

# BOARD OF EDUCATION POLICIES 2007-2008

NORTHEAST UNIFIED SCHOOL DISTRICT NO. 246  
Crawford County, Kansas

Randl G. Rivers, Superintendent

## BOARD OF EDUCATION

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Larry Yartz	Vice President
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Ann Miss	Member
Kevin Puckett	Member
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Marilyn L. Snider	Clerk/Business Manager
Barbara Babcock	Treasurer
Kevin Mitchelson	Attorney

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0110 LEGAL STATUS OF THE BOARD

The Board of Education retains full legislative and judicial authority over the schools, in accordance with the school laws and the expressed will of the electorate; but delegates all executive, supervisory and instructional authority of its employees as hereinafter specified. Legislative service under the law implies the power and obligation to contract for services and materials, the power to inspect, and the power to veto acts of any or all employees when such rights are deemed contrary to the legal rights or obligations of the District or inconsistent with established Board Policies.

0111 HOME RULE POLICY

The Board shall have authority to conduct District business without specific statutory delegation. The Board may transact all School District business and adopt policies the Board deems appropriate to perform its constitutional duty to maintain, develop and operate local public schools.

0120 BOARD POWERS AND DUTIES

The following are some of the functions of the Board of Education:

1. To select a Superintendent, who shall act as the Administrative Officer of the Board, and who shall advise with and carry out the policies of the Board.
2. To provide for the levy of taxes in order that funds may be available for the operation of its schools.
3. To adopt and administer a school budget to the end that the best possible physical and educational conditions may be provided.
4. To determine and interpret all the educational needs of the community, through the help of its educational staff.
5. To develop policies in accordance with the law which will satisfy the needs of the community and the wishes of the people.
6. To approve means whereby the policies may be efficiently executed.
7. To study improved educational practices and methods, to assist in presenting explanations of desirable ones of the school, and to evaluate the procedures in terms of the value rendered to the pupils and to the community.
8. To assume responsibility, along with the professional staff, for keeping the people of the District informed concerning the purposes, values, achievements, requirements and financial conditions of the District.
9. To perform all other duties required by the Law of Boards of Education of Kansas.

0130 OFFICERS OF THE BOARD (KSA 72-8202A)

The officers of the Board of Education are a President and a Vice President. These officers are elected by the Board of Education from its membership at its regular meeting on the second Monday of July each year. The term of office is for a one year period, or until their successors are elected and qualified.

0131 DUTIES OF THE PRESIDENT OF THE BOARD (KSA 72-8202A)

The President of the Board shall preside at all meetings of the Board, shall appoint any special committees, and shall sign all warrants ordered by the Board to be drawn upon funds of the School District.

0132 VICE PRESIDENT OF THE BOARD (KSA 72-8202A)

The Vice President shall perform all the duties of the President when the latter is not able to be present for the meeting.

0133 ABSENCE OF PRESIDENT AND VICE PRESIDENT

In the absence or inability to act of both the President or Vice President, the remaining members shall select a member to act in that capacity.

0134 DUTIES OF THE CLERK (KSA 72-8202A; 10-1114)

The Clerk of the Board shall be present at all meetings of the Board to keep an accurate journal of its proceedings and to have the care and custody of the records, books and documents of the Board. The Clerk shall countersign all warrants drawn upon the Treasurer by order of the Board, keep an accurate account of all moneys paid to the Treasurer on account of said Board and all moneys paid or orders drawn on the Treasurer by order of said Board, and prepare and publish an annual report showing the following: (1) the moneys received by the Treasurer since the last report and from what source received; (2) the moneys paid out and for what; (3) the balance of the General Fund in the hands of the Treasurer; (4) the number, date and amount of any bond issued by said Board; and (5) the Clerk shall perform such other duties as the Board or its committees shall require.

0135 DUTIES OF THE TREASURER (KSA 72-8202; 8282; 10-1115)

It shall be the duty of the Treasurer to deposit all money belonging to the Board of Education in a responsible bank, to be designated by the Board of Education, in the name of such Treasurer as such officer. Before making such deposits, the Board shall take from such a bank good and sufficient bond in a sum to be designated by the Board of Education, conditioned that such deposits shall be promptly paid on the check or draft of such Treasurer. The Treasurer shall attend meetings of the Board when required to do so; shall prepare and submit in writing a monthly report of the finances of said Board; and shall pay school moneys only upon a warrant signed by the President, or in his/her absence by the Vice President, and countersigned by the Clerk.

0140 BOARD MEETINGS (KSA 72-8205)

Regular meetings of the Board shall be set at the July Board meeting. In general, the regular meetings will be on the second Monday of the month at 7:00 p.m. The dates and times of the regular Board meetings shall be published after enacted at the July meeting.

0141 SPECIAL MEETINGS (KSA 72-8205)

Special meetings of the Board may be called by the President of the Board or by joint action of any three members thereof. Written notices, stating the time and place of any special meeting and the purpose for which called, shall be issued two days before such meeting, unless waived by each given Board member. No business other than that stated in the notice shall be transacted at such meetings. Special meetings are open to the public.

0142 ADJOURNED MEETINGS (KSA 72-8205)

Adjourned meetings, regular or special, may be held at such time and place as the Board may determine in the motion to adjourn.

0150 QUORUM (KSA 72-8502)

A majority of the whole Board of Education then in office shall be necessary at all meetings to constitute a quorum for the transaction of business.

0160 AGENDA (KSA 75-4317 et.reg.)

The Board shall adopt an agenda at the beginning of each meeting. Prior to each meeting, the Superintendent shall distribute to each Board member appropriate material and written matter concerning items on the agenda. The President may change the order of the agenda.

0170 ORDER OF BUSINESS

The order of business at regular meetings shall generally be as follows: Call to Order, Prayer, Roll Call, Approval of Agenda, Information Items, Discussion Items, Action Items and Adjournment.

0180 VOTING PROCEDURES

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

Any abstaining vote shall be counted as a "no" vote.

Any member may declare a conflict of interest and decline to vote on a particular issue. In this event, the member's vote shall not be counted. The Minutes will reflect the fact a particular member has declared a conflict of interest.

0190 EXECUTIVE SESSION (KSA 75-4317 et.reg.)

The Board may go into Executive Session upon a carried motion to do so after stating the reason and stating the time for reconvening to regular session. Reasons for entering into Executive Session are as follows: personnel matters for non-elected personnel; consultation with an attorney; employee negotiations; confidential data relating to financial affairs of corporations, partnerships, trusts and individual proprietorships; matters relating to a person, such as a student, except when that person has a right to a public hearing; and discussions relating to the acquisition of real property. The Board may specify who will be included in the Executive Session. No official action may be taken in Executive Session.

0200 MINUTES OF THE BOARD (KSA 72-8202)

Complete and accurate Minutes shall be kept of each meeting of the Board of Education. Minutes shall be kept in an official record book designated for that purpose. Such Minutes shall constitute the official proceedings and shall be open to public inspection. A written copy of proceedings shall be sent to each Board member prior to the next regular meeting.

0210 COMMITTEES

The Board shall have no standing committees. Temporary committees may be appointed by the President for specific tasks and such committees shall make full and complete reports to the Board. Committee action shall be advisory and not executive. The Superintendent shall be a member ex-officio of all such committees.

0220 BOARD VACANCIES

Vacancies which may occur on the Board shall be filled in a manner prescribed by the laws of the State of Kansas.

0230 AMENDMENTS

Board By-Laws may be amended or repealed by a majority vote of the Board at any regular or special meeting called for that purpose.

0240 INDIVIDUAL BOARD MEMBER RESPONSIBILITIES

The Board of Education acts as a whole in the discharge of its duties. No individual member has any legal authority except as he/she exercises it as a member of the Board; the individual has no more authority over school policies or personnel than any other citizen. The individual member has no legal or moral right to speak for the Board unless specifically authorized to do so by action of the Board.

0250 BOARD MEMBER ETHICS

As a member of my local Board, I will strive to improve public education, and to that end I will:

Attend all regularly scheduled Board meetings insofar as possible and become informed concerning the issues to be considered at those meetings;

Recognize that I should endeavor to make policy decisions only after full discussion at publicly held Board meetings;

Render all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups;

Encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, District staff, and all elements of the community;

Work with other Board members to establish effective Board Policies and to delegate authority for the administration of the schools to the Superintendent;

Communicate to other Board members and the Superintendent expressions of public reaction to Board Policies and school programs;

Inform myself about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by my state and national school boards associations.

Support the employment of those persons best qualified to serve as District staff and insist on a regular impartial evaluation of all staff;

Avoid being placed in a position of conflict of interest and refrain from using my Board position for personal or partisan gain;

Take no private action that will compromise the Board or the administration and respect the confidentiality of information that is privileged under applicable law; and

Remember always that the first and greatest concern must be the educational welfare of the students attending the public schools.

0260 NON-DISCRIMINATION POLICY

It is the policy of Northeast Unified School District 246 to follow equal opportunity employment practices. The Board will make every attempt to hire its employees on the basis of ability and the needs of the District.

The Board does not discriminate on the basis of race, religion, age, sex or national origin of any applicant in any of its educational programs or activities.

In further compliance with Title IX of the Education Amendments of 1972, there shall be no discrimination on the basis of sex with regard to student admission to or

participation in any educational program or activity of the District except as specifically provided in said Title IX.

The Board of Education of Northeast U.S.D. 246 designates the Superintendent of Schools to coordinate its efforts to comply with and carry out its responsibilities under Title IX. Any complaint to be considered substantive must be in writing, stating all particulars and must be signed by the complainant. Any such complaint will be investigated by the Superintendent of Schools and a written report issued within a reasonable time indicating the facts of the situation which initiated the complaint. Any such report or ruling is subject to review by the Board of Education of Northeast U.S.D. 246.

## 0270 PUBLIC PARTICIPATION

The general public shall be invited to attend all Board meetings, except Executive Sessions.

At each regular meeting of the Board, an open forum shall be held so that citizens may participate in the meeting. The open forum shall normally be no more than 20 minutes in length. During the open forum, any person may address the Board with respect to District affairs respecting these guidelines:

### Who May Speak?

- Any patron – speaking for yourself or representing a group

### When is Public Input Accepted?

- At all regular Board of Education meetings
- During the public input time on the agenda

### Before You Speak:

- Fill out a “Request to Speak” form prior to the meeting and give it to the Board Clerk.

### Procedure:

- The Board President will announce the patron input time and, in turn, call the names of all who have submitted “Request to Speak” forms.
- When your name is called, stand to speak. Relax. The Board is happy to hear from you!
- Give your name and address.
- Make your remarks, trying to be brief and to the point.
- Answer any questions the Board directs to you. Comments or questions from Board members are not intended to engage the speaker in debate or dialogue.
- Comments will not be made a part of the Official Minutes of the Board meeting.

### Limitations:

- Please limit your remarks to five minutes.
- To protect the privacy rights of non-elected personnel and students, the Board shall not hear personal complaints concerning any students, employee or

groups of employees of the School District or any person connected with the School District during open session. All personnel matters are referred to administration who then reports to the Board in Executive Session.

- The Board President will stop any speaker who does not follow guidelines or use good taste and judgment.
- The Board President may ask groups with the same interest to appoint a spokesperson to deliver the group's message.
- Persons who prefer to submit written remarks may do so on the "Request to Speak" form. Your remarks will be distributed to all Board members.

**Board Response:**

- In most cases, the Board will not respond to your remarks during the meeting. Later it may gather more information and/or pursue your issue in a variety of ways.
- If you have asked a question or requested an inquiry, the District may send you a response within a week or two.
- If you do not receive a follow-up letter, you can assume your remarks have been heard and placed on file for review.

Any patrons wishing to suggest an agenda item shall first notify the Superintendent at least seven calendar days prior to the next regular meeting and state the reason(s) for the request. The Superintendent shall determine whether said request can be resolved by the staff without appearance of the patron before the Board. If not, the Superintendent shall place the patron's request on the Agenda of the next regular Board meeting.

ADMINISTRATION  
1000 – 1999

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## 1000 GOALS AND OBJECTIVES

The goal of school administration is to create an environment in which students can learn more effectively. All administrative duties and functions should be evaluated relative to the contributions made to improve instruction, increase student learning, and develop worthwhile citizens. The administration should select staff who will develop student abilities.

The Superintendent should possess leadership qualities which motivate all staff members to improve the educational program and attain the Board's goals and objectives. The Superintendent, with the Board's direction, shall mobilize and coordinate all available resources to develop an educational program designed to stimulate the best effort in all students.

## 1100 SUPERINTENDENT OF SCHOOLS

The Superintendent shall be the chief administrative head of the school system and shall have, under the direction of the Board, general supervision of all the schools. The Superintendent is responsible for management of the schools under Board Policies and is accountable to the Board.

The Superintendent may delegate to other school personnel the exercise of any powers and the discharge of any duties imposed upon the Superintendent by these Policies or by the Board. The delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action taken under such delegation.

### 1110 DUTIES OF THE SUPERINTENDENT

The responsibilities of the Superintendent shall be:

- To serve as administrative head of the District;
- To keep the Board informed on the progress and condition of the schools;
- To administer the development and maintenance of an educational program designed to meet the community's needs, to study recent educational developments and to recommend changes in programs;
- To carry out the Board's Policies and rules;
- To monitor educational policies and to recommend needed changes to the Board;
- To recommend positions required to provide adequate personnel for the operation of education programs;
- To nominate for appointment, assignment, transfer or termination and to define the duties of all personnel, subject to approval of the Board;

- To supervise the preparation of the annual budget and to recommend it to the Board for consideration;
- To advise and recommend in business administration matters;
- To study the schools' needs and to keep the public informed concerning those needs; and
- To assure that the District finances are properly managed.

