harassment is unlawful discrimination on the basis of race, floor, or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts against Discrimination. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs, or events. Racial 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 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.

Racial Harassment is racially motivated conduct which:

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

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

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

Any student who believes he or she has been subject to racial harassment or has witnessed an act of alleged racial 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 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 interlocal 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 interlocal's discrimination complaint procedure (see KN).

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial 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 motivated.

An employee who witnesses and act of racial harassment shall report the incident to the building principal and/or interlocal administrator. Employees who fail to report complaints or incidents of racial 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 harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the compliant coordinator shall report such conduct to the appropriate law enforcement or SRS authorities. (See GAAD)

To the extent possible confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the interlocal'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 harassment shall not reflect upon the student's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a racial 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 harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and related materials shall be posted in each interlocal facility. The policy shall also be published in student, parent and employee handbooks as directed by the interlocal 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

JGFB Supervision of Students

JGFB

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

Approved:

JGFG Student Accidents

JGFG

When a staff member sees a student who has been involved in an accident at school, on school property or at a school-sponsored event, the staff member shall follow the rules for the care of an injured student and report the accident to the building principal. If a student has an accident which appears to require medical treatment, no action shall be taken by an employee except to send for medical help and to make the student as comfortable as possible while waiting for medical assistance to arrive. If an employee is qualified to administer first aid, that aid may be given. Qualified employees, for the purpose of this policy, are those employees who have successfully completed and approved Red Cross first aid program or the school nurse.

Appropriate records of the local district and the interlocal shall be kept in case a student accident occurs.

Approved:

JGFG-R Student Accidents

JGFG-R

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

Records

Appropriate records of the local district and the interlocal documenting student accidents shall be kept on file in the principal's office.

Approved:

Retype and Remove from Policy Book

SAMPLE STUDENT INFORMATION FORM

Student Name:

Parent/Guardian Name:

Mailing Address:

Street Address:

Home Phone: _____ Business Phone:

_____ Name(s) and Phone Number(s) of another person(s) to be called in the event of an accident if the parent(s) cannot be contacted:

1. _____
2. _____

Name and Office Number of Family Physician:

Physical Conditions Staff Members Should be alerted to:

SAMPLE CONSENT FOR EMERGENCY MEDICAL TREATMENT

I, the undersigned, being the natural parent (or legal guardian) of _____, a minor, do hereby consent to the during of emergency medical treatment, including the necessary transportation to receive such treatment, for said _____, by _____, the director of Interlocal #603, Allen County, or designee.

Date this ____ day of _____, 20____, and valid for the remainder of 20____-____ school year or until specifically revoked.

Parent

Witnessed By:

JGFGB Supervision of Medications

JGFGB

Procedures/guidelines under this section will be subject to local district policy. Students attending alternative programs will be subject to the adopted policies of the alternative program.

Approved:

JGFGBA Student Self-Administration of Medications (See JGFGB)

JGFGBA The self-administration of medication is allowed for eligible students in grades K-12. As used in this policy medication means a medicine for the treatment of anaphylaxis or asthma including, but not limited to, any medicine defined in current federal regulation as an inhaled bronchodilator or auto-injectable epinephrine. Self-administration is the student's discretionary use of an approved medication for which the student has a prescription or written direction from a health care provider.

As used in this policy, health care provider means, a physician licensed to practice medicine and surgery; an advanced registered nurse practitioner, or a license physician assistant who has authority to prescribe drugs under the supervision of a responsible physician.

Student Eligibility

An eligible student shall meet all of the following requirements:

1. A written statement from the student's health care provider stating the name and purpose of the medication/s.
2. The prescribed dosage.
3. The time the medication is to be regularly administered.
4. Any additional special circumstances under which the medication is to be administered.
5. The length of time for which the medication is prescribed.

6. The student shall also demonstrate to the health care provider or the provider's designee and the school nurse or the nurse's designee the skill level necessary to use the medication and any device that is necessary to administer the medication as prescribed. In the absence of a school nurse, the school shall designate a person who is trained to witness the demonstration.