#### 1120 RECRUITMENT OF A SUPERINTENDENT

The Superintendent search presents the Board with an opportunity to recruit individuals who will implement the Board's goals. The Board shall recruit candidates who can best accomplish this objective. The Board shall consider only candidates who meet both state and local qualifications and who display the ability to successfully carry out the Superintendent's duties.

The Board may solicit applications from qualified members of the staff and may list the vacancy with placement offices.

Applications for the position of Superintendent shall be screened by a professional committee selected by the Board. Finalists' districts should be visited by persons designated by the Board. Selected candidates shall be interviewed by the Board.

#### 1130 APPOINTMENT OF A SUPERINTENDENT

The Board may offer a contract not to exceed three years in length. The Superintendent's contract shall be considered for renewal on or before the statutory date for non-renewal.

#### 1140 STAFF DEVELOPMENT OPPORTUNITIES

The Superintendent shall keep updated on new educational practices by: study, visiting other districts, attending educational conferences and other means approved by the Board.

#### 1150 EVALUATION OF THE SUPERINTENDENT

The Board shall evaluate the Superintendent in accordance with the minimum statutory requirements for the first four years of employment and annually thereafter, using the appraisal instrument. The appraisal instrument may be used by the Superintendent as a self-evaluation instrument prior to this evaluation by the Board.

Each individual Board member shall complete and submit appraisal forms to the Board President. The President shall formulate a summary of the individual responses and allow time for necessary discussion. The summary shall use the same format as the individual Board member's appraisal form.

The Board President shall sign the summary as the Board's agent and as the evaluator.

The Board shall review the summary with the Superintendent in an Executive Session. If written comments are needed, the President or the Superintendent may seek additional clarification from individual Board member(s).

The Superintendent's Evaluation shall be confidential and be made available only to the Board, Superintendent and others as provided by law.

The evaluation instrument shall be on file at the District Office with the Clerk.

The evaluation of the Superintendent by the Board shall accomplish the following:

- Provide an opportunity for the Board and Superintendent to periodically meet and discuss the Superintendent's performance and the District's management;
- Review, clarify and discuss the immediate and long-term goals for the District and the Superintendent;
- Establish, clarify and discuss the major functions, responsibilities and roles of the Superintendent and the Board;
- Encourage a good working relationship between the Board and the Superintendent;
- Encourage and recognize good administrative performance;
- Improve the Superintendent's leadership performance and management of the District by suggesting areas of responsibility and operating techniques that may be strengthened; and
- Establish reasonable standards for continued employment of the Superintendent.

#### 1160 SEPARATION OF THE SUPERINTENDENT

The Board may elect not to renew the Superintendent's contract.

#### 1170 RESIGNATION OF THE SUPERINTENDENT

The Superintendent 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 District.

## 1180 BOARD – SUPERINTENDENT RELATIONS

The Board delegates to the Superintendent 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 recommendation from the Superintendent.

## 1300 DUTIES OF THE PRINCIPALS

The duties of the Principals shall be:

- To establish and implement clear instructional goals and specific achievement objectives for the schools;
- To plan, implement and evaluate instructional programs, including learning objectives and instructional strategies for the schools;
- To provide a purposeful school environment conducive to learning;
- To develop and implement administrative procedures consistent with federal law, state school law, state board of education and local School Board Policy;
- To perform delegated management duties related to school fiscal operations, inventories, school plant facilities and equipment and keep records within established guidelines;
- To conduct an effective school program of utilization, induction and evaluation of teachers and staff members;
- To develop and utilize communication channels within the community;
- To demonstrate respect for and work supportively with teachers and staff; and
- To develop and establish an effective student management program.

## 1500 POLICY IMPLEMENTATION

Failure of any administrative employee to implement Board Policies may result in suspension, demotion, probation, non-renewal or termination of employment in accordance with procedures set forth in these Policies and Rules.

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## 2000 PHILOSOPHY OF EDUCATION

Realizing that individuals live in a complex society, the Board is hopeful that each student, in addition to the more academic preparations provided by the public schools, will have the opportunity for basic training in desirable moral and ethical values in preparation for assuming a useful role in society.

Twenty-first century citizenship requires all students be proficient in the basic skills so that continuous lifetime learning is easily accessible by all. Additionally, citizenship in the new “digital age” requires that our schools integrate communication, collaboration and information analysis skills into the curriculum. The Board will attempt to balance its programs to provide for the varied needs and interests of the students in its schools. The Board accepts the premise that the student is the center of the school curriculum and that the instruction program should be tailored to fit a child-centered program of education.

The Board views the educational process as a comprehensive program which must be undertaken in cooperation with other institutions of our society and will seek to establish and maintain strong ties with parents and community programs.

To this end, the Board subscribes to the following:

1. A rigorous academic program will assist students (based upon their individual needs, interests and abilities) to grow intellectually and to think rationally.
2. Each student will be provided opportunities to practice using knowledge and skills for perpetuating and improving a democratic society, and for developing a respect for the rights, opinions and values of others so that the student may live as a responsible, mature, functional member of the community.
3. The twofold purpose of physical fitness is to assist the development of healthy minds and bodies and to provide experience in activities which will provide beneficial personal wellness habits and leisure time activities as adults.
4. All programs will provide students with the skills necessary to successfully participate in post-secondary educational experiences, regardless of the student’s near-term occupational plans.
5. The instructional program will attempt to assist students in understanding the various traditions and customs of other cultures.

## 2010 MISSION STATEMENT

The Northeast Unified School District 246 staff believes that all students can and will learn, regardless of previous academic performance, family background, race or gender. We are committed to all students achieving mastery of the essential academic skills needed upon graduation. Our first priority is the teacher teaching and the student learning.

### **Northeast Curriculum Council**

The Northeast Curriculum Council (NCC) is a representative group of district personnel and community members that advises the Board of Education, through the superintendent, in matters concerning curriculum, instruction and assessment. The NCC makes all professional recommendations pertaining to curriculum, instruction, and student learning. This means the NCC also serves as a sounding board for certified personnel in curriculum/instruction matters, facilitates communication regarding staff development needs and accreditation processes, directs work of all Subject Area Committees, and appoints and directs other committees necessary for the development, implementation, improvement, and long-term evaluation of curriculum, instruction and assessment. (See Appendix A.) The NCC does not make managerial decisions related to buildings, personnel, budgets, or other agenda items reserved for the administrative team, building principals, or site councils.

### **Meetings**

**GENERAL PROCEDURES:** The NCC will meet a minimum of once each month, with the exception of July, for the purpose of carrying out its functions. A primary meeting date will be established for each month and noted on the district calendar. At the beginning of each school year members will be informed of all regular meeting dates. Notification of all extra meetings shall be given at least five business days prior to the meeting. Special meetings may be called as needed by the curriculum coordinator, superintendent, or at least five members of the NCC.

**DECISION-MAKING PROCESS:** Decisions shall be by consensus of those members present. Voting will be used only when consensus cannot be reached and a decision must be made according to an immediate timeframe. In that case, simple majority shall rule. Consensus about decisions regarding policy will be determined at a meeting subsequent to the meeting at which the policy decision was proposed. (Consensus outlined in Appendix B.)

**QUORUM:** A quorum constitutes a simple majority of the total membership. Meetings will not be conducted unless a quorum is present.

**CHANNELS OF COMMUNICATION:** All recommendations of the NCC will be presented to the Board of Education by the curriculum coordinator or the superintendent.

**AGENDA DEVELOPMENT AND PROCEDURE:** A tentative agenda for the following meeting shall be established by NCC consensus at the conclusion of each regular meeting. Additional agenda items for consideration by the NCC may be proposed by the members, by certified personnel, the superintendent or by members of the Board of Education. The items should be submitted to the curriculum coordinator at least six business days prior to the scheduled meeting of the council. The agenda, notification of the meeting, and support materials shall be distributed to members of the NCC. Agenda and notification of the meeting will be distributed to all certified staff and members of the Board of Education via email and Principals will post a copy in each building. Distribution shall occur at least five business days prior to the scheduled meeting. The coordinator shall determine the priority of agenda items.

**MAINTAINING MEETING RECORDS:** Minutes of all meetings shall be recorded and kept on file by the secretary. Minutes will be forwarded, via email, to the curriculum coordinator, NCC members, the superintendent, members of the Board of Education, each certified staff member and published on the web site. Summaries of Subject Area Committee meetings shall be forwarded to the curriculum coordinator, and will be attached to regular NCC meeting minutes. The coordinator will maintain a master file of all minutes, summaries, and other materials submitted to the NCC.

### Amendments

The mission statement, long-range plan, and the policy document are subject to annual review. If changes, corrections, or updating are determined to be necessary after this analysis, then the NCC will make the amendments following the standard decision-making process.

### Personnel

**CO-CHAIRPERSONS OF THE NCC:** The curriculum coordinator and Curriculum Leadership Institute (CLI) consultant will serve as co-chairs of the NCC, with the following specific duties:

1. preside at all regular meetings
2. prepare agendas for all regular meetings
3. provide for notification of all meetings
4. call all special meetings
5. assist in conducting inservice activities
6. oversee selection of NCC members according to the policy document and provide for their training, using current NCC members as resources
7. with the approval of NCC members, appoint and train members of Subject Area Committees
8. monitor attendance of NCC members
9. receive all written resignations from NCC members
10. prepare an annual report on the activities of the NCC to be submitted to the superintendent and Board of Education
11. recommend yearly committee goals and objectives
12. represent the NCC at all Board of Education meetings and other appropriate public functions, or appoint a NCC member to do so
13. assure that all district committees adhere to the goals of the mission statement and the long-range plan

**VICE-CHAIRPERSON OF THE NCC:** A vice-chairperson shall be selected by members of the NCC. This individual should have a minimum of one year's experience as a NCC member and will fulfill all the duties of the chairperson in the person's absence.

**SECRETARY:** The curriculum coordinator and superintendent will select an individual who is not a member of the NCC to serve as secretary. The duties of the secretary include these provisions:

1. attends all meetings of the NCC
2. takes accurate and thorough notes of proceedings
3. types and duplicates notifications and minutes of all meetings, then distributes them according to previous policy statements.
4. maintains all NCC minutes, correspondence, and other pertinent documents

## Members of the NCC

The members of the NCC shall be representative of district certified personnel and community members. Interested parties will be asked to fill out an application and submit it to the curriculum coordinator. The coordinator and principals will work with the superintendent in making the final selections. Community members will be selected according to interest, availability, and a representation among, instructional levels, and communities. Member replacement will be made to maintain appropriate representation. The Board of Education must approve all members annually, in August. Additional provisions are these:

1. **TERMS:** Members of the *first* NCC will serve for one, two, or three years in order to stagger terms. After the initial appointments, all members will serve for a term of three years. They may reapply for subsequent three-year terms. Initial length of term shall be determined by lot.
2. **RESIGNATION:** A NCC member may resign at any time. A letter of resignation shall be written and submitted by the resigning member to the curriculum coordinator at least one regular meeting prior to the effective date of the resignation. The resigning member's constituency shall then be notified immediately by the coordinator. The vacancy shall be filled promptly from the constituency according to the selection procedures.
3. **COMPOSITION AND REPRESENTATION:** Member selection should provide for a variety of personal and professional traits, assuring that all grade levels, communities and professional categories are represented.

NCC composition and representation shall be:

<b>primary teachers (PK-2)</b>	<b>1</b>
<b>intermediate teachers (3-5)</b>	<b>1</b>
<b>middle level teachers (6-8)</b>	<b>1</b>
<b>high school teachers (9-12)</b>	<b>2</b>
<b>certified personnel outside regular classroom</b>	<b>2</b>
<b>parent/community persons</b>	<b>4</b>
<b>high school counselor*</b>	<b>1</b>
<b>building administrators*</b>	<b>3</b>
<b>curriculum coordinator *</b>	<b>1</b>
<b>superintendent *</b>	<b>1</b>
<b>board member**</b>	<b><u>1</u></b>
<b>Total</b>	<b>18</b>

\*These members are on the NCC by virtue of their positions; they do not apply for membership.

\*\*The Board of Education selects one of its members to serve on the NCC.

ATTENDANCE: A member may be absent from no more than three regular meetings during one school year. Those who are members by application will be contacted by the coordinator and/or superintendent after a second absence.

4. DUTIES OF AN INDIVIDUAL NCC MEMBER:

- a. completes training in the curriculum model being used in the district
- b. attends all regularly scheduled meetings of the NCC and assigned Subject Area Committee
- c. maintains positive communication between the NCC and his or her representative group(s)
- d. assists in training new NCC members, SAC members, or other participants in the district's curriculum development process
- e. may chair a SAC or serve as a member of such committee

5. DUTIES OF THE NCC AS A WORKING GROUP (to advise, communicate, and make recommendations pertaining to each of the following):

- a. acts as the communication link among the certified staff, superintendent, and Board of Education; and promotes and encourages communication among buildings and levels within the district
- b. establishes meeting dates and length of meetings
- c. sets and prioritizes goals for the year
- d. reviews the curriculum policy document on a yearly basis and makes revisions when appropriate
- e. reviews the district mission statement on a yearly basis and makes revisions when appropriate
- f. assures that the district's mission statement is a working mission statement used in all district decision-making circumstances
- g. develops a long-range plan for curriculum development, implementation, and evaluation — with an annual review of progress and direction
- h. assists the curriculum coordinator in selection of Subject Area Committee members who are not NCC members
- i. establishes guidelines for Subject Area Committees, approves work completed by these groups, and recommends completed work to the Board of Education
- j. assists Subject Area Committees with staff development sessions related to new curriculums
- k. recommends staff development sessions based on the needs and timelines of the curriculum model
- l. guides the district through a process of defining proficiency and validates that definition periodically
- m. discusses and possibly modifies grading practices and student progress reports
- n. creates a plan for extended learning opportunities
- o. makes decisions about assessments
- p. reviews and acts on externally mandated assessment and accreditation issues
- q. reviews the latest trends and developments in curriculum and instruction and makes decisions regarding their applicability in the district

- r. receives reports from each building regarding implementation of any of the approved initiatives listed above
- s. receives input, periodically, from focus groups of district students

### **Subject Area Committees**

The Northeast Curriculum Council (NCC) appoints Subject Area Committees (SACs) in accordance with the long-range plan for curriculum development. A SAC is formed for each subject area to be analyzed. The primary responsibility of this group is to formulate a results-based curriculum and the corresponding local assessments by following an action agenda prescribed by the NCC.

1. **SELECTION:** Prospective members of each SAC should show an interest in curriculum development and have one year of successful classroom teaching experience. Exceptions to this rule may occur when particular teachers must be appointed to the SAC because of district size and the need for grade level or course representation. Council members will choose SAC members using previously mentioned criteria as well as ensuring that each building and grade level is represented. The number of individuals appointed to a SAC may vary according to subject; however, no SAC should be larger than 20 and no SAC involving all levels (elementary, middle, high school) should be smaller than five or six.
2. **TERMS:** Members of SACs should understand that the committee will meet regularly and will follow a prescribed action agenda for a period of three to four years.
3. **RESIGNATION:** A SAC member may resign if there are additional persons available in the position represented. If a member submits a resignation, the resigning member's building principal and the superintendent will make a recommendation to the NCC for a replacement. In all cases involving the work of the SAC, the NCC has the right and obligation to make whatever decisions necessary — to include removal and appointment of SAC members — to facilitate the successful completion of the SAC's work.
4. **LEADERSHIP:** SACs will be chaired by a member of the NCC if possible. Chairs will preside at meetings, schedule meetings and plan agendas, monitor attendance, work closely with the curriculum coordinator, report progress to the council at each of its meetings, ensure completion of curriculum documents according to a schedule established by the council, and personally present completed curriculum documents to the council and the Board of Education.
5. **DUTIES OF MEMBERS:** SAC members are expected to attend all committee meetings, complete assigned tasks, and maintain positive communication between the SAC and building faculties.

Twenty-four (24) units of high school credit are required for graduation beginning with the Freshman class enrolling in the fall of 1997. The required units and subjects are:

English	3 units
American History	1 unit
American Government	1 unit
Fine Arts	1 unit
Math	3 units
Science	3 units
Physical Education/Health	1 unit
Keyboarding or Computer App.	1 unit
Technology	1 unit
Social Science	1 unit
Careers	½ unit
Speech	½ unit

Twenty-six (26) units of high school credit are required for graduation beginning with the Freshman class enrolling in the fall of 2005. Twenty-eight (28) units of credit are required for graduation beginning with the Freshman class enrolling in the fall of 2006. The required units and subjects are:

English	4 units
American History	1 unit
American Government	1 unit
Fine Arts	1 unit
Math	3 units
Science	3 units
Physical Education/Health	1 unit
Technology	1 unit
Social Science	1 unit
Careers	½ unit
Speech	½ unit

## 2022 CORRESPONDENCE COURSES AND GRADUATION

Should a student attend Northeast High School four years and not earn sufficient credits for graduation, and should he/she take correspondence courses or summer courses from another school to complete the graduation requirements, a diploma may be issued to that student by Northeast U.S.D. 246 upon presentation of proof of the earning of the necessary requirements.

Any cases not covered by the stated policies shall be treated individually by referral to the Superintendent and administrative personnel concerned and a solution reached for them.

## 2023 EARLY GRADUATION

A student may graduate under the following provisions:

1. The student has completed all graduation requirements as set forth by Northeast U.S.D. 246 and the Kansas State Department of Education.

2. The student has the option to attend commencement exercises or receive the diploma by mail. In either case, the diploma will be issued on or after the formal commencement date.
3. Grades will be tabulated for rank in class and the student can qualify for valedictorian or salutatorian.
4. Approval forms must be completed 60 (sixty) school days prior to the end of the semester the student plans early graduation.

2024 ALTERNATIVE HIGH SCHOOL CREDIT FOR AT-RISK STUDENTS

Northeast U.S.D. 246 may provide instructional programming for identified At Risk students. Students enrolled will be expected to meet all course requirements, counseling sessions, and other criteria as set forth by the student improvement team. Credit earned will be counted toward graduation requirements.

2025 DUAL CREDIT FOR HIGH SCHOOL STUDENTS

Northeast High School students attending college classes during the school year will receive both college credit and high school credit. The grade for the class will go on the student's high school transcript and be used to calculate the student's GPA and rank in class.

2026 EXTENDED LEARNING OPPORTUNITIES FOR STUDENTS

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

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

Regulations necessary to govern extended academic sessions shall be recommended by the Superintendent 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.

2027 ON-LINE LEARNING OPPORTUNITIES

Application

Students may apply for permission to enroll in an on-line course for credit. Applications for the next academic term shall be submitted to the Principal no later than 45 calendar days before the next academic term begins. The student and student's parents shall be informed of the administrator's decision in writing no later than 15 calendar days before the start of the next academic term.

Students may not enroll in an on-line 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;
- To reasonably accommodate a student wishing to accelerate high school graduation and proceed with further post secondary education or training;
- Or to resolve a significant scheduling conflict.

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, scope, and its method of assessing knowledge acquired by the student, the qualifications of the instructor and other appropriate factors.
3. Enrollment in an on-line course will be allowed only if an appropriately certified or licensed teacher 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 on-line course work.
5. The cost of on-line courses shall be borne by the student unless otherwise approved by the Superintendent.

Other Regulations or Guidelines

Approval by the administration shall also be based on Kansas State Department of Education regulations and/or guidelines in effect at the time the student request is made.

2028 FINAL EXAMINATIONS

Rigorous mid-term and final examinations will be given at the end of each semester by the teacher in every course in grades 8-12. All students will participate in these examinations. The mid-term and final examinations shall count for no less than 10% (ten percent) and no more than 20% (twenty percent) of a student's mid-term and final grade.

Teachers are encouraged to develop examinations that assess student retention of course concepts and that provide an opportunity for the student to demonstrate the ability to apply the learning to real-world examples.

2030 DIPLOMA POLICY

During graduation exercises, diplomas will be issued by a designated member of the Board of Education of Northeast Unified School District 246.

## 2040 PERFORMANCE BASED CREDITS

A student may earn credits towards high school graduation by demonstrating mastery of the course standards, benchmarks and indicators 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 the learning accomplished by students completing the full course.

A written request to “test out” of a class must be submitted prior to the beginning of each 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 student’s 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 standards, benchmarks and indicators. Commercially available instruments may be used if they adequately cover 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 the timelines for the administration of the instrument, as well as the criteria for successful completion of those tasks.

Credit for such classes shall be awarded based on the letter grade received on the completed performance assessment. 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 standards, benchmarks and indicators for the course will be made available.

## 2050 GRADING POLICY

Grades will be indicated by A, B, C, D, and F. An A is 90-100; a B is from 80-89; a C is from 70-79; a D is from 60-69; and an F is anything below 60.

## 2060 ACADEMIC EXCELLENCE AWARDS

Students excelling academically shall be appropriately recognized for their performance at the building level. Building Principals shall plan for appropriate recognition of academic excellence through the provision of awards and programs that recognize the achievements of high performing students and students showing significant improvement in academic skills.

## 2070 PROGRESS REPORTS

Pupil progress reports are sent to the parents at the end of each nine-week period of school, both at the elementary and the secondary levels.

These reports to parents are supplemented in several other ways and by several other means – online grade access, parent/teacher conferences, telephone calls, home visitation, letters or informal notes, or by means of forms prepared for this purpose. Unsatisfactory work is reported as the need arises, without waiting for the end of the nine-week reporting period.

2080 CLASS ASSIGNMENT OF ELEMENTARY/JUNIOR HIGH STUDENTS

Elementary students will be assigned to a home room teacher after enrollment. Classes will be balanced in size with an equal distribution of boys and girls in each class.

Junior high students will have individualized schedules. Junior high students will be enrolled in classes with every effort made to keep classes balanced.

2090 FIELD TRIPS

Field trips and excursions are encouraged when a reasonable educational objective can be established.

The teacher shall notify the Principal of each trip planned and of the resources needed in advance of the trip. Each building Principal shall develop appropriate forms to notify parents of forthcoming field trips and excursions. Said form shall include the nature of the trip, departure time, expected return time, name of sponsors, mode of travel, anticipated costs to the student, if any, and a space where a parent may ask that his/her child be excused, said parent to state the reasons for the requested exemption.

2100 RELIGION IN THE CURRICULUM

Teachers may teach about religion, religious literature and history but are prohibited from teaching, expounding or ridiculing a religion. Religious texts may be used to teach about religion, but the use of religious texts is prohibited if used to teach a particular religious doctrine or in any other way except as outlined above.

No religious belief or non-belief should be promoted by the District or its employees, and none should be disparaged. The District encourages all students and staff members to appreciate and to be tolerant of each other's religious views. The District should utilize its opportunity to foster understanding and mutual respect among students and parents, whether it involves race, culture, economic background or religious belief. In that spirit of tolerance, students and staff members should be excused from participating in practices which are contrary to their religious beliefs as provided by current law.

The Board recognizes that one of its educational goals is to advance the students' knowledge and appreciation of the role that religious heritage has played in the social, cultural and historical development of civilization.

## 2110 HUMAN SEXUALITY / AIDS

In accordance with Kansas law, the Board of Education of Northeast U.S.D. 246 has adopted a policy and curriculum for the teaching of Human Sexuality and Aids.

Sex Respect and Self Esteem are the focus of the Human Sexuality curriculum of Northeast U.S.D. 246.

The concepts of Human Sexuality include Life Skills, Drug and Alcohol Abuse Prevention, and an Understanding of our Body Systems, including a knowledge of how social diseases can be acquired and prevented.

The Human Sexuality curriculum is not a separate course of study in Northeast U.S.D. 246. The objectives are infused into the following curriculum:

### Junior High School

Grades Seven and Eight – As a part of the physical education and health class, a unit called “Sex Respect” will be taught.

### Senior High School

Grades Nine through Twelve – The following courses will teach human sexuality and AIDS education content that is appropriate for the subject area:

- Health & Physical Education classes
- General Science & Biology classes
- Family and Consumer Science classes
- Social Studies classes

Complete copies of this policy and the curriculum may be obtained from the building Principals.

## 2120 LIBRARY SELECTION POLICY

### Scope of the Library Media Collections

The collections should meet not only the curricular and instructional needs of a comprehensive school program, but also the needs of individuals. With these varied demands on the collection, it is necessary to set guidelines for budget expenditures.

The library media specialists shall determine a significant portion of their budgets to be directed toward purchases which fulfill curricular and instructional needs. The remaining portion will be used to purchase selection tools and materials to meet both informational and recreational needs of individuals. These will include materials on personal and social development along with materials for exceptional students, poor and reluctant readers, and adults who work with students.

### Selection of Material

While the Northeast U.S.D. 246 Board of Education is legally responsible for materials in the school library media centers, it delegates the responsibility of selecting materials for purchase to the library media specialists. The scope of selection lies within the entire school community and recommendations are provided by faculty and students. The final consideration rests with the library media specialists, who attempt to choose materials from all forms of media which are carefully balanced for interest, vocabulary, and maturity and ability levels of all students within the school served.

All library materials are selected and recommended for purchase by the library media specialists. In selecting materials for purchase, the existing collection is evaluated and decisions for acquisition are determined by consulting reputable, unbiased, professionally prepared selection aids and/or specialists from all department and/or grade levels. The selections are compiled, requisitioned, and forwarded to the building Principal and the Superintendent for approval.

Materials should be selected for their strengths rather than rejected for their weaknesses. Materials on physiology, physical maturation or personal hygiene should be accurate and in good taste. The use of profanity or the treatment of sex in a library work is not an adequate reason for eliminating the material from the school library media collection.

It does, however, necessitate a searching evaluation of the merits – literary quality, truth of life, relevance to the curriculum – that the material may possess.

### Selection Tools

Selection of materials may be based on one or more of the following methods:

- Material reviews;
- Professional judgment;
- Bibliographies;
- Indexes;
- Catalogs;
- “Basic” or “best” lists;
- Previewing;
- Exhibits;
- Examination centers;
- And input by students and teachers.

### Gifts

The library media centers welcome books and other resources from individuals and organizations, but reserve the right to refuse materials deemed unsuitable.

## Methods of Reconsideration of Materials

### Weeding

The practice of “weeding” accomplishes the removal of materials that are outdated, worn, or otherwise no longer useful. The same thought and care given to selection of materials need to be exercised in weeding the collections so that the collection remains useful to the unique clientele it is meant to serve. Gifts will also be subject to the weeding process.

### Challenged Materials

Occasional objections to a selection may be made by the public, despite the care taken to select valuable materials for student and teacher use and the qualifications of persons who select the material.

If a challenge is made, the procedure is as follows:

1. Be courteous, but make no commitment. Inform the Principal about the situation. Within one week, a conference will be held with the person making the challenge, the Principal, the library media specialist, and any other staff member involved in the challenge. In this initial stage, the school staff should try to explain to the person making the challenge:
  - a. The school’s selection procedure, criteria and qualifications of those persons selecting the material.
  - b. The particular place the material occupies in the education program, its intended usefulness, and additional information regarding its use.
2. Should the person making the challenge still not be satisfied, invite the person to file objections in writing using the Request for Reconsideration of Materials Form. This form is to be returned to the building Principal within one week.
3. When the building Principal receives the written Request for Reconsideration, he/she shall inform the Superintendent and the library media specialist.
4. Upon notification by the building Principal that a written Request for Reconsideration has been received, the library media specialist shall temporarily withdraw the material, pending a decision of the Review Committee.
5. The Superintendent’s office shall notify the Review Committee and the Board of Education within three school days that a written Request for Reconsideration has been received. The committee shall consist of the Superintendent, who shall be chairperson, the School District library media specialists, the building Principal involved and a faculty member specializing in the subject area and/or grade level.