JGFGBA Student Self-Administration of Medications
Authorization Required

JGFGBA-2

The health care provider shall prepare a written treatment plan for managing the student's asthma or anaphylaxis episodes and for medication use by the student during school hours. The student's parent or guardian shall annually complete and submit to the school any written documentation required by the school, including the treatment plan prepared by the student's health care provider. Permission forms shall be updated {during enrollment/or _____}.

Employee Immunity

All teachers responsible for the student's supervision shall be notified that permission to carry medications and self-administer has been granted. The school district shall provide written notification to the parent or guardian of a student that the school district and its officers, employees and agents are not liable for damage, injury or death resulting directly or indirectly from the self-administration of medication.

Waiver of Liability

The student's parent or guardian shall sign a statement acknowledging that the school districts and its officers, employees or agents incur no liability for damage, injury or death resulting directly or indirectly from the self-administration of medication and agreeing to release, indemnify and hold the schools and its officers, employees and agents, harmless from and against any claims relating to the selfadministration of medication allowed by this policy.

JGFGBA Student Self-Administration of Medications

JGFGBA-3 The parent or guardian of the student shall sign a statement acknowledging that the school incurs no liability for any injury resulting from the self-administration of medication and agreeing to indemnify and hold the school, and its employees and agents, harmless against any claims relating to the self-administration of such medication.

Additional Requirements

- The school district shall require that any back-up medication provided by the student's parent or guardian be kept at the student's school in a location to which the student has immediate access if there is an asthma or anaphylaxis emergency.
- The school district shall require that all necessary and pertinent information be kept on file at the student's school in a location easily accessible if there is an asthma or anaphylaxis emergency.
- Eligible students shall be allowed to possess and use approved medications at any place where the student is subject to the jurisdiction or supervision of the school district, its officers, employees, or agents.

- The board may adopt policy or handbook language which imposes additional requirements relating to the self-administration of medication allowed for in this policy and may establish a procedure for, and the conditions under which, the authorization for a student self-administration of medication may be revoked.

Approved: KASB Recommendation – 6/04; 6/05

Permission for Self-Administration of Medication

Name of Student:

School: _____ Grade: _____

Teacher: _____

Medication: _____ Dosage: _____

Date Started: _____

Conditions under which the medication is to be given:

Any Additional circumstances under which the medication is to be given:

Length of time medication is to be administered:

I hereby give my permission for (name of student) to administer the above medication at school as ordered. I understand that it is my responsibility to furnish this medication. I acknowledge that the school incurs no liability for any injury resulting from the self-administration of medication and agree to indemnify and hold the school, and its employees and agents, harmless against any claims relating to the self-administration of such medication.

My child has been instructed on self-administration of the medication and is authorized to do so in school.

Signature of Parent or Guardian

Date

Signature of Health Care Provider

Date

Approved:

JGFF Student Transportation Regulation (See JGG) JGFF
Use of Vehicles and Bicycles

The superintendent shall develop procedures regulating the driving, parking, and use of vehicles and the use and parking of bicycles during the school day. Failure to observe district regulations may result in disciplinary action.

Rules and regulations concerning use of vehicles and bicycles on school property shall be approved by the board and {shall/may} be included in the student handbook.

Walkers

Students who walk to and from school are urged to become familiar with traffic safety laws governing such activities, to be alert to their surroundings, and to exercise caution while crossing streets in high traffic areas.

Notice

At the beginning of each school year, district staff will provide students with appropriate notice of the rules and regulations pertinent to this policy.

Approved: KASB Recommendation – 6/13

JGGA Use of Video Cameras (See JR and JRB) JGGA

The interlocal may use video cameras to monitor student activity. Video cameras may be used to monitor students riding in interlocal vehicles and to monitor student behavior in or around any interlocal facility.

Video tapes that are records of student behavior shall be secured in a locked file until the tapes are either reused or erased. The video tape shall be considered a student record and shall be subject to current law for the release of student record information.

Video tapes used as a method of monitoring individual student progress or as assessment documentation shall have prior consent from the parent and shall be considered a student record and shall be subject to current law for the release of student record information.