6. Within two weeks of notification of the written Request for Reconsideration, the review committee shall:
  - a. Read and examine material(s) to be reconsidered.
  - b. Check acceptance of the materials by reading professional reviews and/or consulting professionals in the subject area.
  - c. Weigh values and faults against each other and form opinions based on the material as a whole and not on passages pulled out of context.
  - d. Meet to discuss the material. The person(s) making the request for reconsideration may attend this meeting if requested on the Request for Reconsideration Form.
  - e. Prepare a report of recommendation with explanatory comments.
  - f. File a copy of the report in the Board of Education Office, the building Principal's office and in the office of each of the library media centers.
  - g. Send a copy of the report to the person(s) making the request for reconsideration.
7. The ruling of the committee may be appealed to the Board of Education within five days. The Board of Education shall make a final decision on the appeal.

The person making the challenge may choose to withdraw from the reconsideration process at any point by notifying the building Principal involved or by failing to comply with the process.

CERTIFIED PERSONNEL  
3000 – 3999

3120	Teaching Assignments and Transfers
3130	Probation
3140	Non-School Employment and Tutoring
3150	Gifts
3160	Equipment and Supplies
3170	Meetings
3180	Professional Dress
3210	Keys
3220	Substitute Teachers
3230	Professional Meetings
3240	Professional Development Program
3250	Class Size Division Procedure
3260	Teacher Aide Hiring Provisions
3270	Equal Opportunity Employment and Non-Discrimination
3280	Drug Prevention Policy
3290	Sexual Harassment Policy
3295	Employee Behavior Code
3310	Coaches' Professional and Personal Relationships and Expectations

3120 TEACHER ASSIGNMENTS AND TRANSFERS

The Board retains and reserves the right to assign, reassign and transfer all personnel. If any changes to a teaching assignment are made, the teacher will be notified and a conference held. Spouses will be permitted to teach in the same attendance centers.

3130 PROBATION

The authority to recommend to the Board that certified staff members be placed on probation is delegated to the Superintendent. The Board, after hearing the Superintendent's recommendation for probation and after evaluating the evidence gathered by the administration staff, may place a certified staff member on probation. The term of probation will be established by the Board, but in no event shall a probation extend beyond a one calendar year period unless the Board first reviews all pertinent evidence pertaining to the probation, including a report by the Superintendent on the progress of the certified staff member to remedy causes for probation.

All conditions of probation shall be in writing. One copy shall be given to the employee and one copy shall be placed in the employee's personnel file.

Failure by an employee to remedy the causes of probation may result in non-renewal or termination of the employment contract.

3140 NON-SCHOOL EMPLOYMENT AND TUTORING

No teacher in the school system shall give any private lessons for pay, tutor for pay, or engage in any form of outside employment during the school day.

3150 GIFTS

Pupils should be discouraged from giving of gifts either collectively or individually to teachers. Teachers, likewise, are to be discouraged from receiving such gifts. Class funds and activity funds shall not be used to purchase gifts to sponsors or for purchase of flowers for friends or members of classes without authority of the Principal or the Superintendent.

3160 EQUIPMENT AND SUPPLIES

Each teacher shall be responsible for the proper and economical use of books and supplies furnished him/her, as well as the accounting for such supplies furnished for classroom use.

3170 MEETINGS

During the course of a school year, it is necessary that staff meetings be held. Meetings will be held as are announced by the Principal or Superintendent. Staff member attendance at meetings will be documented by the Administrator calling the meeting. Absences must be approved by the Administrator scheduling the meeting.

3180 PROFESSIONAL DRESS

Teachers are expected to dress professionally, keeping in mind that teachers are to set examples for the students and that they are professional people.

3210 KEYS

Building Principals shall keep a written record of keys issued to teachers. At the close of each school year, the Principal shall inventory and document the keys assigned to each staff member. Staff may retain keys during the summer vacation as long as they continue to be under contract.

3220 SUBSTITUTE TEACHERS

A teacher who is unable to meet his/her regular school assignments should notify the Principal as soon as possible. Each Principal should then choose from a list of approved substitutes furnished him/her by the District Office, some person to take charge of the classes in the absence of the regular teacher.

Teachers and others whose assignments are in more than one building should notify the Principal of the building in which they begin their day's assignment and this Principal should confer with all the Principals involved and call a substitute as may be necessary.

Substitutes are always employed and paid by the school system – never by the absent staff member. The pay for substitutes is \$85 per day.

Extended assignment is defined as a substitute teaching assignment that will exceed ten consecutive teaching days that a substitute is required to remain in a specific teaching assignment.

If a substitute teacher is on an extended assignment, the rate of pay for the duration of that extended assignment shall be \$115 per day.

The substitute on an extended assignment is to understand that no commitment is given for permanent employment, or for continuing pay at this higher level after the extended assignment ends.

3230 PROFESSIONAL MEETINGS

Professional meetings which members of the school staff may wish to attend are often scheduled during the school year. Requests for such attendance should first be submitted to the building Principal for approval and then to the Superintendent of Schools. Approval will be based on the merits of each individual case. Some of the factors which will be considered in approving such meetings are: number of requests received, availability of satisfactory replacements, the value attendance at the meeting will return to the School District's program(s) and whether the staff member making the request is an official delegate to the meeting, on the program or a sponsor of the meeting.

If the request is approved, the District will pay the salary of the teacher and the substitute, and the teacher will pay his/her own expenses to the meeting. The District will pay the expenses of those who are attending professional meetings at the request of the Superintendent.

Forms for securing permission to attend such meetings or for other non-sick absences may be obtained from the Superintendent's Office.

3240 PROFESSIONAL DEVELOPMENT PROGRAM

The State of Kansas allows certified staff to re-certify through additional college hours and/or credit earned through an approved Professional Development Program. Northeast U.S.D. 246 has adopted, and the State of Kansas has approved, a Professional Development Program for the certified staff.

Possible professional development activities include, but are not limited to the following:

- a. Supervision or participation in clinical experiences;
- b. Approved participation at subject area meetings, conferences and conventions;
- c. Approved participation at lectures by persons with expertise in an area of education;
- d. Observation of programs related to the educational setting (advanced approval);
- e. Publication of professional articles in a professional journal or other recognized education publication;
- f. Supervised planning of new educational programs to be used in the local school district;
- g. Committee work, and;
- h. Community relations – presentation of program related to education topic to any community group or the media.

3250 CLASS SIZE DIVISION PROCEDURE

Provisions:

- 1. Providing School District has sufficient funds.
- 2. Providing School District has available classrooms.
- 3. The number of students on enrollment day will be the determining factor if grades are to be divided.
- 4. If grades are to be divided, they will be divided as to the criteria listed below:

Kindergarten	55 students
Grades 1, 2 & 3	60 students
Grades 4 & 5	70 students

3260 TEACHER AIDE HIRING PROVISIONS

Teacher aides will be hired and assigned as necessary by the building Principal. In addition to being assigned to teachers, they would have the following responsibilities:

1. Supervise the breakfast program
2. Supervise the lunch program
3. After-school bus duty
4. Collect for breakfast, milk and lunch in their assigned rooms and turn in money to the Food Service Director. They will follow the procedure as developed by the Food Service Director.

#### 3270 EQUAL OPPORTUNITY EMPLOYMENT AND NON-DISCRIMINATION

The Board shall make every attempt to hire its employees on the basis of the ability and needs of the District.

The District shall be an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to compensation, terms, conditions or privileges of employment because of such individual's race, color, religion, sex, age or national origin.

Inquiries regarding compliance with any federal or state program may be directed to the Superintendent of Schools, Northeast U.S.D. 246, PO Box 669, Arma, KS 66712, 620-347-4116 or to the Director of the Office of Civil Rights, Department of Education, Washington, D.C.

The District shall maintain a working environment free from discriminatory insult, intimidation or harassment due to race, color, religion, sex, age, national origin or handicapped status.

Any incident of discriminatory insult, intimidation or harassment in any form should promptly be reported to the immediate supervisor or other level of management for investigation and corrective action.

Any employee who engages in discriminatory insults, intimidation or harassment shall be reprimanded and counseled to refrain from such conduct. Any employee who continues to engage in such conduct shall receive progressively severe discipline.

#### 3280 DRUG PREVENTION POLICY

As a condition of continued employment in the District, 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 District property or at any school 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 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 a drug and alcohol education, treatment, counseling or rehabilitation program;
5. Termination or dismissal from employment.

Prior to applying sanctions under this Policy, employees will be afforded all due process rights to which they are entitled under their contracts or the provisions of Kansas Law. Nothing in this Policy is intended to diminish the rights of the District to take any other disciplinary action which is provided for in District Policies or the Negotiated Agreement.

If it is agreed that an employee shall enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the employee. Drug and alcohol counseling and rehabilitation programs are available for employees of the District. A list of available programs along with the 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 and drug and alcohol counseling and rehabilitation programs shall be provided to all employees.

## 3290 SEXUAL HARASSMENT POLICY

No District employee shall be sexually harassed by an employee or non-employee or permit sexual harassment of an employee or a student by an employee or non-employee. Violation of this Policy shall result in disciplinary action, including termination, against any employee. Violation of this Policy also includes any supervisor's failure to follow the Policy or to investigate complaints.

If an employee's immediate supervisor is the object of a harassment complaint, the employee may bypass the supervisor and report directly to the Superintendent. Complaints against the Superintendent shall be heard by the Board.

### Definition

It shall be a violation of District Policy to harass another employee sexually, or to permit the sexual harassment of an employee by an employee or a non-employee. Sexual harassment may include, but not be limited to:

- a. Sexually oriented communication, including sexually oriented verbal "kidding" or harassment or abuse;
- b. Subtle pressure or requests for sexual activity;
- c. Persistent unwelcome attempts to change a professional relationship into a personal, social-sexual relationship;

- d. Creating a hostile work environment including, e.g., patting, pinching, hugging, repeated brushing against another person's body;
- e. Requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment with regard to an individual's employment; or
- f. Sexual assault or battery as defined by current law.

Any person who believes he or she has been subjected to sexual harassment should discuss the problem with his/her immediate supervisor. Regardless of the means selected for resolving the problem, the initiation of a complaint of sexual harassment will not cause any reflection on the complainant nor will it affect his or her employment.

### 3295 EMPLOYEE BEHAVIOR CODE

- 1. Employees shall conduct themselves in a manner befitting one who teaches children.
- 2. The employee shall at all times respect the integrity of the child and do that which is in the best interests and welfare of the child.
- 3. All employees shall treat with respect all individuals in the school setting, this includes but is not limited to students, patrons, visitors and each other. In short, treat each person as you would like to be treated.
- 4. Employees shall use a pleasant tone of voice. If firm direction is to be given, a businesslike voice and demeanor shall be used.
- 5. When at all possible, students will be disciplined in private and not made the object of ridicule.
- 6. Students shall not be left unattended in the classroom, on the bus, at an extra curricular activity, field trip or in any other event when the student is under the supervision of an employee. If a situation arises that necessitates the employee being absent when the employee is in direct supervision of students, an administrator is to be contacted for direction.
- 7. If a student is exhibiting behavior that is causing disruption and the student fails to respond to direction to exhibit the proper behavior, the employee will contact an administrator or his/her designee immediately.
- 8. Children should not be made to stand or sit in the hall outside the classroom door as punishment. The employee should not use the Principal's office as a sitting place for students just to get them out of the room. This does not preclude the employee sending a student to the office when it is felt that additional help is needed.
- 9. The employee shall initiate and preserve reasonable discipline and conduct of students with consistency. The employee should exhibit a self-disciplined attitude.

10. Employees shall not discuss private matters pertaining to a student or his/her work except with properly qualified school personnel or his parents.
11. Employees are to use acceptable language in dealing with students; obscene or profane language will not be tolerated.
12. It is the responsibility of the employee to make every effort to see that students under his/her control do not destroy or deface school property. The employee is to report knowledge of such damage promptly to the building administrator.
13. Employees who observe students disobeying rules and regulations are responsible for correcting and/or reporting such students, whether or not they are under the employee's direct supervision at that time.
14. Employees shall not teach or supervise students at any time while under the influence of intoxicants or non-prescriptive drugs covered under the Federal or State "Narcotics or Drug Abuse Laws", or when the use of prescriptive drugs adversely affects his/her ability to perform his/her required duties.
15. Employees have a responsibility to conference with parents at a time satisfactory to both.
16. The employees shall be tactful and respectful in dealing with colleagues, parents and students.

3310 COACHES' PROFESSIONAL AND PERSONAL RELATIONSHIPS AND EXPECTATIONS

I. Coaches' Professional and Personal Relationships and Expectations

The need for precise job description specifications is becoming obvious with the stronger emphasis on credibility and accountability in coaching. There is a definite need for precise criteria to measure coaching accomplishments within the framework of the Northeast USD 246 objectives for their activity programs. These major performance areas stand out above others:

A. Rapport

A coach must be able to develop a good rapport with any number of individuals and groups: team personnel, the student body, the professional staff (faculty, administration, maintenance, etc.), the community as a whole, spectators, officials, fellow coaches in the conference, media representatives and the parents of his/her players. Good rapport and an image of competency are invaluable for the coach.

B. Cooperation

The District expects a maximum of cheerful give and take between all individuals associated in any degree with the comprehensive program. Coaches must work hand in hand with their Principal and other members of their staff.

### C. Leadership

Diligence, enthusiasm, honesty and love for the game are all part of a professional pride that should be exhibited by any coach. Personal appearance, dress and physical condition should all be exemplary. Dressing appropriately for practice, following practice schedules and building positive attitudes are very important.

### D. Discipline

Every facet of discipline is the coach's responsibility. Individually, the coach becomes a model of all that the program represents – observation of school codes, training rules, rules of the game, ideals of good sportsmanship, behavior of participants throughout the season – at home and away, and the conduct of the crowd – especially where the student body is concerned. Desire to do well: to win well, to lose well, should be emphasized. Staff, players and spectators should be motivated toward established goals.

### E. Improvement

A coach must constantly take advantage of opportunities presented for self-improvement. Attendance at District meetings, rules clinics, special workshops and clinics in specific fields and similar in-service training programs is a must. Membership should be maintained in professional organizations, coaches' associations and similar groups whose programs are geared toward greater achievement and fuller performance. Keeping abreast of current literature in professional journals, newspapers and magazines, and utilizing enrichment material available in other media forms is also expected.

### F. Motivational Techniques

The coach must constantly implement positive teaching and coaching strategies. Belittling student athletes (publicly or privately), physically or verbally harassing student athletes, or private or publicly chastening student athletes are not consistent with the "teaching" and "coaching" philosophy of activities in Northeast USD 246.

### G. Encouraging Participation

Coaches at all levels of participation in Northeast USD 246 shall seek to maximize the level of participation in their activity. Discouraging remarks and practices that would discourage students from participation in any activity will be avoided.

## II. Coaching Techniques

- A. Use sound, positive and acceptable teaching practices.
- B. Run well-organized practice sessions.
- C. Complete pre-season planning well in advance of starting date.

- D. Adhere to a highly efficient and technically sound program of injury prevention. When injuries do occur, follow a prescribed routine and maintain good communications with patient, trainer, doctor and parents.
- E. Construct a well-organized game plan.
- F. Develop a sound system for equipment accountability, including seasonal inventory, repair, reconditioning and replacement. All purchasing should be accomplished through the allocated budget.
- G. Keep assistant coaches, student managers and statisticians well informed as to what is expected. Cooperate fully with maintenance staff, transportation people and others similarly involved in the overall program.

STUDENTS  
5000 – 5999

5000	Philosophy of Education
5010	Admission of Students
5020	Compulsory School Law
5021	Student Attendance
5022	Student Attendance Check
5023	Absences and Excuses
5024	Electronic Devices
5040	Student Progress Reports to Parents
5050	Control and Guidance of Students / Discipline
5101	Northeast Middle School Discipline Policy
5102	Northeast High School Discipline Policy
5103	Transportation Discipline Policy
5110	In-School Suspension
5120	Suspension and Expulsion of Students
5125	Lockers
5130	Dress Code
5140	Indecent Exposure Policy
5150	Demonstrations
5160	Interrogation and Investigations Conducted in School
5170	Child Abuse
5180	Drug and Alcohol Policy
5185	Searches
5190	Discrimination Complaints
5220	Advertising
5230	Telephone Use
5240	Payment of Projects
5250	Student Insurance Program
5260	Corporal Punishment
5270	Sexual Harassment Policy
5275	Racial Harassment Policy
5300	Family Rights and Privacy
5310	Weapons

## 5000 PHILOSOPHY OF EDUCATION

The staff of Northeast Unified School District 246 believes that our way of life can best be preserved and perpetuated by allowing our youth to participate actively in a democratic society, and that this provides the best means of organizing, conducting and improving individual and group living.

Thus, they believe that preparation of youth for citizenship is one of the important objectives of education. This process involves:

1. The promotion of Individual Development so that maximum potentialities are realized.
2. The preparation of the individual so that he/she can effectively and intelligently discharge his/her Civic Responsibilities at all levels of the community, state and national government, and that he/she can have an understanding of world problems as they relate to his/her government.
3. The preparation of the individual for Economic Efficiency.
4. The development and cultivation of an understanding of Human Relationships.
5. The preparation of the individual for Family Life.

Thus, in the light of the foregoing, the function of the school is to help each individual youth acquire the understandings, skills, ideals and values necessary to help him/her achieve his/her highest possible personal development, and in this way, to make him/her an effective American citizen.

As an effective American citizen, each individual should increasingly become:

1. Physically fit;
2. Competent in work habits;
3. Effective in the use of fundamental skills;
4. Appreciative of the dignity of labor and the importance of a job well done;
5. Well adjusted personally;
6. Well informed on social, economic and political problems;
7. Responsible;
8. Cooperative;
9. Discriminative and critical in thinking;
10. Concerned for the welfare of others;
11. Respectful of law and of authority;
12. Appreciative of aesthetic beauty;
13. Ethical and moral in all practices and personal relations; and
14. Sensitive to spiritual values.

## 5010 ADMISSION OF STUDENTS

Entrance age for admission to kindergarten is five years of age on or before August 31 of the school year. Kindergarten training is not required for entrance into the first grade. However, a child who has been a resident of another state and who

has attained the age of eligibility to attend kindergarten in such state may enroll and attend kindergarten in Kansas regardless of age.

Entrance age to the first grade shall be six years of age on or before August 31 of the school year. However, a child who has been a resident of another state and who (a) had reached the age of eligibility to enter the first grade in that state or (b) has completed a kindergarten course in such state (maintained by a public school district or an accredited private denominational or parochial school) will be eligible to attend the first grade of a Kansas school district regardless of age.

Birth certificates are required for all kindergarten or first grade enrollees who are enrolling for the first time as proof of age. Birth certificates presented as proof of age will be returned to the parents after the required data is recorded on the permanent school records. Birth certificates must be turned in to the school no later than October 1 or the school will work with local law enforcement agencies to attain proof of the child's identity.

Grade placement in Northeast USD 246 most often will be based upon an examination of previous school records, but may be based on achievement tests administered by our staff.

Secondary enrollees should present a transcript of the record made in the last school attended at the time of enrollment in order to facilitate the enrollment process.

Any student entering a Kansas school for the first time is required by Immunization Policy (KSA 72-5208; 5211) to present certification that he/she has received, or is in the process of receiving, immunization against polio, mumps, diphtheria, rubella (German measles), measles (rubeola), tetanus and whooping cough. A tetanus booster is also required every ten years. These immunizations shall be in accordance with the immunization schedule of the Kansas Department of Health and Environment. New students shall have 90 days from the date of enrollment to complete this immunization procedure, or they will be suspended from school until such time as it is satisfactorily completed. The suspension will be unexcused and the school will report the student as truant to SRS or the county attorney if proper immunization proof is not completed in a timely manner. This requirement is waived for pupils whose parents present written statements asking for exceptions for reasons of health or religious beliefs. Kindergarten students are to have completed, or be in the process of completing, all immunizations no later than September 15<sup>th</sup> each year.

#### 5020 COMPULSORY SCHOOL LAW

See Kansas Statutes: 72-1111.

Kansas Statutes may be viewed at <http://www.kslegislature.org/legrv-statutes/index.do>.

#### 5021 STUDENT ATTENDANCE

Please refer to the current Parent / Student Handbook for the school attended.

- 5022      STUDENT ATTENDANCE CHECK
- Please refer to the current Parent / Student Handbook for the school attended.
- 5023      ABSENCES AND EXCUSES
- Please refer to the current Parent / Student Handbook for the school attended.
- 5024      ELECTRONIC DEVICES
- Please refer to the current Parent / Student Handbook for the school attended.
- 5040      STUDENT PROGRESS REPORTS TO PARENTS
- Please refer to the current Parent / Student Handbook for the school attended.
- 5050      CONTROL AND GUIDANCE OF STUDENTS / DISCIPLINE
- Since the primary purpose of the school and faculty is to teach young people; and since the primary purpose of the student being in school is to learn, it is necessary that good order or discipline be established. The school has the responsibility and the authority to control students in the interest of individual as well as group welfare.
- There are times when the authority vested in the school must be used to control students by means which do not seem to promote growth. Every effort should be made, however, to make the discipline of the school contribute to the continuous growth of the student. The teacher should always seek to have the parents share in the responsibility of dealing with the behavior problems of the child. This means that frequent communication between teacher and parents is necessary in cases of behavior problems.
- Ultimately, then, as we teach self-discipline to our youth, we are striving to help each individual acquire the understandings, skills, ideals and values necessary to make him/her an effective American citizen.
- Please refer to the current Parent / Student Handbook for the school attended.
- 5101      NORTHEAST JUNIOR HIGH DISCIPLINE POLICY
- Please refer to the current Parent / Student Handbook for the school attended.
- 5102      NORTHEAST HIGH SCHOOL DISCIPLINE POLICY
- Please refer to the current Parent / Student Handbook for the school attended.
- 5103      TRANSPORTATION DISCIPLINE POLICY
- Please refer to the current Parent / Student Handbook for the school attended.

5110 IN-SCHOOL SUSPENSION

An in-school suspension may be used as a means to allow a student to maintain his/her school work while he/she is on suspension. It is the intention of the in-school suspension to restrict the activity of a student from the general student body. The principal has the prerogative of changing from an in-school suspension to an out-of-school suspension should circumstances change.

A student in in-school suspension will be isolated from all other students during the school day and will not be allowed to participate in activities outside of school hours or attend and/or participate in activities or assemblies during school hours.

A student will be provided with all subject assignments and work may be made up during an in-school suspension. A student in in-school suspension will be considered present for attendance purposes and must be supervised by school personnel at all times.

5120 SUSPENSION AND EXPULSION OF STUDENTS

See Kansas Statutes 72-8901 through 72-8906.

Kansas Statutes may be viewed at <http://www.kslegislature.org/legsrv-statutes/index.do>.

5125 LOCKERS

Lockers are provided by the District as a convenience to the students for the storage of clothing, supplies and equipment necessary to school attendance. The lockers are the property of the School District, under the supervision of the Building Principal and the Superintendent of Schools at all times. Use of lockers by students is restricted to storage of those lawful items necessary for participation in class work and sanctioned extra-curricular activities. The Building Principal shall have sole custody, in a storage placed designed to guard against unauthorized access or use, of the combinations or the keys to all locks, if any, for student lockers.

Lockers are subject to periodic searches, announced or unannounced, targeted or random, with or without notice to the student to whom a particular locker is assigned, whether or not the student is present, by school officials including the Building Principal or his or her designee, and, when authorized by the Superintendent of Schools, by law enforcement officers. Such searches may include sweeps of all lockers located in a building by dogs specially trained to detect the presence of and to locate such prohibited items.

5130 DRESS CODE

Please refer to the current Parent / Student Handbook for the school attended.

5140 INDECENT EXPOSURE POLICY

Please refer to the current Parent / Student Handbook for the school attended.

5150 DEMONSTRATIONS

Any student who shall take part or participate in any fashion in any demonstration not authorized by the Superintendent of Schools during school hours or on school premises shall be subject to suspension from classes. The suspension from classes for such action shall be for a period of not less than three days nor more than five days on any one occurrence. The student shall be reinstated only upon the request of his/her parents, who shall appear with the student before the Superintendent of Schools in order that the parents can be given the full details concerning the suspension.

Reoccurrences of violations concerning demonstrations shall be considered a basis for pupil expulsion; such action shall be taken by the Superintendent after the matter has been reviewed by the Board of Education acting as a committee of the whole. Expulsion shall be subject to K.S.A. 72-8906, as amended by the 1982 Kansas Legislature.

5160 INTERROGATION AND INVESTIGATIONS CONDUCTED IN SCHOOL

It shall be the policy of the District that a reasonable cooperative effort be maintained between the school administration and law enforcement agencies. Law enforcement officials may be summoned in order to conduct an investigation of alleged criminal conduct on the school premise or during a school-sponsored activity. They may also be summoned for the purpose of maintaining or restoring order when the presence of such officers is necessary to prevent injury to persons or property. Administrators have the responsibility and the authority to determine when the presence and assistance of law enforcement officers is necessary within their respective jurisdictions. The District's administrators shall at all times act in a manner which protects the rights of students and parents and shall cooperate with law enforcement officials.

School staff members shall be reminded annually of the contents of this policy and rules.

A student who has attained the age of 18 enjoys the responsibility of speaking for himself/herself without the agreement of parent, guardian or representative as to his/her submitting to questioning.

Initiated by School Administrators and Conducted by Administrators

Building Principals shall have the authority and duty to conduct investigations and to question students pertaining to infractions of school rules, whether or not the alleged conduct is a violation of criminal law. Any investigation shall be conducted in a manner which minimizes interference with regular education or school activities.

Initiated by School Administrators and Conducted by Law Enforcement Officers

The building Principal shall determine when the necessity exists for law enforcement officers to be notified to conduct an investigation of alleged criminal behavior.

The building Principal may request that law enforcement officers conduct an investigation and question students who are potential witnesses of such alleged criminal behavior during school hours. A reasonable attempt shall be made to contact the student's parents, guardian or representative prior to questioning by law enforcement officers. Reasonable requests of the parents, guardian or representative shall be observed. Such notifications or attempted notifications to parents, guardian or representative shall be documented by the administrator involved. In the absence of a student's parents, guardian or representative during any questions of such students, the principal or certified school staff person shall be present.

If the investigation has centered on any particular student suspected of any alleged criminal activity, the procedure for taking students into custody shall not interfere with reasonable law enforcement procedures.

#### Initiated and Conducted by Law Enforcement Officers

Only in demonstrated emergency situations shall law enforcement officers be voluntarily permitted to conduct such an investigation during school hours.

The building Principal shall require proper identification of law enforcement officials and the probable cause for the interrogation or investigation of a student. If the Principal is not satisfied with either the identification or the probable cause, he/she shall not grant the request of such persons and shall attempt to so notify the Superintendent and the officer's superior, documenting such action.

The law enforcement officers shall be required to obtain prior approval of the Principal before beginning such an interrogation or investigation on school premises. The administrator shall document the circumstances as soon as practicable.

#### Interrogation of Student during Investigation of Violations of School Rules

In instances where school rules have allegedly been violated, the Principal may notify the suspected rule violator(s). When suspension may be a consideration, the suspect student shall be advised orally or in writing of the nature of the alleged offense and of the evidence.

Probable witnesses should be told the nature of the alleged misconduct and the reason to believe that they were witnesses. The Principal may have another adult present during questioning of students.