Approved:

JGH School Food Service Programs JGH
Procedures/guidelines under this section will be subject to local district
policy.

Approved:

JGHB Vending Machines and Other Automated Play Machines JGHB

No vending machine or play machine may be placed in any interlocal owned building without prior approval of the director.

Approved:

JH Student Activities (See DK and JGFB)

JH

Procedures/guidelines under this section will be subject to local district policy.

Approved:

Sample ONLY: Adapt for Local Use

Public Input Form: Request to Add/Eliminate an Activity

1. Name:

2. Address:

3. Represents: Self Group: _____

4. Name of Group:

5. Activity to Eliminate (Explain rationale):

6. Activity to Add:

7. Proposed start-up budget: \$_____

- Prepare a detailed budget sheet for board consideration.
- Where would you get the money?
- If no new money is available, what existing program would you propose reducing or eliminating to fund the proposed budget?

8. On-going budget: \$_____

Prepare a reasonably detailed on-going budget which describes the ongoing expenses necessary to maintain the program.

9. Indicate need to add program:

10. OTHER:

Use additional paper, as necessary.

Signed: _____

Date Submitted to Administration: _____, 20____

JHC

Student Organizations

JHC

Procedures/guidelines under this section will be subject to local district policy.

Approved:

JHC

Student Organizations

JHC

Procedures/guidelines under this section will be subject to local district policy.

Approved:

JHCA

Student Publications

JHCA

Procedures/guidelines under this section will be subject to local district policy. Students attending alternative programs will be subject to the adopted policies of the alternative program.

Approved:

JHCAA Gang Activity

JHCAA

Procedures/guidelines under this section will be subject to local district policy. Students attending alternative programs will be subject to the adopted policies of the alternative program.

Approved:

Jl

Community Activities

Jl

Students shall not participate in any community activities during school hours without the prior permission of the principal, unless otherwise driven by a student's IEP.

Approved:

JJ

Employment of Students

JJ

Vocational or Other Work Experience (See IDAA)

A student who works in a board-approved vocational or other work experience program shall have a schedule developed cooperatively by the employer and the supervising teacher and approved by the principal

prior to beginning the work activity, and shall be documented in the student record (IEP/Transition Plan).

Approved:

JK

Solicitations

JK

Procedures/guidelines under this section will be subject to local district policy. Students attending alternative programs will be subject to the adopted policies of the alternative program.

Approved:

JL Gifts (See GAJ, KH)

JL

The giving of gifts between students and staff members is discouraged. Procedures/guidelines under this section will be subject to local district policy. Students attending alternative programs will be subject to the adopted policies of the alternative program.

Approved:

JM

Contests for Students

JM

Procedures/guidelines under this section will be subject to local district policy.

Approved:

JN

Awards

JN

Procedures/guidelines under this section will be subject to local district policy.

Approved:

JQ Exceptional Students (See IDCE and JBE) JQ
All programs for exceptional students shall be managed in accordance with the local plans for exceptional students, the policy and rules of the local board, and the rules and regulations of the state board of education.

Concurrent Enrollment

Approved: KASB Recommendation – 7/96

JQL Hearing Procedures for Exceptional Students JQL

A hearing procedure shall be available to parent or guardians of exceptional students according to state board of education regulations, the state special education plan, locally adopted procedures, and applicable laws. A hearing may be held for the purpose of ascertaining whether staffing placement committee's recommendations for assignment, reassignment, exclusion, transfer, or withdrawal of a student are warranted.

Approved: KASB Recommendation – 7/96

JQLA Class-Size/Caseload Limits for Exceptional Students JQLA

The director shall develop and review annually class-size/caseload limits for students with exceptionalities.

Approved: KASB Recommendation – 12/00

JR Student Records

JR

All student records shall be treated as confidential and primarily for local school use unless otherwise stipulated.

Approved: KASB Recommendation – 7/96

JR-R

Student Records

JR-R

When records include information on more than one student, the parents/guardians of any student shall have access to copies of that part of the record that pertains to their child. Each school shall establish procedures for the granting of a request by parents/guardians for access to their child's school records within a reasonable period of time, but in no case more than 45 days after the request has been made.