#### Violations of Criminal Law

During an investigation of violation of school rules, the Principal shall attempt to ascertain whether there is sufficient justification to believe that a criminal offense was committed that warrants notification to law enforcement officials.

Information of criminal conduct not related to the schools shall be turned over to law enforcement officials, without additional investigation by school officials. School officials shall request that law enforcement officers advise a student of his/her rights.

### Taking a Student into Custody

Following either interrogation or investigation, students shall not be released to law enforcement authorities voluntarily by school officials unless the student has been placed under arrest.

When students are removed from school for any reason by law enforcement authorities, every reasonable effort will be made to notify the student's parents, guardian or representative immediately. Such effort shall be documented.

The building Principal shall make reasonable efforts to persuade law enforcement officers not to make arrests or to take students into custody on school premises.

When an emergency exists, the Principal may summon law enforcement officials to the school to take a student into custody.

When a student has been taken into custody or arrested on school premises without prior notification to the building Principal, the school staff present shall require the law enforcement officers to notify the Principal of the circumstances as quickly as possible.

### Disturbance of School Environment

Law enforcement officers may be requested to assist in controlling disturbances of the school environment.

## 5170 CHILD ABUSE

Any employee of the District who has reasonable cause to know or suspect that a child has been subject to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect will immediately report or cause a report to be made to the local Social Rehabilitation Services (SRS) office or to the local law enforcement agency if the SRS office is not open.

School employees will not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of the school employees to prove that the child has been abused or neglected.

### SRS Access to Students on School Premises

The building Principal is authorized to act in loco parentis to protect the interests of the student when allowing a student to be interviewed by SRS representatives on school premises.

### Cooperation Between School and Agencies

Elementary and secondary schools, SRS and law enforcement agencies shall cooperate with each other in the investigation of reports of suspected child abuse or neglect. To the extent that safety and practical consideration allow, law enforcement

officers on school premises for the purpose of investigating a report of suspected child abuse or neglect shall not be in uniform.

#### 5180 DRUG AND ALCOHOL POLICY

The Board of Education and educators recognize the illegal use of drugs and alcohol as being detrimental to the positive development of students. The school's primary role in this area is to educate students concerning the hazards of drug and alcohol use.

All Northeast USD 246 personnel and students have the responsibility to report to the Principal observed use or knowledge of any chemical substances. These chemical substances include any narcotic drug, alcohol, hallucinogenic drug, amphetamine, barbiturate, marijuana, solvent or narcotic device.

Students shall not lawfully manufacture, distribute, possess, use or be under the influence of any chemical substances on or adjacent to the school grounds or school property, off the school grounds at a school activity, or upon arrival at school or a school function.

First Offense – With the first violation of this policy, the student will be suspended from school for 5 days and can be subject to long term suspension or an expulsion hearing. The expulsion hearing will include discussion of a recommendation that the student receive an evaluation and any necessary counseling from a professional chemical dependency counselor prior to re-admittance to school on a probationary status. If at anytime a student fails to make satisfactory progress in a program, the expulsion will be re-imposed.

Second Offense – A student who violates the terms of the policy for the second time shall be expelled from school for the remainder of the school year and will not be allowed to participate in or attend any school activities during the expulsion.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in Board Policies and Kansas Statutes, KSA 72-8901, et seq. Nothing in this policy is intended to diminish the ability of the District to take other disciplinary action against the student in accordance with other policies governing student discipline. In the event a student agrees to enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his/her parents. Drug and alcohol counseling and rehabilitation programs are available for students of the District. A list of available programs along with names and addresses of contact persons for the program is on file with the Board Clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.

A copy of this policy and available counseling and rehabilitation programs will be provided to all students and the parents of all students. Parents of all students will be notified that compliance with this policy is mandatory.

#### 5185 SEARCHES (Approved 3-24-94)

A. Overview. While recognizing that the individual student has a right to some privacy in an atmosphere which encourages growth towards responsible and

mature personalities, the District cannot and will not tolerate conduct which violates Federal or State Law or District policies, or otherwise jeopardizes the health, safety and general welfare of the student body, specifically including violations of the “drug free” and “weapons free” school zone. See #5180 Drug and Alcohol Policy.

- B. Searches by Building Principal. The Building Principal may search any locker at any time the Principal reasonably believes that the locker contains or may contain any matter prohibited from being possessed or around school property by Federal or State law or by Board policy. Any such search may be made without prior notice to the student to whom the locker has been assigned and with or without the student being present.
- C. Searches by Third Persons. Any person other than the Building Principal who wishes to search a student’s locker shall report to the Building Principal before proceeding to the locker, and in no event shall such person be permitted to search the student’s locker without the Principal’s consent unless such person has a valid search warrant authorizing him to make such search.
- D. Searches by Law Enforcement Officers. The District will endeavor to reasonably cooperate with law enforcement officers in the carrying out of their statutory duties.

If a law enforcement officer desiring to search a student’s locker has a warrant for authorizing such a search, the Building Principal shall immediately take such person to the student’s locker and permit the officer to search the locker. The search shall be made in the presence of the Building Principal.

If a law enforcement officer desires to search a student’s locker without a warrant, the Building Principal shall ask what facts lead the officer to believe that evidence of a crime will be lost, destroyed or moved if the search and seizure did not take place immediately, before a warrant is obtained. If the information provided by the law enforcement officer gives the Building Principal reasonable suspicion that a crime has been committed, the Principal may choose to search the student’s locker. If the information does not provide a reasonable suspicion and no warrant is offered, the Principal shall report the incident to the Superintendent, who may notify the officer’s superior of the incident.

- E. Use of Dogs Trained to Search. Law enforcement officers may, when authorized by the Superintendent of Schools, conduct a sweep of all lockers located in the building, on a periodic or random basis, with dogs specially trained to detect the presence of and locate weapons or illicit drugs. As provided above, the student body shall be advised at the beginning of each school year of the likely occurrence of such searches, which may thereafter be conducted without notice to any student, whether or not any student is present.

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

- F. Recovery of Prohibited Items. Prohibited items recovered from a student's locker shall remain in the custody of either the Building Principal or the law enforcement officer. If such items are turned over to law enforcement officials the Principal shall receive a receipt for the items.
- G. Search of Persons. When it has been determined by the Building Principal that there is reason to believe that a student has in his or her possession an object which can jeopardize the health, welfare or safety of others, that student shall be ordered to report to the Building Principal's office. This determination may be based on any information received by the Building Principal, designated representative or by a member of the faculty or staff. It also may be based on knowledge of the student's disciplinary problems, the student's association with known drug offenders, the student's exhibiting objects associated with drug use or the student's exhibiting such objects as bullets or a knife sheath which could be associated with dangerous weapons.

Once in the Principal's office, the student shall be advised of the reason why he has been ordered to report to the Principal's office. The student shall then be permitted to empty the student's items such as, but not limited to, pockets, purses, shoulder bags and briefcases. Items which the Building Principal believes may be connected with illegal activity may remain in the custody of the Building Principal, unless such items are turned over to law enforcement officials; and if this is done, the Principal shall receive a receipt for such item so delivered. If the student refuses to comply with this request, the Building Principal shall notify the student's parents and request that they come to the school at once. The Building Principal shall advise the parents of the immediate situation. If the parents of the student are unable to persuade the student to comply, the parents and the student shall be advised that law enforcement officials will be notified and the matter turned over to them. If the parents refuse to come to the school or are unable to be notified and the student continues to refuse to cooperate, the Building Principal shall notify law enforcement officials and inform them of the facts. Any further search of the student shall be at the discretion and under the control of the law enforcement officials with a valid warrant. Any search of an individual person or a privately owned vehicle by a law enforcement officer shall be conducted only upon presentation of a properly executed search warrant for that specific student or for that specific vehicle.

Once the Building Principal has relinquished control of the student to the law enforcement officials, the Building Principal shall remain with the student and be present during any search of the student made by law enforcement officials on school property. A written report of each search shall be made by the Building Principal and submitted to the Superintendent. The written report shall contain the name of the student; the time, date and place of the search; the reason or reasons for the search; the fact that law enforcement officials were called; the name of the person who conducted the actual search; the names of the persons present while the student was being searched; the result of the search; and the objects confiscated. The Superintendent shall keep a copy of the written report on file.

5190      DISCRIMINATION COMPLAINTS

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

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

Discrimination against any student on the basis of race, color, national origin, sex, disability or religion in the admission or access to, or treatment in the District's programs and activities is prohibited. The Superintendent of Schools, 1001 East South Street, Arma, KS 66712, 620-347-4116, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990.

Any student who believes that he or she has been discriminated against may file a complaint with the building Principal, another Administrator, the Guidance Counselor, or another certified staff member. Any school employee who receives a complaint of discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building Principal. If the building Principal is the alleged harasser, the report shall be made to the Superintendent. Complaints against the Superintendent shall be made to the Clerk of the Board, and forwarded to the Board President.

5220      ADVERTISING

No agent, lecturer or exhibitor shall be permitted to use the schools for any purpose connected with his/her business, except by written permission of the Superintendent. Nor shall any notices be given in the schools of any exhibition, lecturer or other pupil exercise without such permission. The schools and school premises shall in no way be an advertising medium except for those things that pertain to their welfare and upbuilding.

5230      TELEPHONE USE

Please refer to the current Parent / Student Handbook for the school attended.

5240      PAYMENT OF PROJECTS

Please refer to the current Parent / Student Handbook for the school attended.

5250      STUDENT INSURANCE PROGRAM

The Board has purchased medical insurance to cover all students during the school day and on school-related activities and trips.

Medical expenses not covered by this insurance or by the KSHSAA Catastrophic Insurance or Activities Insurance are the responsibility of the parents.

5260 CORPORAL PUNISHMENT

Corporal punishment shall not be permitted in the School District.

5270 SEXUAL HARASSMENT POLICY

District employees shall not sexually harass, or permit sexual harassment of a student by another employee, student, non-employee or non-student. Neither shall a student sexually harass another student or students. Violation of this policy shall result in disciplinary action, including termination of an employee, or disciplinary action against the student(s) involved. Supervisors who fail to follow this policy or who fail to investigate complaints shall be in violation of this policy. If the Principal is the object of a harassment complaint, the student may bypass the Principal and report directly to the Superintendent. Complaints against the Superintendent shall be heard by the Board.

Definitions

Sexual harassment may include, but not be limited to:

- a. Sexually oriented communication, including sexually oriented verbal “kidding” or harassment or abuse;
- b. Subtle pressure or requests for sexual activity;
- c. Persistent unwelcome attempts to change a professional relationship into a personal, social-sexual relationship;
- d. Creating a hostile school environment, including the use of innuendoes or overt or implied threats;
- e. Unnecessary touching of an individual, e.g., patting, pinching, hugging, repeated brushing against another person’s body;
- f. Requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment with regard to a student’s grades or status in any activity; or
- g. Sexual assault or battery as defined by current law.

Any student who believes he or she has been subjected to sexual harassment should discuss the problem with his/her Principal or another certified staff member. Initiation of a sexual harassment complaint will not cause any adverse reflection on the student. The initiation of a student’s complaint shall not adversely affect the job security or status of any employee or student until a finding of fact determines that improper conduct occurred. False or malicious complaints of sexual harassment may

result in corrective or disciplinary action against the complainant. Strict confidentiality shall be maintained throughout the complaint procedure.

#### 5275 RACIAL HARASSMENT POLICY

District employees shall not racially harass, or permit racial harassment of a student by another employee, student, non-employee or non-student. Neither shall a student racially harass another student or students. Violation of this policy shall result in disciplinary action, including termination of an employee, or disciplinary action against the student(s) involved. Supervisors who fail to follow this policy or who fail to investigate complaints shall be in violation of this policy. If the Principal is the object of a harassment complaint, the student may bypass the Principal and report directly to the Superintendent. Complaints against the Superintendent shall be heard by the Board.

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts against Discrimination. 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.

Any student who believes he or she has been subjected to racial harassment should discuss the problem with his or her Principal or another certified staff member. Initiation of a racial harassment complaint will not cause any adverse reflection on the student. The initiation of a student's complaint shall not adversely affect the job security or status of any employee or student until a finding of fact determines that improper conduct occurred. False or malicious complaints of racial harassment may result in correction or disciplinary action against the complainant. Strict confidentiality shall be maintained throughout the complaint procedure.

#### 5300 FAMILY RIGHTS AND PRIVACY

The Board of Education of Northeast USD 246 has adopted the following policy relating to the Educational Rights and Privacy Act of 1974. The Board designates the Building Principals as the custodians of student records and has charged them with the duty of complying with all parts of the Act.

- A. The student records that are of concern are those records that become a part of a student's cumulative records, which would be compiled from teachers' grades and comments made for future educational reference, and the record that would be kept on permanent file at a school or might be transferred if a student would change schools for attendance purposes.
- B. Individuals who may have access to student records without consent of parents or eligible student are:
  - 1. School officials, including teachers, within the educational institution.

2. Officials of other schools or school systems where students are seeking enrollment. Parents should be notified of transfer and may receive a copy if desired and have an opportunity for a hearing to challenge content.
  
3. Authorized representative of:
  - a. Controller General of the United States
  - b. Secretary of Health, Education and Welfare
  - c. Administrative head of education agency
  - d. State educational authorities
  - e. In connection with student's application for financial aid
  - f. Organizations conducting studies for education agency for the purpose of developing, validating or administering tests or programs
  - g. Accrediting organizations
  - h. Parents of students over 18, if parents claim student as dependent for income tax purposes
  - i. In an emergency, to appropriate persons, if knowledge of the information is necessary to protect the health or safety of the student or other persons
  
- C. Schools may make directory information available without parental or student consent. Directory information shall be such general information as is used in programs for athletics or other award programs and information in the school annual. The parents should be notified in the general announcement about the use of this type of information. The release of this general type of information shall be authorized until such time a parent of an eligible student registers a request that directory information not be released on that particular student without prior consent.
  
- D. Rights of parents under the act:
  1. Parents use here includes natural parents, adoptive parents or legal guardians of the student.
  2. The parents have the right to inspect and review educational records of their child within 45 days of requesting date.
  3. The parent has a right to have a copy of student records, with the cost of reproduction being paid by the parent.
  4. The parent has the right to a hearing to challenge the content of his/her child's educational record, to insure that the records are not inaccurate, misleading, inappropriate, or in violation of the privacy of the student. The parent may request that information be inserted which would explain the content of the record.
  5. The parent has the right to have the student's educational record explained and interpreted.

6. The parent has the right to give prior consent before the institution can release the student's educational record. The written consent must include the following:
  - a. Specific record to be released
  - b. Reason for release
  - c. Name of the parent or agency to whom the record will be released
  - d. Notification to parent that he/she may receive a copy of the record being released, if a copy is desired.
7. The parent should be notified of transfer of student records and the right to challenge the content of the record to be transferred.
8. The parent has the right to notification of receipt of subpoena of student records prior to institution compliance with subpoena.
9. The parent has the right to notification of a request of judicial order by the custodian of educational record to the court.

E. Rights afforded students under the act:

1. The student is any person who is attending or has attended the educational institution and with respect to whom that institution maintains educational records or personally identified information.
2. The student acquires all rights afforded parents when he/she attains the age of eighteen years.
3. The student has the right to have his/her physical or mental records reviewed by a physician or appropriate professional of the student's choice.
4. If the student's legal guardian is an institution, a party independent of the institution shall be appointed pursuant to state and local law to give a written parental consent required by the Act.

F. Duties of the educational institution:

1. The educational institution is any public or private agency or institution which is a recipient of funds under any federal program for which the U.S. Commissioner of Education has administrative responsibility.
2. The institution shall provide notice, at least annually, to the parent of eligible students of the rights afforded them by the Act. This shall be done in the student handbook that is edited and published at the beginning of each year. It shall provide all pertinent information as is required by the Act.
3. The school will maintain a record of the request and legitimate interest of requesting party in obtaining the educational record. The school should include information to the receiving party about not releasing the information to a third party without written consent.

4. The school shall provide the parent or eligible student with a hearing when requested by them to challenge the content of the student's educational record. The following steps should be taken in setting up and conducting the hearing:
  - a. Hearing will be conducted in a reasonable length of time after it is requested.
  - b. The hearing should be conducted and the decision rendered by an official who does not have a direct interest in the hearing outcome.
  - c. The parent or eligible student should be allowed to present relevant evidence.
  - d. The decision be rendered in writing and within a reasonable time after the hearing concludes.
  
5. Northeast USD 246 will not be responsible for notifying the parent or student each time school records are sent to another educational institution.

## 5310 WEAPONS

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function or event.

This Policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

Possession of a firearm shall result in expulsion from school for a period of one year (186 school days), except that the Superintendent may recommend that this expulsion requirement be modified on a case-by-case basis under the provisions of JDC (Probation).

As used in this Policy, the term "firearm" means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or silencer; or any destructive device.

As used in this Policy, the term "destructive device" means any explosive, incendiary or poison gas: bomb, grenade, rocket, having a propellant charge of more than four ounces, missile having any explosive or incendiary charge of more than one-quarter ounce, mine or other device similar to any of these devices.

See KSA 72-89a02.

FINANCES/FISCAL MANAGEMENT/BUSINESS MANAGEMENT  
6000-6999

- 6000 Fiscal Goals and Objectives
- 6010 Investment of Funds
- 6020 Bids and Quotations Requirements
- 6030 Local Purchasing
- 6040 Payment Procedures
- 6050 Purchasing
- 6051 Use of Credit Cards
- 6060 Fees, Payments, and Rentals
- 6070 Gifts and Bequests
- 6080 Sale of Equipment and Supplies
- 6090 Bonded Employees
- 6100 Inventories
- 6110 Mileage Reimbursement
- 6400 Administrative Staff
  - 6410 Superintendent's Contractual Provisions
  - 6420 Principal's Contractual Provisions
- 6600 Contractor Insurance Requirements

6000 FISCAL GOALS AND OBJECTIVES

It shall be the Policy of the Board to adhere to strict fiscal accountability procedures as outlined in Board Policies and Rules. The Board shall make every effort to secure goods and services from responsible merchants and vendors at a price and quality that will enable the District's staff to fulfill the educational goals of the District.

6010 INVESTMENT OF FUNDS

The investment of School District monies shall be the responsibility of the Superintendent, business manager and/or the District treasurer.

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

Posting Securities

All investment of District monies or any monies of its schools shall be secured by a pledge of direct federal obligations and 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.

6020 BIDS AND QUOTATIONS REQUIREMENTS

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

6030 LOCAL PURCHASING

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

6040 PAYMENT PROCEDURE

Payment of bills shall be considered by the Board at regular Board meetings upon the recommendation of the Superintendent or designated representative.

Upon receipt of a request for payment by a District vendor, and upon receipt of all goods or satisfactory completion of all services from said vendor, the District will authorize payment to said vendor within 30 days and full payment within 45 days.

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.

6050 PURCHASING

The Superintendent or designated representative shall be the purchasing agent for the District.

6051 USE OF CREDIT CARDS

The District has three types of credit cards: general, store and fuel. A form will be maintained in the Central Office that lists the following:

1. Name of the credit card.
2. Person issued the credit card.
3. Itemized record of purchases for each credit card.

Guideline and procedures for using District-issued credit cards include:

1. The person issued the credit card is the responsible party. If the card is checked out to another employee, the person originally issued the credit card remains responsible for the card.
2. Purchases made by the Superintendent will be overseen by the Clerk of the Board of Education.
3. When employees check out cards, they must return the card and all receipts as soon as possible.
4. The person issued the credit card is responsible for turning in all receipts to the Clerk of the Board of Education.
5. Purchases made by the Superintendent will be overseen by the Clerk of the Board of Education.
6. The Clerk of the Board of Education will provide the Board an itemized list of all purchases made on each card at the regularly scheduled meeting.
7. Original receipts will be kept for the fiscal year.

6060 FEES, PAYMENTS AND RENTALS

Proceeds from fees for building or equipment use or rental will be credited to the General Fund.

6070 GIFTS AND BEQUESTS

Income derived from gifts and bequests will be credited to the General Fund.

6080 SALE OF EQUIPMENT AND SUPPLIES

Excess or unusable District-owned equipment and supplies will be disposed of at the discretion of the Board of Education and/or the Superintendent.

6090 BONDED EMPLOYEES

The Board of Education shall purchase a blanket or surety bond for school employees. The amount of the bond shall be prescribed by the Board and/or statute.

6100 INVENTORIES

An accounting will be made annually for all property, real and personal, owned by the District.

6110 MILEAGE REIMBURSEMENT

Mileage reimbursement shall be paid for trips that are made one mile or more outside the city limits of Arma.

All persons receiving mileage reimbursements shall be paid at the rate set for state employees and shall be adjusted when state rates are set.

6400 ADMINISTRATIVE STAFF

6410 SUPERINTENDENT'S CONTRACTUAL PROVISIONS

All conditions of the Superintendent's contract shall be found in the contract document. This document shall be negotiated annually between the Board and Superintendent.

6420 PRINCIPALS' CONTRACTUAL PROVISIONS

All conditions of the Principal's contract shall be found in the contract document. This document shall be negotiated annually between the Board and the Principal.

6600 CONTRACTOR INSURANCE REQUIREMENTS

Contractors who perform work for or contract to perform work on any of the facilities, machinery or equipment of Northeast USD 246, shall, prior to the commencement of any such work, have complied with the following:

- a. Hold a valid contractor's license issued by the City of Arma, Kansas.
- b. Maintain a policy of automobile insurance covering all vehicles utilized by the contractor and all employees and other drivers of those vehicles, with a combined single limit of no less than Five Hundred Thousand Dollars (\$500,000).
- c. Maintain a policy of workers' compensation insurance covering all of the contractor's owners, employees and subcontractors, with the limits required by statute in Kansas or with respect to the owner(s) of the contracting business and other eligible persons, maintain valid elections to be excluded or waivers with respect to the applicability of such coverage.
- d. Maintain a policy of contractor's general liability insurance with a limit of no less than the greater of Five Hundred Thousand Dollars (\$500,000) or the maximum liability of the District under the Kansas Tort Claims Act, K.S.A. 65-6105, as amended.

- e. All such insurance policies shall be issued by carriers licensed to provide such coverages in the State of Kansas.
- f. Each such insurance policy shall name the Board of Education of Northeast USD 246 as additional insured and shall contain a waiver of subrogation against the District.
- g. Provide to the Office of the Superintendent of Schools of the District a Certificate(s) of Insurance evidencing the required insurance coverages and setting forth the effective dates for each such coverage.

In addition, with respect to those projects subject to the bidding requirements of K.S.A. 72-6760 (\$10,000) as amended, or the public works bond requirements of K.S.A. 60-1111 (\$40,000), as amended, the District may, in its sole discretion, require the Contractor to have complied with the following:

- a. Provide a bid bond in such amount as the District shall determine.
- b. Provide a performance bond in such amount as the District shall determine.
- c. Provide builders risk insurance for the project in such amount as the District shall determine.
- d. Provide Contractor's general liability insurance with such higher limits of coverage as the District shall determine.

In the event of an emergency as determined by the District, in its sole discretion, the Superintendent of Schools may waive any one or more of the foregoing requirements.

OPERATION / SUPPORT SERVICES  
7000 – 7999

- 7000 Food Service Program
  - 7010 Closed Lunch
  - 7020 Free or Reduced Lunch/Breakfast
  - 7030 Milk Program
- 7100 Transportation
  - 7110 Activity Trips
  - 7120 Permitted Passengers
  - 7130 Payment of Mileage
- 7200 Health Services
  - 7210 Dental/Visual/Hearing Screening
  - 7220 Student Illness and Prescribing of Drugs
  - 7230 Students/Employees with (AIDS) HHTLV – III Infection
  - 7235 Chronic Head Lice
  - 7240 Playground Supervision
- 7300 Emergency Situations / Drills

## 7000 FOOD SERVICE PROGRAM

The District will provide each student with the opportunity to participate in the School Lunch and Breakfast Program. Rules and regulations governing this activity will be developed by the Superintendent and those building Principals in whose building a school lunch/breakfast program is being operated. Such rules and regulations will be published in the Student Handbook following Board approval.

In accordance with federal law and U.S. Department of Agriculture policy, the District is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9401 or call (202) 720-5964 (voice or TDD).

### 7010 CLOSED LUNCH

Students will remain at the school through the lunch period. Lunch will be eaten in the designated area according to the schedule established by each building Principal. Lunch may be purchased at the lunch program or lunch may be brought from home. Milk may be purchased to supplement lunches brought from home.

An emergency exception from the above regulations will be made only for specific instances in the same manner in which a student may be excused from a class.

### 7020 FREE OR REDUCED LUNCH/BREAKFAST

Free or reduced lunches and breakfasts are provided for students who qualify under District, State and Federal rules and regulations governing this program.

### 7030 MILK PROGRAM

The elementary school may maintain a milk program, with each student paying a nominal fee for one-half pint of milk daily. The fee will vary from year to year due to the price charged to the school.

## 7100 TRANSPORTATION

Bus transportation will be provided to and from school for those students who qualify. Transportation will be provided by the District for all extra-class activities. Students are prohibited from driving personal automobiles to District-sponsored activities held during the school day.

Students must observe the rules and regulations adopted by the Board governing student transportation. Students will also be subject to the school's behavior code while riding school buses.

All such rules shall be published at least once each year or copies given to students and parents at the beginning of the school year. Based on the authority granted by

KSA 72-8302, the District will not provide transportation to students who are detained after school for violating behavior rules and regulations or for disobedience of an order of a teacher or administrator.

Bus drivers shall report any violation of said rules to the appropriate administrator, who shall take the necessary steps to discipline students according to Board Policy. As a disciplinary action for violation of Board rules, a student may be refused school bus transportation but be required to attend school.

#### 7110 ACTIVITY TRIPS

School activity groups which schedule the bus must do so through their respective sponsors. An adequate number of teacher sponsors must accompany each bus load of students.

When activity groups are to be transported in the school bus, the following regulations shall apply:

1. Arrangements for the bus for an activity should be done through the Principal of the building which has the activity group. The bus or buses must be filled to capacity before asking for any additional buses. This must also be approved through the Superintendent's Office.
2. Absolutely NO SMOKING aboard the bus must be a regulation that is rigidly enforced. NO BEVERAGES of any kind are to be brought aboard the bus.
3. The bus driver's chief responsibility on trips involving activity groups is in the care and operation of the vehicle, not in the realm of management of students.

#### 7120 PERMITTED PASSENGERS

The school bus driver shall not allow anyone other than school personnel and students regularly assigned thereto to ride the bus unless a permit of a type and form approved by the building Principal has been issued. This shall not apply to law enforcement or emergency personnel who are passengers of a bus in an emergency situation.

#### 7130 PAYMENT OF MILEAGE

Payment of mileage to parents in lieu of having students riding the bus may be made with the Superintendent's approval.

#### 7200 HEALTH SERVICES

The Board shall promote and monitor a Local Wellness Program. The Program shall:

- Include goals for nutrition education, physical activity and other school-based 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 Program, including designation of one or more District employees who shall be charged with operational responsibility for ensuring the Wellness Program 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 Program.

#### 7210 DENTAL / VISUAL / HEARING SCREENING

All schools are required to provide free dental inspection annually for all children of the school, except those who hold a certificate from a legally qualified dentist showing that this examination has been made within three months last past.