In situations where the parents of a student are divorced or separated, each parent, custodial and/or non-custodial, shall have equal rights to their child's records unless a court order specifies otherwise. Private agreements between the student's parents shall not be recognized by the interlocal's personnel.

Parent/guardians shall have an opportunity for a hearing to challenge the content of their child's school records to ensure that the records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of students; to have an opportunity for the correction or deletion of any inaccurate, misleading or otherwise inappropriate data contained therein; and to insert into records the parent's/guardian's written explanation of the content of the records.

Any eligible parent/guardian or student may inspect the personal records of the student during regular office hours. The interlocal reserves the right to interpret selected records to students and/or parent/guardians at the time of the inspection.

insert into records the parent's/guardian's written explanation of the content of the records.

Any eligible parent/guardian or student may inspect the personal records of the student during regular office hours. The interlocal reserves the right to interpret selected records to students and/or parent/guardians at the time of the inspection.

When a student attains 18 years of age, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student.

The parents/guardians of students, or the students if they are 18 years of age or older, shall be informed annually by the director of the rights accorded them by this section and by the Family Educational Rights and Privacy Act. In addition, the public shall be informed annually by the direct of the categories of information the institution has determined to be directory information.

Approved: KASB Recommendation – 7/96

Permanent Student Records: The interlocal school shall permanently retain records relating to each student's special education programming. Information about students collected and stored by any school personnel shall be separated into one of the following classifications:

Administrative Records: Official administrative records that constitute the minimum personal information necessary for operating the educational system. It shall include birth date, sex, race, names, telephone numbers, addresses and places of employment of parents, academic work completed, grades, attendance records, withdrawal and reentry records, honors and activities, date of graduation and follow-up records of a student.

Supplementary Records: Verified information important in operating the educational system but is of a more sensitive nature and of less historical importance. It includes: test data, such as scores on standardized achievement, aptitude and intelligence tests; observational data such as systematically gathered teacher or counselor evaluations and observations of social and personal assets; clinical findings and verified reports of serious or recurrent deviant behavior patterns; general data such as health data, family back ground information and educational and vocational plans.

Tentative Records: Useful information that has not been verified or is not clearly needed beyond the immediate present. It includes unevaluated reports of teachers or counselors that may be needed in ongoing counseling or disciplinary actions. These records are maintained at the local district/building.

Approved: KASB Recommendation – 7/96; 6/00

JRB

Release of Student Records

JRB

(See BCBK, CN, CAN, ECA, IDEA, JGGA, JR et seq. and KBA)

Individual student files are not available for public inspection. The custodian of student records shall disclose the student's educational records only as provided for in policy.

Directory Information

Annual notice shall be given to parents and eligible students concerning the student's records. In addition, the custodian of the educational records shall give annual public notice of the class of records the institution has designated as directory information, and of the right of the parent or eligible student to object to the release of directory information without prior written consent. The appropriate forms for providing notice shall be on file in the office of the custodian of the educational records.

After giving notice, the custodian of records may make directory information available without parental or eligible student's consent. The custodian of records shall make student recruiting information (name, address, and telephone listing) available to military recruiters and postsecondary institutions unless parent or eligible students request the information not be released without written consent.

For the purposes of this policy, school official means teacher, administrator, other certified employee, or board of education. The district may disclose, without the parent or eligible students' consent, personally identifiable information to school officials with a legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support-staff member (including health or medical staff and law enforcement until personnel); the school board (in executive session); a person or company with whom the school

has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

JRB

Release of Student Information

JRB-2

The custodian may disclose students' education records to the following persons without the prior consent of the parents:

- Other school officials, including teachers within the district who have legitimate educational interests.
- Officials of other schools or school systems in which the student intends to reenroll. The school district will forward student records to such institutions without further notice to the parents or eligible student when the disclosure is initiated by a parent or eligible student or an annual notice provided to parents and eligible students by the district informs them that such records will be automatically disclosed to these institutions for the purposes of enrollment or transfer of the student;
- Authorized persons to whom a student has applied for or from whom a student has received financial aid.
- State and local officials or authorities to whom such information is specifically required to be reported or disclosed pursuant to state statutes.
- Organizations conducting studies for educational agencies for the purpose of developing, validating, or administering student tests or programs.
- Accrediting organizations.
- Parent of a student 18 years of age if parents claim the student as a dependent for income tax purposes.
- Appropriate persons of knowledge of any information is necessary to protect the health or safety of the student or other persons in an emergency.
- An agency caseworker or representative of a state or local child welfare agency or tribal organization who has the right to access a student's case plan when such agency or organization is legally responsible for the care and protection of the student and when any further disclosure of such information thereby will be limited in accordance with law; and

- In compliance with a lawfully issued subpoena or judicial order.

JRB Release of Student Records

JRB-3

Access will be granted to any third party upon written authorization of the eligible student, parent, or guardian.

No personally identifiable information contained in personal school records shall be furnished to any person other than those named herein. When there is a written instruction from the student's parent, guardian or the eligible student specifying the records, the reasons and the person(s) to whom the release is to be made, a copy of the records to be released shall be made available to the student, parents or guardian upon request. When information is requested in compliance with a judicial order or pursuant to any lawfully issued subpoena, parent(s)/guardian and the student shall be notified of the orders or subpoenas in advance of compliance with the order or subpoena unless:

- The order subpoena specifically forbids such disclosure; or
- The order is issued in the context of a court proceeding where a parent is a party and the proceeding involves child abuse and neglect or dependency matters.

Nothing contained in this policy shall preclude authorized representatives of the Comptroller General of the United States, the Secretary and an administrative head of an educational agency or state authorities from having access to student or other records which may be necessary in connection with the audit and evaluation of federally supported education programs or the enforcement of the federal legal requirements which relate to these programs. The data collection by such

official with respect to individual students shall not include information (including social security numbers) which would permit the personal identification of student or their parents or guardian on the data collected and provided.

All persons, agencies or organizations desiring access to the records of a student shall be required to sign a form, which shall be kept permanently with the student's file, but only for inspection by the parents/guardian, the student or a school official responsible for record maintenance. The form signed shall indicate the specific educational or other interest of each person, agency or organization has in seeking this information.

JRB

Release of Student Records

JRB-4

All persons, agencies or organizations desiring access to the records of a student shall be required to sign a form, which shall be kept permanently with the student's file, but only for inspection by the parents/guardian, the student or a school official responsible for record maintenance. The form signed shall indicate the specific educational or other interest of each person, agency or organization has in seeking this information.

Personal information shall be transferred to a third party only on the condition that such party shall not permit any other party to have access to such information without the written consent of the student's parent or the eligible student. The board and staff shall protect the rights of privacy of student and their families in connection with any surveys or data-gathering activities conducted, assisted, or authorized by the board or administration. Regulations established under this policy shall include provisions controlling the use, dissemination, and protection of such data.

Forwarding Pupil Records

Administrators shall forward student's school records upon request and may not withhold them for any reason.

Approved: KASB Recommendation – 7/96; 6/00; 7/02; 7/03; 4/07; 2/13

JRC Disposition of Records (See JRA and JRB) JRC

All student records will be maintained and screened periodically. Administrative records shall be permanent records and maintained by the school for an indefinite period of time. When the student graduates, supplementary records shall be destroyed or shall be transferred to the administrative records if they have permanent usefulness. Tentative records shall be destroyed when the use for which they were collected is ended. However, tentative records may be placed in the supplementary classification if the continuing usefulness of the information is demonstrated and its validity verified.

The official custodian shall review a student's records when they student moves from elementary to a middle school or junior high, from the middle school or junior high to high school and upon high school graduation. During each review obsolete or unnecessary information shall be removed and destroyed.

Following a reasonable amount of time after a student has

based solely upon the evidence presented at the hearing and include a summary of the evidence and the reasons for the decision.

Approved: KASB Recommendation – 7/96

JS Student Fees and Charges JS
Procedures/guidelines under this section will be subject to local district policy.