The School Board shall provide basic hearing screening without charge to every student in its schools during the first year of admission and not less than once every three years thereafter. All tests shall be performed by a person competent in the use of a calibrated audiometer and who has been designated by the School Board. The results of the test and, if necessary, the desirability of examination by a qualified physician shall be reported to the parents or guardians of such students.

The School Board shall provide basic vision screening without charge to every student in its schools not less than once each two years. All such tests shall be performed by a teacher or some other person designated by the School Board. The results of the test and, if necessary, the desirability of examination by a qualified physician or optometrist shall be reported to the parents or guardian of such students.

#### 7220 STUDENT ILLNESS AND PRESCRIBING OF DRUGS

The District will comply with the current Statutes and Regulations as defined by the Legislature, Kansas State Department of Education and the Kansas Department of Health and Environment.

Please refer to the current Parent / Student Handbook for the school attended.

## 7230 STUDENTS/EMPLOYEES WITH (AIDS) HTLV – III INFECTION

Medical research indicates that AIDS/HTLV-III cannot be transmitted through casual physical contact. The school-aged child infected with AIDS/HTLV-III presents a negligible risk of transmission to his/her classmates or to other adult school personnel, and thus does not affect their health and safety. For the same reason, adult school personnel infected with AIDS/HTLV-III, under ordinary school circumstances, will not infect school children or co-workers. Therefore, both children and adult school personnel infected with AIDS/HTLV-III should, in most instances, continue to attend school and to participate fully in programs and activities offered by Northeast USD 246.

Removal of a student or an adult employee infected with AIDS/HTLV-III from the school setting is normally not justified. However, guidelines will be established in Northeast USD 246 for a case-by-case review process for any student or school employee known to have AIDS/HTLV-III. Infected students/employees should respect the individual's right to privacy. The number of personnel who are aware of an individual's condition should be kept to the minimum needed to assure proper care of the person.

### I. Review Committee

The Superintendent of Schools will appoint a review committee. The committee will meet as needed to determine the appropriate school placement of children or employees infected with AIDS/HTLV-III. The members of the review committee will include a medical physician, student's primary teacher, student's/employee's representative of choice and building administrator. The building administrator will serve as the chairperson.

#### Responsibilities:

- a. The review committee will review all students/employees known to have the AIDS/HTLV-III infection. The school system and health department will immediately report known cases to each other, provided a written release to exchange information between the two agencies is obtained from the employee or parents of the students.
- b. The student's parent(s), guardian/employee must identify a physician who will be responsible for the care of the student/employee and who will monitor the student's/employee's medical and psychological condition.
- c. Prior to the review, the chairperson will obtain appropriate data from the student's/employee's designated physician, the student's parent(s) or guardian(s), employee and school, in a confidential manner. This will require written permission from the student's parent(s) or guardian(s) or school employees.
- d. The committee will meet to determine if the student/employee presents an increased risk of transmitting the AIDS/HTLV-III infection. If so, they will also recommend the appropriate restricted setting for the individual.

- e. The following items will be considered for all students:
  - Age
  - Behavior
  - Neurological and mental status
  - Physical condition
  
- f. The review committee will recommend a restricted setting for the student if he/she meet any of the following criteria:
  - 1. Lacks control of body secretions;
  - 2. Exhibits behavior problems which would increase the possibility of transmission – such as biting;
  - 3. Has uncoverable, oozing skin lesions;
  - 4. Needs a restricted setting to protect him/her from the infectious diseases of others;
  - 5. Needs a restricted setting to protect him/her from the risk of physical or psychological harm in an unrestricted setting.

If none of the above conditions exist, the committee will recommend an unrestricted setting for the student.

The review committee will determine whether or not any school employee with the AIDS/HTLV-III infection poses a potential risk of transmission to other employees or students. If so, the review committee will recommend a restricted setting for the employee. If a risk does not exist, the review committee will recommend continued work in the employee's regular work place position.

- g. The review committee will keep written notes of its meetings. Recommendations will be made in writing to the Superintendent of Schools. It will be the responsibility of the Superintendent to see a final decision is reached regarding a restricted or unrestricted setting for the student/employee.
  
- h. During the review process, an infected student/employee may be excluded from school/work. Exclusion will be done at the Superintendent's discretion, after consultation with the review committee.
  
- i. If an infected student in Grade K through 12 is not permitted to attend classes or participate in school activities with other students, the District shall provide the student with an appropriate alternative education.
  
- j. If the employment of an infected employee is discontinued, the employee shall be entitled to use any available medical leave and receive any available medical disability benefits.
  
- k. All actions of the review committee will be subject to the approval or disapproval of the Board of Education.

## II. Monitoring:

The student's/employee's Principal will be responsible for notifying the review committee of any changes in the student/employee which would require a reassessment of the educational setting.

The review chairperson will call the student's/employee's physician and Principal on a monthly basis to determine if there have been changes in the student's/employee's health status which have gone unreported. The chairperson will also maintain monthly contacts with the student/employee. This will include the parent(s) or guardian(s) in the case of the student.

If any changes in the health status of a student/employee with the AIDS/HTLV-III infection occur which may increase the risk of transmission, the chairperson will immediately schedule a meeting to discuss the situation. The student/employee may be excluded from school or work place at this time.

## III. Outbreaks of Communicable Diseases:

If a communicable disease (e.g. measles or chicken pox) occurs in a school or classroom which could be threatening to an infected student/employee, the infected student's parent(s) or guardian(s), or the employee, and the student's/employee's physician will be notified so the AIDS/HTLV-III infected individual can be excluded from the school during the outbreak. The student/employee will be readmitted to school/work following approval of the review committee in accordance with the AIDS policy.

### 7235 CHRONIC HEAD LICE

A student with head lice for the first time will be:

1. Immediately sent home.
2. Prior to re-admittance to classes, the school nurse or other designated personnel will determine if the infestation was corrected by checking the student for head lice.
3. If the problem was not corrected, the student and his/her parent or guardian will be referred to the Crawford County Health Department for education and sent home for treatment as recommended by the Health Department.
4. Upon return to school and prior to re-admittance to classes, the school nurse or other designated personnel will determine if the infestation was corrected by checking the student.
5. In cases which an individual student contracts three (3) consecutive cases of head lice within a school year, the student must have a statement from the Crawford County Health Department prior to his/her return to school.

6. If a student or his/her parent or guardian fails to eliminate the head lice problem, the appropriate agency – Social and Rehabilitative Services (SRS) – will be notified.

#### 7240 PLAYGROUND SUPERVISION

The playground constitutes one of the best laboratories for the development of habits of good citizenship and tends to supplement the teaching of citizenship which has taken place in the classroom.

Principals and teachers have a responsibility and an obligation to provide for adequate supervision of playgrounds at all times. Safety education and the prevention of accidents should be given careful attention by the school staff.

Building Principals have the direct responsibility for the assignment of building and playground supervisory duties to the members of the immediate building staff.

Prompt reporting of accidents involving injuries to school students or staff members should be made to the Office of the Superintendent by the Principal of the building in which the mishap occurred.

#### 7300 EMERGENCY SITUATIONS/DRILLS

Good common judgment and quick thinking are always required in order to successfully cope with emergencies. No list of procedures should be followed blindly. However, the District has developed a crisis plan manual to provide guidance to all staff members.

Principals and department heads should see that all staff members are provided with and have prompt access to a crisis manual.

Reports of the monthly fire drills and tornado drills are to be made directly to the State Fire Marshall by the Principals on report forms provided for this purpose.

COMMUNITY RELATIONS  
8000 – 8999

- 8000 Use of School Facilities and Property by Outside Groups
- 8010 Student Use of School Facilities
- 8020 Equal Access Policy
- 8030 Tobacco Products in Public Schools
- 8040 Acceptance of Gifts and Money
- 8050 Handling of Complaints
- 8060 Open Records
- 8070 School Site Councils

## 8000 USE OF SCHOOL FACILITIES AND PROPERTY BY OUTSIDE GROUPS

It is felt that since schools are such an essential part of each community, they should be made available to the people whenever possible. The following guidelines have been established:

- A. The requirements of the school program shall receive prior consideration in the assignment of facilities.
- B. School-related organizations shall be given priority over non-related organizations.
- C. Approved youth groups shall be given priority over adult organizations.
- D. All non-school organizations shall file an application for use of school facilities at least three days prior to such intended use with the Principal. Application forms will be prescribed by the Superintendent.
- E. Civic organizations in the community may use school equipment when the proper request form is completed and submitted to the building Principal at least three days before the equipment is to be used. If approval is granted, this would signify that the building administrator has checked the availability and condition of the piece of equipment and will know the condition when it was loaned. All equipment that is not in as good or better condition upon return will be the responsibility of the organization that requested the use.
- F. It should be generally understood that school facilities are to be made available when possible and fees charged only when necessary.

## 8010 STUDENT USE OF SCHOOL FACILITIES

Students are not to be permitted the use of school facilities unless a teacher is present and in charge at all times. Custodians shall not allow students to enter the building when school is not in session unless they are accompanied by a member of the faculty or unless they have had specific instructions from the building Principal. Teachers shall not give keys to students.

## 8020 EQUAL ACCESS POLICY

A student or group of students who wish to conduct a meeting on school premises before or after the instructional day shall file an application for permission for the meeting with the Principal of the school building at which the meeting is to be held. The application shall state:

1. The name and address of the student or students and an affirmation by the person preparing the application that the student(s) has/have voluntarily initiated the meeting.
2. A description of the type of meeting, statement of purpose, estimate of expected attendance and a copy of any material used to advertise the meeting.

3. If a non-school attendee is to be in attendance, his or her name and address must be furnished and the organization with whom he or she is affiliated, if any. If the meeting is a religious one, the non-school attendee shall furnish an affirmation that he/she is not directing, conducting, controlling or regularly attending the activity.
4. The name and address of faculty monitor and affirmation that the faculty member is not directing, conducting or controlling the meeting.

The Principal shall approve the meeting if the application is filled out and if he/she determines that:

1. The meeting is voluntarily and student initiated.
2. There is no sponsorship of the meeting by the school, the government or its agents or employees.
3. The meeting will not materially and substantially interfere with the orderly conduct of the school's educational activities.
4. Employees of the District are present at religious meetings in a non-participatory capacity.
5. Non-school persons are not directing, controlling or regularly attending the activity.
6. There is no school influence on the form or content of any prayer or religious activity during the meeting or activity.
7. No person will be required to participate in prayer or other religious activity during the meeting or activity.
8. No funds will be expended by the school for any such meeting beyond the incidental cost associated with providing meeting space.
9. No employee will be compelled to attend a meeting if the contents of the speech at the meeting are contrary to his/her beliefs.
10. All forms are completed and submitted one week (7 days) prior to the meeting time.
11. A copy of the application is filed in the Superintendent's Office.

#### 8030 TOBACCO PRODUCTS IN PUBLIC SCHOOLS

KSA 72-53, 107 prohibits the use of tobacco products in any school buildings and states that no board of education of any school district shall allow any person to use tobacco products in any school building. Furthermore, the Northeast U.S.D. 246 Board of Education prohibits the use of tobacco products in all District-owned buildings and vehicles.

#### 8040 ACCEPTANCE OF GIFTS AND MONEY

The Board of Education will consider the acceptance of gifts from the public. Any organization or individual wishing to make a gift to the School District must have the prior approval of the Board of Education. All gifts will be regarded as gifts to the School District.

The Board of Education encourages the community and administration to work hand-in-hand with the Northeast USD 246 Foundation to develop a long-range endowment fund for the District.

The Administration is directed to bestow public recognition of gifts to the School District provided the donor(s) do not direct otherwise.

Money collected or donated to a particular attendance center will be spent for that center and for that intended purpose.

#### 8050 HANDLING OF COMPLAINTS

Individuals or groups often confront a single Board member with issues which usually should be handled by the Administration. In those cases of apparent exception, it is suggested that the Board member withhold commitment and/or opinion until the matter has been presented to the whole School Board during a regular or special session.

In carrying out the policy for the handling of complaints, the Board will therefore observe the following procedure: Neither the Board as a whole or any individual member will entertain or consider communications or complaints from teachers, parents or patrons until they have first been referred to the Principal of the attendance center in which the complaint originates.

The teacher, parent or patron with a complaint shall be channeled through the proper chain of command. The building Principal shall be contacted first, and if the problem cannot be handled by the building Principal, he/she shall refer the problem to the Superintendent. If the Superintendent cannot satisfy the person, it will then be referred to the Board of Education in a special or regular meeting.

#### 8060 OPEN RECORDS

In order to comply with KSA 75-4317, Northeast USD 246 formally appoints the building administrators as custodians of the public records of their respective attendance centers. Further, the Board of Education appoints the Superintendent of Schools as chief custodian of all school records and the custodian of the Board of Education records. The Northeast USD 246 Freedom of Information Officer is the District Treasurer. Northeast USD 246 will comply with any formal request for records within three business days of a request. District buildings will have business hours from 8:00 a.m. to 4:00 p.m. and will provide the requester with facilities for copying records that fall within the guidelines of the law. The Board of Education does require that any person or persons wishing to have access to District records fill out a simple request form which asks for name, address and a description of the records requested. The charge for reproducing or copying such records shall be established

at \$.10 per copy. The District shall deny any requests that fall under the exemptions for public disclosure that are outlined in the statute and shall provide a written statement to the requester as to reasons for that denial.

## 8070 SCHOOL SITE COUNCILS

### Site Councils

A site council shall be established in each building in the District.

### Purpose

The purpose of the School Site Council is to advise the school on such matters as student learning, education programs, school improvement planning and accreditation issues. The Site Council also plays an advocacy role for the school regarding the same issues. Specifically, the purpose is to:

- a. Provide advice and counsel to the school in developing, implementing and evaluating school performance goals and objectives, and
- b. Provide ongoing support for the students and staff of the school.

### School Site Councils

School Site Council Bylaws will be established by the Board and published annually in the Student / Parent Handbooks and District Website.

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