Approved:

ANW Special Education Cooperative

Interlocal #603

Policy Book

K

Public Relations

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- KK Public Sales on School Property

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KA Goals and Objectives

Educational public relations is a planned and systematic two-way process of communications between an interlocal and its internal and external publics. Its program serves to stimulate a better understanding of the role, objectives, accomplishments and needs of the organizations. Educational public relations is a management function which interprets public attitudes, identifies the policies and procedures of an individual organization with the public interest and executes a program of action to encourage public involvement and to earn public understanding and acceptance.

Approved:

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

The board shall keep the public informed about the interlocal's systems functions and operations.

Newsletters and other Media

The board may issue a patron newsletter. The director shall be responsible for the content of the interlocal newsletter and other interlocal sponsored media or publications.

The director shall direct the dissemination of interlocal information and report to the board as requested.

Providing Salary Information

Each year, on or about October 1, the administration may opt to provide a newspaper in the interlocal a statement showing the following:

- Name, position, and salary of the director, deputy director/s, and assistant director/s.
- Name, position, and salary of any other administrator with interlocal-wide responsibilities.

Approved:

KBA Interlocal or School Websites (See KB, IIBG and ECH)

KBA

The board may establish an interlocal website and may allow creation of websites for individual programs. An interlocal website shall be under the control of the director.

Website Rules

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

School rules shall include the following areas:

- Date privacy and FEPA regulations; (See JRB)
- Copyright rules, relating to access and use of materials and the property rights of the interlocal, students or employees who create material; (See ECH and IIBG)
- Board and administration shall determine website content and monitor use by employees and students.

Interlocal and program websites are maintained to support the public relations and educational programs of the interlocal and/or the schools. Websites may be modified or terminated at any time by board action.

Approved:

SAMPLE HANDBOOK LANGUAGE/FORMS FOR INTERLOCAL USE AFTER BOARD APPROVAL

General Information

Student Privacy Rights (See JRB)

Identifiable student images shall not be posted on interlocal or school websites without prior written permission from the student and, if under 18, the student's parent or guardian. The mailing address, telephone number or other personally identifiable information about any student shall not be posted on interlocal or school websites. All applicable requirements of the Family Educational Rights and Privacy Act (FERPA) shall be followed.

Copyrighted Material Posted on Websites (See KBA)

Any original materials created by students are owned by those students. Original materials will not be posted on interlocal or school websites without prior written permission of the student who created the work. (Webmaster/etc.) shall be in charge of monitoring permission to post copyrighted materials.

Software Copyright (See ECH)

Software acquired by staff using interlocal or school websites, and installed on interlocal computers, must comply with copyright laws. Proof of purchase (copy or original) must be filed in the interlocal office.

Downloading Copyrighted Materials (ECH)

Students and staff shall not download copyrighted materials without prior, written permission being obtained from the author or creator of the material

in question. See ECH for "fair use exceptions" which may allow for limited use of copyrighted materials.

KBC

Media Relations

KBC

The board will attempt to cooperate with media representatives.

News Releases

News and information concerning interlocal events and programs may be released to the press with the approval of the director. All other news releases prepared for public distribution under the auspices of the interlocal by employees or students of the interlocal shall have approval of the director prior to release.

Conferences and Interviews

All news conferences and interviews will be scheduled in such a manner that they do not disrupt the regular educational activities of the schools.

Approved:

KBC-R

Media Relations

KBC-R

News Releases

The director shall prepare copies of news releases approved by his office for members of the board upon request.

Approved:

KDC

Solicitations

KDC

The board shall discourage all solicitations of and by staff members during regular interlocal hours and at interlocal-sponsored activities.

Approved:

KDC-R Solicitations

KDC-R

Agents, solicitors, and salesman shall not be permitted to take time of teachers or students from educational activities. The students and faculty of the interlocal shall not promote commercial or private financial interests, either through direct sales or through promotion of competitive goods or services. This rule applies to those activities, promotions and sales originating outside the interlocal. Exception to this rule may be made as outlined below.

Materials and projects submitted for consideration under this rule must be made in writing to the director. Requests will be considered in light of the proposal's direct contribution to the educational values in the interlocal. Consideration shall be on the basis unreasonably added work for staff members.

Any individuals or organizations violating the policy on solicitations shall be reported to the board by the director. Violators may be denied further access to school premises by board action.

Approved:

KG Use of Interlocal Facilities and Equipment

KG

The board shall allow the use of interlocal building and interlocal grounds, by community groups. Use of any interlocal facility or interlocal grounds, however, shall not interfere with the daily interlocal routine or any interlocal-sponsored activity.

Fees and Rental Charges

The board may request reasonable fees and/or rental charges for the use of any interlocal facility or interlocal grounds; fees and/or rental charges will cover costs of wages of interlocal personnel involved. The fee and/or rental charges shall be approved by the board and shall be reviewed periodically.

Lease Arrangements

Any lease arrangement shall have board approval.

Equipment

Permission must be granted from the director before an interlocal equipment is removed from the interlocal grounds.

The director may establish a deposit fee for the use of interlocal equipment that is to be removed from the interlocal grounds. The deposit will be paid to the director and will be refunded when the equipment is returned and is in working order.

Approved:

KGA

Buildings and Grounds

KGA

Requests for use of the interlocal's buildings and grounds by individuals or outside organizations shall be submitted to the director. Any request for use of the interlocal's buildings or grounds shall be granted or denied pursuant to guidelines for use of the facilities developed by the director and approved by the board. Any group using the interlocal's

facilities shall comply with all rules and regulations governing use of the facility.

Approved: KASB Recommendation – 9/97

KGC

Supervision of No-School Groups

KGC

An interlocal employee shall be on duty to see that the building and equipment are properly used whenever any interlocal facility is used by non-school groups or individuals.

An interlocal employee may not be required to be on duty when, in the opinion of the director, it is not necessary. In this case, the sponsors and the director accept full responsibility for the building's use.

Approved:

KGC Bullying by Parents (See EBC, GAAE, JDDC, KGD) KGC The board of education, in its commitment to provide a positive and productive learning and working environment for its students and staff in accordance with state law, prohibits bullying in any form either by any student, staff member, or parent towards a student or by a student, staff member, or parent towards a staff member on or while using school property, in a vehicle, or at a school-sponsored activity or event. For the purposes of this policy, the term "bullying" shall have the meaning ascribed to it in Kansas law.

The administration shall propose, and the board shall review and approve a plan to address bullying as prohibited herein.

Parent participating in prohibited bullying conduct aimed at district students and/or staff members may jeopardize their access to district facilities; district property; school-sponsored activities, programs, and events; and/or district students and/or members through the district's communication systems. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors.

This policy and the district bullying plan {shall/may} be posted on the district's website and copies of such documents shall be made available to parent of current students upon request.

Approved: KASB Recommendation – 6/13

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

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 or determining assistance is needed is the responsibility of the superintendent or school principal.

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 or an employee's personnel vehicle being used to transport students, or at any school sponsored activity, program, or event. The prohibition includes possession of concealed 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

KH Gifts to Schools

KH

Any organization or individual making a gift to the interlocal shall have the prior approval of the board. All gifts will be regarded as interlocal property.

Approved:

KH-R Gifts to Schools

KH-R

Persons or organizations desiring to make gifts to the interlocal should contact the director.

Approved:

KI

Free Materials distribution in Schools

KI

Procedures/guidelines under this section will be subject to local district policy.

Approved:

KK

Public Sales on Coop Property

KK

Interlocal property will not be used for any public sales without prior approval of the board other than those sponsored by the interlocal to

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 this district's programs and activities is prohibited. (Position, address and phone number of compliance coordinator) 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 provision of these Acts,

and the rights provided thereunder, are available from the compliance coordinator.

Complain 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:

KN

Complaints

KN-2

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 another 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.

KN

Complaints
Formal Complaint Procedures

KN-3

- 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 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.

KN

Complaints

KN-4

- 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.

- 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, 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.

KN

Complaints

KN-5

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; 9/98; 3/00; 4/07; 6/13

Interlocal #603 Complaint of Discrimination Form

If this matter proceeds to a formal or informal hearing, will you appear and testify as to your knowledge of the matter? Yes No

ANW Special Education Cooperative

Interlocal #603

Policy Book

L

Relations/Organizations

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LC (See LA)	Interlocal-Community Programs
LD (See LA)	Interlocal-General Government Relations
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LDAA	Fiscal Authorities
LDAB	Taxation Authorities

LDAC	Election Board
LDAD	Public Antipoverty Authorities
LDAE	Public Housing Authorities
LDAF	Public Health Authorities
LDAG	Public Welfare Authorities
LDAH	Parks Department
LDAI	Recreation Department
LDAJA	Police Department Interrogations and Investigations (Cf. JCAB & JCAC)
LDAK	Fire Department
LDAL	Civil Defense Agency
LDAM	Industrial Development Authorities
LDAN	Planning Authorities
LDAO	Zoning Authorities
LDB	(RESERVED CATEGORY) SN For use to record relationships with intermediate governmental bodies between the local and state levels—county, regional, and/or metropolitan.
LDC	State Government
LDCA	Legislative Representatives
LDCB	State Employment Department
LDD	Federal Government
LDDA	Congressional Representatives
LE	Interlocal-Community Organizations Relations
LEA	Private Social Service Agencies
LEV	Parents Organizations
LEC	Booster Organizations
LED	Churches – KSA 72-1111
LEE	Human Relations Organizations
LEF	Neighborhood Associations
LEG	Business and Labor Organizations
LEGA	Work-Study Programs (Also IDCF)
LEGB	Student Banking Programs

LA Goals and Objectives

LA

The board will seek to establish a satisfactory working relationship with governmental and private agencies having an interest in the operation of public schools.

Approved:

LB

School-Community Cooperation

LB

The board will seek to foster an atmosphere of cooperation between the schools and community groups and organizations.

Approved:

LC School-Community Program

LC

The board will consider the establishment of programs sponsored jointly by the interlocal and community groups or organizations whenever, in the judgement of the board, such programs cannot be or should not be wholly under the control of the board.

Approved:

LDD

Federal Government-Drug Free Schools

LDD

The unlawful possession, use, sale or distribution of illicit drugs and alcohol by students or school employees on school premises or as a part of any school activity is prohibited. This policy, and any curriculum used in conjunction with it, shall be evaluated at least every other year using criteria developed by the director and approved by the board. The board shall receive a report after each of these reviews is conducted. This policy is required by the 1989 amendments to the Drug Free Schools and communities Act. P.L. 102-226. (See IDAB, GAOA, GAOB and JDDA)

Approved: KASB Recommendation – 9/97

ANW Special Education Cooperative

Interlocal #603

Policy Book

M

Relations/Agencies

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MA

Goals and Objectives

MA

The board will seek to work harmoniously with all educational agencies having an interest in the schools in the interlocal area.

Approved:

MD

Interlocal Relations

MD

The board will work cooperatively with other special education agencies to provide services to students when it is in the best interest of students and special education agencies.

Approved:

MF

Colleges and Universities

MF

The board may consider use of student teachers in interlocal classes.

Contract Required

A written student teaching contract with appropriate colleges and universities shall be prepared and presented to the board for their consideration and approval, following initial approval of the local superintendent and building principal.

Other Relationships

Other relationships between the interlocal and institutions of higher education may be considered upon recommendation of the administration.

Approved:

MI State Education Agency Relations: Quality Assurances MI

The board is committed to school improvement for all schools, academic achievement for all students, and results-based professional development for all district staff members. The board maintains the goal of full accreditation for all district schools. Good faith efforts shall be made by all staff to implement district school improvement plans. The board shall monitor compliance. The superintendent shall regularly report to the board on the district's progress in meeting the eleven required QPA quality assurances.

The board shall fully inform the public in languages commonly used in the community about school improvement plans, the progress of

school improvement efforts, the accreditation status of each district school, and other pertinent information as the board may direct.

Approved: KASB Recommendation – 6/05